



DEPARTMENT OF THE NAVY
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IN REPLY REFER TO:

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24 SEP 2015

Security Note 03-15

From: Director, Administration and Resource Management Division

Subj: HEADQUARTERS U.S. MARINE CORPS (HQMC) EVACUATION RESPONSE GUIDE

1. Introduction. The Pentagon Force Protection Agency (PFPA) establishes requirements for all Pentagon DOD Components, Executive Departments, Agencies on matters involving force protection, security, law enforcement, and related activities that impact the Pentagon reservation and its leased facilities. This includes shelter-in-place, internal relocation and building evacuation of personnel in the event of an incident requiring an emergency response. This guide is designed to help the Security Coordinators located within the Pentagon establish evacuation plans for their areas of responsibility that meet PFPA requirements.

2. Overview. The purpose of this Evacuation Response Guide is to provide information to Security Coordinators in order to help develop Emergency Action Plans in support of PFPA's Evacuation Response Program. PFPA has developed the following documents to help in developing response plans:

- a. Occupant Emergency Response Guide.
- b. Component Emergency Response Guide.
- c. Quick Reference Guide.
- d. Administrative Instruction-111 (AI-111) Component Emergency Response on the Pentagon Reservation.

The first three documents can be found at: <https://extranet.pfpa.mil> under the "Preparedness" tab. Then select "Evacuation Plan". The Administrative Instruction can be found at: <http://www.dtic.mil/whs/directives/> under the "Issuances" tab and selecting "Admin Instructions". These documents apply to all DOD personnel (uniformed and civilian), contractors and visitors onboard the Pentagon Reservation. The governing document for the aforementioned guides is Administrative Instruction 111, Component Emergency Response on

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the Pentagon Reservation, dated 2 December 2010. The Pentagon Reservation consists of the Pentagon, Remote Delivery Facility (RDF), Pentagon Renovation Tolleyville Compound, Pentagon Library and Conference Center (PLC2), Heating and Refrigeration Plant, construction trailers, Mark Center Complex, and Suffolk Building.

3. Responsibilities

a. The Security Coordinator is responsible for developing and implementing evacuation guidance for their staff agency/activity personnel. Each office within their staff agency/activity must have an Evacuation Coordinator that is responsible for developing an office specific evacuation plan. All emergency evacuation plans must address the following for each of the three evacuation options: shelter in place, internal relocation and evacuation.

b. Incident Reporting (The phone numbers below are current and have been confirmed by PFFPA. Some of the phone numbers listed in PFFPA's Emergency Response Implementation Plan are outdated):

(1) Pentagon Emergency Number: 911 or (703) 697-5555. Provide the operator the nature of the emergency, location, and any nearby landmarks.

(2) Non-Emergency Numbers: Pentagon Operation Center: (703) 697-1001, PFFPA Emergency Preparedness Coordinator: (703) 695-2923/2922, Pentagon Fire Marshal: (703) 695-3300.

4. Methods of Notification

a. Public Address: Big Voice is a public address system located throughout the hallways and parking areas of the Pentagon and used to convey critical information and instruct occupants on appropriate response actions. Computer Emergency Notification System (CENS): CENS provides emergency and non-emergency notification messages to occupants in the Pentagon. As with Big Voice, CENS messages will display via pop-up window, threat information and direct an appropriate occupant response. CENS resides on the Pentagon's unclassified networks and will use a "yellow" message banner to convey non-emergency information which may or may not require immediate action and

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"red" message banner to convey emergency information which will direct an immediate emergency response, providing critical information on the emergency, type of hazard along with emergency instructions for occupants. Personnel who do not receive CENS messages should contact their IT Support for software installation.

b. Pentagon Police Department: All personnel must follow the directions of the Pentagon Police, Pentagon Fire Marshal Office and PFPA Emergency Management personnel.

c. Fire Alarms: All personnel are to respond to a fire alarm. Alarms without verbal instruction requires personnel to evacuate the area.

5. Egress Routes and Assembly Areas

a. Egress routes and assembly areas will be assigned by the Pentagon Fire Marshal and must be posted in each office space. Contact the Pentagon Fire Marshal at (703) 695-3300 or via email at fireinfo@whs.mil for assistance with creating placards and for assembly area assignment for your office. A request can also be sent to fireinfo@whs.mil with the following information to obtain placards: Room #, Agency Acronym, POC, POC Phone, and Total # of Occupants.

b. Each occupant should know the primary and secondary egress routes and the assigned assembly area. Evacuation Coordinators are highly encouraged to execute internal fire drills in coordination with the office of the Pentagon Fire Marshal.

6. Safety and Security issues

a. During any fire, do not use elevators. Use designated and available stairs only.

b. If possible, secure all classified material and networks.

c. Lock the door and place the "cleared" placard in accordance with paragraph 9.

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7. Accounting and Reporting of Personnel. The accountability and reporting of Military, Civilian, and Contractor personnel will be conducted in accordance with MARADMIN 475/14 and BnO 5000.2.

8. Special Needs. Occupants requiring individualized evacuation assistance or notification during crisis incidents should develop a plan tailored to their specific needs. This plan should address mobility assistance, visual, and hearing needs, special routing, and designated office buddies. The Office of the Pentagon Fire Marshal can assist in developing individual emergency response plans for special needs individuals. Staff Agency/Activity Evacuation Coordinator shall review individualized plans to ensure plans are developed to prevent delay in evacuation and additional risk to the occupant, co-workers, and emergency response personnel.

9. Office Door Placards. In an emergency, the last person out of each office must place a placard on each exit door informing emergency personnel that all personnel have evacuated. The placard must clearly state "CLEARED." The placard must be placed near the bottom of the door on the opening side.

10. Training of Personnel

a. The guides and instruction listed in this document provide sufficient information for Security Coordinators to develop their own plans.

b. All personnel must be trained on office evacuation procedures when first reporting on board and annually thereafter. Ensure training is documented.

c. The Pentagon Fire Marshal's website offers useful training tools for use. Go to <https://fire.whs.mil>. The training tab is located on the left side of the web page under the "Egress Maps" tab.

11. Exercises and Drills

a. Each staff agency/activity must conduct one evacuation exercise annually and request Fire/Life Safety Training from the Pentagon Fire Marshal's Office at <https://fire.whs.mil>.


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b. Refer to AI-111 or the PFPA Component Emergency Response Guide for details on applying for a permit to conduct evacuation exercises.

12. Conclusion. The safety and security of HQMC personnel are of the highest priority, and they are also the driving force behind PFPA's Emergency Response Program. PFPA offers the guides referenced in this document to assist Security Coordinators in building an effective and comprehensive emergency evacuation program that prepares HQMC personnel to respond to a wide range of hazards. Our success in protecting our personnel is not rooted in any one organization or process, but rather in a well-coordinated and executed response at all levels of the Pentagon Reservation. The investment we make today in preparing our people will determine our success tomorrow. Your efforts in building an effective emergency evacuation program are greatly appreciated.

13. Questions regarding this Security Note should be directed to HQMC Security Office via smb.hqmc.security@usmc.mil or (703) 614-3609.

14. This note supersedes Security Note 05-11.


J. R. NEWELL
By direction

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