

# Pentagon Reservation Component Emergency Response Guide

12 December 2007

**Pentagon Force Protection Agency**

*Protecting Those Who Protect Our Nation*





# Component Emergency Response Guide



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# Component Emergency Response Guide



## 1.0. Guide Overview

**1.1. Purpose:** The *Pentagon Reservation Component Emergency Response Guide* provides Components with guidance and standardized procedures to support the Pentagon Force Protection Agency (PFPA) emergency response actions. The three emergency response actions are:

1.1.1. Shelter-in-Place (staying in your office or identified shelter-in-place location)

1.1.2. Internal Relocation (moving within the building)

1.1.3. Evacuation (moving outside the building)

**1.2. Reference:** This guide complements the [\*Occupant Emergency Response Guide\*<sup>1</sup>](#), which provides detailed information to the individual occupant.

**1.3. Authority:** Two DoD issuances govern emergency response for the Pentagon Reservation:

1.3.1. **DoD Directive 5105.68**, "[\*Pentagon Force Protection Agency\*](#)"<sup>2</sup> May 3, 2002, established PFPA as the proponent for force protection.

1.3.2. **DoD Instruction O-3020.43**, "[\*Emergency Management and Incident Command on the Pentagon Facilities\*](#)"<sup>3</sup> March 6, 2007, states: "*The Heads of DoD Components shall ensure that leaders and supervisors at all levels throughout their components maintain and exercise internal emergency plans for the Pentagon Facilities, and that they keep personnel in the Pentagon Facilities informed of and trained in emergency operations.*" The instruction further directs the responsible authorities to ensure that these plans are coordinated with the appropriate building management personnel and public safety agencies.

**1.4. Applicability:** This guide applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "Components") that are tenants of the Pentagon Reservation. For the purposes of this Guide, the Pentagon Reservation does not include the Raven Rock Mountain Complex. A complete list of Components required to develop an Emergency Response Implementation Plan is located at Enclosure 1.

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<sup>1</sup> <https://extranet.pfpa.mil>

<sup>2</sup> <http://www.dtic.mil/whs/directives/corres/html/510568.htm>

<sup>3</sup> <http://www.dtic.mil/whs/directives/corres/html/302043.htm>



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**1.5. Area of Operation:** The Pentagon Reservation consists of the following major facilities: Pentagon, Navy Annex, Remote Delivery Facility (RDF), Pentagon Renovation Tolleyville Compound, Pentagon Library & Conference Center (PLC2), Heating & Refrigeration Plant, construction trailers, and the Butler Building.

**1.6. Responsibilities:** Responsibilities for emergency response on the Pentagon Reservation are shared between PFPA, Washington Headquarters Services (WHS), Components, and occupants.

**1.6.1. PFPA and WHS** are responsible for the safety and security of all occupants within the Pentagon Reservation. PFPA and WHS maintain the support infrastructure that responds to life threatening hazards.

**1.6.2. Components** are responsible for implementing an Emergency Response Implementation Plan that prepares occupants to effectively execute all three emergency response actions in accordance with this Guide. Instructions for preparing the Emergency Response Implementation Plan are located at Enclosure 2. Component responsibilities for emergency response are:

- 1.6.2.1. Identifying shelter-in-place locations
- 1.6.2.2. Equipping shelter-in-place locations (Enclosure 3)
- 1.6.2.3. Coordinating assembly areas with the Office of the Pentagon Fire Marshal
- 1.6.2.4. Placing “Not Occupied” signs on evacuated offices (Enclosure 4)
- 1.6.2.5. Ensure each office appoints an evacuation warden and deputy
- 1.6.2.6. Securing classified materials in accordance with DoD 5200.1-R
- 1.6.2.7. Establishing procedures to assist those with special needs
- 1.6.2.8. Ensuring that occupants attend emergency escape mask training
- 1.6.2.9. Establishing a training and exercise program
- 1.6.2.10. Participating in mass evacuation exercise and training events
- 1.6.2.11. Coordinating the Components’ plan and exercise schedule with PFPA
- 1.6.2.12. Following the directions of PFPA during emergency response

**1.6.3. Occupants** are responsible for reading and understanding the [\*Occupant Emergency Response Guide\*](#)<sup>4</sup>. Each occupant is responsible for:

- 1.6.3.1. Understanding and executing PFPA’s three emergency response actions
- 1.6.3.2. Maintaining an emergency escape mask

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<sup>4</sup> <https://extranet.pfpa.mil>





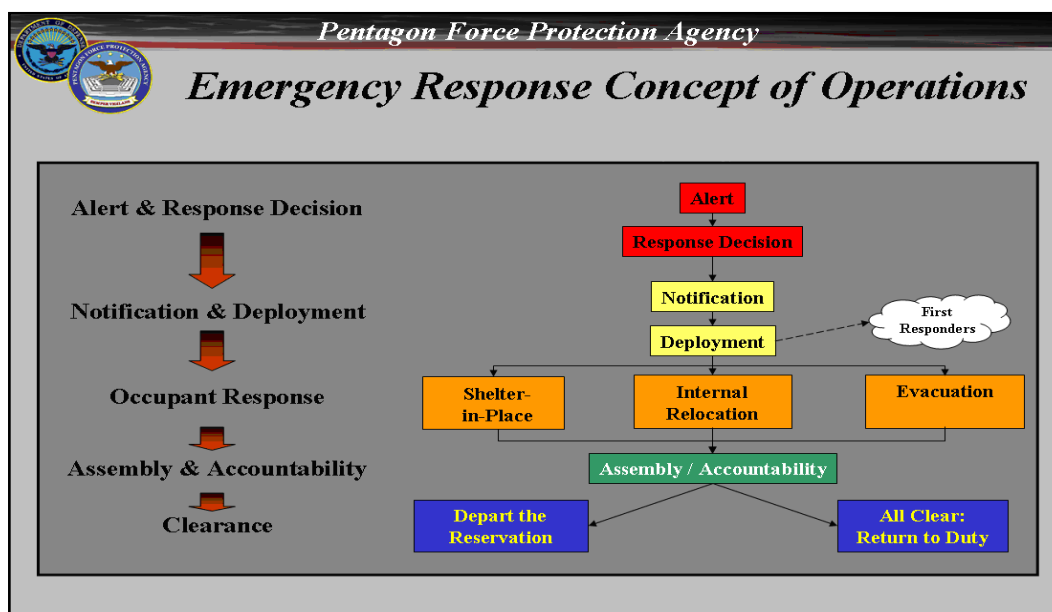
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- 1.6.3.3. Assembling an individual go-kit (optional)
- 1.6.3.4. Advising their supervisor of any special need requirements
- 1.6.3.5. Attending and completing training (see Paragraph 3.1)
- 1.6.3.6. Knowing their evacuation routes and assembly areas
- 1.6.3.7. Reporting in for accountability upon execution of any emergency response action

## 2.0. Concept of Operations

**2.1. Overview:** Component emergency response programs must ensure all occupants and visitors are able to respond to a full range of life-threatening hazards. PFPA is responsible for Pentagon emergency response procedures and will provide instruction to Components and occupants based upon the specific nature of the incident and/or threat. PFPA's specific response will be tailored to avoid or mitigate injury and property damage from a wide range of hazards, including attack incidents such as bombings; armed attacks; chemical, biological, radiological, and nuclear (CBRN) events; and other emergency incidents such as fire, severe weather, and civil disturbance. During emergencies within the building, PFPA will typically direct occupants to shelter-in-place or provide instructions regarding internal relocation or evacuation. Components should encourage occupants to carry their emergency escape masks and their individual go-kits with them during emergencies and exercises. The Component emergency response program is integral, but subordinate, to PFPA's overall emergency response concept of operations (Figure 1). Key activities related to each occupant emergency response action are expanded upon in the Compliance Matrix (Enclosure 5).



**Figure 1. Emergency Response Concept of Operations.**

The five phases of PFPA's emergency response program address the full cycle of an emergency response, requiring the active participation of PFPA, WHS, Components, and occupants throughout the reservation.



# Component Emergency Response Guide



**2.2. Emergency Response Options:** Components will produce an Emergency Response Implementation Plan that establishes emergency response procedures and responsibilities for each subordinate office. This plan should address the Pentagon's three primary occupant emergency response actions: shelter-in-place, internal relocation, and evacuation. Components are also required to develop an emergency response plan for each occupant requiring individualized evacuation assistance or notification during crisis incidents. This plan should address mobility requirements, designated office buddies, tailored egress routes and specialized visual or audio equipment for notification. Once developed, Components will submit their Emergency Response Implementation Plan to the PFPA Emergency Preparedness Coordinator (Bruce.Thompson@PFPA.Mil), who will review each plan to ensure compliance with the Pentagon's overall emergency response program.

**2.2.1. Shelter-In-Place:** Components will identify a shelter-in-place location for each occupant - usually the occupant's workspace. Shelter-in-place locations should limit exposure to various hazards and shield occupants from actual or impending threats located in the vicinity surrounding their workspaces. During shelter-in-place operations, Components should ensure occupants do not exit their shelter-in-place location until directed by proper authority. Components should also prepare occupants to control access to their location in order to maintain security.

**2.2.2. Internal Relocation:** For internal relocation, PFPA will direct occupants to move from high-risk areas to safe assembly areas within their building. This occupant response action minimizes the risk of exposure to potential hazards that exist outside the facility and supports PFPA emergency response and force protection operations. Internal relocation also mitigates security vulnerabilities created by opening up access points to the facility for mass egress during evacuation. Should hazardous conditions persist and prevent re-entry to offices, authorities will re-direct occupants to a secondary location within their building.

**2.2.3. Evacuation:** PFPA will direct occupants to evacuate outside the building when shelter-in-place and internal relocation response options are not practical to protect them within the building. There are two methods by which occupants will evacuate a Pentagon facility: PFPA-directed or fire alarm-initiated.

**2.2.3.1. PFPA-Directed Evacuation Concept:** For non-fire events requiring evacuation, PFPA will manage operations, to include routes and assembly areas based on the nature of the emergency. The PFPA Command Center (PCC) will use the Computer Emergency Notification System (CENS), Big Voice and/or first responders to inform occupants of response actions.

**2.2.3.2. Fire Alarm-Initiated Evacuation Concept:** When a fire alarm activates, occupants must evacuate the building without delay. The following describes a fire alarm-initiated evacuation for the Navy Annex and the Pentagon.



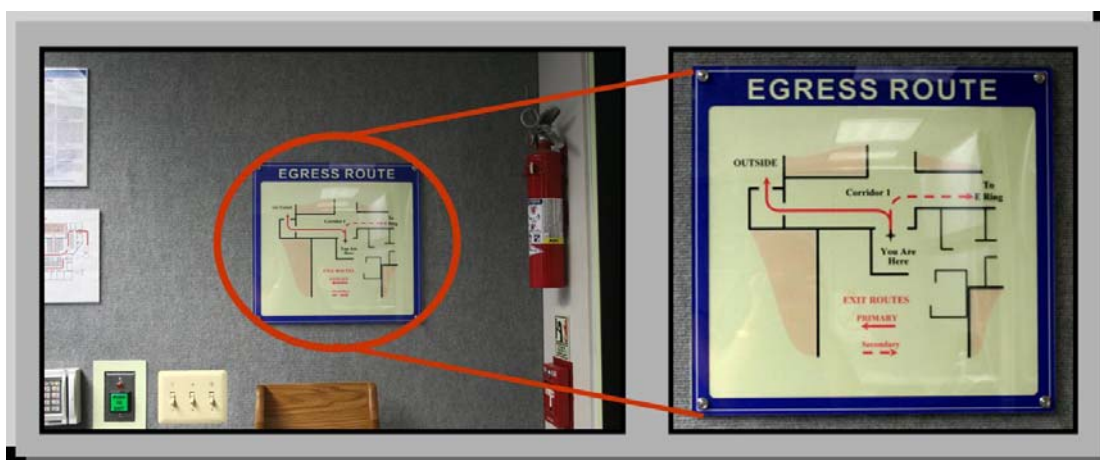
## Component Emergency Response Guide



**Navy Annex:** The Navy Annex fire alarm system is a buzzer that sounds off in blasts of three at a time but does not have a public address speaker system to direct occupants. When a fire alarm activates, occupants follow their posted office egress route to the outside via the exit stairs. Occupants then gather within the compound until further instructions are given. As conditions warrant, PFPA officers will direct personnel to safely cross Columbia Pike, where they will assemble in their designated assembly areas.

**Pentagon:** The Pentagon fire alarm system automatically directs the occupants on what actions to take. When a fire alarm activates, occupants follow their designated egress route from their office workspace to the nearest exit stairwell. Occupants then descend or ascend the stairs to the exit floor level and continue through the Center Courtyard, A&E Drive, or exterior exits on the E-Ring to their assigned assembly areas outside the building.

**2.2.3.3. Egress Route Placards:** Each office should post an egress route placard near their office exit door similar to that shown in Figure 2. Offices without an egress route placard should contact the Fire Marshal, 703-693-3683, for a replacement.



**Figure 2. Egress Route Placard.**

Egress routes for evacuation should be posted near each office exit door.

**2.2.3.4. Egress Routes:** The Fire Marshal manages the master plan for egress routes for all facilities on the Pentagon Reservation. The Fire Marshal designates a primary and secondary exit route for each office for fire alarm-initiated evacuations. These exit routes are designed to ensure occupants evacuate in a coordinated and safe manner. Components must provide all primary and secondary fire egress routes applicable to each subordinate office within their Emergency Response Implementation Plan. Mapping, textual descriptions, or both may be used to satisfy this requirement. These routes must be disseminated down to each occupant served by the plan. There are two methods for preparing egress routes:



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**Self-Help:** The Fire Marshal has provided a web resource for Component managers to obtain assistance with routes and maps at <https://fire.whs.mil>.

**Expert Help:** Contact the Fire Marshal, 703-693-3683, for assistance.

**2.2.3.5. Assembly:** The Fire Marshal manages the master plan for external assembly areas to avoid overpopulation at any one location, ensure freedom of movement for emergency response operations, and provide for the security of occupants. The Fire Marshal assigns assembly areas for Components based on their exiting portal from the building, population, any known special conditions in their area, and Component preference. Components in the Pentagon will coordinate with the Fire Marshal to obtain assigned external assembly areas for each subordinate office on the Pentagon Reservation when formulating their Implementation Plan (Enclosure 6). In certain emergency conditions, PFPA may deviate from established Component plans due to identified hazardous conditions along routes or in assigned assembly areas.

**2.2.3.6. Restrictions:** During evacuation, PFPA may restrict pedestrian and vehicle traffic by closing off sections of the Pentagon Reservation to include parking areas. PFPA may also implement closures to protect occupants from contaminated or high-traffic areas and to ensure unimpeded access for emergency response operations. When this occurs, occupants will not have access to their privately owned vehicles that are parked within the restricted area.

**2.2.3.7. POC:** For assistance with egress placards, egress routes, or assembly, contact the Fire Marshal for assistance.

## 3.0. Training & Exercises

**3.1. Training:** Emergency response training must be a continuous effort in order for occupants to maintain proficiency.

**3.1.1. Initial Orientation Training:** Initial training for new employees consists of orientation on Pentagon Reservation emergency response procedures and training on the emergency escape mask. This training is conducted weekly at PLC2. Call 703-695-6892 to schedule attendance.

**3.1.2. Annual Refresher Training:** Components shall provide their employees with annual refresher training on the three emergency response procedures.

**3.1.3. On-line Training:** Occupants can access additional information in emergency response at <https://extranet.pfpa.mil>.





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**3.2. Exercises:** Components should conduct exercises that validate the occupant's knowledge of emergency response procedures including egress routes and assembly areas, expected response times, personal protective equipment (emergency escape mask, individual go-kit), organizational emergency response POCs, and reporting and accountability. Components may also be asked to participate in Pentagon exercises such as Gallant Fox (Table 1). The Component is required to coordinate with PFPA and complete an Event Request Form (Enclosure 7) for any Component exercise or training event involving areas of the Pentagon Reservation other than their immediate office spaces. The following are examples of exercises involving Components:

Pentagon Level	Component Level	Office Level
<i>Gallant Fox</i> exercises assess first responder operations involving PFPA as well as local and federal emergency services elements (e.g., law enforcement, fire and medical). <i>Gallant Fox</i> exercises include Shelter-in-Place, relocation, or evacuation of at least one major section of the Pentagon.	<i>Blue Raven</i> tests Continuity of Operations (COOP) and evacuation procedures. <i>Blue Raven</i> exercises include an evacuation scenario at least twice yearly.	Individual directorates or offices conduct exercises in their own office spaces without prior notification to PFPA. However, any organizational exercise that takes place outside of offices must be coordinated with PFPA in advance.

Table 1. Sample Emergency Response Exercises.

## 4.0. Accountability & Reporting

Pentagon Reservation Components are responsible for submitting Personnel Status Reports (Enclosure 8) to the PFPA Command Center (PCC) during emergency response actions. This report will be made via the quickest means possible and will provide data on missing occupants with emphasis on their last known status and location within the building. Contact the PCC in person (1A315), by phone (703-697-1001), fax (703-695-5435), or e-mail (Operations@PFPA.Mil). For all emergency response actions (shelter-in-place, relocation, and evacuation), personnel status reports shall be submitted to PFPA as soon as possible, with subsequent updates due every two hours until 100% accountability is achieved. In addition, PFPA may direct occupants to process through the Pentagon Mustering System (Figure 3) which is used to scan the building passes of evacuees for comparison with the building access control system to identify occupants who may still be in the building.



Figure 3.  
Pentagon Mustering System.



# Component Emergency Response Guide



## 5.0. Summary

Safety and security of our occupants are of the highest priority; and they are also the driving force behind PFPA's emergency response program. PFPA is offering this guide to assist Components in building an effective and comprehensive emergency response program that serves to train occupants to respond to a wide range of hazards. Our success in protecting occupants 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, from the occupant, to the Component, to PFPA and WHS, and ultimately to the Secretary of Defense. The investment we make today in preparing our people will determine our success tomorrow. We greatly appreciate your cooperation in building an effective emergency response program.

The proponent for this guide is the PFPA Command Center (703-697-1001).



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## Enclosures

### E1. Pentagon Reservation Components

The provisions of this Guide apply to the Office of the Secretary of Defense (OSD), the Office of the Inspector General of the Department of Defense, the Office of the Chairman of the Joint Chiefs of Staff, the Military Departments, the Combatant Commands, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (referred to collectively as “Components”) that are tenants of the Pentagon Reservation. Below is a list of Components that are required to write a Component Emergency Response Implementation Plan.

#### Office of the Secretary of Defense

##### Subordinate Organizations:

- Under Secretary of Defense for Acquisition, Technology, and Logistics
- Under Secretary of Defense for Policy
- Under Secretary of Defense for Personnel and Readiness
- Under Secretary of Defense (Comptroller) / Chief Financial Officer
- Under Secretary of Defense for Intelligence
- Assistant Secretary of Defense for Networks and Information Integration
- Assistant Secretary of Defense for Legislative Affairs
- Assistant Secretary of Defense for Public Affairs
- General Counsel, Department of Defense
- Director, Operational Test and Evaluation
- Assistant to the Secretary of Defense for Intelligence Oversight
- Director of Administration and Management
- Director, Net Assessment
- Director, Program Analysis and Evaluation

Inspector General, Department of Defense

Chairman of the Joint Chiefs of Staff

Department of the Army

Department of the Navy

Department of the Air Force

Commandant of the Marine Corps



# Component Emergency Response Guide



## Defense Agencies

Defense Intelligence Agency

Defense Information Systems Agency

Pentagon Force Protection Agency

National Geospatial-Intelligence Agency

Missile Defense Agency

## Field Activities

Washington Headquarters Services

American Forces Information Service



# Component Emergency Response Guide



## E2. Instructions for Preparing the Emergency Response Implementation Plan

**E2.1. Introduction.** These instructions are offered only as a recommendation to assist Components in developing their emergency response plans:

**E2.1.1. Step 1:** Reference the Pentagon Reservation Occupant Emergency Response Guide located at <https://extranet.pfpa.mil> in your plan. Do not add any part of the Occupant Guide to your plan, as PFPA will update the Occupant Guide as required.

**E2.1.2. Step 2:** Address each category below in your plan. Use the Pentagon Reservation Emergency Response Compliance Matrix (Enclosure 5) to assist in providing detailed requirements related to Component emergency response operations. This matrix is intended for use by Component planners in establishing, maintaining, and executing an Emergency Response Implementation Plan.

### Management:

- Establish an Emergency Response Chain-of-Command
- Appoint a liaison to PFPA
- Ensure each office within the Component appoints an Evacuation Warden and Deputy responsible for evacuating all office personnel, closing the office door, and placing a “NOT OCCUPIED” placard on each exit door

### Personnel:

- Develop your Component Personnel Roster with contact data (Enclosure 9)
- Establish an e-mail communication chain to all personnel
- Address Special Needs including those mandated by the Americans with Disabilities Act (Enclosure 10)

### Equipment:

- Individual Go-Kit (Optional): Recommend each occupant has one
- Office Survival Kit (Optional): Recommend every office has one (Enclosure 3)
- Emergency Escape Mask: Ensure all occupants have one
- Office Door Placard: Ensure every office has a “NOT OCCUPIED” door placard for each exit door (Enclosure 4)

### Training:

- Ensure occupants complete initial and recurring training
- Integrate occupant participation in drills and exercises





## Component Emergency Response Guide



### Concepts:

- Shelter-in-place
- Internal Relocation
- Evacuation

**E2.1.3. Step 3:** Use the Component Emergency Response Plan Checklist (Enclosure 11) to evaluate your Component Emergency Response Implementation Plan. Review/update this plan at least annually.

**E2.1.4. Step 4:** Review your plan with the PFPA Emergency Preparedness Coordinator.

**E2.1.5. Step 5:** Publish your plan and promulgate it via e-mail, website, or portal.



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## E3. Office Survival Kit (Optional)

E3.1. Components should consider purchasing or assembling office survival kits.

E3.2. Components should stock each shelter-in-place location with appropriate comfort items, since water, food, and toilet facilities may not be available.

E3.3. Office survival kits (Figure 4) can be purchased for approximately \$160 for 5 people at several web sites. Below is the link and information for one of these web sites: <https://www.gsaadvantage.gov>. The following lists the contents of one such commercial kit:

- 2400 calorie food rations
- 25oz. water packs
- solar blankets
- tube tent
- pair work gloves
- germicidal tablets
- toilet liners
- wet napkins
- AM/FM solar radio
- Flashlight and batteries
- 12-hour light sticks
- first aid kit
- pair latex gloves
- toilet chemical
- dust masks
- portable toilet



**Figure 4. Office Survival Kit.**



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### E4. Office “Not Occupied” Placards

**E4.1. Purpose.** Office door placards should be placed on the outside of office doors, 1 foot above the floor, during internal relocation and evacuation operations after the last occupant has departed. This procedure alerts first responders that the office is not occupied and saves valuable time during search and rescue operations. Signs should be placed near the bottom of the door when used; firefighters crawl in smoke.

**E4.2. Description.** Placards should be printed on heavy cardstock, 4.25” x 11” (Figure 5). One standard sheet of paper will produce two placards. Placards can be attached to doors by attaching double-sided tape or magnetic paper.



**Figure 5. Office Door Placard.**



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### E5. Pentagon Reservation Emergency Response Compliance Matrix

**E5.1. Purpose:** This compliance matrix provides detailed requirements related to Component emergency response operations. This matrix is intended for use by Component planners in establishing, maintaining and executing an Emergency Response Implementation Plan. For questions or concerns, please contact the PCC at 703-697-1001.

<i><b>Requirement</b></i>	<i><b>Shelter-in-Place (SIP)</b></i>	<i><b>Internal Relocation</b></i>	<i><b>Evacuation</b></i>
<b>Incident Reporting</b>	<ul style="list-style-type: none"><li>• Ensure all occupants understand their role in reporting hazardous situations.</li><li>• Ensure all occupants understand and are proficient in using the 911 emergency telephone system in the Pentagon.</li></ul>		
<b>Notification</b>	<ul style="list-style-type: none"><li>• Ensure occupants understand the methods for notification, to include the fire alarm system, Big Voice, CENS, and PFPA Police Officers.</li></ul>		
<b>Routing</b>	<ul style="list-style-type: none"><li>• Ensure each office has an egress route placard indicating primary, secondary, and alternate routes. If the placard is missing, contact the Pentagon Fire Marshal (703-693-3683) for a replacement.</li><li>• Ensure Pentagon occupants understand that the center courtyard is for transit and not assembly.</li></ul>		
<b>Assembly Areas</b>	<ul style="list-style-type: none"><li>• Designate locations for occupant use in the immediate proximity of the occupant's work location. Examples are office spaces, adjoining break and conference rooms</li></ul>	<ul style="list-style-type: none"><li>• Ensure all occupants understand that PFPA will direct occupants to move from high-risk areas to safe assembly areas within their building.</li></ul>	<ul style="list-style-type: none"><li>• Coordinate with the Fire Marshal to obtain assigned exterior assembly areas and maps of the locations.</li></ul>
<b>Safety &amp; Security</b>	<ul style="list-style-type: none"><li>• Ensure assembly locations allow for adequate distance/separation from exterior walls and windows to shield occupants from debris.</li><li>• Ensure locations allow for barricade against hostile agents such as an active assailant in the hallway.</li><li>• <b><i>Occupants in the Pentagon should not seal doors or vents.</i></b></li><li>• Occupants in the Navy Annex should prepare to seal offices against penetration of airborne contaminants.</li></ul>	<ul style="list-style-type: none"><li>• Do not use elevators during emergencies.</li><li>• Do not assemble in apexes, stairwells or courtyard during emergencies.</li><li>• Coordinate with PFPA or the Fire Marshal to identify emergency routes through construction zones.</li><li>• Ensure occupants understand to cooperate or assist police in surveillance and reporting of suspicious activity.</li><li>• Ensure occupants comply with PFPA restrictions on traffic (pedestrian or vehicle).</li></ul>	



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<i>Requirement</i>	<i>Shelter-in-Place (SIP)</i>	<i>Internal Relocation</i>	<i>Evacuation</i>
<b>Accountability &amp; Reporting</b>	<ul style="list-style-type: none"><li>• Components are responsible for accounting for all occupants within their organization during all three response actions.</li><li>• When instructed by PFPA, Components will direct their personnel to process through other accountability means, such as the Pentagon Mustering System, which is used to scan the building passes of evacuees for comparison with the building access control system to identify occupants who may still be in the building.</li></ul>		
<b>Individuals with Special Needs</b>	<ul style="list-style-type: none"><li>• Components will develop plans that enable individuals with special needs to quickly execute all three emergency response actions. This plan should also address the following issues:<ul style="list-style-type: none"><li>○ Tailored exit routes and unique transportation needs</li><li>○ Personalized go-kits that include special medications and related medical information, such as contact data</li><li>○ Redundant notification systems—tailored to individual (sirens, strobe light)</li><li>○ Buddy System: Appoint a minimum of two buddies</li><li>○ Provide the Pentagon Fire Marshal a list of the <u>number</u> of occupants with special needs, the type of assistance required (i.e., mobility impaired), and office location.</li></ul></li><li>• A fact sheet on obtaining and using employee medical information as part of emergency evacuation procedures can be found at <a href="http://www.eeoc.gov/facts/evacuation.html">http://www.eeoc.gov/facts/evacuation.html</a></li></ul>		
<b>Emergency Escape Masks</b>	<ul style="list-style-type: none"><li>• Ensure occupants receive and are trained on the emergency escape mask.</li><li>• Ensure occupants carry their masks with them to their assembly areas.</li><li>• Ensure occupants don their EEMs only on order of a qualified authority.</li></ul>		
<b>Individual Go-Kit</b>	<ul style="list-style-type: none"><li>• Advise occupants to create an individual go-kit and carry their kit during both exercises and actual incidents. Refer to the PFPA Emergency Response Occupant Guide for recommended items.</li></ul>		
<b>Office Survival Kit</b>	<ul style="list-style-type: none"><li>• Components should assemble an office survival kit that will be maintained in the office. Provisions should also be stored at the shelter-in-place location and ensure it is accessible for all occupants during an emergency. Refer to Enclosure 3 for recommended items.</li></ul>		
<b>Door Placard</b>	<ul style="list-style-type: none"><li>• Ensure each office has a door placard to indicate the office is “Not Occupied”. This placard is placed on the bottom of the exterior office door during internal relocation or evacuation.</li></ul>		
<b>Education &amp; Training</b>	<ul style="list-style-type: none"><li>• Ensure occupants are trained on emergency response procedures and the use of the escape mask.</li><li>• Inform occupants of on-line Computer-Based Training at <a href="https://extranet.pfpa.mil">https://extranet.pfpa.mil</a>.</li><li>• Maintain training records.</li></ul>		





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<i>Requirement</i>	<i>Shelter-in-Place (SIP)</i>	<i>Internal Relocation</i>	<i>Evacuation</i>
<b>Exercises</b>	<ul style="list-style-type: none"><li>• Conduct exercises annually (one scheduled and one unscheduled) to prepare occupants to effectively respond to hazard incidents. The intent is to validate occupant knowledge of response procedures to include: egress route, if used, and assembly area, response times, personal equipment (mask, individual go-kit), Component emergency response POCs, and reporting and accountability.</li></ul>	<ul style="list-style-type: none"><li>• Conduct exercises annually (one scheduled and one unscheduled shared between relocation and evacuation) to verify occupants' ability to effectively respond to hazard incidents. The intent is to ensure occupant knowledge of response procedures to include: response times, personal equipment (mask, individual go-kit), routing options, assembly areas, organizational emergency response POCs, reporting and accountability, etc.<ul style="list-style-type: none"><li>○ Scheduled—an annual low-impact exercise that covers one or more of the emergency response actions.</li><li>○ Unscheduled—an annual unannounced event to relocate or evacuate occupants from the office to their assigned assembly area.</li></ul></li><li>• Components will coordinate exercise activity occurring outside of their office spaces with the Building Management Office for use of Pentagon Reservation space.</li></ul>	

**Table 2. Compliance Matrix.**

The Emergency Response Compliance Matrix outlines key Component responsibilities related to occupant emergency response actions.



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## E6. Pentagon Reservation Evacuation Assembly Areas

**E6.1. Execution:** PFPA will direct occupants to evacuate outside their building when shelter-in-place and internal relocation response options are not practical to protect occupants within the facility. When instructed to evacuate, occupants should follow designated exit routes to their assigned external assembly area. For both actual emergencies and exercises, occupants should have their emergency escape masks and their individual go-kits with them throughout the incident.

**E6.2. Assignment of External Assembly Areas:** The Fire Marshal manages the master plan for external assembly areas to avoid overpopulation at any one location, ensure freedom of movement for emergency response operations, and provide for the maximum security of occupants.

**E6.2.1. Pentagon:** Components will coordinate with the Fire Marshal to obtain assigned external assembly areas for subordinate offices in the Pentagon.

**E6.2.2. Navy Annex:** Components do not have to coordinate with the Fire Marshal to obtain assigned external assembly areas, since each wing of the building is assigned a specific section of the parking lot located adjacent to Columbia Pike and Interstate 395.

**E6.3. Contingency Operations:** Should hazardous conditions block exit routes or prevent the use of assigned assembly areas, PFPA emergency personnel will redirect occupants along alternate routes to alternative assembly areas.

### PFPA RESTRICTIONS ON PEDESTRIAN AND VEHICLE MOVEMENT

During external evacuation operations, PFPA may restrict pedestrian and vehicle traffic by closing off sections of the Pentagon Reservation to include parking areas. PFPA will implement closures to protect occupants from contaminated or high-traffic areas and ensure unimpeded access for emergency response vehicles. These closures may prevent access to privately owned vehicles.



## Component Emergency Response Guide



### E7. Application/Permit for Use of Space on the Pentagon Reservation

**E7.1.** Title 32, Code of Federal Regulations, Part 234, "Conduct on the Pentagon Reservation," requires Components to apply for a permit in order to conduct evacuation drills and exercises that involve areas of the Pentagon Reservation other than their immediate office spaces. Components will forward a completed DD Form 2798 (see following pages) to the Building Management Office, Special Events Coordinator, Room 2A258, Phone 703-697-7351/53/54.

**E7.2.** Reference Block 3 “***Detailed Description of Proposed Activity including Exact Location***”, Components must accomplish the following:

**E7.2.1.** Provide PFPA the Component Emergency Response Implementation Plan.

**E7.2.2.** Identify office evacuation route(s), to include any alarmed exit doors and primary and alternate exterior assembly areas. (*Attach a copy of your evacuation route map(s) to your package*).

**E7.2.3.** Specify number of personnel assigned and the number expected to participate in the drill or exercise. (*This information will ensure adequate space is allocated in the assembly areas for drills and/or real world events*).

**E7.2.4.** Identify the number of special needs personnel participating and their location(s) in the building. (*This information will help to ensure any processes or equipment are in-place to support any special requirements*).

**E7.2.5.** Once completed, and any issues relevant to PFPA are identified, please notify PFPA at the number below.

**E7.3.** For additional questions or concerns about your plan and/or available training, please contact PFPA at 703-614-8624 or the Safety/Fire Marshall’s office at 703-695-3300 for assistance.



# Component Emergency Response Guide



## Event Request Form

APPLICATION/PERMIT FOR USE OF SPACE ON THE PENTAGON RESERVATION				
<b>INSTRUCTIONS</b> Type or print in ink. Attach this request to a cover letter which includes information required by Part II of the "Exhibits, Displays, Performances, Special Events, and Ceremonies Policies, Procedures, and Guidelines." Include copies, samples, drawings, and descriptions of the materials to be displayed or distributed. Failure to complete this form will delay the issuance of a permit and could result in a denial of the permit requested. See Conditions on back.				
<b>SECTION I (To be completed by applicant)</b>				
<b>1. APPLICANT</b>				
a. NAME		b. ORGANIZATION		
c. ADDRESS (Include Room Number)				
d. TELEPHONE NUMBER (Include Area Code)		e. FAX NUMBER (Include Area Code)		f. E-MAIL ADDRESS
IF APPLICANT WILL ACT ON HIS/HER OWN BEHALF, GO TO ITEM 3.				
<b>2. ORGANIZATION SPONSORING, PROMOTING, OR CONDUCTING THE PROPOSED ACTIVITY</b>				
a. ORGANIZATION NAME		b. NAME OF AUTHORIZED REPRESENTATIVE		c. TITLE
d. ADDRESS (Include Room Number)				
e. TELEPHONE NUMBER (Include Area Code)		f. FAX NUMBER (Include Area Code)		g. E-MAIL ADDRESS
<b>3. DETAILED DESCRIPTION OF PROPOSED ACTIVITY, INCLUDING EXACT LOCATION (Cover letter may be used)</b>				
<input type="checkbox"/> TEMPORARY EXHIBIT <input type="checkbox"/> PERMANENT EXHIBIT <input type="checkbox"/> CEREMONY <input type="checkbox"/> PERFORMANCE <input type="checkbox"/> SPECIAL EVENT				
DESCRIPTION:				
<b>4. APPROXIMATE NUMBER OF PERSONS TO BE ENGAGED IN THE ACTIVITY</b>		<b>5. PROPOSED DATES AND HOURS OF THE ACTIVITY</b>		
		<input type="checkbox"/> INDEFINITE (Permanent Exhibit) <input type="checkbox"/> TEMPORARY (Complete below)		
		<input type="checkbox"/> (1) MONTH <input type="checkbox"/> (2) DAY <input type="checkbox"/> (3) YEAR <input type="checkbox"/> (4) HOUR		
a. FROM				
b. TO				
6a. SIGNATURE OF APPLICANT				b. DATE SIGNED
<b>IMPORTANT:</b> If the applicant represents an organization, a letter or other documentation that the applicant has authority to represent the organization is required to be submitted with this form.				
7a. SIGNATURE OF ORGANIZATION'S AUTHORIZED REPRESENTATIVE (If applicable)				b. DATE SIGNED
<b>SECTION II (To be completed by the Building Management Office)</b>				
<b>8. DESIGNATED LOCATION AND ACTUAL DATES AND HOURS FOR WHICH THE ACTIVITY IS APPROVED</b>				
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		a. LOCATION		
b. PERMIT NUMBER		c. DATE(S)		d. HOURS
9a. SIGNATURE OF APPROVING OFFICIAL				b. DATE SIGNED



# Component Emergency Response Guide



## Event Request Form (continued)

### CONDITIONS

The applicant and, if applicable, the organization sponsoring, promoting, or conducting the activity and its authorized representative shall be the permittee(s) for the purposes of the following conditions.

1. The permittee(s) shall indemnify and save harmless the United States, its agents, and employees against any and all loss, damage, claim, or liability whatsoever for personal injury or death, or damage to property, due to the exercise by the permittee(s) of the privilege granted by this permit or due to the permittee's failure to comply with the conditions of the permit. In addition, the permittee(s) shall be liable for any damage to Government property due to the exercise by the permittee(s) of the privilege granted by this permit or due to the permittee's failure to comply with the conditions of the permit.

2. The permittee(s) shall be subject to the rules governing conduct on the Pentagon Reservation (32 CFR Part 234). Permittee(s) shall remain within the location(s) designated by the permit. In addition, the permittee(s) shall:

- Not misrepresent his or her identity to the public or conduct any activities in a misleading or fraudulent manner.
- Not discriminate on the basis of race, creed, color, sex, age, or national origin in conducting the permitted activities.
- Not leave leaflets or other material unattended at any place on DoD-controlled property.
- Not attach posters or banners to the walls or columns of the building unless approved by the Building Management Office.
- Not direct any sound producing equipment toward the building, nor use it in the building.
- Not engage in any activities that are obscene within the meaning of obscenity as defined in 18 USC 1461-65 or that violate the prohibition against political solicitations found in 18 USC 607.
- Not obstruct free ingress and egress of the users of public areas or otherwise interfere with access to public areas. Unencumbered safe passage must be maintained.
- Not interfere with approved uses of the property by tenants or by the public.
- Not damage any property.
- Not use combustible fuels or compressed gas.

3. All permittees shall wear an identification badge at all times while conducting permitted activities on Government property. The identification badges shall be provided by the Building Management Office and shall contain:

- Person's name
- Name of group or organization
- Permit number.

4. A representative of the Building Management Office or a Defense Protective Service official may cancel the permit at any time if the permittee's activities violate any condition of this permit.

I/We understand and agree to abide by the terms of this permit and the conditions for use of Government space.

a. SIGNATURE OF APPLICANT	b. DATE SIGNED
c. SIGNATURE OF ORGANIZATION'S AUTHORIZED REPRESENTATIVE (if applicable)	d. DATE SIGNED

ATTACHMENT: Conduct on the Pentagon Reservation, June 1998

DD FORM 2798 (BACK), DEC 1999

Reset





# Component Emergency Response Guide



## Event Request Form (Completed Example)

APPLICATION/PERMIT FOR USE OF SPACE ON THE PENTAGON RESERVATION																			
<b>INSTRUCTIONS</b> Type or print in ink. Attach this request to a cover letter which includes information required by Part II of the "Exhibits, Displays, Performances, Special Events, and Ceremonies Policies, Procedures, and Guidelines." Include copies, samples, drawings, and descriptions of the materials to be displayed or distributed. Failure to complete this form will delay the issuance of a permit and could result in a denial of the permit requested. See Conditions on back.																			
<b>SECTION I (To be completed by applicant)</b>																			
<b>1. APPLICANT</b>																			
<b>a. NAME</b> Bruce A. Thompson		<b>b. ORGANIZATION</b> Pentagon Force Protection Agency																	
<b>c. ADDRESS (Include Room Number)</b> 9000 Defense Pentagon, Room 1A324, Washington, DC 20301-9000																			
<b>d. TELEPHONE NUMBER (Include Area Code)</b> 703-695-2686		<b>e. FAX NUMBER (Include Area Code)</b> 703-695-5435		<b>f. E-MAIL ADDRESS</b> Bruce.Thompson@PFPA.Mil															
IF APPLICANT WILL ACT ON HIS/HER OWN BEHALF, GO TO ITEM 3.																			
<b>2. ORGANIZATION SPONSORING, PROMOTING, OR CONDUCTING THE PROPOSED ACTIVITY</b>																			
<b>a. ORGANIZATION NAME</b> Pentagon Force Protection Agency		<b>b. NAME OF AUTHORIZED REPRESENTATIVE</b> Darren Irvine		<b>c. TITLE</b> PFPA, Director of PCC															
<b>d. ADDRESS (Include Room Number)</b> 9000 Defense Pentagon, Room 1A315, Washington, DC 20301-9000																			
<b>e. TELEPHONE NUMBER (Include Area Code)</b> 703-692-7567		<b>f. FAX NUMBER (Include Area Code)</b> 703-695-5435		<b>g. E-MAIL ADDRESS</b> Darren.Irvine@PFPA.Mil															
<b>3. DETAILED DESCRIPTION OF PROPOSED ACTIVITY, INCLUDING EXACT LOCATION (Cover letter may be used)</b>																			
<input type="checkbox"/> TEMPORARY EXHIBIT <input type="checkbox"/> PERMANENT EXHIBIT <input type="checkbox"/> CEREMONY <input type="checkbox"/> PERFORMANCE <input checked="" type="checkbox"/> SPECIAL EVENT																			
<b>DESCRIPTION:</b>  The PCC Directorate will conduct an evacuation exercise for 30 occupants.																			
<b>4. APPROXIMATE NUMBER OF PERSONS TO BE ENGAGED IN THE ACTIVITY</b>		<b>5. PROPOSED DATES AND HOURS OF THE ACTIVITY</b>																	
		<input type="checkbox"/> INDEFINITE (Permanent Exhibit) <input checked="" type="checkbox"/> TEMPORARY (Complete below)																	
		<table border="1"><thead><tr><th></th><th>(1) MONTH</th><th>(2) DAY</th><th>(3) YEAR</th><th>(4) HOUR</th></tr></thead><tbody><tr><td>a. FROM</td><td>December</td><td>19</td><td>2007</td><td>1300</td></tr><tr><td>b. TO</td><td>December</td><td>19</td><td>2007</td><td>1400</td></tr></tbody></table>				(1) MONTH	(2) DAY	(3) YEAR	(4) HOUR	a. FROM	December	19	2007	1300	b. TO	December	19	2007	1400
	(1) MONTH	(2) DAY	(3) YEAR	(4) HOUR															
a. FROM	December	19	2007	1300															
b. TO	December	19	2007	1400															
<b>6a. SIGNATURE OF APPLICANT</b>		<b>b. DATE SIGNED</b>																	
<b>IMPORTANT: If the applicant represents an organization, a letter or other documentation that the applicant has authority to represent the organization is required to be submitted with this form.</b>																			
<b>7a. SIGNATURE OF ORGANIZATION'S AUTHORIZED REPRESENTATIVE (If applicable)</b>		<b>b. DATE SIGNED</b>																	
<b>SECTION II (To be completed by the Building Management Office)</b>																			
<b>8. DESIGNATED LOCATION AND ACTUAL DATES AND HOURS FOR WHICH THE ACTIVITY IS APPROVED</b>																			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <b>a. LOCATION</b>																			
<b>b. PERMIT NUMBER</b>		<b>c. DATE(S)</b>		<b>d. HOURS</b>															
<b>9a. SIGNATURE OF APPROVING OFFICIAL</b>		<b>b. DATE SIGNED</b>																	

DD FORM 2798, DEC 1999

PREVIOUS EDITION IS OBSOLETE.

Reset



## Component Emergency Response Guide



### E8. Personnel Status Report

Components are responsible for personnel accountability and are required to submit personnel status reports to the PFPA Command Center by phone (703-697-1001), fax (703-695-5435), or e-mail (Operations@PFPA.Mil) during emergency response actions. The reports shall be made via the quickest means possible and shall provide data on missing occupants with emphasis on their last known location within the building. For all occupant emergency response actions (shelter-in-place, relocation, and evacuation), the initial personnel status report shall be submitted to PFPA as soon as possible with subsequent reports due every 2 hours until 100 percent accountability is achieved.

Component Name: \_\_\_\_\_ POC Name: \_\_\_\_\_

POC Phone: \_\_\_\_\_ POC Email: \_\_\_\_\_

Present for Duty Prior to Incident: \_\_\_\_\_

Accountable: \_\_\_\_\_

Not Accountable: \_\_\_\_\_

a. Not injured: \_\_\_\_\_

b. Injured: \_\_\_\_\_

c. Dead: \_\_\_\_\_

Name of Not Accountable	Organization	Room Number	Phone Number	Special Needs Yes / No	Physical Description	Last Known Location

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# Component Emergency Response Guide



## E10. Component Personnel (Special Needs) Roster

Name	Office Symbol	Phone Number	Office Location	Buddy #1	Buddy #2	Medical or Special Requirements



# Component Emergency Response Guide



## E11. Component Emergency Response Plan Checklist

**E11.1. Purpose:** This checklist assists Component emergency response planners in evaluating their Component's Emergency Response Implementation Plan to ensure inclusion of required program activities and identify any deficiencies. For questions, Component representatives should contact the PFPA Emergency Response Coordinator at PCC Operations, 703-695-2686.

No.	Emergency Response Activity	Yes	No	N/A
1.	<p>Is the Component Emergency Response Implementation Plan established throughout the organization?</p> <ul style="list-style-type: none"><li>• Does the Implementation Plan identify offices and personnel?</li><li>• Has the plan been implemented within and disseminated throughout the organization?</li><li>• Has the Implementation Plan been coordinated with PFPA?</li><li>• Is there a designated liaison to accomplish the following?<ul style="list-style-type: none"><li>• Attendance at scheduled meetings (PFPA level)</li><li>• Coordination with PFPA for training and exercises</li></ul></li></ul>			
2.	<p>Training: Does the Component program ensure training (PFPA- or Component-level) for the following individuals?</p> <ul style="list-style-type: none"><li>• Office Managers</li><li>• Occupants (emergency response actions: Shelter-in-Place, Internal Evacuation, and Evacuation; and individual equipment)</li></ul> <p>Does the Implementation Plan provide for tracking training activities as well as program reviews to identify and mitigate deficiencies?</p>			
3.	<p>Exercise Support Plan: Does the Component conduct comprehensive exercises to verify management and occupant capabilities to execute emergency response actions?</p> <ul style="list-style-type: none"><li>• Management level: Table Top or workshop-type event, either PFPA or Component sponsored?<ul style="list-style-type: none"><li>• Two events per year that consider:<ul style="list-style-type: none"><li>○ All-hazard incidents</li><li>○ Occupant response actions</li><li>○ Seasonal (one summer, one winter)</li><li>○ Assembly, accountability, and personnel reporting</li></ul></li></ul></li><li>• Occupant level<ul style="list-style-type: none"><li>• Shelter-in-Place—two events annually; one scheduled and one no-notice</li><li>• Evacuation—annual event at the directorate level. This can be either sponsored by PFPA or the Component.</li></ul></li></ul>			





## Component Emergency Response Guide



No.	Emergency Response Activity	Yes	No	N/A
4.	<p>Execution &amp; Egress: Are managers and occupants able to understand PFPA notification procedures and quickly execute emergency response actions?</p> <ul style="list-style-type: none"><li>• Are occupants familiar with PFPA emergency notification systems: Big Voice, Computer Emergency Notification System (CENS), television (closed circuit), verbal (first responders)?</li><li>• Do occupants understand emergency procedures for securing classified material, computer systems, safes, and vaults?</li><li>• Are individuals designated to place a “Not Occupied” placard on outside of office door to tell responders that the office is clear?</li><li>• Do office plans designate individuals to relocate with office emergency response folder?</li><li>• Have office survival kits (optional) been established for subordinate offices?</li></ul>			
5.	<p>Special Needs Occupants: Does the Component Implementation Plan address the following issues?</p> <ul style="list-style-type: none"><li>• A viable plan in place to evacuate/relocate occupants with special physical needs?</li><li>• Coordination plan with office managers and supervisors</li><li>• Buddy System: minimum of two buddies</li><li>• Redundant notification systems—tailored to individuals with special needs (sirens, strobe light)</li></ul>			
6.	<p>Routing and Assembly: Do office plans clearly show paths to internal and external assembly areas?</p> <ul style="list-style-type: none"><li>• Routing—can occupants efficiently navigate to assembly areas?</li><li>• Does the plan clearly identify primary and secondary routes?</li><li>• Are there routes for individuals with special needs?</li><li>• Does each subordinate office have assembly areas for emergency response actions?<ul style="list-style-type: none"><li>○ Shelter-in-Place</li><li>○ Evacuation</li></ul></li><li>• Have suitability assessments been conducted for selected shelter-in-place locations addressing safety and security, occupancy level, sanitation, environmental, and sustainment (food and water)?</li></ul>			
7.	<p>Accountability: Does the Implementation Plan identify procedures for accounting for all subordinate personnel?</p> <ul style="list-style-type: none"><li>• Can Components quickly determine the status of all personnel during and/or following emergency situations?</li><li>• Does the Component plan stress occupant personal accountability by checking-in upon arrival at the assembly area?</li><li>• Is the Component aware of accountability procedures to PCC?</li></ul>			