

**BURTON M. CROSS STATE OFFICE BUILDING (CSOB)
EVACUATION PLAN (rev'd February 2024)**

I. PURPOSE

The purpose of the CSOB Evacuation Plan is to provide the procedure for the orderly evacuation of the building in the event of an incident.

II. DEFINITIONS:

- a. Incident Commander – person managing the incident, i.e. City of Augusta Fire Chief or Capitol Police Chief, dependent on type of incident
- b. Building Coordinator – person who controls access to building throughout the incident, maintains contact with Agency Leaders and consults with Incident Commander
- c. Agency Leader – person responsible for ensuring everyone in their building area has exited, and liaising with Building Coordinator
- d. Assembly Area - an assigned location in the parking lot, at an appropriate distance from the building, at which personnel gather to await instructions.

III. PROCEDURE

- a. Reporting an incident
 - i. Fire
 - 1. Call 9-911 OR
 - 2. Locate and activate a pull station OR
 - a. Pull stations are located at all exterior doors and by the North and South stairwells of each floor.
 - 3. Notify Building Control
 - a. 207-287-4154
 - b. building.control@maine.gov
 - ii. Other incidents
 - 1. Call 9-911 OR
 - 2. Notify Building Control
 - a. 207-287-4154
 - b. building.control@maine.gov
- b. Notification to staff in the event of an incident
 - i. Fire event
 - 1. Notification will be via horn and strobes. Everyone must evacuate the building when horns and strobes are activated.
 - ii. Other incidents
 - 1. Method of notification will be determined by type of event, which may include:
 - a. Email
 - b. Text
 - c. Telephone

c. Exits:

- i. There are two (2) main exits from the building on the ground level, North (facing Parking Garage) and South (facing Cultural Building)
- ii. There are two (2) exits on the second floor East, (facing the State House) and West (facing the Parking Lot)
- iii. The North, South and East exits are compliant with the Americans with Disabilities Act (ADA).

d. Evacuation:

- i. Personnel should exit the building via the nearest exit and proceed to their assigned assembly area. Elevators shall NOT be used to exit the building.
- ii. All agencies have an orange vest readily available and one employee from each agency shall put on the vest, remain until their section has left the building, and make a sweep of their agency's spaces before exiting the building themselves. That employee will be the Agency Leader for that incident.
- iii. The Agency Leader will join the Building Coordinator, stationed outside the Cultural Building, and inform them that their area of the building is clear of personnel. A Capitol Police Office, if available, will also station with the Building Coordinator.
- iv. All Agency Leaders will remain with the Building Coordinator until the Building Coordinator receives guidance regarding the resolution of the incident and informs the Agency Leaders.
 1. In a Fire/EMS emergency, the ranking member of the Augusta Fire Department will establish a unified command and designate a AFD member as incident commander. Once the AFD incident commander can provide an all clear, they will communicate this directly to the ranking Capitol Police officer on scene. The ranking Capitol Police officer shall communicate the guidance of the AFD to the Building Coordinator. The Building Coordinator will then authorize reopening of the building or take other action as deemed appropriate.
 2. In a law enforcement event, the ranking Capitol Police officer on scene will establish incident command. Upon stabilization of the incident, the Capitol Police incident commander will communicate directly with the Building Coordinator all pertinent and necessary guidance to allow the Building Coordinator to reopen the building or take other action as deemed appropriate.
- v. The Agency Leaders will return to their assembly area to inform employees of the resolution of the incident.

IV. SPECIAL NEEDS

- a. Stairwells are designated as safe locations to wait for assistance as they are constructed with two-hour fire rated materials
- b. Persons needing assistance should proceed to, and enter, the nearest stairwell
 - i. Activate the Talk-a-phone via red button
 - ii. You will receive a verbal response from Building Control and can explain your situation
 - iii. Building Control will provide guidance regarding how to proceed

V. ASSEMBLY AREAS

- a. Below are the assigned assembly areas, also noted on following map:
 - i. Basement, 1st floor, 3rd floor
 - 1. Lot C – Center
 - ii. 2nd floor except rooms 214, 215 and 216
 - 1. Lot C – Northeast Corner
 - iii. 2nd floor: rooms 214, 215 and 216
 - 1. Lot C – Northwest Corner
 - iv. 4th floor
 - 1. Lot P – Southwest Corner
 - v. 5th floor
 - 1. Lot P – Northwest Corner
 - vi. 6th and 7th floors
 - 1. Lot P - Center
- b. In events, other than fire:
 - i. The Secretary of State shall assemble at
 - ii. The Attorney General shall assemble at
 - iii. The State Treasurer shall assemble at

