

EMERGENCY ACTION PLAN CASCOM



**2221 Adams Ave BUILDING 5020
FORT LEE, VA 23801**

MARCH 2022 (Change 1)

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

MEMORANDUM FOR ALL OCCUPANTS OF BUILDING 5020, FORT LEE, VIRGINIA.

SUBJECT: Emergency Action Plan

1. Emergencies, both man-made and environmental, can occur at any time in the workplace with little to no notice. It is therefore important to establish and test appropriate plans and procedures to address these emergency scenarios in order to ensure the safety of the workforce.
2. Contained herein is the Emergency Action Plan (EAP) for Building 5020, Fort Lee, Virginia. This plan establishes an emergency management framework to address a variety of emergency situations that possess some reasonable probability of occurring in the workplace. This plan assigns roles, responsibilities and outlines specific emergency actions that are to be taken in the event of an emergency situation. Leaders at all levels within the facility shall fully support the requirements contained within this plan and ensure their employees are prepared to execute the emergency actions contained herein.
3. No changes to this document are authorized without the review and approval of the CASCOM CofS.
4. This plan is effective immediately. The directorate of primary responsibility for this plan is the SGS (804)734-1599.

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CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

CASCOM BUILDING 5020 BASIC PLAN EMERGENCY MANAGEMENT OPERATIONS

Purpose.

The purpose of this emergency action plan is to issue guidance regarding immediate actions to take in the event of an emergency situation. These incidents may occur as a result of a variety of circumstances, to include local emergencies, natural disasters and/or criminal acts.

Scope.

The scope of this plan addresses immediate actions taken by Building 5020 (CASCOM Headquarters) occupants during emergency situations. After an evacuation or shelter situation, actions to further address consequences of incidents are outlined in this and other planning documents.

Applicability.

This plan applies to all Building 5020 occupants. Other personnel located within the building at the time of an emergency incident or during emergency evacuation training events, are expected to follow the instructions of their host or other emergency officials.

Implementation.

This plan assigns roles, responsibilities and outlines specific emergency actions that are to be taken in the event of an emergency. Leaders at all levels within this facility will fully support the requirements contained in this plan and ensure their employees are prepared to execute the emergency actions necessary to evacuate the facility and temporarily relocate to a safe haven for accountability and further instructions.

Emergency management operations for Building 5020 are managed and directed through the facility Emergency Management Team (EMT). The EMT consists of the CASCOM Chief of Staff (CofS), Deputy Chief of Staff (DCofS), G-3 Operations Officer, Facility Manager/SGS, Anti-Terrorism/Force Protection Officer (AT/FP), Safety Director, and EAP Representatives. The EMT is responsible for overseeing the implementation of emergency actions identified in this plan during actual emergencies or during training drills. The EMT will review this plan bi-annually to ensure occupants and individuals assigned execution responsibilities are prepared to execute in accordance with this plan.

Exercises.

This plan will be exercised annually with the following drills occurring at the beginning of each quarter to ensure personnel are prepared for all types of evacuation situations. Everyone in Building 5020 will participate. The schedule is as follows:

- a) First quarter – Fire evacuation
- b) Second quarter – Tornado drill
- c) Third quarter – Hurricane drill
- d) Fourth quarter – Law enforcement scenario drill

The entire building will not conduct an evacuation drill unless approved by the CASCOM Commanding General. The CofS will approve all training events prior to actual event.

Revisions.

This document will be reviewed and updated as necessary, but at least bi-annually.

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EMERGENCY CONTACT INFORMATION

BUILDING NAME: Combined Arms Support Command (CASCOM)

ADDRESS: 2221 Adams Avenue, Building 5020 Fort Lee, VA 23801-2102

BUILDING TENANTS: HHC CASCOM, Ordnance, Quartermaster, Transportation, Army Futures Command, and DOD Civilians and Contractors.

EMERGENCY TELEPHONE NUMBERS

EXTERNAL:

FIRE, POLICE AND MEDICAL EMERGENCIES	911
FORT LEE MILITARY POLICE DESK	(804) 734-7400
FORT LEE OPERATIONS CENTER WATCH OFFICER	(804) 734-1584
FORT LEE OPERATIONS CENTER WATCH OFFICER (SECURE)	(804) 765-2673
FORT LEE STATUS HOTLINE (INCLEMENT WEATHER, ETC.)	(804) 765-2679
POISON CONTROL	(800) 222-1222
PUBLIC AFFAIRS OFFICE	(804) 734-7451

INTERNAL:

BUILDING SECURITY/ATFP OFFICER	(804) 765-7059
FACILITY MANAGER	(804) 734-1599
STAFF DUTY OFFICER FRONT A-AVE	(804) 765-7425
STAFF DUTY OFFICER SEAY FIELD	(804) 765-7424
SAFETY DIRECTOR	(804) 734-1688

1. BUILDING INFORMATION (SAFETY FEATURES)

a. Mass Notification System (MNS): An MNS is installed in the building to facilitate the rapid notification of occupants in the event of an emergency. The MNS allows for both preprogrammed and ad hoc announcements. Cabinets containing the MNS are located at strategic locations throughout the building. The MNS is solely for use during emergencies and drills as its use will automatically alert the Fire Department to an emergency. The MNS shall not be used for administrative purposes. All mass notification announcements that are not fire-related are indicated by a yellow flashing strobe and an announcement indicating what the incident is and what actions are required.

(1) A key must be utilized to directly access the MNS intercom within the building to make a manual announcement. Location of the intercom override keys are located at the following locations:

- (a) First floor – Staff Duty
- (b) Second floor – G3 OPS NCOIC desk
- (c) Third floor - Transportation School Break Room #3114
- (d) Fourth floor – SGS Office, Room #4078

(2) MNS button functions are as follows:

(a) FIRE: Three (3) horn blasts (followed by): "May I have your attention please! A fire emergency has been reported in the building. While this is being verified, please leave the building by the nearest exit. Do not use the elevators."

(b) TORNADO WATCH: Five (5) second tone (followed by): "A tornado watch has been initiated, follow your SOP."

(c) TORNADO WARNING: Five (5) second tone (followed by): "Tornado Warning. Go to your designated shelter."

(d) LAW ENFORCEMENT EMERGENCY: Five (5) second tone (followed by): "There is a law enforcement emergency. Go to an office and lock the door."

(e) HAZMAT EMERGENCY: Five (5) second tone (followed by): "There has been a HAZMAT emergency. Implement shelter in place procedures."

(f) ALL CLEAR: Five (5) second tone (followed by): "May I have your attention please! The building emergency has ended. An all clear has been given. Please resume normal activities."

(g) TEST OF THE MASS NOTIFICATION SYSTEM: Five (5) second tone (followed by): "May I have your attention please! This is a test of the Fort Lee Mass Notification System evacuation system, repeat, this is only a test."

b. Manual Fire Alarms: Manual fire alarms are located throughout the facility near the stairwells and in the lobby area. They are activated by pulling the handle. When activated, the fire alarm sounds throughout the building and automatically alerts the Fort Lee Fire Department to the emergency.

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c. Fire Extinguishers: Fire extinguishers are located in unlocked cabinets throughout the facility. These extinguishers can be used on fires involving wood, paper, plastics, grease, oil, and electricity; Appendix F show the locations of Fire Extinguishers. Only trained personnel should attempt to use a fire extinguisher.

d. Smoke Detectors: Smoke detectors are located throughout the building's Heating, Ventilation and Air Conditioning (HVAC) duct work. Activation of any smoke detector will activate the building's fire alarm system and alert the Fire Department to the emergency.

e. Sprinklers: A water sprinkler system is deployed throughout the building. Sprinkler heads are heat activated. The activation of any sprinkler head will automatically activate the building's fire alarm and alert the Fire Department to the alarm activation.

f. Stairwells: A total of four stairwells are located throughout the building and are the primary means of egress for floor occupants to utilize during building evacuations.

g. Elevators: Elevator banks located in the building are for daily use only – not for emergency evacuation. In the event of an emergency, the elevator systems will become inoperative. The method of evacuation (means of egress) is the stairwells located throughout the facility.

h. Heating, Ventilation, and Air Conditioning (HVAC): The Building Manager possesses the process and capability to manually shutdown the HVAC in the event of an emergency.

i. Automatic External Defibrillator (AED): AEDs are positioned in the building directly beside the two bank elevators by each Command Suite entrance. There is one AED system on each floor. AEDs are not hardwired into the building's internal notification systems (MNS, Fire Alarm security system, etc.); therefore, simply removing an AED from its cabinet will not trigger an automatic emergency medical response. For emergency medical assistance 911 must be called. Only personnel formally trained in the proper use of the AED shall use the AED. A list of certified AED users can be found directly beside the cabinet housing the AED. A visual inspection of all AEDs units is required monthly.

j. Areas of Refuge: The stairwells are designated areas of refuge, and the primary means of egress in the event of an emergency. The stairwells are equipped with rescue assistance systems linked directly to the Fire Department on the installation. All stairwells in the building have a fire rating of two hours.

2. ROLES AND RESPONSIBILITIES

a. Chief of Staff. The Chief of Staff (CofS) has responsibility oversight for the establishment, testing and implementation of emergency operations for the CASCOM Headquarters building and directs the actions of the EMT. In his absence, the Deputy Chief of Staff (DCofS) has responsibility.

b. Emergency Management Team (EMT). Members of this team are the initial responders to situations, and they provide guidance, direction, and assistance during an emergency event. In the event of an emergency where the building is rendered unsuitable for operations to occur, emergency essential personnel will relocate to the Installation Operations Center (IOC). The EMT will convene immediately upon notification of a mass notification by verbal alarm, email alert, or by the internal emergency telephone notification.

c. Facility/Building Manager (SGS). The facility/building manager for building 5020 manages the EAP, assigns EAP Representatives (and alternates) for all floors and work areas of the building, and ensures they understand their roles and responsibilities in the event of an emergency evacuation. Additional responsibilities include:

- (1) Maintain door key for emergency access.
- (2) Ensure evacuation routes are posted throughout the facility.
- (3) Coordinate the control and use of utilities / HVAC during emergencies.
- (4) Test the MNS on a monthly basis and take actions to correct maintenance issues.
- (5) Maintain building diagrams, floor plans, and other schematics related to the facility and emergency call list for utilities and hazardous substances.

d. EAP Representatives. EAP Representatives are responsible for:

- (1) Directing occupants to the prescribed evacuation routes or shelter locations.
- (2) Assess situation on their floor and provide status reports to the Building/Facility Manager on evacuation efforts.
- (3) Report evacuation or shelter status of assigned floor to Facility/Building Manager.
- (4) Direct an orderly flow of personnel down their designed stairwell evacuation route during drills and actual emergencies.
- (5) Assess situation and provide status reports to the Facility/Building Manager (i.e., number of handicapped personnel remaining in safe haven, stairwell number, etc.).
- (6) Receive appropriate EAP Representative training.

e. Safety Director. The safety director is responsible for providing assistance to the facility manager and EMT in developing and disseminating safety-related awareness information to support execution of the emergency action plan. Additional responsibilities include:

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- (1) Assist in coordination of evacuation training for all personnel within Building 5020.
- (2) Coordinates first aid related training necessary to support the execution of the plan.
- (3) Ensures fire evacuation schematics are visible throughout the facility and easily understood.
- (4) Advisor to Chief of Staff for emergency situations.
- (5) Maintains the Emergency Action Plan.
- (6) Coordinate with first response officials upon arrival at the building.
- (7) Identify and report resource requirements associated with the execution of the Emergency Action Plan.
- (8) Conduct AARs and produce reports, as necessary.

f. Supervisors/Managers/Directorate Chiefs. Supervisors, managers, and directorate chiefs are responsible for the following:

- (1) Ensure all assigned personnel are familiar with the contents of this plan and are prepared to execute individual actions contained in the evacuation checklists.
- (2) Maintain accountability of their assigned personnel.
- (3) Responsible for ensuring assigned personnel evacuate the building in a timely manner and move to the designated assembly area (rally point) for accountability and further instructions. See subsection i (Personnel with Disabilities)
- (4) Report personnel accountability status in accordance with Annex D (example: 98% accounted for, 7 unaccounted for, etc.). Remain flexible in the event a report must go to the Installation Operations Center (IOC) CASCOM Liaison Officer (LNO) Representatives at (804) 734-1584 /1586 as well. IOC is not active until actual emergency and contingency operations has been declared.
- (5) Periodically walk through your work area and remove any objects which may be located within paths of egress. Obstructions in paths of egress can result in serious injuries in the event of an emergency evacuation.

g. Anti-Terrorism/Force Protection Officer (AT/FP). Responsible for the security of CASCOM Headquarters Building 5020 and providing status updates to the CofS in the event of an emergency.

h. G-3 Operations. Responsible for establishing the CASCOM Emergency Operations Center (EOC) and receiving accountability reports from the IOC LNO. On Order (O/O), provide Battle Captain (CPT or MAJ) and NCO (MSG or SGM). Follows guidance from the CofS for follow-on Emergency Operations.

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i. Employees. All employees that work in CASCOM Headquarters, Building 5020 are responsible for:

- (1) Maintaining familiarity with the requirements of this plan.
- (2) Know the most expedient evacuation routes from their workplace (stairwell) and the location of their assembly area (rally point) and Areas of Refuge on their floor.
- (3) During an emergency, follow all directions of management and the EMT members.
- (4) Understand and follow all evacuation checklists provided in this document.
- (5) Provide assistance to special needs personnel in their area in evacuating the building or moving to a safe haven.
- (6) Ensure you evacuate the building with your identification (CAC) card and other personal belongings (wallet, purse, vehicle keys, etc.).

j. Personnel with Disabilities. Personnel with disabilities may require assistance to follow the proper procedures in the event of an incident. Supervisors must alert the EAP Representative and/or EMT of any employee who has an impairment which may impede their ability to exit the building in an emergency. These individuals may require a “Buddy” from their respective section to assist with their evacuation of the building. It is the responsibility of the respective section chief to train their personnel on evacuation procedures.

k. Mobility Impairments. Personnel with mobility impairments should be escorted to the stairwell nearest their work location, posted by the “Area of Rescue Assistance” Intercom. These intercom systems are located in every stairwell on each floor. If a person with a disability or mobility requirement is unable to exit via the assistance of individuals located within their division, they are to proceed to the stairwell and wait for further assistance by the Police or Fire Department. Supervisors should know where the designated Area of Rescue Assistance is located within their area and are to show it to employees with disabilities and/or mobility impairments when they initially begin working within the CASCOM Headquarters building.

l. Visual/Hearing Impairments. Employees with visual impairments should be shown the tactile signs near the exits and escorted to rally points by their supervisor or coworkers in the event of an incident. Employees with hearing impairments should be notified of an alarm activating and escorted to their evacuation or rally point in the event of an incident.

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3. EVACUATION CHECKLISTS

The following checklists contain basic emergency actions to take for a variety of emergency situations that might occur at Building 5020. It is the responsibility of each individual working in the facility to become knowledgeable of the emergency actions contained within these checklists and to notify their chain of command immediately when events which constitute an emergency are observed.

General Evacuation Checklist #1

Evacuation Checklist #1		
OCCUPANT ACTIONS		X
1	Upon hearing the fire alarm or a directive over the MNS to evacuate, remain calm and conduct a check of your work area for suspicious objects or persons needing assistance.	
2	Collect your personal belongings (purse, keys, overcoat, CAC, etc.) and secure any classified materials.	
3	Move quickly to the nearest exit and evacuate the building - DO NOT USE ELEVATORS.	
4	Personnel on the second floor requiring evacuation assistance, with the assistance of their assigned Buddy or Supervisor, shall move to the stairwell nearest their work space where they will be met by an Area Monitor or EAP Representative. The EAP Rep or Area Monitor, assisted by the assigned Buddy or Supervisor, shall move physically impaired persons to the stairwells (Areas of Refuge) and station by the Emergency Assistance Call System. If further evacuation assistance is required, the EAP Rep or Area Monitor shall assist. Persons on the first floor, with the assistance of their assigned Buddy or Supervisor, shall evacuate using the most expeditious means. Personnel on second, third, and fourth floors will evacuate the building utilizing the stairwells only.	
5	Proceed directly to the evacuation area (rally point) for accountability, remain there and await further instructions.	
6	Supervisors ensure assigned employees evacuate, persons requiring evacuation assistance have a Buddy assigned to assist them in evacuation, and these individuals are identified to the responsible EAP Representative.	
7	It is the supervisor/managers responsibility to notify the directorate chief of personnel left inside the building Areas of Refuge (specific stairwell and floor). This information must be provided to the EMT Director and Team, Building Manager and Fire Department on site.	
8	NOTE: All visitors will remain under the control of their sponsoring entity until released.	
EMERGENCY MANAGEMENT TEAM ACTIONS		
9	Render non-imminent threat decisions to evacuate the facility. Proceed to the Assembly Area and direct actions of the EMT. Render all "All Clear" or other decisions.	
10	Building Manager: Assist the EMT with evacuation efforts.	

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11	<p>EMT Director and Team:</p> <ol style="list-style-type: none"> 1. Evaluate the situation; if an imminent threat exists immediate direct an evacuation of the facility via the MNS or Fire Alarm. Notify EOC and IOC to the situation as soon as possible. 2. If an imminent threat does not exist, alert the Leadership, EOC and IOC to the situation. 3. Issue any evacuation order. 4. Provide direction to Facility Manager and EAP Representatives for accountability of team personnel. 5. Report evacuation status in accordance with Annex D or to the EOC and IOC LNOs at (804) 734-1584 /1586. Depending on emergency. 6. Alert personnel in the Assembly Area to an All-Clear decision through the use of a Bull Horn or other appropriate means. 	
12	<p>EAP Representatives:</p> <ol style="list-style-type: none"> 1. Facilitate the safe and prompt evacuation of the building; follow the guidance of the EMT Director. 2. Assist personnel requiring evacuation assistance. 3. Validate complete evacuation of assigned areas of responsibility. 4. Report evacuation status to the EMT Director. 	
13	<p>Directorate Chiefs: Move personnel to the evacuation area (rally point), conduct accountability, and report results to the EOC and IOC LNO's at (804) 765-2100 or (804) 765-2125.</p>	
14	<p>Proceed to the evacuation area (rally point) to receive accountability reports and provide a status to the EC.</p>	
15	<p>Security Officer: If not already accomplished, alert the EMT Coordinator and Building Manager to the situation.</p>	

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Shelter in Place Checklist # 2

General. One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to “**shelter-in-place.**” This is a precaution designed to keep you safe while remaining indoors (this is not the same as sheltering in the event of a storm).

Shelter in Place Checklist #2	
OCCUPANT ACTIONS	
1	Upon notification to Shelter-in-Place, remain calm and do not leave the building. Close all external doors.
2	Collect your personal belongings (purse, keys, overcoat, CAC, etc.) and secure any classified materials.
3	Move to the “Shelter Locations” nearest your workplace (Stairwells – Areas of Refuge, Secure Rooms in your area, etc.). Contact your team lead or first-line supervisor to find exact location.
4	Immediately report any signs of illness or medical emergencies by calling 911. Notify your team lead, supervisor and the Building Manager at (804) 734-1599.
5	Once at the Shelter Location, Supervisors conduct and report accountability of personnel to the CASCOM LNOs at the IOC. Wait for further instructions.
6	If a building evacuation is ordered, follow the procedures in Evacuation Checklist # 1.
EMERGENCY MANAGEMENT TEAM ACTIONS	
7	Render non-imminent threat shelter decisions. Direct emergency actions and follow-on decisions to include the “All-Clear,” when applicable.
8	Security Officer: 1. Notify EMT Coordinator and Building Manager of the situation. 2. If required, call 911 to report emergencies requiring assistance. 3. Ensure doors are secured and prepare for evacuation; follow the guidance of the EMT Coordinator.
9	EMT Director: 1. Evaluate the situation, if an imminent threat exists issue an immediate order to shelter via the MNS or Public Address System. Notify the Facility/Building Manager of the situation as soon as possible. 2. If an imminent threat does not exist, alert your immediate Supervisor and the Facility/Building Manager of the situation. 3. Direct immediate actions order by the EMT via the MNS or Public Address System. 4. Coordinate actions with any local first responders, as required. 5. Notify building occupants via the MNS of an “All-Clear” decision by the EMT.
10	Directorate Chiefs: 1. Once at the shelter location, obtain personnel accountability and report to the CASCOM LNOs at the IOC (804) 734-1584 /1586. 2. If directed, report to the CASCOM EOC to develop future courses of action.
11	EMT: 1. Move to the appropriate assembly point/rally point (EOC). 2. Obtain accountability information from the directorate chiefs. 3. Report accountability status to the EOC.
12	Building Manager: On order, shutdown the HVAC.

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13	<p>EAP Representatives:</p> <ol style="list-style-type: none"> 1. Move to assigned areas of responsibility and assist personnel in moving to shelter locations. 2. Follow guidance issued by the EMT Coordinator. 3. Assist persons requiring assistance in moving from the second floor to the first. 	
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Medical Emergency Checklist # 3

General. It is inevitable that medical emergencies will occur from time to time. The following actions provide guidance on how to deal with such emergencies. Note: Unless trained in first aid procedures, do not attempt to move or aid the victim unless there is imminent danger (i.e., fire).

Medical Emergency Checklist #3		
OCCUPANT ACTIONS		X
1	Remain calm, call for paramedics by dialing 911 and remain with the victim. If an AED is required, refer to AED Checklist. NOTE: Only properly trained and qualified personnel are to use an AED system.	
2	Direct another employee to notify the responsible Supervisor and the Building Security Officer at 734-2406.	
3	Direct other employees to assist in clearing the area of by-standers to facilitate easy access by responding emergency personnel.	
4	Supervisor: <ol style="list-style-type: none"> 1. Respond to the medical emergency and remain with the victim until first responders arrive. 2. Once emergency personnel have arrived, provide situational reports to management. 3. Assist EMT Members as required. 	
EMERGENCY MANAGEMENT TEAM ACTIONS		
5	Security Officer: <ol style="list-style-type: none"> 1. If not already accomplished, call 911 to report the medical emergency. 2. Alert the EMT Coordinator and Building Manager to the situation. 3. Direct first responders to the scene of the incident. 4. Assist in maintaining control of the scene. 	
6	EMT Director and Team: <ol style="list-style-type: none"> 1. Respond to the scene of the emergency and evaluate the situation. 2. Alert the Facility/Building and AT/FT Manager's to the situation. 3. Coordinate further actions with responding emergency personnel. 4. Provide situation reports to the EOC and IOC LNO's. 5. Direct EMT Members as appropriate. 	
7	EAP Representatives: <ol style="list-style-type: none"> 1. The rep for the area in which the medical emergency is occurring should respond to the scene to assist. 2. Notify the EMT Coordinator and provide status reports. NOTE: Only persons properly trained and qualified in First Aid may provide First Aid and only to the level qualified.	
8	All responsible agents notify IOC LNO's with accountability numbers at (804) 743-1584 / 1586.	

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Elevator Entrapment Checklist #4

Elevator Entrapment Checklist #4	
OCCUPANT ACTIONS	
1	Remain calm - Press the "Call for Help" button located on the elevator control pad.
2	Do not try to force the doors open or climb out of the elevator on your own.
3	Follow instructions issued by the Building Manager or emergency responders.
EMERGENCY ACTION TEAM ACTIONS	
4	Building Manager: 1. Respond and establish communication with trapped occupants. 2. Contact or direct another employee to contact the FT Lee Fire Department if assistance is required. 3. Alert the Security Staff to the incident if they are not already aware of the situation.
5	Security Officer: 1. Ensure applicable notifications: Building Manager, EMT Coordinator, FT Lee Fire Department and Safety Director (804) 734-1688. 2. Guide emergency responders to the location of the incident. 3. Maintain control of the scene.
6	EMT Director and Team: 1. Respond to the incident and evaluate the situation. 2. Notify DPW and Fire Department of the situation. 3. Coordinate actions with local emergency responders.
7	EAP Representatives: On order of the EMT Coordinator and provide assistance as necessary.
8	All responsible agents notify the IOC LNO's at (804) 765-2100 or (804) 765-2125 to report

Fire Evacuation Checklist #5

General. Manual fire alarm stations are located throughout the building near the stairwells and in the lobby areas. To operate – PULL the bar down. The fire alarm is designed to sound throughout the building and will automatically alert the Fort Lee Fire Department.

Fire Evacuation Checklist #5	
OCCUPANT ACTIONS	
1	If a fire is detected, remain calm and alert others around you. Activate the nearest fire alarm pull station.
2	Conduct a quick check of your work area for suspicious objects or persons needing
3	Secure classified material and collect your personal belongings (purse, keys, overcoat, CAC, etc.).
4	Move quickly to the nearest exit and evacuate the building - DO NOT USE ELEVATORS OR ATTEMPT TO FIGHT THE FIRE. Move directly to the evacuation area (rally point).

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5	<ol style="list-style-type: none"> 1. Personnel on the second, third, and fourth floors requiring evacuation assistance, with the assistance of their assigned Buddy or Supervisor, shall move to the stairwell nearest their work space where they will be met by an EAP Representative. 2. EAP Rep, assisted by the assigned Buddy or Supervisor, shall move physically impaired persons to the Areas of Refuge (stairwells) by the Emergency Assistance Call System. 3. The Supervisor and Buddy will move to their evacuation point and ensure they notify the fire department of individuals left in the stairwells.
6	Remain at the evacuation area (rally point) and await further instructions.
7	Supervisors ensure assigned employees evacuate, persons requiring evacuation assistance have a Buddy assigned to assist them during evacuations, and these individuals are identified to the responsible Directorate Chiefs, Supervisors, and EAP Reps. Report accountability numbers to the IOC LNO's at (804) 765-2100 or (804) 765-2125.
EMERGENCY MANAGEMENT TEAM ACTIONS	
8	EMT: Follow the guidance contained in Evacuation Checklist # 1.
9	Building Manager: Follow the guidance contained in Evacuation Checklist # 1.
10	<p>EMT Director:</p> <ol style="list-style-type: none"> 1. Upon notification of a fire in the building, initiate an evacuation of the facility via the Fire Alarm if not already accomplished. Notify the Building Manager and EMT to the situation as soon as possible. 2. Direct EAP Representatives. 3. Report evacuation status to the CASCOM LNOs at the IOC at (804) 734-1584 /1586. 4. Alert personnel in the evacuation area to an All-Clear decision by the Building Manager or EMT through the use of a Bull Horn or other appropriate means.
11	<p>EAP Representatives:</p> <ol style="list-style-type: none"> 1. Facilitate the safe and prompt evacuation of the building; follow the guidance of the EMT Coordinator. 2. Assist personnel requiring evacuation assistance. 3. Validate complete evacuation of assigned areas of responsibility.
12	Directorate Chiefs: Follow the guidance contained in Evacuation Checklist # 1.
13	Supervisors/Managers: Follow the guidance contained in Evacuation Checklist # 1.
14	<p>Security Officer:</p> <ol style="list-style-type: none"> 1. If not already accomplished, notify the EMT Coordinator, Fort Lee Police and Fire Department and the Building Manager of the situation. 2. Assist with the evacuation in accordance with Evacuation Checklist # 1. 3. Assist EAP Reps with efforts to assist Fire Department, if required.

Severe Weather Checklist #6 (Example; Thunderstorm, Tornado or Hurricane)

GENERAL: Severe weather is any potentially harmful weather event affecting personnel or property. The Fort Lee area is susceptible to such events as tornados, hurricanes, and severe thunderstorms. Some severe weather events occur with little to no warning. During duty hours, instructions for severe weather events shall be disseminated over the MNS or Public Address System. However, personnel in the building after duty hours are expected to be aware of severe weather warnings and take appropriate protective actions. Personnel may obtain local weather information for FT Lee by calling the Fort Lee Status Hotline at 804-765-2679.

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Severe Weather Checklist #6		
OCCUPANT ACTIONS		X
1	When an announcement is made to shelter, remain calm. Collect your personal belongings (purse, keys, overcoat, CAC, etc.) and immediately secure all classified materials.	
2	Move away from exterior windows and proceed to the designated "Areas of Refuge" (STAIRWELLS) and take cover. If this is a tornado incident, move to areas of refuge (STAIRWELLS) on each floor and/or center-most part of the building. Employees with interior offices (without windows) shall allow individuals to shelter in offices to reduce the foot print in cubicle areas. Once offices are filled, close office doors and await further guidance.	
3	DO NOT ATTEMPT TO USE THE ELEVATORS OR LEAVE THE BUILDING.	
4	If necessary, crouch down and use your arms and hands to protect your head and neck from falling or flying objects; await further guidance.	
5	Once the hazard has passed, supervisors/managers take accountability and report to the EMT and Facility/Building Manager. If no visible damage is evident, remain inside the building and your section until further guidance is provided.	
6	If an evacuation is ordered, follow the guidance in Evacuation Checklist # 1.	
EMERGENCY MANAGEMENT TEAM ACTIONS		
7	EMT DIRECTOR: 1. Direct movement of workforce to designated "Areas of Refuge" and take cover. 2. After the hazard has passed, assemble in the command suite to assess situation. 3. Determine follow-on actions to include the "All-Clear" decision, if warranted.	
8	EMT: 1. Direct workforce movement to safe areas via the Public Address System or MNS. 2. Upon termination of the situation, direct the EMT to conduct interior and exterior checks of the building. Report status to CASCOM EOC and CASCOM LNOs at IOC. 3. Announce the "All-Clear" or other follow-on actions directed by the Public Address System (MNS).	
9	EAP Representatives: 1. Move to areas of responsibility, assist employees in moving to Areas of Refuge and then take cover. Be prepared to assist employees if an emergency situation occurs. 2. Once the hazard has passed, Area Monitors provide a situation report to the Floor Monitor who shall provide a status to the EMT Coordinator.	
10	Directorate Chiefs: 1. Once the hazard has passed, obtain personnel accountability and report accountability to the EMT Director, Building Manager, and/or the CASCOM EOC and/or CASCOM LNOs at the IOC at (804) 734-1584 /1586.	
11	Facility/Building Manager: 1. Once the hazard has passed, move to the interior rally points. 2. Obtain accountability information from the Component Heads. 3. Report accountability status to the CASCOM EOC and CASCOM LNOs at the IOC. 4. Contact the Fire Department and Emergency Rescue services on Fort Lee (911) if	
12	Security Officer: Secure exterior doors and move to cover, await further guidance.	

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

Earthquake Checklist #7

Earthquake Checklist #7		
OCCUPANT ACTIONS		X
1	Stay calm. Move as far away as possible from windows and large overhead fixtures.	
2	Take shelter in doorways or under tables, desks or other objects that will offer protection from falling or flying objects.	
3	Stay clear of bookshelves, filing cabinets, storage racks and similar items that could fall and cause injury.	
4	Once the shaking has stopped, check for personnel requiring assistance and other emergency conditions. Immediately report medical or other emergency situations by calling 911 and Building Security.	
5	If there is no visible danger to your area or the building structure, stay in place. If imminent threat exists (for example: fire, pending building collapse, etc.) initiate a building evacuation by activating the nearest fire alarm.	
6	DO NOT USE ELEVATORS. If possible, turn off all electrical equipment (computers, etc.).	
7	If an evacuation is initiated, follow the guidance contained in Evacuation Checklist # 1.	
EMERGENCY MANAGEMENT TEAM ACTIONS		
8	EMT Director: After the shaking has stopped, convene in the evacuation area (rally point) as quickly as possible to assess situation and determine follow-on actions.	
9	EMT Team Members: 1. Assess the situation. If appropriate based on the situation, immediately initiate an evacuation or shelter decision. Provide a status report to the EMT Director as quickly as possible. 2. Ensure 911 is called in the event of an emergency situation. 3. Provide situational awareness reports to the Director. 4. If an evacuation is initiated, alert personnel in the evacuation area to an All-Clear decision through the use of a Bull Horn or other appropriate means (MNS).	
10	EAP Representatives: 1. After the shaking has stopped, assess the situation in assigned areas, provide assistance to the workforce as required, and report status to the EMT Director and/or Building Manager. 2. Assist or prepare for an evacuation. 3. On order of the EMT Director, conduct a visual inspection of the interior of the building in your assigned areas, report results to the EMT Director or Team.	
11	Directorate Chiefs: 1. After the shaking has stopped, obtain personnel accountability and report to the CASCOM EOC for the interior rally point and/or CASCOM EOC/CASCOM LNOs at the IOC for the exterior rally point at (804) 765-2100 or (804) 765-2125.	
12	Facility/Building Manager: 1. After the shaking has stopped, move to the appropriate rally point for interior or exterior operations. 2. Obtain accountability information from the Directorate Chiefs, Supervisors, and Managers. 3. Report accountability status to the EC.	
13	Security Officer: 1. Prepare the facility for evacuation. 2. On order, contact the Fort Lee Police and Fire Department for emergency assistance.	

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

Bomb Threat Checklist #8

Bomb Threat Checklist #8		
OCCUPANT ACTIONS		X
1	Remain calm, gain the attention of a fellow employee, cover the voice meter of the phone and announce "Bomb Threat." Request that another employee contact the Fort Lee Police at 734-7400, 734-6000 or 911, the Security Staff at (804) 734-2406, and immediate Supervisor.	
2	1. Secure a Bomb Threat Checklist, which should be located near the phone and begin recording the information on the checklist. 2. Immediately notify your supervisor with the information.	
3	Repeat out loud the remarks of the caller so that other employees can hear the remarks. Attempt to acquire as much information from the caller as possible.	
4	When the caller hangs up, listen for the dial tone, dial *57, wait for two beeps, then hang up.	
5	Provide details of the phone call and the completed Bomb Threat Checklist to the Building Security Officer or police as soon as possible; notify them that a *57 was initiated and give them the telephone number for that phone.	
6	1. If a suspicious package or device is found, DO NOT TOUCH! 2. Initiate building evacuation by activating the fire alarm. 3. Notify the Building Security Officer or Building Manager as to the location of the suspicious package, device or object.	
7	Discontinue the use of wireless devices (cell phones, radios, etc.) until directed	
8	If an evacuation is initiated, follow the guidance contained in Evacuation Checklist # 1.	
EMERGENCY MANAGEMENT TEAM ACTIONS		
9	Security Officer: 1. Ensure notification of the EMT Director, Police / Fire Department and Building Manager. 2. Respond to the workplace of the person receiving the Bomb Threat to collect information on the situation. 3. Inspect evacuation area (rally point) in the event an evacuation is ordered. 4. On order, conduct a visual inspection of the building's exterior for suspicious packages, vehicles or personnel and report results to EMT Director (CofS) or DCofS.	
10	Facility/Building Manager: 1. If an emergency evacuation is initiated, move to the evacuation area (rally point). 2. If an emergency evacuation is not initiated, move to command suite to meet with EMT Director (CofS) to determine appropriate follow-on actions.	

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

11	<p>EMT:</p> <ol style="list-style-type: none"> 1. Respond to the scene, obtain information on the situation and the Bomb Threat Checklist and assess the threat. If an imminent threat exists, initiate an evacuation via the MNS or Fire Alarm. Notify the EMT Director (CofS) and/or DCofS of the situation as soon as possible. 2. If an imminent threat does not exist, still alert the EMT Director. 3. Move to the EMT evacuation area to determine appropriate actions. 4. Alert the workforce of actions directed by the EMT Director by MNS. 5. EMT may assist Military Police and Security Team in clearing operations of the building. 6. EMT Director will announce "All Clear" via the MNS system. 	
12	<p>EAP Representatives:</p> <ol style="list-style-type: none"> 1. Upon notification, move to designated locations and prepare for an evacuation. 2. Conduct a visual inspection of assigned areas and report results to the EMT Coordinator. 	
13	<p>Directorate Chiefs:</p> <ol style="list-style-type: none"> 1. If evacuation is ordered, follow the guidance in Evacuation Checklist # 1. 2. Notify CASCOM EOC or CASCOM LNOs at IOC of accountability numbers at (804) 765-2100 or (804) 765-2125. 	

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

Bomb Threat Checklist 8A (Keep Posted Employee Workstations beside Telephones).

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact PMO immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call 804-734-7400 or 804-765-3986 / 3988
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call 804-734-7400 or 804-765-3986 / 3988
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Provost Marshal's Office (PMO)
804-734-7400 or 804-765-3986 / 3988
- 911

FORT LEE FORM 190-1E, MAY 2014

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds:	Threat Language:
<input type="checkbox"/> Accent	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Angry	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Crying	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Deep	<input type="checkbox"/> Music	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Clear	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Static	_____
<input type="checkbox"/> Excited	<input type="checkbox"/> Office machinery	_____
<input type="checkbox"/> Female	<input type="checkbox"/> Factory machinery	_____
<input type="checkbox"/> Laughter	<input type="checkbox"/> Local	_____
<input type="checkbox"/> Lisp	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Loud		
<input type="checkbox"/> Male	Other Information:	
<input type="checkbox"/> Nasal	_____	
<input type="checkbox"/> Normal	_____	
<input type="checkbox"/> Ragged	_____	
<input type="checkbox"/> Rapid	_____	
<input type="checkbox"/> Raspy	_____	
<input type="checkbox"/> Slow	_____	
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

NOTE: Report accountability numbers to IOC LNO's at (804) 734-1584 /1586.

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

Suspicious Package/Object Incident Checklist #9

Suspicious Package/Object Incident Checklist #9		X
OCCUPANT ACTIONS		
1	Remain calm; DO NOT TOUCH, HANDLE, MOVE OR DISTURB the suspected package or object.	
2	Immediately move away from the suspicious package/object and inform others to relocate	
3	Close off the area and prevent entry by other personnel.	
4	Notify the Building Security Officer by calling (804) 734-2406.	
5	Discontinue the use of wireless devices (cell phones, radios, etc.) until directed otherwise.	
6	Be prepared to describe the location of the package/object to security or first	
7	If exposed to a foreign substance from the package / object, immediately wash all exposed	
8	If an evacuation is initiated, follow the guidance in Evacuation Checklist # 1.	
EMERGENCY COMMAND TEAM ACTIONS		
9	EMT Director: 1. If an evacuation is initiated, move to the Evacuation Area (rally point) to assess the situation and determine appropriate actions. 2. If an evacuation is not immediately initiated, move to the command suite to assess the situation and determine appropriate actions.	
10	Building Manager: 1. Respond to the scene and assess the situation. If an imminent threat exists, initiate a building evacuation using the MNS or Fire Alarm. If the threat is not deemed imminent, complete the following steps. 2. Notify EMT Director and Security Officer of the situation. Await further instructions from the EMT Director (CofS). 3. Move to the command suite to meet with the EMT Director (CofS) and alternate EMT Director (DCofS) to determine appropriate actions. 4. Alert the workforce of actions directed by the EMT Director (CofS)/Alternate (DCofS). 5. Determine if shutdown of the HVAC is warranted and coordinate further actions with local emergency responders.	
11	EAP Representatives: 1. Upon notification, prepare for an evacuation. 2. Assist in clearing personnel out of the threatened area.	
12	Building Manager: On order, shut down the HVAC.	
13	Security Staff: 1. Respond to the scene, clear persons out of the area and ensure the area is sealed off. 2. Immediately alert the EMT Director (CofS) and alternate (DCofS), Fort Lee Police and Building Manager to the incident.	
14	Directorate Chiefs: If an evacuation is initiated, follow guidance in Evacuation Checklist # 1. Report accountability numbers to IOC LNO's at (804) 765-2100 or (804) 765-2125.	

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

Explosive Incident Checklist #10

Explosive Incident Checklist #10		
OCCUPANT ACTIONS		X
1	Remain calm and take shelter under a desk or conference table.	
2	Once debris has stopped falling take the following actions: <ul style="list-style-type: none"> • Check for fire and other hazards. • Call 911 to notify the Fort Lee Police and Fire Departments • Quickly evacuate building and proceed to the evacuation area (rally point) outside building. • Assist others in evacuation. • Seek medical attention if necessary. 	
3	If trapped in debris take the following actions: <ul style="list-style-type: none"> • Attempt to remain calm. • Cover your nose and mouth with a cloth to reduce the inhalation of dust and other contaminants. • Avoid unnecessary movement. • Attempt to signal rescuers by using cell phone, flashlight, or by tapping on pipes and walls. 	
EMERGENCY MANAGEMENT TEAM ACTIONS		
4	EMT Director: <ol style="list-style-type: none"> 1. Evacuate and move to the evacuation area (rally point). 2. Assess the situation and direct follow-on actions. 	
5	EMT: <ol style="list-style-type: none"> 1. Initiate an evacuation via the MNS or Fire Alarm. 2. Rally the EMT and assist with evacuation efforts. 3. If not already complete, notify the EOC and Military Police of the incident. 4. Coordinate further actions with local emergency responders. 	
6	EAP Representatives: <ol style="list-style-type: none"> 1. Assist with evacuation efforts. 2. On order, assist with search efforts. 3. Assist first responders as necessary. 	
7	Directorate Chiefs: <ol style="list-style-type: none"> 1. Assist with evacuation. 2. Obtain accountability of personnel and report status to the EMT Director (CofS), Building Manager, EOC and/or IOC LNO's at (804) 734-1584 /1586. 3. Be prepared to meet with EMT to determine follow-on actions. 	
8	Building Manager: <ol style="list-style-type: none"> 1. Proceed to the evacuation area (rally point). 2. Obtain accountability status and report status to the CASCOM EOC and/or CASCOM LNOs at the IOC. 	
9	Security Officer: <ol style="list-style-type: none"> 1. If not already accomplished, ensure the EMT Director, Fort Lee Police and Fire Department and Building Manager are notified of the situation. 2. Assist with evacuation efforts. 3. If necessary, take steps to protect evidence until arrival of law enforcement. 	

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

Chemical, Biological, Radiological Contamination Incident Checklist #11

GENERAL: Chemical, biological or radiological contaminants may be released accidentally or intentionally into the environment. Be alert for an unusual smell or sound such as an explosion, visible smoke, fire or vapor cloud, skin or eye irritation or difficulty breathing. Do not disturb, touch, handle, or come in contact with any substance or powder.

Chemical, Biological, Radiological Contamination Checklist #11		X
OCCUPANT ACTIONS		
1	INDOORS: If you suspect a CBR release inside the building, initiate a building evacuation by activating the Fire Alarm. Call 911 and the Building Security Staff at 734-2406 to report the situation.	
2	OUTDOORS: If you suspect a CBR release outside the building, quickly move inside. Call 911 and the Building Security Staff at (804) 734-1599 to report the situation.	
3	If exposed to a foreign substance, immediately wash all exposed skin with soap and water.	
4	If instructed to shelter-in-place, follow the guidance in Evacuation Checklist # 1.	
5	If instructed to evacuate, follow the guidance in Evacuation Checklist # 1.	
INCIDENT COMMAND TEAM ACTIONS		
6	EMT Director: 1. Assemble in the command suite or Assembly Area (as appropriate) to assess the situation. 2. Determine if evacuation or shelter-in-place is necessary. 3. Direct the appropriate actions and render follow-on decisions, to include the "All Clear," when applicable.	
7	EMT: 1. INDOOR: Upon notification, assess. If an evacuation has not been initiated, consider initiating an evacuation using the MNS or Fire Alarm (if not already done). 2. OUTDOORS: Upon notification, assess the situation. If the threat is imminent, order the shutdown of the HVAC and initiate the order to shelter via the MNS or Public Address System. 3. Alert the EMT Director (CofS), Building Manager and Security Officer of the situation. 4. Coordinate actions with local emergency responders.	
8	EAP Representatives: 1. Deploy to areas of responsibility; support evacuation or shelter actions. 2. Separate and isolate persons contaminated from others and wait for further instructions.	
9	Building Manager: 1. On order, immediately shut down the building HVAC equipment. 2. Assist the ERT Coordinator with follow-on actions.	
10	Security Officer: 1. Ensure the Fort Lee Police and Fire Departments, EMT Director and Building Manager are notified of the incident. 2. Prepare for evacuation or shelter actions. 3. Assist first responders as necessary.	

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

11	Directorate Chiefs: 1. If an evacuation is initiated, follow the guidance in Evacuation Checklist # 1. 2. If a shelter order is initiated, follow the guidance in Evacuation Checklist # 1. 3. Report accountability stats to the CASCOM EOC and/or CASCOM LNOs at the IOC as directed at (804) 734-1584 /1586.	
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CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

Hazardous Material (HAZMAT) Spill Checklist #12

Hazardous Material Spill Checklist #12		
OCCUPANT ACTIONS		X
1	Remain calm. DO NOT DISTURB, TOUCH, HANDLE, OR COME IN TO CONTACT WITH THE SUBSTANCE.	
2	Clear the immediate area of all personnel; prevent others from entering the area. If the substance is known to be toxic, initiate an evacuation by activating the Fire Alarm.	
3	Contact the Building Security Officer at (804) 734-2406. and/or call 911 . Describe the substance, situation, and location. If a medical emergency exists call 911 immediately.	
4	If you come in contact with the substance, thoroughly wash your hands and exposed skin with soap and water. Promptly report exposure to first responders.	
5	Notify your supervisor.	
6	If an evacuation is ordered, follow the guidance in Evacuation Checklist # 1.	
EMERGENCY MANAGEMENT TEAM ACTIONS		
7	EMT & Director: Assemble in command suite or Assembly Area (as appropriate) to assess the situation and determine appropriate actions.	
8	EMT: 1. Respond to the scene and assess the situation. If an imminent threat or health hazard exists, initiate an evacuation via the MNS or Fire Alarm. Alert the EOC and Security Officer to the situation as soon as possible. 2. Determine if HVAC shutdown is required; if so, order its shutdown. 3. Alert workforce to actions ordered by the EMT Director via the MNS or Public Address System. 4. Coordinate actions with local emergency responders.	
9	EAP Representatives: 1. Upon notification, deploy to assigned areas of responsibility. 2. Rep. responsible for the affected area will assist in moving personnel out and sealing off the area. 3. Support evacuation or other follow-on actions direct by the EMT Director. 4. Separate and isolate any contaminated personnel from everyone else and wait for further instructions.	
10	Building Manager: 1. Prepare to shut down the Building HVAC, if ordered. 2. Assist the EMT Director with other emergency actions.	
11	Security Officer: 1. Ensure the following notifications are promptly made: Fort Lee Military Police, Fire Department, and Building Manager. 2. Cordon off the area and relocate personnel, as needed; ensuring crime scene preservation.	
12	Directorate Chiefs: 1. If an evacuation is initiated, follow guidance in Evacuation Checklist # 1. 2. Report accountability to CASCOM EOC and/or CASCOM LNO's at the IOC at (804) 734-1584 /1586.	

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

Workplace Violence Checklist #13

GENERAL: This checklist is designed to address situations where individuals have become hostile and are threatening violence, but actual physical violence has not occurred or a weapon has not been brandished. Refer to Evacuation Checklist # 14 (Active Shooter / Hostage Situation) for actions to take when an act of physical violence has occurred, a weapon has been produced, or Active Shooter situation.

Workplace Violence Checklist #13		
OCCUPANT ACTIONS		X
1	Attempt to remain calm.	
2	If possible, remove yourself from the situation and contact your Supervisor and the Building Security Officer at (804) 734-2406.	
3	If evacuation from the incident or scene is not possible: <ul style="list-style-type: none"> • Focus on reducing tension. • Respect the individual's personal space; stand at least 3 – 7 feet away. • Avoid actions that would escalate the situation. • Allow verbal venting. • Notify immediate supervisor of incident. 	
4	If a physical assault occurs or there is a high potential for physical violence, call 911 . If a firearm is involved follow Active Shooter Checklist #14.	
5	Seek medical attention, if needed.	
6	If an evacuation is initiated, follow the guidance in Evacuation Checklist # 1.	
EMERGENCY MANAGEMENT TEAM ACTIONS		
7	EMT Director: As required, assemble in the command suite or alternate location as the situation dictates to assess the situation and determine follow-on actions.	
8	EMT: <ol style="list-style-type: none"> 1. Upon notification by the EMT Director (CofS), respond to the scene and assess the situation. If an imminent threat exists, initiate an evacuation of the building using the MNS or Fire Alarm. 2. Alert the Building Manager and Security Officer of the situation. 3. Direct any emergency actions ordered by the EMT Director (CofS) over the Public Address System or MNS. 4. Coordinate further actions with local emergency responders (as required). 	
9	EAP Representatives: <ol style="list-style-type: none"> 1. If directed and it is safe to do so, assist in evacuating personnel from the area. 2. Contact the EMT Director for further guidance. 	
10	Security Officer: <ol style="list-style-type: none"> 1. If required, promptly contact the Fort Lee Police and Fire Departments. 2. Promptly notify the EMT Director and Building Manager of the situation. 3. Respond to the scene to contain the situation, if possible. 4. Notify the CASCOM EOC and CASCOM LNO's at the IOC (as required). 	
11	Directorate Chiefs: <ol style="list-style-type: none"> 1. Provide situation reports (SITREPS) to EMT Director (CofS) as required or directed. 2. If an evacuation is initiated, follow the guidance in Evacuation Checklist # 1. 3. Report accountability numbers to the IOC LNO's at (804) 734-1584 /1586. 	

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

Armed Assailant/Hostage Situation (Active Shooter) Checklist #14

Specific. This checklist is designed to address situations where individual(s) have committed actual violent acts and have produced a weapon. Three (3) methods of response is provided; evacuate the area, find a safe hideout, and as a last resort, take action against the armed assailant/active shooter.

Armed Assailant/Hostage Situation (Active Shooter) Checklist #14		
OCCUPANT ACTIONS		X
1	Remain calm. If safe to do so, immediately EVACUATE yourself from any danger and make the following notifications: <ul style="list-style-type: none"> • Call 911. • Contact your immediate supervisor. • Contact the CASCOM Security Officer at (804) 734-2406. • If unable to evacuate, HIDE OUT from active shooter's view and block entry to hiding place. Silence cell phones. Turn off computers and monitors. Stay quiet! • As a last resort, TAKE ACTION to protect yourself if in imminent danger. Attempt to incapacitate the active shooter. 	
2	Comply with all law enforcement instructions.	
3	Seek medical attention, if needed.	
EMERGENCY MANAGEMENT TEAM ACTIONS		
4	EMT Director (CofS): <ol style="list-style-type: none"> 1. Direct the workforce to evacuate if it is safe to do so through E-Mail, AtHOC, or MNS. 2. Notify IOC Watch Officer at (804) 734-1584 /1586. 3. Move to the Evacuation Area (rally point) to coordinate future efforts. 4. Coordinate with responding law enforcement and other responders until the scene is stabilized. 5. Contact PAO. 	
5	EMT: <ol style="list-style-type: none"> 1. Upon notification by the EMT Director (CofS), direct an evacuation of the facility and/or provide guidance to direct the workforce away from the threat, or to take cover. 2. Notify law enforcement and ensure compliance with their instructions. 3. Coordinate with responding law enforcement and other responders once the scene is stabilized. 	
	Building Manager and EAP Representatives: <ol style="list-style-type: none"> 1. If safe, assist in the evacuation of the building. If not safe, evacuate and/or take cover. 2. Comply with all law enforcement instructions. 3. Contact the EMT Director for further guidance. 	
	Security Officer: <ol style="list-style-type: none"> 1. Promptly notify the following: Fort Lee Police and Fire Department, EMT Coordinator. 2. Respond to the scene and if possible assist with the evacuation of personnel. 	

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

	<p>Directorate Chiefs:</p> <ol style="list-style-type: none"> 1. Responsible for ensuring your assigned personnel have an escape plan and have rehearsed the route out of the building to the evacuation area (rally point). 2. If evacuation is not possible, ensure your personnel hide out in an area out of the active shooter's view. 3. Ensure your personnel block the entry to their hiding place and lock the doors. 4. Ensure your personnel silence their cell phones, turn off monitors and computers and stay silent. 5. As a last resort, ensure your personnel know what Action To Take to protect themselves if in imminent danger and how to incapacitate the active shooter. 6. Ensure accountability status is reported to the CASCOM LNO's at the IOC (804) 734-1584 /1586. 	
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Civil Disturbance and Demonstrations Checklist #15

Civil Disturbance and Demonstrations Checklist #15		
OCCUPANT ACTIONS		X
1	If a demonstration occurs at the building, remain calm and immediately report the situation	
2	Do not talk to or confront demonstrators.	
3	If you are inside the building and a demonstration forms, move away from the windows and doors. Do not attempt to leave the building unless directed to do so or you are informed by management that the demonstration has been dispersed.	
4	If you are outside of the building and the demonstrators block entrances to the building, be patient; do not try to force your way in. Promptly leave the area, contact your supervisor and return once the supervisor notifies you that it is safe.	
EMERGENCY MANAGEMENT TEAM ACTIONS		
5	EMT Director (CofS): Notify the command team of the situation.	
6	<p>EMT:</p> <ol style="list-style-type: none"> 1. Assess the situation and report to the EMT Coordinator (CofS) or alternate (DCofS) to determine appropriate actions. 2. Alert the Building Manager and Security Officer of the incident. 3. Direct emergency actions ordered via the Public Address System/MNS. 4. Conduct liaison with responding agencies and advise the EMT Director. 	
7	<p>EAP Representatives:</p> <ol style="list-style-type: none"> 1. Reps move to assigned areas of responsibility. 2. First EAP Rep assist security officer and staff in securing the exterior doors. Await further guidance from the Security Officer and EMT Director (CofS). 	
8	<p>Security Officer:</p> <ol style="list-style-type: none"> 1. Ensure the EMT Director (CofS), alternate (DCofS), Building Manager, G-3 Operations, and Fort Lee Military Police are notified. 2. Secure exterior doors. 3. Notify PAO. 4. Stand by for further guidance. 	

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

Automated External Defibrillator (AED) Checklist #16

Automated External Defibrillator (AED) Checklist #16	
OCCUPANT ACTIONS	
1	In any potential life-threatening cardiac emergency or in the absence of any signs of circulation (normal breathing, coughing or movement) stay calm. In a loud voice, state, "AED assistance is needed immediately!"
2	Ask personnel in the building to call 911 immediately. Alert Building Manager if possible.
3	Assist AED responders in locating victim / keep area clear for responders.
4	First AED Responders will: <ul style="list-style-type: none"> • Assume care of victim. • Use universal precautions. • Assess safety of the situation and environment. • Assess victim – tap, gently shake, shout "Are you OK?" • Verify EMS has been called, if the first AED responder is not EMS. • Obtain AED unit and begin cardiopulmonary resuscitation (CPR). • Monitor victim and apply and AED if indicated. • Continue actions until EMS arrives.
5	Move away from the "immediate area."
6	Assist any injured personnel and await further guidance.
7	If an evacuation is ordered, follow the guidance contained in Evacuation Checklist # 1.
EMERGENCY MANAGEMENT TEAM ACTIONS	
	EMT Director: Convene in command suite to determine follow-on actions.
	ERT Coordinator: <ol style="list-style-type: none"> 1. Alert the EC, ERT and Building Manager to the situation. 2. Alert the ERT to keep onlookers away from emergency response. 3. Provide situational awareness reports to the EC.
	EAP Representatives: <ol style="list-style-type: none"> 1. In the area of the event, keep the area clear for emergency responders. 2. Provide assistance as necessary
	Safety and Occupational Health: Coordinate with responders for after action requirements.
	Security Staff: <ol style="list-style-type: none"> 1. Call 911 upon hearing an AED announcement (if not already accomplished). Inform EMS of the location and nature of emergency and that an AED is on site. 2. Alert the ERT Coordinator to the situation. 3. Meet EMS and escort them to the site of the emergency. <p>NOTE: Security staff will conduct and document monthly AED serviceability inspections, per Ft Lee Regulation 420-1.</p>

4. AREAS OF REFUGE

All of the stairwells are designed as Areas of Refuge (Safe Havens) by virtue of construction. Each stairwell is fire rated for two-hours of protection. In the event of an emergency, the primary means of egress out of the building to the evacuation areas are the stairwells. The elevators do not provide any protection at all from fire, earthquake, tornadoes or hurricanes. Do not use elevators in the event of an emergency!

It is virtually impossible for all occupants of the building to seek refuge in the stairwells in the event of a tornado or hurricane. It is possible for limited numbers of personnel to occupy the stairwells for protection. Additionally, in the event of these type of storms, all personnel will move towards the inner-most center of their respective floors, move in a sitting or crouched position with their arms over their heads for protection.

After the storm has passed, Directorate Chiefs will get accountability of their personnel as soon as possible and report to the CASCOM LNO's at the IOC. If assistance is needed with removing debris, contact the EAP Representative and Building Manager. Contact 911 if medical attention is needed.

ANNEX A: EVACUATION AREAS (RALLY POINTS)

1. This annex provides emergency evacuation points for all occupants of Building 5020. It is key to exercise evacuation procedures to ensure personnel do not exceed capacity of evacuation point. The evacuation points are the Quartermaster and Women's Museums located directly across the street from the main entrance to CASCOM Headquarters (A Avenue) and Maclaughlin Fitness Center located behind the CASCOM Headquarters (C Avenue). In real world emergency, the following directorates will evacuate to the specified locations:

a. All Quartermaster personnel located in building 5020 will evacuate to the Quartermaster Museum into the Education Facility Room with overflow to the Auditorium located in the front portion of the Museum. Maximum occupancy is 200 and 100 personnel respectively. The POC is Mr. Paul Morando at (804) 734-4203.

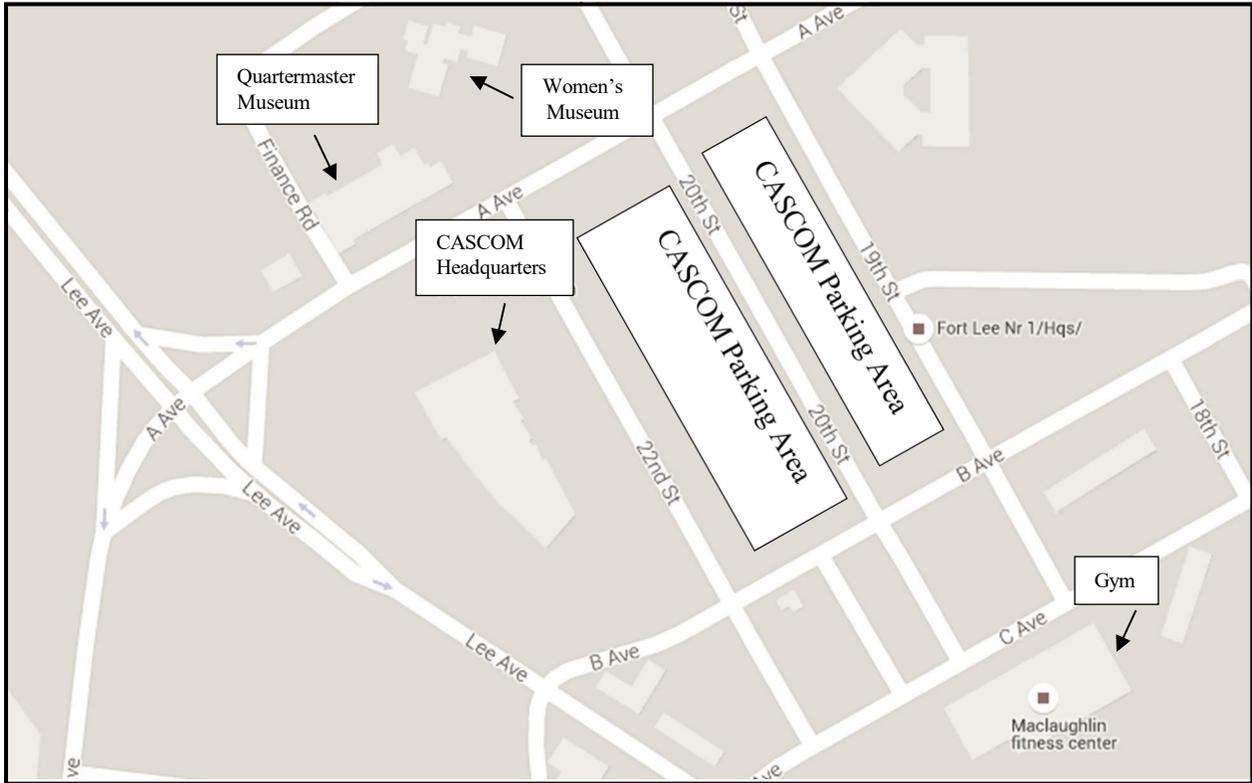
b. All G3 personnel located in building 5020 will evacuate to the Women's Museum into the Auditorium and Theater. The maximum occupancy is 100 and 40 personnel respectively. The POC for this facility is Dr. Bonnell at (804) 734-4327.

c. All remaining personnel in building 5020 will evacuate to the Maclaughlin Fitness Center (Gym) main auditorium basketball court has a maximum occupancy of 1140 personnel. The POC is Mr. Kyle Nelson, Chief, Recreation Division at (804) 765-3070 or Mr. James Mitchell at (804) 765-3894. Directorate Chiefs will chose a location inside the gym for their personnel to locate.

NOTE: For training purposes, personnel will utilize the parking and grass areas around these facilities in order to not disrupt daily operations.

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

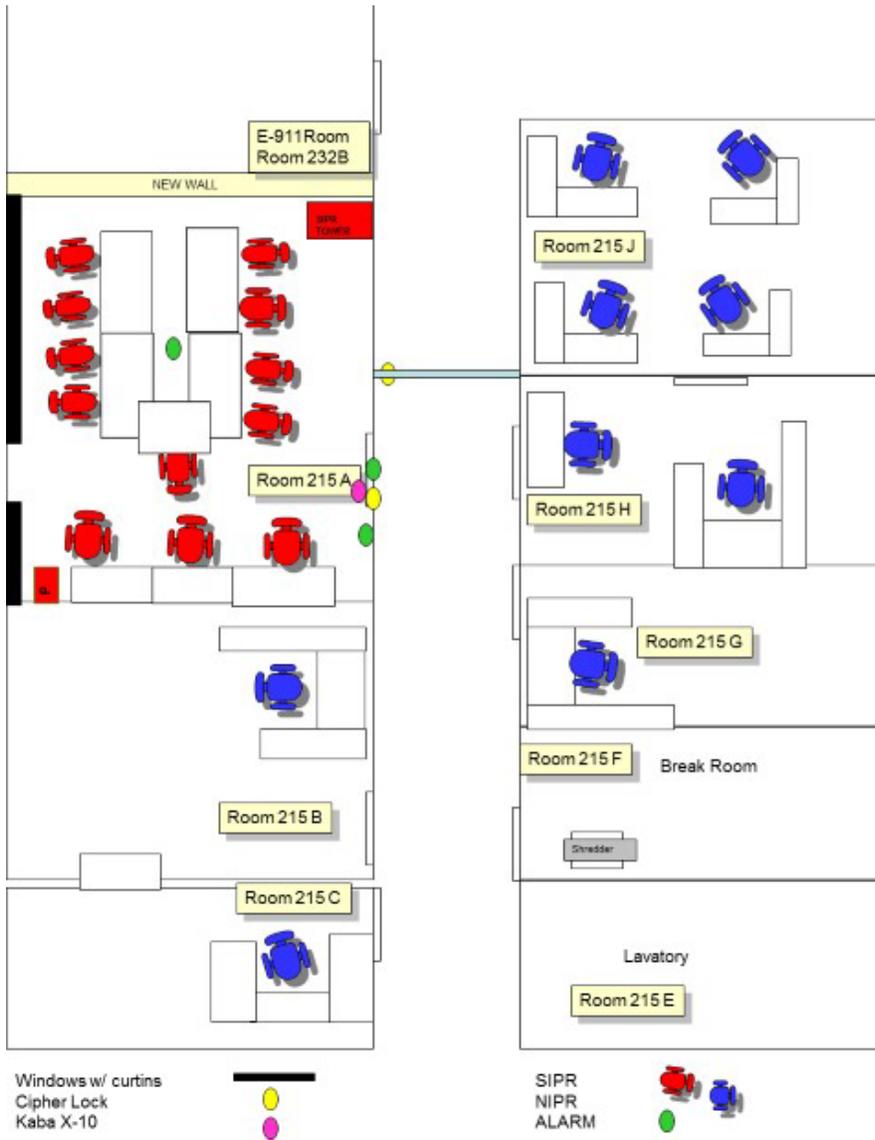
Evacuation Schematics



ANNEX B: IOC MATRIX

This annex provides schematics of the IOC, Building 1107. CASCOM LNO's are located in positions # 25 and # 28. In the event of an emergency, all accountability reports will be sent to the CASCOM LNO's at the IOC.

1ST Floor Layout.



CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

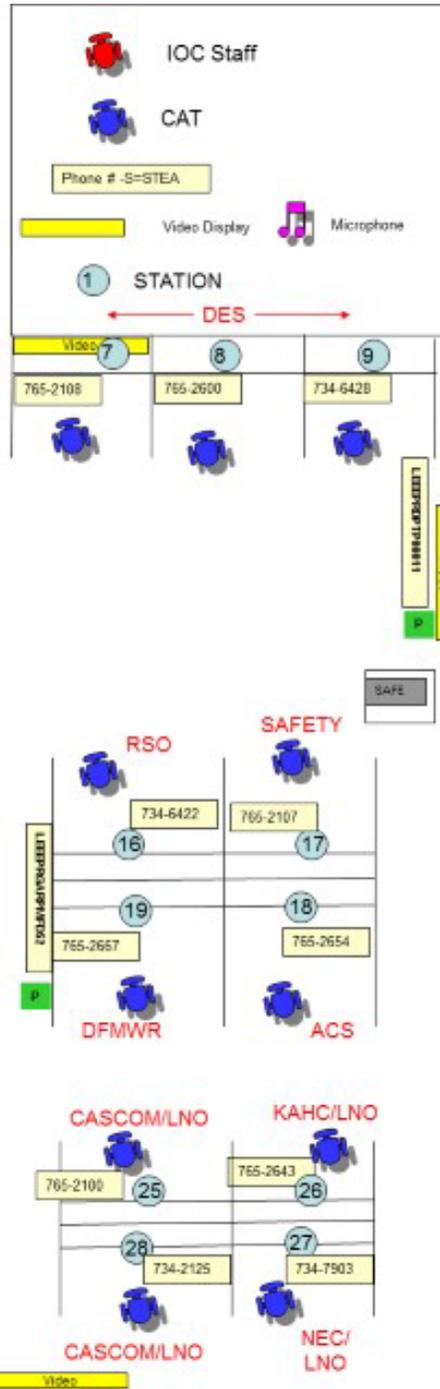
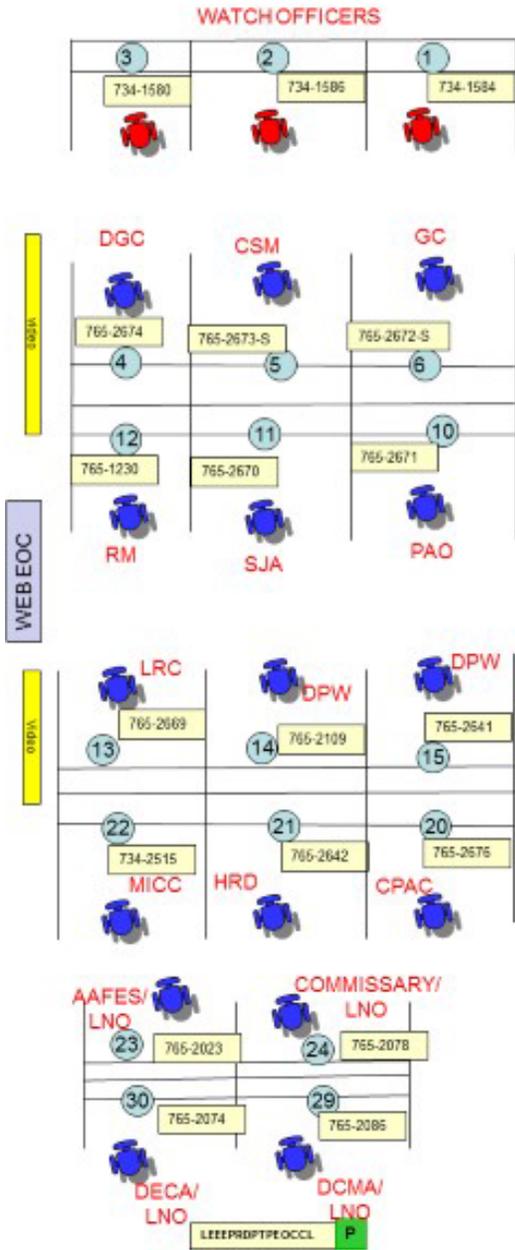
2ND Floor Layout.

Building 1107

D-21

FAX 734-1519

Plotter



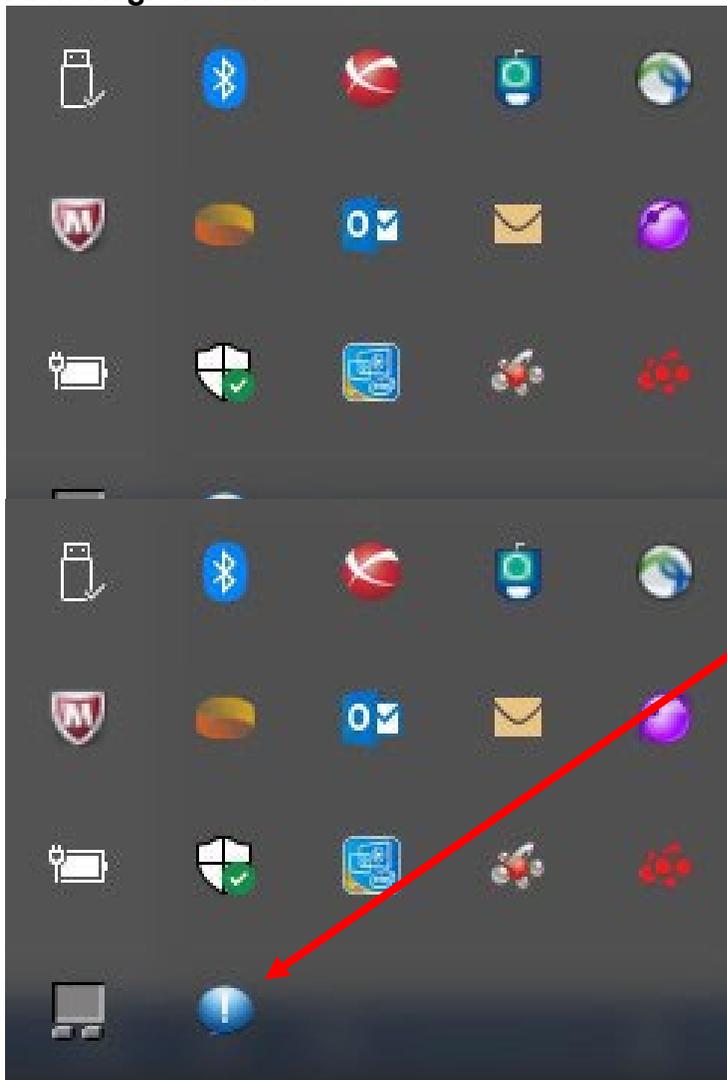
ANNEX C: FORT LEE ALERT MASS WARNING AND NOTIFICATION SYSTEM (MWNS) REGISTRATION

Purpose of Alert

1. Community preparedness is a time and resource multiplier for Army installations and first responders during an emergency. ALERT Mass Warning and Notification System (MWNS) provides Fort Lee the most effective capability in minimizing the potential effects of an emergency by quickly and effectively **disseminating emergency information to the public.**
2. The USAG Fort Lee and Fort Lee Operation Center (FLOC) uses the ALERT MWNS for rapid dissemination of warnings and alerts. To ensure the widest dissemination of critical information to the installation, Leaders are requested to take active measures to **ensure all Soldiers and Civilian employees are registered in the system.**
3. All workforce personnel (Service Members / Civilians / Contractors) will access the ALERT system and provide contact data for notifications.
4. **IAW DODI 6055.17. Due to the life-safety implications of the information being relayed and the requirement to provide immediate alerts and warnings, members of the primary population must ensure that their personal contact information, including after-duty hours contact information, as appropriate (e.g., personal cellular phone numbers or landline phone numbers), e-mail addresses, home address, etc., are entered into the system and regularly updated or verified every 90 days to remain current and accurate.**

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

Alert Registration



There are two ways to register for ALERT and update your contact information once registered
If you are only asked for CAC PIN that means your information has been migrated and all you have to do is update your information, as needed.

STEP 1:

In the local taskbar, locate and double-click Alert! icon

STEP 2: Right Click on blue ALERT icon

STEP 3: Click on- OPEN ALERT- to see current installation ALERTS

STEP 4: Click on - EDIT CONTACT INFO - to Edit Client Information.

2 Contact Methods

Phone Numbers
Do NOT enter DSN numbers.

Phone Number * i Extension i

Usage Type i Receive SMS

Work Landline

Add Phone

Email Addresses

Email Address * Usage

Work **Remove**

Add Email

- If extension required place comma then extension
- Under Usage, choose Work
- Under Type the option for Cell, Landline
- Click the box Receive SMS to receive short messages.
- Add Phone: Choose Home, Work
- Under Type: Cell, Landline, Shared landline, text only
- Click the box Receive SMS to receive short messages.
- EMAIL: Add official government email
- ADD EMAIL: Off duty / civilian email

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

3 Associations ⓘ

Description	Dates
-------------	-------

The **Associations** section contains four buttons:

Add Military Location:

Add Command Structure: Enter UIC **Add Address:**

Add Additional Attributes: **DO NOT ADD ADDITIONAL ATTRIBUTES**

Add Military Location [Close]

Service: Region:

Installation: Subinstallation:

Building Filter:
Filter For:

10 Jefferson Terrace
10000 Game Warden
10200 CECOM
10201 DCMA Trans. Mgmt Office

Optional
Start Date: Stop Date:

SERVICE: Click service and select

REGION: CONUS **INSTALLATION:** Fort Lee
Enter Work Building#:

Start / Stop: N/A

Click Add:

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

Add Command Structure
✕

Name/UIC ⓘ

Optional

Start Date

Stop Date

Associations ⓘ

Description	Dates	
Military Location: Army / Army CONUS / Fort Lee		<input type="button" value="Remove"/>
Command Structure: Headquarters United States Army Garrison Fort Lee [REDACTED]		<input type="button" value="Remove"/>
Work [REDACTED] Fort Lee , VA 23801 US		<input type="button" value="Remove"/>

Click Add

Click Save

Click Save

After the Alert! desktop application has been installed, a log in to the local workstation displays a Client Registration Required popup displays.

<https://alert.csd.disa.mil/AlertSplashPage/>

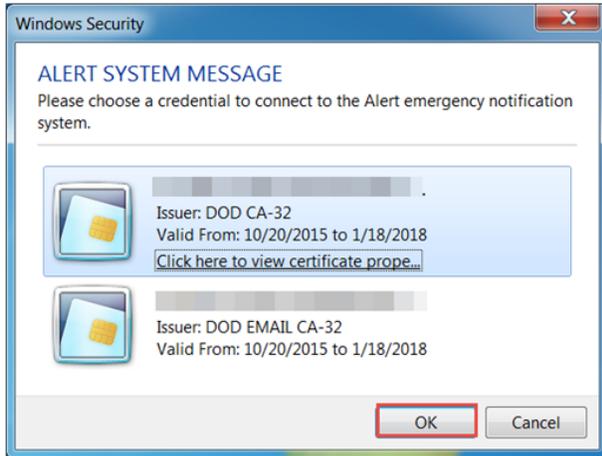


Step 1. Click Register Now; Alert! Client Registration opens web browser and client is prompted for credentials (see step 3)

Step 2. Click Postpone if time is needed to gather information before registering.

NOTE: ALERT! CLIENT REGISTRATION will only allow postponement for a duration determined by the command. i.e 72 hrs. After that a client may not postpone and will be required to register.

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN



Step 3. Windows Security ALERT! SYSTEM MESSAGE dialog displays; select certificate and click OK.



Step 4. USG Warning and Consent Banner displays.

Step 5. Click I Agree; Create Client page displays.

UNCLASSIFIED/FOR OFFICIAL USE ONLY

ALERT 

Create Client

Client

* indicates required fields

1 Personal Information

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Rank	CAC EDIPI 	
<input type="text"/>	<input type="text" value="██████████1"/>	

- 1) **Personal Information:** Enter First Name and Last Name (required); optional, enter Middle Name and Rank; CAC EDIPI auto-fills from the inserted CAC).

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

2

Contact Methods

Phone Numbers

Do NOT enter DSN numbers.

Phone Number *	Extension	
<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
Usage	Type	Receive SMS
Work	Landline	<input type="checkbox"/>

Email Addresses

Email Address *	Usage	
<input type="text"/>	Work	<input type="button" value="Remove"/>

- Add dashes in phone number, no 1 prior. Example: 719-555-5555.
- If extension required place comma then extension (,123456)
- Under Usage, choose Work
- Under Type the option for Cell, Landline
- Click the box Receive SMS to receive short messages.

- Add Phone: Choose Home, Work
- Under Type: Cell, Landline, Shared landline, text only
- Click the box Receive SMS to receive short messages.
- EMAIL: Add official government email
- ADD EMAIL: Off duty / civilian email

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

3 Associations ⓘ

Description	Dates
-------------	-------

The **Associations** section contains four buttons:

Add Military Location:

Add Command Structure: Enter UIC **Add Address:**

Add Additional Attributes: **DO NOT ADD ADDITIONAL ATTRIBUTES**

Add Military Location [X]

Service: Army | Region: Army CONU

Installation: Fort Lee | Subinstallation:

Building Filter:
Filter For: Enter Building Criteria

10 Jefferson Terrace
10000 Game Warden
10200 CECOM
10201 DCMA Trans. Mgmt Office

Optional
Start Date: | Stop Date:

SERVICE: Click service and select

REGION: CONUS **INSTALLATION:** Fort Lee
SUB INSTALLATION: N/A

Enter Work Building#: 5020

Start / Stop: N/A

Click Add:

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

Add Command Structure [x]

Name/UIC ⓘ
Enter UIC or Command Name

Optional

Start Date **Stop Date**

Click Add

Add Command Structure [x]

Name/UIC ⓘ
[REDACTED]

Headquarters United States Army Garrison Fort Lee
(W6CPAA)

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

Add Address ✕

Address Line 1: (Physical Street Address, Do Not Use APO, FPO, or PO Box) *
[REDACTED]

Address Line 2: (Suite, Apt., Unit, Division, Company, etc.)
[REDACTED]

City * State Postal Code *
fort lee VA 23801

Usage Country
Work United State

Standalone Facility

1) Enter Work Addresses

2) Click Add

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

Associations ⓘ

Description	Dates
Military Location: Army / Army CONUS / Fort Lee	<input type="button" value="Remove"/>
Command Structure: Headquarters United States Army Garrison Fort Lee [REDACTED]	<input type="button" value="Remove"/>
Work Address: [REDACTED] Fort Lee , VA 23801 US	<input type="button" value="Remove"/>

Click Save

Warning ⓘ

You have not provided the following information:

- Phone Number
- Email Address
- Command Structure
- Military Location

It may not be possible to contact this client without this information.

Would you like to continue?

Insufficient Information Warning Dialog (Example).

Click **Yes** to save; click **No** to continue entering association

 **ALERT** ⓘ

Client Successfully Created. You May Close This Page.

You have successfully registered into ALERT! If you have any issues with registration, contact Mr. Diego Reynoso at Phone: 734-7903 or E-mail: diego.m.reynoso.civ@mail.mil.

ANNEX D: REPORTING TREE
CASCOM HQ (BLDG 5020) PERSONNEL ACCOUNTABILITY

Contact Information

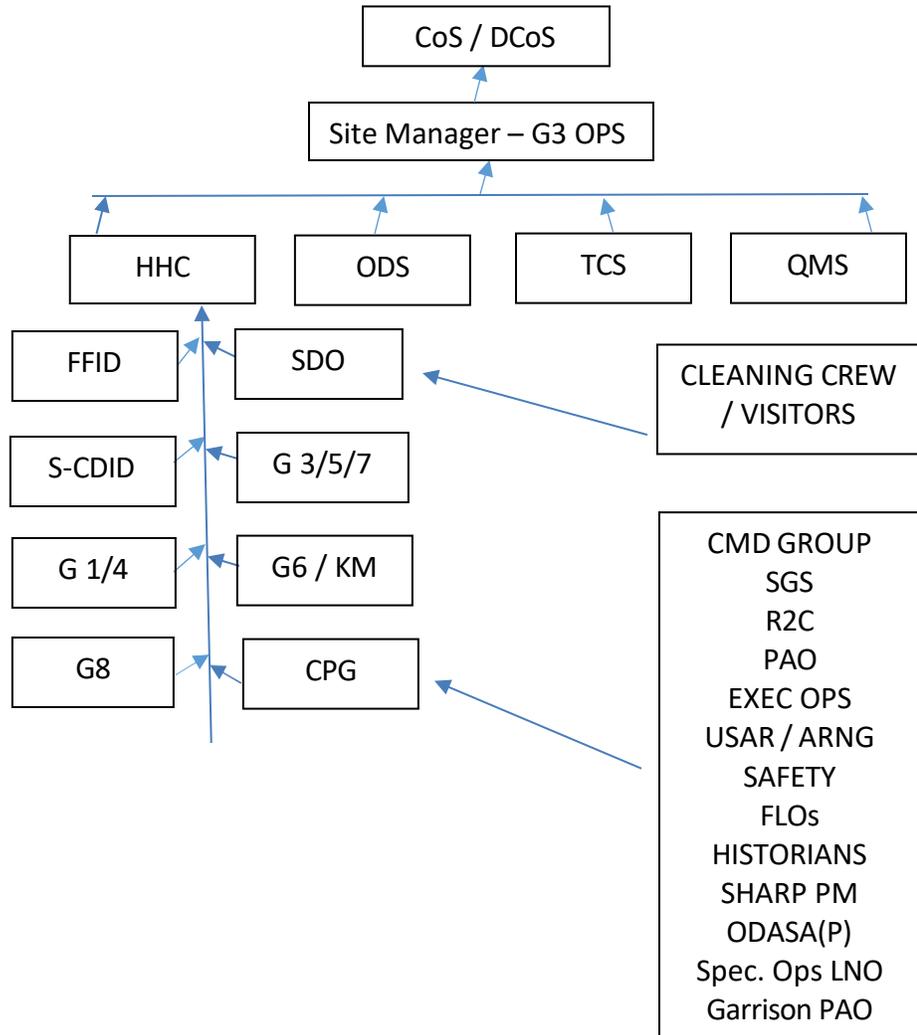
Site Manager G3 Ops (Non-evacuation emergency)
 (804)765-7056

HHC Commander
 (804) 691-3245

CPG Chief / Deputy
 (804) 728-7282
 (804) 735-8633

Staff Duty Officer
 A-Ave: (804) 765-7425

IOC Watch Officer
 (804) 734-1584 /1586



CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

ANNEX E: EMERGENCY CONTACT ROSTER

POSITION	ORGANIZATION	CITY	PHONE	LOCATION
CASCOM Commanding General	CASCOM/SCoE	Fort Lee, VA	(804)734-1542	4th floor Command Suite
CASCOM Command Sergeant Major	CASCOM/SCoE	Fort Lee, VA	(804)734-1358	4th floor Command Suite
CASCOM Deputy to the Commanding General	CASCOM/SCoE	Fort Lee, VA	(804)734-1540	4th floor Command Suite
CASCOM Chief of Staff	CASCOM/SCoE	Fort Lee, VA	(804)734-1683	4th floor Command Suite
CASCOM Deputy Chief of Staff	CASCOM/SCoE	Fort Lee, VA	(804)734-1605	4th floor Command Suite
CASCOM SGS	CASCOM/SCoE	Fort Lee, VA	(804)734-1599	4th floor office 4078
CASCOM PAO	CASCOM/SCoE	Fort Lee, VA	(804)734-2733	4th floor office 4019
CASCOM CPG	CASCOM/SCoE	Fort Lee, VA	(804)734-0212	4th floor office4006
CASCOM EXEC OPS	CASCOM/SCoE	Fort Lee, VA	(804)734-0783	1st floor office 1049
CASCOM SAFETY	CASCOM/SCoE	Fort Lee, VA	(804)734-1688	4th floor, office 4018
CASCOM HHC CDR	CASCOM/SCoE	Fort Lee, VA	(804)734-0182	1st floor office 1029
CASCOM HHC 1SG	CASCOM/SCoE	Fort Lee, VA	(804)734-0181	1st floor office 1032
CASCOM G 1/4	CASCOM/SCoE	Fort Lee, VA	(804)765-7967	4th floor office 1029
CASCOM G 1/4 SGM	CASCOM/SCoE	Fort Lee, VA	(804)765-7015	4th floor cubicle 40114A
CASCOM G3/5/7	CASCOM/SCoE	Fort Lee, VA	(804)765-2694	2nd floor office 2013
CASCOM Deputy G3/5/7	CASCOM/SCoE	Fort Lee, VA	(804)765-1458	2nd floor office 2014
CASCOM G3/5/7 SGM	CASCOM/SCoE	Fort Lee, VA	(804)765-1473	2nd floor office 2015
CASCOM ATO	CASCOM/SCoE	Fort Lee, VA	(804)765-7059	1st floor office 1006
G3 Director Training & Doctrine	CASCOM/SCoE	Fort Lee, VA	(804)765-1471	2nd floor office 2018
G3 Dep Director Training & Doctrine	CASCOM/SCoE	Fort Lee, VA	(804)765-1885	2nd floor office 2017
G3 Chief, Training Integration & Quality Assurance Division	CASCOM/SCoE	Fort Lee, VA	(804)765-1700	2nd floor office 1021
G3 Chief Doctrine Division	CASCOM/SCoE	Fort Lee, VA	(804)734-0036	2nd floor office 2063
G3 Chief Collective Training Division	CASCOM/SCoE	Fort Lee, VA	(804)765-2229	2nd floor office 2023
G3 Director, Plans, Operations, L2 & Training Tech	CASCOM/SCoE	Fort Lee, VA	(804)765-0302	2nd floor office 2008
G3 Dep Director, Plans, Operations, L2 & Training Tech	CASCOM/SCoE	Fort Lee, VA	(804)734-2545	2nd floor office 20241
G3 Chief OPS Division	CASCOM/SCoE	Fort Lee, VA	(804)765-0684	2nd floor office 2010
G3 Chief Plans Division	CASCOM/SCoE	Fort Lee, VA	(804)765-7484	2nd floor office 2004
G3 Chief Training Tech Division	CASCOM/SCoE	Fort Lee, VA	(804)765-1979	1st floor office 1011
G3/2 Chief	CASCOM/SCoE	Fort Lee, VA	(804)734-4113	1st floor office 1004
CASCOM G6	CASCOM/SCoE	Fort Lee, VA	(804)765-8039	1st floor office 1053
CASCOM G8	CASCOM/SCoE	Fort Lee, VA	(804)765-0576	4th floor office 4042
CASCOM G8 Deputy	CASCOM/SCoE	Fort Lee, VA	(804)765-0657	4th floor office 4043
Director, FFID	CASCOM/SCoE	Fort Lee, VA	(804)734-2247	3rd floor office 3104
Deputy Director, FFID	CASCOM/SCoE	Fort Lee, VA	(804)765-7423	3rd floor office 3102
Director, FDD	CASCOM/SCoE	Fort Lee, VA	(804)734-0297	4th floor, office 4052
Director LMRD	CASCOM/SCoE	Fort Lee, VA	(804)734-0034	2nd floor office 2072
Director, ESD	CASCOM/SCoE	Fort Lee, VA	(804)734-1222	3rd floor office 3095
Director, TPO, SMC	CASCOM/SCoE	Fort Lee, VA	(804)734-1222	3rd floor office 3095
Director TPO, EOD	CASCOM/SCoE	Fort Lee, VA	(804)765-7377	1st floor office 1044
Director, TPO, OCS	CASCOM/SCoE	Fort Lee, VA	(804)734-0245	3rd floor office 3021
Director, ODASA(P)	CASCOM/SCoE	Fort Lee, VA	(804)734-0093	3rd floor office 3072
Director, S-CDID	CASCOM/SCoE	Fort Lee, VA	(804)734-0025	2nd floor office 2067
Deputy Director, S-CDID	CASCOM/SCoE	Fort Lee, VA	(804)734-0006	2nd floor office 2066
OD School Commandant	CASCOM/SCoE	Fort Lee, VA	(804)765-7365	3rd floor OD Command Suite
OD School Assistant Commandant	CASCOM/SCoE	Fort Lee, VA	(804)765-7395	3rd floor OD Command Suite
Deputy to the OD Commandant	CASCOM/SCoE	Fort Lee, VA	(804)765-1435	3rd floor OD Command Suite
OD School RCWO	CASCOM/SCoE	Fort Lee, VA	(804)765-7392	3rd floor OD Command Suite
OD School RCSM	CASCOM/SCoE	Fort Lee, VA	(804)765-7397	3rd floor OD Command Suite
QM School Commandant	CASCOM/SCoE	Fort Lee, VA	(804)734-3458	3rd floor, QM Command Suite
QM School Assistant Commandant	CASCOM/SCoE	Fort Lee, VA	(804)734-3759	3rd floor, QM Command Suite
Deputy to the QM Commandant	CASCOM/SCoE	Fort Lee, VA	(804)734-3759	3rd floor, QM Command Suite
QM School RCWO	CASCOM/SCoE	Fort Lee, VA	(804)734-3702	3rd floor, QM Command Suite
QM School RCSM	CASCOM/SCoE	Fort Lee, VA	(804)734-3248	3rd floor, QM Command Suite
TC School Commandant	CASCOM/SCoE	Fort Lee, VA	(804)765-7444	3rd floor, TC Command Suite
TC School Assistant Commandant	CASCOM/SCoE	Fort Lee, VA	(804)765-7896	Bldg. 2300 Command Suite
Deputy to the TC Commandant	CASCOM/SCoE	Fort Lee, VA	(804)765-7218	3rd floor, TC Command Suite
TC School RCWO	CASCOM/SCoE	Fort Lee, VA	(804)765-7274	3rd floor, TC Command Suite
TC School RCSM	CASCOM/SCoE	Fort Lee, VA	(804)765-7443	3rd floor, TC Command Suite

ANNEX F: FIRE EXTINGUISHER LOCATION

Fire Extinguishers *(Replace Every 6 Years)				
<u>Floor</u>	<u>Section</u>		<u>Break Room #</u>	<u>Avenue Side</u>
1		Exec Operations	1049	B Avenue
1		HHC	1034	A Avenue
1		G3	1020	A Avenue
1	Near Room 1007 (CAC Room)	G3		B Avenue
1	Stairwell Near Room 1067	G3		B Avenue
1	Stairwell Near Kitchen	Near Electrical Room 1067		B Avenue
1	Stairwell Near Kitchen	Near Room 1806		B Avenue
1	Stairwell Near Executive Operations	Near Room 1807		B Avenue
1	Stairwell Near G3			A Avenue
1	Stairwell Near HHC			A Avenue
2		Futures	2055	B Avenue
2		G3	2016	A Avenue
2		G3	2027	B Avenue
2		LMRD (MSD)	2038	A Avenue
2		LMRD (MSD)	2037	A Avenue
2	Stairwell Near LMRD	Near Room 2807		B Avenue
2	Stairwell Near G3	Near Room 2806		B Avenue
2	Stairwell Near Futures	Near Room 2053		B Avenue
2	Stairwell Near SID			A Avenue

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN

2	Stairwell Near G3			A Avenue
3		FFID - PIO	3084	B Avenue
3		Quartermaster School	3053	A Avenue
3		Ordnance School	3037	A Avenue
3		Transportation School	3114	B Avenue
3	Ordnance School	Common Area		A Avenue
3	Stairwell Near Transportation School	Near Room 3806		B Avenue
3	Stairwell Near FFID - PIO	Near Room 3086		B Avenue
3	Stairwell Near TCM EOD	Near Room 3807		B Avenue
3	Stairwell Near Quartermaster School			A Avenue
3	Stairwell Near Ordnance School			A Avenue
4		CASCOM Command Group	4064	B Avenue
4		FDD	4048	B Avenue
4		G-8	4033	B Avenue
4		QA	4027	A Avenue
4		G1	4011	A Avenue
4	Stairwell Near CASCOM Command Group	Near Room 4806		B Avenue
4	Stairwell Near FDD			B Avenue
4	Stairwell Near G8			B Avenue
4	Stairwell Near QA			A Avenue
4	Stairwell Near G1			A Avenue

CASCOM HEADQUARTERS BUILDING 5020 EMERGENCY ACTION PLAN