



## YOUR GUIDE TO SECURITY AND SAFETY AT AED WASHINGTON DC

	BUILDING EVACUATION	REMAIN IN BUILDING - Shelter in Place -	CLOSURE OR EARLY DISMISSAL
WHEN	Fire, smoke, or other hazardous substance/condition detected in the building.	Authorities have identified an outdoor hazard, such as an explosion or airborne contamination, in the downtown area.	Situation inside the building (such as loss of power or water pressure) or in the downtown area where the best recourse is to leave, but there is no immediate <u>safety</u> threat.
RESPONSE	Leave building immediately by nearest evacuation exit.	Stay indoors until notified it is safe to go outside.	Leave the building, but timing is left to the individual.
HOW YOU WILL KNOW	<ul style="list-style-type: none"> <li>• Building-wide evacuation alarm</li> <li>• Hallway emergency flashing lights</li> </ul>	<ul style="list-style-type: none"> <li>• Public address announcement</li> <li>• Buildings 1825/1875 - - Computer pop-up message</li> </ul>	<ul style="list-style-type: none"> <li>• Public address announcement</li> <li>• Buildings 1825/1875 - - Computer pop-up message - Call Main Number (202) 884-8000</li> </ul>
WHAT YOU SHOULD DO	<ul style="list-style-type: none"> <li>• Leave building immediately by nearest evacuation exit.</li> <li>• Wait at AED outside assembly areas for instructions from your Fire Warden.</li> <li>• If you sense a potentially life threatening situation, <i>DO NOT WAIT FOR AN EVACUATION SIGNAL. LEAVE AT ONCE.</i> If possible, Dial ext. 9 911 and/or activate nearest "Emergency Pull" station.</li> </ul>	<ul style="list-style-type: none"> <li>• Leave exterior street-facing offices immediately, closing door behind you.</li> <li>• Move to interior corridors, offices or conference rooms.</li> <li>• Be aware that building air handling system will be turned off and elevators will be recalled to street level.</li> <li>• Follow instructions from security personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Leave the building.</li> <li>• Garages will be open. You may wish to check local traffic reports before departing.</li> <li>• Monitor local radio and television stations for information.</li> <li>• Monitor AED's main number (202) 884-8000 for updates on when AED will resume normal operations.</li> </ul>

See reverse side for How You Can Be Prepared, contact numbers for AED Security, and other information.

### TO CONTACT AED SECURITY

AED Emergency/ Snow Line	(202) 884-8000
Facilities	(202) 884-8000
AED Security Guard (After Hours)	(202) 255-5274 (cell)
Building Management	(202) 986-6300
Website	www.aed911.org

### HOW YOU CAN PREPARE YOUR FAMILY

- Make sure your family has the AED Security contact numbers above. In the event of an emergency, a prepared status message will be available on the regular snow line telephone number.
- Review the Emergency Preparedness websites in the Useful Web Sites text box on the right and use them to develop a general emergency plan for your family.
- Prepare a family communications plan. Have phone numbers and e-mail addresses at home, work, school & day care. If possible, choose an out-of-town family member or friend to serve as an emergency contact. If you haven't already, activate the cellular text messaging service for your cellular provider. Text messages can often get through when circuits are too busy for voice calls.
- Establish a meeting place (primary & alternate) where family members should gather if communications cannot be established.
- Understand the emergency plans of your child's day care center or school and update contact numbers.

### HOW YOU CAN BE PREPARED

- Keep your personal contact information up-to-date.
- Be alert for security messages & updates.
- Know who your floor wardens are and where your outside emergency assembly area is. This information is posted in each kitchen and copy room in AED.
- Familiarize yourself with two evacuation routes from your work area to the emergency stairs. Mark your routes on a floor plan which can be obtained from Facilities.
- Prepare back-up departure plans such as alternative routes, transportation modes or ride-sharing options in case metro service is interrupted or your usual traffic route is impassable
- Keep a bag in your office with personal necessities you might need to shelter in place for 48 hours such as medications, toiletries, change of clothing, snacks and bottled water.



### USEFUL REFERENCES

- [www.aed911.org](http://www.aed911.org)
- DC Evacuation Routes  
[ddot.dc.gov/information/event\\_route\\_map.shtm](http://ddot.dc.gov/information/event_route_map.shtm)
- DC Area Traffic & Transit Information  
[opsjhwa.dot.gov/trans\\_info.him](http://opsjhwa.dot.gov/trans_info.him)
- U.S. Department of Homeland Security  
[dhs.gov/dhspublic](http://dhs.gov/dhspublic)
- Federal Emergency Management Agency  
[www.fema.gov](http://www.fema.gov)
- Aquista, M.D., Angelo. *The Survival Guide: What to Do in a Biological, Chemical, or Nuclear Emergency*. Random House Trade Paperbacks, 2003.
- Emergency Preparedness Guides
  - Federal [ready.gov](http://ready.gov)
  - Red Cross [redcross.org](http://redcross.org)
  - DC [dcema.dc.gov/infoguide.shtm](http://dcema.dc.gov/infoguide.shtm) - --
  - Alexandria [ci.alexandria.va.us/ftrel\\_emergency\\_plan.html](http://ci.alexandria.va.us/ftrel_emergency_plan.html)
  - FairfaxCnty [co.fairfax.va.us](http://co.fairfax.va.us)
  - Mont. Cnty [www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)

### REMOTE ACCESS INFORMATION

- Remote access to AED'S network, e-mail, intranet, documents and other information is available from home or while traveling via the AED Portal at <http://portal.aed.org>