

**State of Vermont  
Agency of Administration  
Department of Buildings & General Services**

**Guidelines to Develop Emergency Procedures: Plans, Roles, Training, and Drills  
Date of Issue: December, 2015**

**Purpose:**

BGS is committed to enabling State employees occupied in State Office Buildings to be prepared and react immediately and competently when significant health and security issues arise in State Office Buildings.

The Department of Buildings and General Services (BGS) will define a consistent procedure in which each State Office Building will maintain an up-to-date Emergency Procedures Plan, a Safety Committee, an Emergency Procedures Leadership Team, and require the completion of training and participation in emergency procedure drills by all State employees assigned to each State Office Building.

**Procedures:**

**A – Emergency Procedures Plan**

Each State Office Building will maintain an updated **Emergency Procedures Plan** and provide an electronic copy of this plan to BGS Security. This plan must be reviewed at least annually and resubmitted to BGS Security within (30) days of any changes made to the plan. BGS will provide the required BGS Emergency Procedures Template to be completed for every State Office Building.

**B – Emergency Procedure Leadership Team**

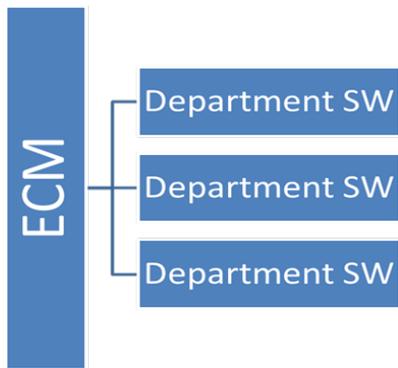
The State of Vermont has established the following emergency procedures leadership roles in each State Office Building occupied by State employees.

1. The **Emergency Coordinating Manager (ECM) or designee** in each State Office Building is responsible for coordinating messages and instructions to other departments and other emergency management/responding personnel in the event of an emergency. In this role, the ECM will be the

primary point of contact as a liaison between emergency management personnel when they arrive, and State employees involved in the incident. After a building evacuation following an emergency event, the ECM is the person who will make the determination regarding re-entry back into the State Office Building. The ECM will only close the State Office Building for the day after a decision to close has been made by the Secretary of Administration. The ECM must notify State Security of an emergency event as soon as possible.

The ECM will also be responsible for documenting training, drills, and other events related to Emergency Procedures and Continuity of Government (COOP) as outlined in section (D).

2. **One Manager, Director, or designee from each Department** in a State Office building will be designated as a **Safety Warden (SW)**, and act as an assistant to the ECM during normal business hours. They are responsible for communicating safety procedures to staff in their particular departments, acting as a liaison between their staff and the ECM, and “sweeping the building” for personnel and visitors during an evacuation. Safety Wardens will designate someone to be responsible for compiling a roster of staff from their departments working in the building on normal business days. During an evacuation, the designated person will take the roster to a pre-determined meeting location and identify all assembled staff. They will convey the information to the SWs, who will notify the ECM immediately when all staff are accounted for.
3. The designated ECM and SWs will have reflective vests AND two-way radios immediately available to them in case of an emergency situation.



### **C – Safety Committee**

Each State Office Building will create a **Safety Committee**. This committee will be comprised of at least the district’s AHS Field Service Director, the Building’s ECM, (2) Directors, Managers, or designees representing different departments, (1) representative from the State Safety and Security Division, and (1) representative from emergency services in the responding area. The Committee will meet at least bi-annually, and meetings will be scheduled by the ECM. This Committee will be responsible for coordinating drills, coordinating emergency procedures training, and updating the Emergency Procedures Plan.

### **D – Training and Exercises**

The State of Vermont has established the following protocol in regard to training, instruction, and information for all State of Vermont employees as it concerns workplace safety and security.

1. Each State Office will maintain an **Emergency Management Log (EML)** for the purpose of recording employee emergency procedure trainings, drills, Continuity of Operations (COOP) training, and other exercises involving emergency procedures or COOP.
2. The ECM is responsible for recording all trainings, drills, and exercises in the EML on the day of delivery.
3. All Managers and Directors will receive initial ECM and SW training and refresher training every calendar year by the Security Division.

4. Initial emergency procedures training and instruction shall be provided to all new employees and to other employees for whom training has not previously been provided. A record of the training should be recorded in the EML by the ECM on each training day. If this training involves class-room interactive instruction, the Safety Committee will be responsible for scheduling dates for these trainings. On-line training will be reported by the employee's immediate supervisor to the ECM no later than 14 business days after the training has been completed.
  
5. Each calendar year all State of Vermont classified, exempt, appointed and temporary employees shall be provided with instruction on emergency procedures. If this training involves class-room interactive instruction, the Safety Committee will be responsible for scheduling dates for these trainings. On-line training will be reported by the employee's immediate supervisor to the ECM no later than 14 business days after the employee has completed the training.
  
6. Training may address at a minimum the following emergency situations and events:
  - **Fire**
  - **Toxic Fumes and Vapors**
  - **Active Shooter(s) or Hostile Person**
  - **Power Outage**
  - **Medical Emergency**
  - **Suspicious Packages**
  - **Bomb Threat**
  - **Workplace Violence/Bullying**
  - **Assisting visitors with evacuation**

7. All owned and leased State Office Buildings occupied by State employees will practice a minimum of (1) evacuation fire drill **every year** and (1) Active Shooter and hostile intruder drill at least **every two years**. A record of these emergency drills should be recorded in the EML by the designated ECM on the day of the drill. The Safety Committees will coordinate drills with their respective sites. The Safety Committees shall meet within (14) days after the drills to discuss, critique, and analyze the drill.