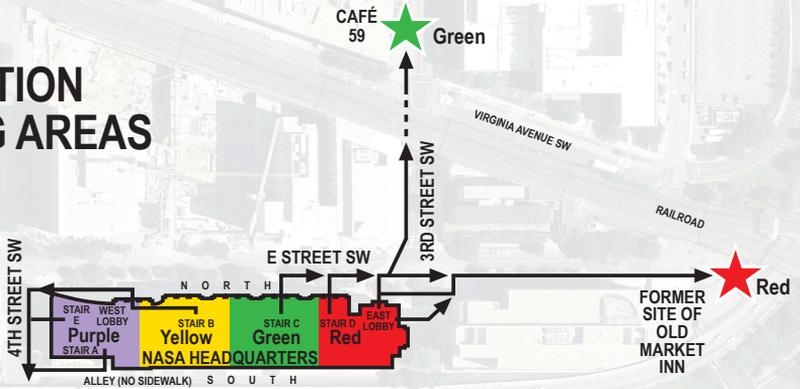


EVACUATION STAGING AREAS



KEY

Path of travel using sidewalks/crosswalks



Staging areas by office location



A-H
Purple

Go to the 1st floor using stairwells A and E.
Exit on the west side of the building.
Proceed to 4th and I (Eye) Streets SW.



J-M
Yellow

Go to the 1st floor using stairwell B.
Exit through the West Lobby.
Proceed to 4th and G Streets SW.



N-R
Green

Go to the 1st floor using stairwell C.
Exit on the east side of the building.
Proceed to 3rd Street and Virginia Avenue SW.



S-Z
Red

Go to the 1st floor using stairwell D.
Exit through the East Lobby.
Proceed to 2nd and E Streets SW.

Yellow ★ G STREET SW

4TH STREET SW

Purple ★ I STREET SW

SOUTHWEST FREEWAY

I-395

AMIDON SCHOOL

ALLEY (NO SIDEWALK) SOUTH

NORTH

E STREET SW

4TH STREET SW

3RD STREET SW

VIRGINIA AVENUE SW

RAILROAD

FORMER SITE OF
OLD MARKET
INN

Red ★

Green ★

CAFÉ
59

EVACUATION PROCEDURES

You may be directed to evacuate in a number of ways:

1. The fire alarm may sound (consisting of a prolonged, continuous alarm with sirens, bells, and/or flashing strobe lights). Always respond to the fire alarm by commencing an evacuation quickly and safely. Never assume a false alarm.
2. Any member of the NASA HQ Security Guard Force, local police/fire department, or the Federal Protective Service (FPS) may direct you to evacuate.
3. NASA HQ's public address system, InformaCast system, or Emergency Notification System (ENS) may be used to communicate the need to evacuate.
4. Someone may inform you of an evacuation in progress and the reason for it.

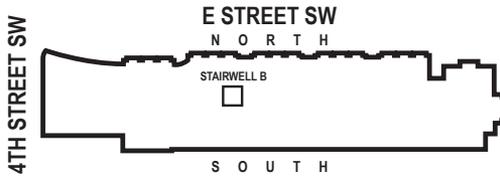
Once notified of the need to evacuate:

1. Secure classified materials.
2. Turn off equipment, if it does not delay departure.
3. Take only limited personal possessions with you, such as NASA ID badge, coat, purse, and prescription medication.
4. Close all internal doors as you exit (to stop the spread of fire).
5. Proceed in a calm, orderly manner to the nearest marked evacuation stairwell exit.
DO NOT ATTEMPT TO USE ELEVATORS.
6. Enter the stairwell, move to the right on the set of stairs, proceed down the stairs, and exit the building from the **GROUND LEVEL**. If exiting from the concourse level, proceed up the stairs and exit on the **GROUND LEVEL**.
7. Upon exiting the building, proceed to the nearest staging area. Remain in the staging area until the "all clear" is given.
8. Comply with any other instructions given by authorities.
9. Individuals who require special assistance shall report to the nearest freight elevator lobby area to receive assistance from a Special Needs Monitor.

The "all clear" announcement is the signal that it is safe to return to the building. It will be given by either the NASA HQ Security Guard Force or a Monitor using a bullhorn.

SPECIAL NEEDS EVACUATION PROCEDURES

Individuals with special needs are persons with a permanent or temporary condition that impedes their ability to evacuate or shelter-in-place without assistance.



All stairwells within NASA HQ are safe havens for those with special needs and are designated staging areas until fire department assistance is provided. In the event of an emergency, those who need assistance should be helped by Special Needs Monitors to the freight elevator area on their floor for staging. Once the stairwell is clear of evacuating persons, those needing assistance should be moved into the Stairwell B landing until the Fire Department arrives to assist in evacuation of those with special needs. **If attempting to move an individual with special needs, you should always seek his or her advice.** He or she has more experience with being helped than you do in providing help to the individual.

Permanent Special Needs Employees

Employees with permanent special needs are assigned a Monitor to assist them in evacuating the facility. Upon hearing the fire alarm, the assigned Monitor should meet the special needs employee at the freight elevator area and remain until the stairwell is clear. Then the Special Needs Monitor assists the employee into the stairwell and remains with the employee until the fire department can provide assistance. **Permanent special needs employees should contact the HQ Equal Opportunity Office at (202) 358-1098 to self-identify and receive training and guidance.**

Temporary Special Needs Employees

Employees with temporary special needs, e.g., with restricted mobility because of a broken foot, back pain, etc., will also be provided evacuation assistance and instruction by the Special Needs Monitors. **Temporary special needs employees should immediately contact the HQ Equal Opportunity Office at (202) 358-1098 to self-identify and receive training and guidance.**

Special Needs Visitors

All visitors will be issued evacuation procedures upon entering the facility. In addition, special needs visitors are instructed to report to Stairwell B for evacuation assistance. The NASA HQ Security Guard Force maintains a visitor sign-in log with the location and telephone number of any visitor requiring special assistance. Each visitor is the responsibility of his or her NASA sponsor.