



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

August 18, 2010

IOWA INTRAOFFICE INSTRUCTION 130-180 SECOND EDITION – IOWA STATE OFFICE  
EMERGENCY PREPAREDNESS

Part 180.0 PURPOSE

This Iowa Intraoffice Instruction has been updated to provide key information in the event of a building evacuation.

Part 180.1 SCOPE

These instructions will be followed by all State Office employees.

Part 180.2 FILING INSTRUCTIONS

This Iowa Intraoffice Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/intraoffice.html> under the Iowa NRCS eDirectives System section.

A handwritten signature in blue ink that reads "Richard Sims".

Richard Sims  
State Conservationist

Attachment

SOE

(IA Intraoffice Instruction 130-180 Second Edition – August 2010)

IOWA INTRAOFFICE INSTRUCTION 130-180 SECOND EDITION – IOWA STATE OFFICE  
EMERGENCY PREPAREDNESS

1. PURPOSE:

This Iowa Intraoffice Instruction has been updated to provide key information in the event of a building evacuation.

2. ROLES AND RESPONSIBILITIES:

To clarify the emergency meeting location and identify the 6<sup>th</sup> Floor Emergency Floor Team.

3. PROCESS:

All NRCS employees will exit the building for emergency situations and meet at the northeast corner (2<sup>nd</sup> Avenue and Locust Street) of the Civic Center. It is mandatory for all employees to meet at this location when asked to evacuate the building, even if it is just a drill. Each staff member must check in with their Section Head, or their designated acting, for further instructions.

The Occupant Emergency Preparedness Plan dated July 2010, which can be accessed at <S:\Service Center\NRCS\120 ADS Administrative Services\State Office Procedures> states any person finding a fire should immediately activate the alarm pull station, dial 9-911, and notify the GSA Building Manager at 515-284-4114.

Employees and any employee with visitors who need assistance when evacuating the building should go to the west stairwell after notifying one of the members of the Emergency Floor Team, and the employee should stay with the visitor until help arrives to assist with their evacuation.

Please remember that the Emergency Floor Team see the attachment, is performing a service for our agency and to follow their directions. It is important to everyone's safety, and that of rescue personnel, that everyone follow designated emergency personnel instructions. As a reminder, according to Title 40, U.S. Code 318C, anyone refusing to follow the directions can be prosecuted.

In the event of inclement weather, employees are reminded that the Federal Building Weather Advisory Committee has an automatic telephone number that will provide you the (public) status of the Federal Building delayed opening or closing due to inclement weather. That phone number is 515-284-5188, for clarification, if the building is "closed," it means employees are not expected to report to work. If it is a "delayed opening," employees should report to work as close to the start of their official workday as possible. The liberal leave policy will be in effect, meaning pre-approval of annual or credit leave will not be required, if an employee chooses not to travel in hazardous conditions. **It is still each employee's responsibility to notify the office of a later arrival time or use of leave.**

Approved By:



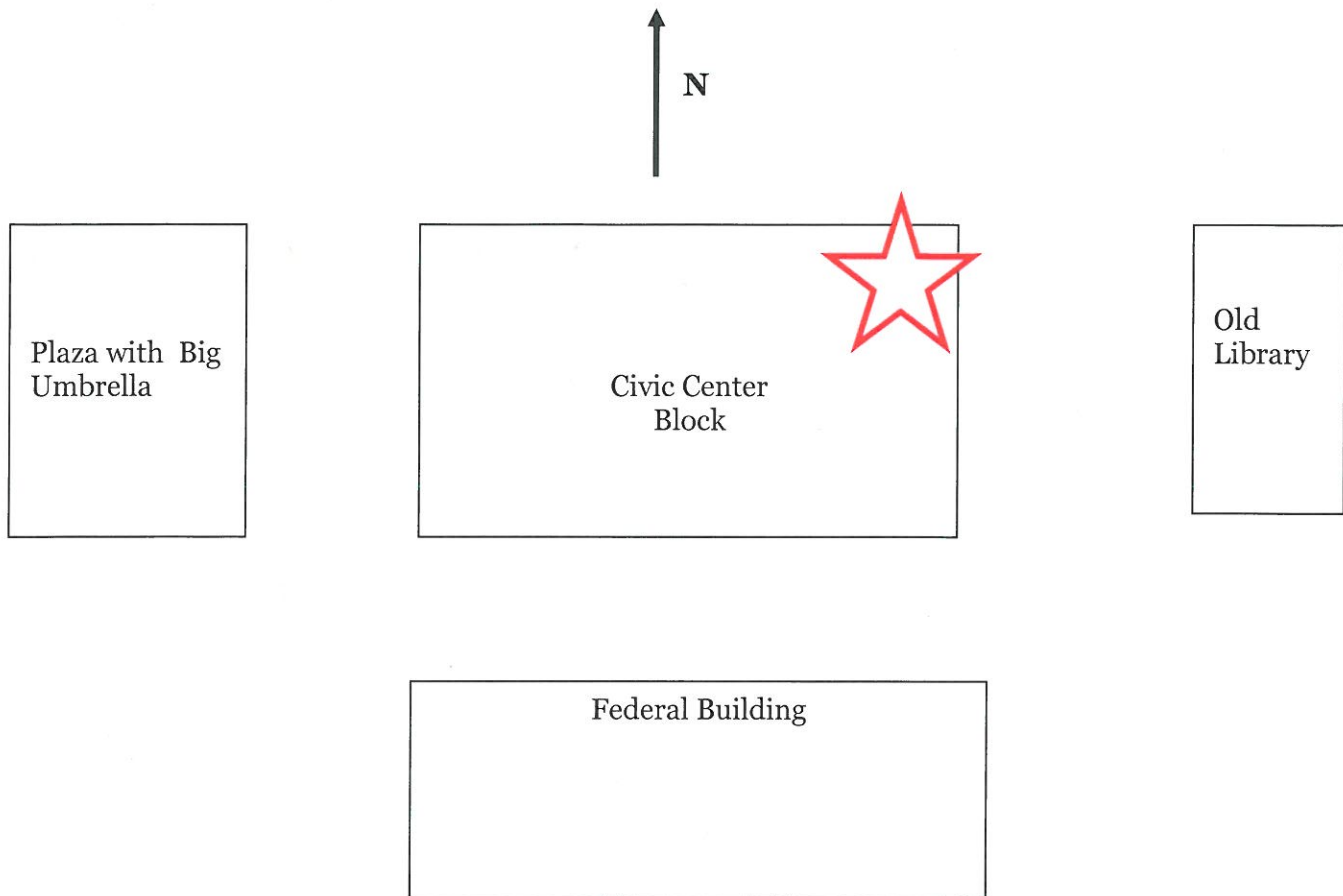
Date:

08/19/2010

Richard Sims  
State Conservationist  
Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

Attachment

## NRCS EMERGENCY MEETING LOCATION



All NRCS employees will exit the Federal Building for emergency situations and meet at the Northeast corner (2<sup>nd</sup> Avenue and Locust Street) of the Civic Center.

Each staff member must check in with their Section Head, or their designated acting, for further instructions.

EMERGENCY FLOOR TEAM/CALL LIST

6<sup>th</sup> FLOOR

FLOOR MONITOR:

NAME: Michelle Bales  
AGENCY: NRCS  
PHONE: 284-4506 ROOM 693  
e-mail: michelle.bales@ia.usda.gov

ALTERNATE:

NAME: Mark McCurdy  
AGENCY: NRCS  
PHONE: 284-4769 ROOM 693  
e-mail: mark.mccurdy@ia.usda.gov

AREA MONITOR: (NORTH)

NAME: Rick Knutson  
AGENCY: USDA/NRCS  
PHONE: 284-4364 ROOM 693

ALTERNATE: (NORTH)

NAME: Jim Phillips  
AGENCY: NRCS  
PHONE: 284-4370 ROOM 693

AREA MONITOR: (SOUTH)

NAME: Kim Broders  
AGENCY: NRCS  
PHONE: 284-4353 ROOM 693

AREA MONITOR (SOUTH)

NAME: Linda Wells  
AGENCY: NRCS  
PHONE: 284-4587 ROOM 693

STAIRWELL MONITOR: (EAST)

NAME: Laura Greiner  
AGENCY: NRCS  
PHONE: 284-4262 ROOM 693

STAIRWELL MONITOR: (EAST)

NAME: Justin Niceswanger  
AGENCY: NRCS  
PHONE: 284-4506 ROOM 693

STAIRWELL MONITOR: (WEST)

NAME: Dale Bruce  
AGENCY: NRCS  
PHONE: 284-4283 ROOM 693

STAIRWELL MONITOR: (WEST)

NAME: Carolyn Christian  
AGENCY: NRCS  
PHONE: 284-4506 ROOM 693

DISABLED MONITORS:

None

DISABLED EMPLOYEES:

None

**If primary responsible team member is not available, then alternate completes the duties.**

**If both the primary and alternate is not available, then the parties in the next level down must complete those responsibilities or as assigned by the floor monitor or alternate.**

All Team Members should meet briefly in the reception area in the event of an emergency so everyone will know who on the team is missing and make sure all sections of the floor are monitored.

**FLOOR TEAM COORDINATOR** this person is the one in the yellow hat at the east entrance of the federal bldg.

#### **FLOOR MONITORS**

- Supervises the evacuation of persons from the floor with the assistance of other designated emergency personnel.
- Informs the stairwell monitors when the floor has been cleared.
- In a Building evacuation reports to the Floor Team Coordinator at the east entrance of the Federal Building (alternate is south entrance when the east entrance is not available) when the assigned area has been completely evacuated and the number of disabled waiting for evacuation in the stairwell.
- In the event of severe weather reports to the Floor Team Coordinator in Room B-55 in the basement when the assigned area is evacuated.

#### **AREA MONITORS**

- Coordinates emergency activities within their assigned area.
- Physically inspects the area, including assigned rest-room(s), to ensure complete evacuation or other assigned actions are completed.
- Report status to Floor Monitors, including reallocations of disabled occupants.
- Will report individuals refusing to co-operate with emergency instructions (i.e. refusing to evacuate) to the floor monitor who will then report to the Emergency Coordinator.

#### **STAIRWELL MONITORS**

- Holds stairwell door open and provides direction.
- Provides direction to evacuating employees, i.e., "move quickly but not carelessly" and "use both sides of stairwell", etc.
- Will evacuate when informed by the stairwell monitor from the floor above that the above floor is clear and informed by the floor monitor that his/her floor is clear (Judgement must be used depending on the severity of the situation).
- Will prohibit persons from returning to the floor during an evacuation.