

Emergency Plans for the Maine State House

Maine Legislative Council

February 22, 2024

STATE HOUSE BUILDING EMERGENCY PLANS

I. INTRODUCTION

This plan describes the procedures for full or partial evacuation, lockdown, or active threat response for the Maine State House in the event of an emergency within the State House or in the immediate vicinity of the State House.

For the purposes of this plan, the terms “complete evacuation” or “partial evacuation” applies to emergency situations occurring within the State House and that require the immediate exit of all persons from the State House to designated meeting areas, in accordance with this plan. The term “lock-down” applies to an emergency situation in the immediate outside vicinity of the State House and may include a full or partial lock-down of the State House to protect the safety of the State House occupants from the outside emergency situation. The term “active threat” applies to an emergency situation occurring within the State House that requires all persons in the State House to comply with active threat procedures to protect the safety of the State House occupants. During any evacuation, lock-down, or active threat event, the Executive Director of the Legislative Council, Chief of Capitol Police, Secretary of the Senate, Clerk of the House, or the Senior Group Leaders, or the designees of these individuals, will provide instructions to occupants of the State House in an appropriate manner.

II. PLAN OBJECTIVES

In the event of an emergency inside the State House, it may be necessary to evacuate all occupants of the State House from the building, or to invoke active threat procedures, in a rapid and safe manner.

In the event of an emergency outside of the State House, to protect the occupants of the building from harm, it may be necessary to secure (lock-down) the building.

Goals. This plan is intended to achieve the following goals.

- A. The protection of the life and safety of individuals is the paramount goal.
- B. All exits will be kept fully operational and clear of obstructions in all weather conditions.
- C. Fire escapes will meet all applicable safety codes and will be used as backup routes of egress.
- D. State House personnel will be identified to perform various functions during an emergency and provided with the appropriate training.
- E. State House personnel taking part in the functions described in this plan will take no actions that place their personal safety in jeopardy.

❖ PRIMARY EXITS

There are six primary exits from the State House immediately to ground level.

First Floor. There are four exits on the first floor of the State House:

- (1W) the West Wing (Main) entrance (disability accessible);
- (1NW) the service entrance on the north side of the West Wing (disability accessible) (controlled access; not recommended for use during emergency evacuation procedures);
- (1S) the South Wing Exit (stairs) that faces the legislative parking area (Parking Lot A), and the Cultural Building, and
- (1N) the North Wing Exit (stairs) that faces the Blaine House.

Second Floor. There are two exits on the second floor of the State House:

- (2E) The East side entrance (stairs) facing Capitol Park; and
- (2N) The “Leadership/Governor’s Entrance” (stairs) on the north side of the West Wing.

Third Floor. There are no direct exits to ground elevation from the third floor. Exiting the third floor requires traveling to lower elevations using either the north, south or west wing stairways or, if necessary, the outside fire escapes, as further described in this plan.

Fourth Floor. There are no direct exits to ground elevation from the fourth floor. Exiting the fourth floor requires traveling to lower elevations using either the north or the south stairways or, if necessary, the outside fire escapes, as further described in this plan.

Fifth Floor. Access to the fifth floor is restricted to maintenance and other authorized personnel. It is not open to the public, legislators or most staff. There are no direct exits to ground elevation from the fifth floor. Exiting the fifth floor requires traveling to lower elevations using one of 2 stairways to the fourth floor.

Note the following potential areas of congestion around certain exits:

- The two disability-accessible entrances to the State House, (1W) and (1NW), lead to areas that may be used by emergency responders and their vehicles.
- The “Leadership/Governor’s Entrance” on the second floor (2N) also leads to the Leadership/Governor’s parking lot (Parking Lot G) that is used by emergency responders and emergency vehicles.
- The Leadership/Governor’s parking lot (Parking Lot G), adjacent to the Leadership/Governor’s Entrance (2N), is the only area allowing ready access to the building for heavy equipment. This area must be kept clear for responding personnel and emergency response equipment. Those evacuating the building

level of information to all parties at the outset of the situation, if time and circumstances permit, the Executive Director shall also notify the Governor's Office, the Secretary of the Senate, the Clerk of the House, and the chiefs of staff (or designees) of each Senate and House caucus office. The Executive Director may activate the emergency plan or consult first with the Presiding Officers, or their designees, and the Bureau of Capitol Police, depending on the urgency of the situation.

VIII. INCIDENT MANAGEMENT

The Chief of Capitol Police will ordinarily direct emergency activities and responses, including but not limited to evacuation, partial evacuation, lockdown, and response to an active threat.

❖ EVACUATION, AND PARTIAL EVACUATION:

With respect to evacuation procedures, the State House Emergency Evacuation Team is composed of the Senior Group Leader, Group Leaders, Office Captains, Emergency Wardens, Special Needs Buddies (or "Buddies"), the Secretary of the Senate, the Clerk of the House, the Executive Director and the Bureau of Capitol Police. Group Leaders report directly to the Senior Group Leader who reports to the Executive Director. Emergency Wardens and Office Captains report to their Group Leaders. Buddies report to their Emergency Warden. Capitol Police works closely with the Senior Group Leader and the response agencies. Team members should wear legislature-issued vests during an emergency to visually identify themselves as State House Emergency Evacuation Team members.

Senior Group Leaders. Senior Group Leaders are responsible for the overall coordination and communications during an incident, and work closely with the Executive Director and Capitol Police to coordinate communications amongst the members of the State House Emergency Response Team. Senior Group Leaders meet up with their groups at their designated assembly areas. Senior Group Leaders will wear yellow vests.

Group Leaders. Group Leaders meet with their groups at their designated assembly areas for a head count, to record reports from emergency wardens and office captains as received, and note any problems or concerns. They frequently report these items to the Senior Group Leader. Group Leaders remain in charge of their groups until the emergency is discontinued. Group Leaders will wear yellow vests.

Office Captains. Office Captains evacuate with their own office and must account for individuals of their particular office group. Concerns and discrepancies are reported to the respective Group Leader immediately.

Emergency Wardens. Emergency Wardens begin at their respective ends of the hallway and check every office, restroom and lounge (including those in the West Wing) to ensure they are vacated. They report to their Group Leaders on the completion of their evacuation assignments, noting any problems or unusual incidents. There are two teams

be kept clear for the emergency equipment, etc. Those evacuating the building must make every effort to keep out of this area and stay clear of responding emergency vehicles.

If the situation does not intensify, Team Members will be notified of the situation conclusion.

Evacuation routes may change depending on the location and nature of the emergency. Follow the instructions of the Stairway Monitors when exiting.

All measures are based on the presumption that they will not place a person's life in danger. Such actions as closing windows and checking empty rooms should be weighed against the imminent danger to the person involved. Actions unable to be taken are reported to the Group Leader. The Group Leader forwards the information through channels to the Incident Commander who will make any necessary decisions.

The State House Emergency Evacuation Team is charged with responsibility to carry out the evacuation measures as described in this plan. No legislator, employee or visitor, no matter how well intentioned, may interfere with evacuation of the building or countermand instructions given by the State House Emergency Evacuation Team for such evacuation.

❖ **ACTIVE THREAT**

As described in the training regarding active threat responses presented to Legislators and staff, in the instance of an active threat incident, the following procedures should be followed in the following sequence:

1. If a person is able to safely leave the area, the person should leave their belongings and quickly and safely **run** away from the threat. Legislators and staff who are able to safely leave the area go directly to their designated assembly areas.
2. If a person is unable to leave due to the physical proximity of the active threat, the person should **hide**, and observe lockdown procedures by securing the location, silencing their electronic devices, and remaining quiet; and
3. If a person is in danger of being harmed, the person, as a last resort, should **fight** by working with others to take active defensive steps, such as improvising weapons and coordinating an ambush.


IX. TERMINATION/CONTINUATION OF EVENT

The Presiding Officers (or their designees) or the Executive Director, after consultation with Capitol Police, the Senior Group Leader and the Incident Commander, informs the Senior Group Leader regarding re-entry to the building, relocation of business, or dismissal of employees and closure of business. If the building has been evacuated, no one will be allowed to

XIII. PERIODIC REVIEW OF PLAN

This plan is maintained by Office of the Executive Director and will be reviewed each biennium by the Legislative Council or its State House Facilities Committee and revised as necessary.

This Plan as revised supersedes all previous versions.

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