



TENANT DIRECTIVE

Tenant Directive No.: BWI 800.4
Distribution List: D
Effective Date: March 7, 2023

Original Date: February 28, 2023
Revised: February 28, 2023

Approved by: *Suzanne W. Joliet*
Director, Office of Airport Operations

Date: 2/28/23

EMERGENCY EVACUATION PROCEDURE FOR BALTIMORE/WASHINGTON INTERNATIONAL THURGOOD MARSHALL (BWI MARSHALL) AIRPORT

Purpose

The purpose of this Directive is to:

- A. Serve as the BWI Marshall Airport Emergency Evacuation procedure and plan for all facilities/buildings.
- B. Assign responsibility for establishing emergency evacuation procedures and plans for each work site. Sites shall have more specific building evacuation procedures and plans as a supplement to this Directive.

Reference(s)

- A. Code of Maryland Regulations (COMAR) 29.06.01 Fire Prevention Code.
- B. COMAR 09.12.31 Maryland Occupational Safety and Health Act – Incorporation by Reference of Federal Standards.
- C. COMAR 09.12.53 Maryland Accessibility Code.

Scope

The scope of this Directive is applicable to all occupants in all facilities, leased or owned, located on/off BWI Marshall Airport property.

This Directive supersedes MAA SOP 105.0.1 with the revision date March 27, 2019.

Definitions

See page 2.

Responsible Parties:

Director, Office of Airport Operations
410-859-7024

Chief, BWI Fire & Rescue Department
410-859-7465

Division Chief
Office of the Fire Marshal - Fire Prevention Division
410-859-7511

DIRECTIVE

I. Directive Statement

Emergency evacuation procedures are essential for the physical safety of occupants exposed to the threat of fires, hazardous chemical spills, explosions, natural disasters, and internal or external emergencies.

II. Definitions

For the purposes of this Directive, the following words have the following meanings:

- A. Accountability Site means the pre-designated location where individuals should assemble until emergency response personnel arrive.
- B. Alternate EXIT means if the Primary EXIT is unavailable, the portion of a means of egress that is separated from all other spaces of the building or which provides the next safest and most direct route out of the building or to an Area of Refuge.
- C. Area of Refuge means an area that has direct access to an exit, where people who are unable to use stairs can remain temporarily in safety to await further instructions or assistance during emergency evacuation or other emergency situations. An Area of Refuge must be:
 - 1. A floor in a building which is protected throughout by an approved, supervised automatic fire sprinkler system; and/or
 - 2. Space in a path of travel leading to the public way/ramp that is protected from the effects of fire, either by means of 1) structural separation from other spaces in the same building, or 2) by virtue of location, thereby permitting a delay in egress travel from any level to the EXIT.

- D. Emergency Action Plan (EAP) means a diagram of the floor plan for the work area which includes all EXITS and the optional paths of travel to those EXITS and written procedures that employers and employees must take to ensure safety from fire and other emergencies. (See Attachment No. 1)
- E. Emergency Action Plan (EAP) Guidelines means the instruction form to be used during workplace fire safety drill evacuations, documentation, and other tenant fire safety guidelines which is provided to all tenants in advance of the annual facility fire safety inspection. (See Attachment No. 2)
- F. Evacuation Signal means an audible and visual alarms such as bells, horn, flashing lights, or voice alarm systems that indicates the need for the immediate evacuation of a Zone.
- G. Primary EXIT means the portion of means of egress that is separated from all other spaces of the building which provides the safest and most direct route out of the building or to an Area of Refuge.
- H. Tenant means airlines, government agencies, and other organizations which occupy space on MAA property.
- I. Zone means the area covered by the building's automated fire/emergency alert, detection, suppression, and smoke control systems.

III. Procedures

A. Responsibilities of Maryland Aviation Administration (MAA)

1. The BWI Fire and Rescue Department (FRD) is responsible for the control and mitigation of:
 - a. Structural fires;
 - b. Rescues;
 - c. Hazardous material spills;
 - d. Medical emergencies; and
 - e. Building evacuations.
2. The Maryland Transportation Authority Police are responsible for the control of BWI Marshall Airport police emergencies, including, without limitation, bomb threats, riots, and hostage situations.
3. The MAA Division of BWI Operations & Maintenance is responsible for overall emergency planning and coordination.
4. The MAA Division of BWI Operations & Maintenance and Office of Ground Transportation are responsible for supplying equipment, vehicles, and personnel to support and assist with emergency actions.

5. The FRD Office of the Fire Marshal is responsible for assisting in the development, approval, and location of all written EAPs.
6. The FRD Office of the Fire Marshal will verify annual fire drills and ensure that all tenants/occupancies have current approved EAPs and updated contact information. These records will be integrated into the fire safety occupancy inspection reports of the FRD.
7. The FRD Office of the Fire Marshal will designate a representative of the MAA to be on scene to verify attendance and document all fire drills or emergency evacuations. The designated representative will also verify that a copy of the EAP is available for review.

B. The Role of MAA/Tenant Management

1. The contractor, concession management, management, and/or designated safety representatives of MAA office spaces, tenant spaces, and cargo buildings are responsible for assisting in the development, approval, and location of all written EAPs and drawings and shall submit the EAP to the FRD Fire Prevention Division, Office of the Fire Marshal at FirePrevention@bwiairport.com for review and approval.
2. A current EAP plan and drawings must be submitted to the FRD Fire Prevention Division, Office of the Fire Marshal for review and approval at the time of occupancy or within 30 days of any change in occupancy or physical arrangements.
3. The Designer of Record under MAA Capital Program projects and/or the tenant organization's general construction contractor under the MAA Building Permit process is responsible for submitting written EAPs and drawings to the FRD Fire Prevention Division, Office of the Fire Marshal at FirePrevention@bwiairport.com for review and approval.
4. Upon approval of the EAP and drawings, the general construction contractor for the Capital Program project or the tenant organization shall place the EAP and drawings in an accessible location.
5. The EAP shall contain the following:
 - a. Procedures for reporting emergencies.
 - b. Occupant and staff response to emergencies.
 - c. Evacuation, relocation, shelter-in-place procedures appropriate to the building, its occupancy, emergencies, and hazards.
 - d. Appropriateness of the use of elevators.
 - e. Design and conduct of fire drills.
 - f. Type and coverage of building fire protection systems.
 - g. Other items required by the authority having jurisdiction.

6. Tenants shall ensure that approved EAPs are reviewed annually and drills are conducted annually or quarterly with all employees. Based on the hazard classification of the occupancy such as the cargo buildings, drills shall be conducted quarterly; drills shall be conducted annually for office spaces and some out buildings. When reviewing the plan, Tenants must:
 - a. Evaluate the effectiveness of the EAP.
 - b. Determine if more training with employees is needed.
 - c. Determine if the employees' responsibilities have changed under the plan.
 - d. Submit changes to the workplace such as occupancy changes and physical arrangements.
7. Tenants shall promptly update the EAP upon any changes and submit the updated EAP to the FRD Office of the Fire Marshal for review.
8. After all drills or reviews, tenants shall record and certify the above information on MAA form MAA-275 and submit it to the MAA representative within 48 hours.
9. To avert the possibility of causing a public panic, the tenants shall contact the BWI Dispatch Center's non-emergency number at 410-859-7117 prior to beginning the drill.
10. All drills in or through public areas of the building shall occur during hours of low passenger activity.

C. Responsibilities of MAA/Tenant Employees

1. Being familiar with and following the procedures in the EAP and understanding the EAP evacuation diagram.
2. Knowing the Primary and Alternate evacuation routes from their spaces.
 - a. If the Primary **evacuation** route cannot be used, Alternate **evacuation** routes will be used to reach the Accountability Site.
 - b. If exiting onto an aircraft ramp area, personnel shall avoid stationary or moving aircraft. **Beware of rotating props and jet engines.**
3. Knowing the type of Evacuation Signal used in their spaces.
4. Knowing their predetermined Accountability site.
 - a. Accountability sites are to be located at least 100 feet from any building **EXIT** (exception to this shall be ramp/airfield side where personnel shall assemble near the building until advised to relocate).
 - b. This will allow access for emergency personnel and equipment.

- c. When emergency personnel arrive, the manager or representative will provide the Incident Command Post with accountability information, such as: "I represent the Division of BWI Operations & Maintenance, third floor of the building. Everyone is accounted for and I observed a small fire in the foyer while exiting."
5. Knowing the procedures for evacuating the immediate work area:
- a. If the area is equipped with a voice alarm system or public-address system, know how to instruct occupants to evacuate. Occupants in areas not equipped with a voice alarm or public-address system shall evacuate upon activation of the fire alarm - audible or strobe light signals.
 - b. Everyone shall exit the area immediately whenever an evacuation alarm is sounded. It is management's responsibility to instruct any visitors toward the most appropriate EXIT. (Critical Personnel shall follow procedures established by their Plan.)
 - c. Knowing the designated representative who is responsible for contacting the appropriate emergency organizations. **Do Not** rely on the fire alarm or automatic notification system to contact the emergency personnel or the fire department. Call 911!
 - d. When working in the public areas of the building, knowing how to assist and direct the Airport's patrons (including patrons with mobility issues that require assistance) to the most appropriate EXIT or Area of Refuge.
 - e. Knowing not to reenter the evacuated area until the area has been declared safe by the fire department and other MAA emergency service providers.

ADDITIONAL AUTHORIZED DOCUMENTS

- Attachment 1: Emergency Action Plan Sample Diagram
Attachment 2: MAA-275
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ADDITIONAL INFORMATION

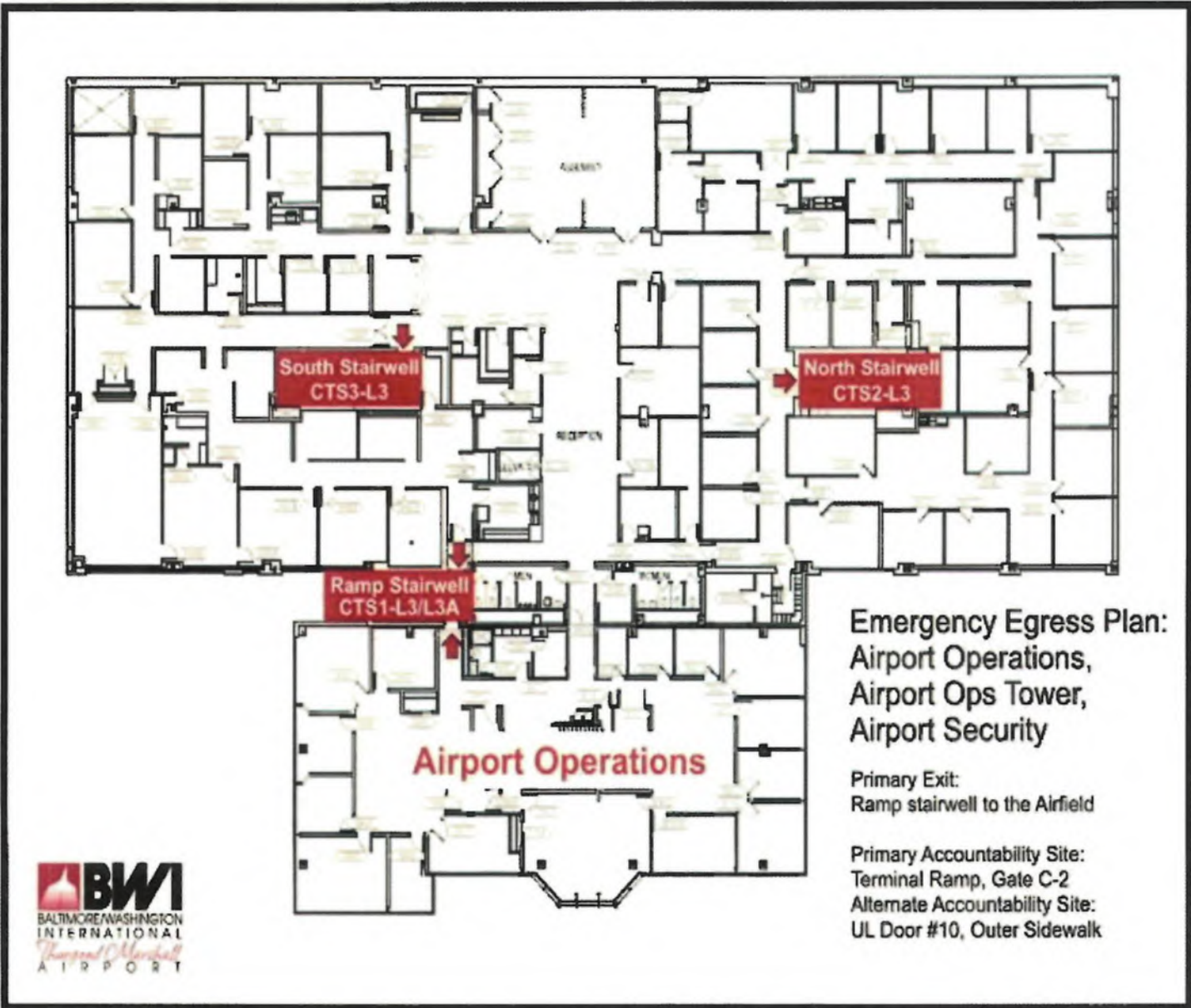
Contact Information:

Division Chief
Office of the Fire Marshal - Fire Prevention Division
410-859-7511

or

Emergency Management Coordinator
Office of Airport Operations
410-859-7542

Attachment 1: Emergency Action Plan Sample Diagram



Maryland Department of Transportation
Maryland Aviation Administration
BWI Airport Fire & Rescue Department – Office of the Fire Marshal

Training Review Points

<p>1. HOUSEKEEPING</p> <p>A. Remove combustible waste and debris from leased areas. B. Remove weeds, leaves, and brush from the yard, vacant lot, and open spaces. C. Store rags soiled with oils or oil base paints in approved metal containers with self-closing tops.</p>	<p>8. FIRE EXTINGUISHERS</p> <p>A. Have a qualified licensed person service, tag, and date all fire extinguishers or extinguishing systems on a yearly basis or after each use. B. Mount all fire extinguishers on the wall with the top not over 5 feet above the floor. C. Provide approved portable fire extinguishers. D. Remove all materials obstructing fire extinguishers.</p>
<p>2. EXITS AND EXITWAYS</p> <p>A. Keep all exit doors unlocked and unobstructed. B. Repair or activate exit lights. C. Repair exit doors, locks, and hardware for easy operation. D. Keep emergency lighting units in working condition.</p>	<p>9. MISCELLANEOUS</p> <p>A. Keep fire door(s) closed at all times. B. Repair or replace self-closing device(s) on fire door(s). C. Post No Smoking sign(s).</p>
<p>3. ELECTRICAL</p> <p>A. Provide cover plates for open receptacles and junction boxes. B. Repair loose fixtures, wiring, and switches. C. Remove extension cords and replace with permanent wiring. D. Discontinue the use of multiple type electrical plugs. E. Clean lint and dust from electric motors or machinery. F. Replace hazardous wiring where insulation is missing or brittle.</p>	<p>10. FIRE OR SMOKE - Building Evacuation</p> <p>A. If you see fire or smoke, immediately evacuate following your procedures. B. During your egress, activate a fire alarm pull station. C. Account for all employees and visitors during egress. D. After you are outside, call the emergency numbers and report the incident.</p>
<p>4. FIRE PROTECTION EQUIPMENT</p> <p>A. Maintain a 5-foot distance to sprinkler and/or standpipe connection. B. Clean/replace all sprinkler heads; keep free from dust, paint, corrosion. C. Sprinkler system shall be serviced and maintained. D. Repair fire alarm system for proper operation. E. Clean exhaust hood, ducts, and filters; keep free of all grease.</p>	<p>11. VIOLENT INCIDENTS (Active Shooter, Terrorism, Assaults, etc.)</p> <p>A. Follow your training; B. Take protective measures; C. Egress the areas using natural shields if possible; or D. Seek shelter/barricade or place distance between yourself and the incident.</p>
<p>5. FLAMMABLE GASES</p> <p>A. Segregate storage of empty gas bottles from full bottles. B. Keep all flammable gas bottles not in use outside of building. C. Protect outside gas bottle storage from heat and weather. D. Keep all gas bottles in upright position and properly secured, and keep protective valve covers in place if not in use.</p>	<p>12. TORNADO/SEVERE WEATHER and EARTHQUAKE</p> <p>A. You may have little time to prepare. B. Monitor weather service broadcasts and Airport/employer instructions. C. Seek shelter immediately. D. Avoid windows and stay in interior of building.</p>
<p>6. FLAMMABLE LIQUIDS</p> <p>A. Store all flammable and combustible liquids in approved safety cans. B. Store all flammable paints, lacquers, thinners, etc. in approved metal cabinets. C. Keep all flames, sparks, and hot surfaces away from areas where flammable liquids are used and stored. D. Provide adequate ventilation for the storage areas. E. Provide electrical equipment conforming to the National Electrical Code.</p>	<p>13. BOMB THREAT or EXPLOSIVE DEVICE</p> <p>A. Do not touch the item. B. Evacuate the area immediately following your procedures. C. After you are outside, call the emergency numbers and report the incident. D. Follow directions of emergency responders.</p>
<p>7. STORAGE</p> <p>A. Keep all storage 36" away from all electrical control panels, gas shutoff valves, sprinkler valves, stand-pipe hose, cabinets, and fire extinguishers. B. Keep all storage 18" below sprinkler heads and for stockpiles exceeding 12' in height, maintain a 36" distance in sprinklered buildings. C. Keep all storage 36" below the ceiling in non-sprinklered buildings and for stockpiles exceeding 20' in height maintain a 72" distance. D. Maintain 44" aisles in all storage rooms. E. Keep combustible storage 48" away from heating appliances, 18" from vent pipes, and 6" from steam pipes and heating ducts.</p>	<p>14. SUSPICIOUS LETTER or PACKAGE</p> <p>A. Handle with care if you have touched the item. B. Put the item down and isolate. C. Evacuate the area immediately following your procedures. D. After you are outside, call the emergency numbers and report the incident. E. Personnel who have handled the letter or package should avoid touching their face, drinking or eating, and isolate themselves from others until the arrival of emergency personnel. F. Follow directions of emergency responders.</p>