

US DEPARTMENT OF ENERGY

A Model Occupant Emergency Plan
For the
ACME Federal Building

2002 Federal Boulevard
Your City, MD 20001

GSA Building # MD 012345.

March 6, 2002



Prepared by
Office of Environment Safety and Health (EH)

This document is intended to serve as a model to modify in preparing emergency plans under the requirements of the General Services Administration (GSA) and Occupational Safety and Health Administration (OSHA). It is based upon an actual plan for a DOE Federal Building. In using this model, you should not just merely duplicate its content but evaluate all specific requirements particular to your local circumstances and needs, and tailor your document accordingly. Also, consult the GSA and OSHA, standards for additional information and guidance. Consider in developing your plans, guidance provided by the Federal Emergency Management Agency (FEMA). Questions may also be directed to the Office of Environment Safety and Health (EH), Federal Employee Occupational Safety and Health (FEOSH) Program through the Response Line at (301) 903-8358.

**Occupant Emergency Plan
ACME Federal Building
Signature Page 1**

By their signatures below, the following officials certify that they have participated in the development of this Occupant Emergency Plan and fully understand the procedures to be followed in an emergency affecting the facility and the employees for which they are responsible.

Designated Official: Title: Director, Office of Administration
Name: _____
Signature: _____

Alternate Designated Official: Title: DOE Senior Onsite Manager at ACME Federal Building
Name: From Call List maintained by the Occupant Emergency Coordinator
Signature: _____

Occupant Emergency Coordinator: Title: EH FEOSH Manager
Name: _____
Signature: _____

Response Team Coordinator: Title: EH Headquarters Security Officer
Name: _____
Signature: _____

Security Technical Advisor Title: Program Manager, HQ Physical Protection
Name: _____
Signature: _____

Alternate: Title: EH Headquarters Security Officer
Name: _____
Signature: _____

Damage Control Coordinator: Title: Facilities Operations Team Leader
Name: _____
Signature: _____

Alternate: Title: EH Headquarters Security Officer
Name: _____
Signature: _____

Safety and Health
Technical Advisor:

Title: HQ Safety and Occupational Health Manager
Name: _____

Signature: _____

Alternate:

Title: EH FEOSH Manager
Name: _____

Signature: _____

Medical Technical Advisor:

Title: Senior Medical Specialist
Name: _____

Signature: _____

**Occupant Emergency Plan
ACME Federal Building
Signature Page II**

By their signatures below, the following officials certify that they have read and approved of this Occupant Emergency Plan.

GSA (NCR Region)

Title: Team Leader, Safety, Environment, and Fire Protection Team

Name: _____

Signature: _____

Title: Director, Federal Protective Service, FPS

Name: _____

Signature: _____

My County Fire Department

Title: Captain, Engine Company #29

Name: _____

Signature: _____

My County Police

Title: Chief

Name: _____

Signature: _____

NTEU Chapter 228

Title: President

Name: _____

Signature: _____

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**Occupant Emergency Plan
ACME Federal Building**

1. PURPOSE. To reduce the possibility of injury to personnel and damage to the facility in the event of an emergency. To establish a working Occupant Emergency Plan (OEP) in accordance with federal, state, and local regulations and guidelines including General Services Administration (GSA) regulations and Department of Energy (DOE) Orders.

2. CANCELLATION. None

3. SCOPE. This plan applies to all DOE ACME Federal Building employees, support contractors and visitors. The ACME Federal Building facility is a five-story office complex located at 2002 Federal Boulevard in Your City Maryland. GSA leases a portion of this facility to provide a workplace for employees from EH, OA, NN, and CFO, including support contractors. The first floor contains the DOE mail room and supply room operated by support contractors. Private companies that are not associated with DOE activities occupy the remainder of the first and second floors. This plan does not apply to the employees of these private contractors. DOE occupies the 3rd, 4th, and 5th floors and DOE support contractor personnel. This plan assumes a localized emergency in which the ACME Federal Building is impacted in part or in whole. For area-wide or DOE-wide emergencies, such as terrorist acts, nuclear threats, snow storms, etc., it is assumed that the scope of the emergency will involve more than this building and other plans such as the DOE Continuity of Operations Plan or the Federal Emergency Management Civil Defense plan will take effect. This plan is also limited to emergency response actions. The Continuity of Operations Plan shall be implemented as appropriate when operations are affected. The Continuity of Operations Plan also addresses the protection of vital records and data. It is assumed that the General Services Administration will assist with the repairs of damaged property. This plan is designed to ensure that personnel are moved quickly to safety, that damage to property is minimized, and that proper authorities are notified in the event of a localized emergency.

4. EFFECTIVE DATE March 6, 2002

5. BACKGROUND. This plan was developed with the assistance of safety, health, and security professionals from, EH, including, Labor-Management, Headquarters Safety, Health and Security, and the Disability Action Council.

6. REFERENCES.
 - a. Code of Federal Regulations, title 41, Chapter 101 Federal Property Management Regulations, Part 20, Subpart 101-20.1, Section 03, Subsection 4 and 5 Management of Building and Grounds (41 CFR 101-20.1).
 - b. Code of Federal Regulations, title 29, Part 1904 Recording and Reporting Occupational Injuries and Illnesses, Section 39 Reporting Fatality and Multiple Hospitalization Incidents to OSHA (29 CFR 1904.39).
 - c. Code of Federal Regulations, title 29, Chapter 1910 Occupational Safety and Health Standards, section 38 Employee Emergency Plans and Fire Prevention Rules (29 CFR 1910.38)
 - d. Code of Federal Regulations, title 29, Part 1910 Occupational Safety and Health Standards, Section 120 Hazardous Waste Operations and Emergency Response (29 CFR 1910.120).
 - e. Code of Federal Regulations, title 29, Part 1910 Occupational Safety and Health Standards, Section 165 Employee Alarm Systems (29 CFR 1910.165).

- f. Code of Federal Regulations, title 29, Part 1960 Basic Program Elements for federal Employee Occupational Safety and Health Matters, Section 16 Compliance with Occupational Safety and Health Administration Standards (29 CFR 1960.70), and 29 CFR 1960, Reporting of Serious Accidents.
- g. Code of Federal Regulations, title 41, Chapter 101 Federal Property Management Regulations, Part 20, Subpart 101-20.1, Section 03, Subsection 4 and 5 Management of Building and Grounds (41 CFR 101-20.1).
- h. Department of Energy Order 440.1A, Worker Protection Management for DOE Federal and Contractor Employees.
- i. The General Services Administration Accident and Fire Prevention Handbook PBS P 5900.2C.

7. **DEFINITIONS.** This section includes definitions of specific terms used throughout this document. Definitions of the teams and team members are included in the Responsibilities section.

Area of Refuge: Designated stairwells with a two-hour fire rating where an employee can go if the employee cannot use the stairs. Evacuation chairs are also located within these stairwells.

Assembly Area: An area at least 200 feet outside and away from the building, designated by the supervisor of an office, where employees should regroup following an evacuation.

Broadcast voicemail: A message sent to DOE employees (and contractors) who have a telephone mailbox.

Command Center: An area where the Designated Official, the Occupant Emergency Coordinator, the Response Team Coordinator, Technical Advisors, and local emergency personnel can meet to determine course of action.

DOECAST: A message sent to all DOE employees (and contractors) who are on the DOE computer network for electronic mail messages.

DOE Senior Onsite Manager at ACME Federal Building: The Senior Manager, based on position or seniority, present at ACME Federal Building at the time of the emergency will assume onsite control of the emergency and serve as the Alternate Designated Official. The Occupant Emergency Coordinator will maintain a current list of senior managers with offices in ACME Federal Building to facilitate the assignment of an individual to the Alternate Designated Official position.

Employee release: An employee release occurs when employees are sent home. The decision for an employee release of employees (either partial or complete) rests with the Director, Office of Management, Budget and Evaluation upon the recommendation of the Designated Official and the Director, Office of Human Resources.

Evacuation Chair: A chair that can be used to transport a person who is injured, would have difficulty, or is unable to execute stairs. Using the chair, the person can be taken either to a relocation area inside the building or to the assembly area outside the building. Note: Assistance is needed to use the chair.

First Aid: Immediate treatment and evaluation of a medical problem. For purposes of Occupational Safety and Health Administration (OSHA) reporting, first aid includes one-time treatment or follow-up visit for minor scratches, cuts, burns, splinters and so forth, which do not ordinarily require medical care.

Full or Complete Evacuation: An organized removal of all personnel from the facility to an area or areas outside the building.

Local emergency personnel: Non-DOE personnel who are called or who respond to an emergency situation

(e.g., the GSA Federal Protective Service, the My County Fire Department, My County Police, and the My County Hazardous Materials (HAZMAT) Response Team).

Partial Evacuation: An organized removal of personnel from the immediate area of an emergency to a safe location outside the building. Usually consists of a zone or a room.

Relocation: An organized removal of personnel from the immediate area of an emergency to a safe location either within the building or to an alternate building.

Relocation Area: An area either inside the building or in another building where employees are provided an element of protection in the event that an evacuation of the building or area is deemed unsafe. A relocation area can also be a temporary area either inside the building or in another building where normal business operations can be conducted in the event the primary office location is unusable.

8. ACTIVATION OF THE OCCUPANT EMERGENCY PLAN. The Occupant Emergency Plan shall be activated when an emergency situation occurs and is brought to the attention of the Designated Official or Security. Typically, the activation will include one of the following:

a. A call or report of an emergency by calling 911. The caller, the Occupant Emergency Coordinator or, the EH HQ Security Officer will then call 1XX to report the emergency to DOE Security.

b. A call or report of an emergency to Security (by someone calling 1XX). Security will then activate the Occupant Emergency Plan by calling the Designated Official.

c. Security receiving a report of an emergency situation or threat from Federal Protective Service, the DOE Headquarters Operations Center, or another official source. Security will then activate the Occupant Emergency Plan by calling the Designated Official Or

d. An announcement in the media of an emergency situation or threat that has or is likely to impact the building. The individual hearing/reading the announcement shall call Security to activate the Occupant Emergency Plan.

9. INCIDENT COMMAND TEAM.

a. Members: The Incident Command Team shall consist of the Designated Official, the DOE Senior Onsite Manager at ACME Federal Building, the Occupant Emergency Coordinator, the Response Team Coordinator, the Security Technical Advisor, the Damage Control Coordinator, the Safety and Health Technical Advisor, and the Medical Technical Advisor.

b. Notification: The Incident Command Team shall be notified by telephone or pager, by the Occupant Emergency Coordinator or Security to report to the ACME Federal Building Command Center to receive information and direction regarding the emergency. If the fire alarm bells are ringing throughout the facility, additional notification by telephone or pager shall not be made. The Occupant Emergency Coordinator will supply radios, or other means of communication, if available, at this time.

c. ACME Federal Building Command Center: Upon notification, the Incident Command Team shall report to The Command Center.

d. For purposes of 29 CFR 1910.120, the Incident Command Team is the "incident command" team and this plan is the "emergency response plan".

10. INCIDENT COMMAND.

- a. The Designated Official has command authority for emergency response at the ACME Federal Building.
- b. The DOE Senior Onsite Manager at ACME Federal Building will provide onsite direction and provide information to the Designated Official.

11. RESPONSIBILITIES.

a. Designated Official: The Secretary of Energy, being the highest-ranking official, is the Designated Official. The activities required by the Designated Official shall be delegated through the Director, Office of Management, Budget, and Evaluation/Chief Financial Officer to the Director, Office of Administration. Exception: Decisions to release employees or to relocate employees, including the Secretary of Energy, to another building outside the ACME Federal Building Complex shall be made by the Director, Office of Management, Budget, and Evaluation/Chief Financial Officer after consultation with Technical Advisors. The Director, Office of Administration shall:

- 1) Have responsibility for the Occupant Emergency Plan for the ACME Federal Building.
- 2) Train an adequate staff to respond to emergencies in accordance with this Occupant Emergency Plan.
- 3) Annually prepare a schedule of drills and exercises.
- 4) Protect life and property and minimize the damage in the event of a fire or other disaster.
- 5) Give the official "all clear" at the conclusion of an emergency after consultation with local emergency personnel and Technical Advisors.
- 6) Determine the level of DOE involvement in the emergency.
- 7) Direct and supervise the activities of building occupants during an emergency, through the DOE Senior Onsite Manager at ACME Federal Building.
- 8) Keep Senior Management informed of the situation and advise when actions other than evacuation or relocation within the building may be warranted.

The DOE Senior Onsite Manger at ACME Federal Building shall be the alternate Designated Official for day-to-day onsite activities. The Secretary of Energy or the Director, Office of Management, Budget, and Evaluation may, at any time, decide that relocation outside the building and/or employee release is warranted over evacuation or relocation within the building. The Secretary of Energy or the Director, Office of Management, Budget, and Evaluation may, at any time, assume the duties of the Designated Official.

b. Occupant Emergency Coordinator: The EH FEOSH Manager (EH-52) shall be the Occupant Emergency Coordinator and shall:

- 1) Plan personnel movement routes and establish evacuation/relocation procedures.
- 2) Identify the required support personnel who may be needed at the time of the emergency.
- 3) Maintain current building plans, which show ventilation controls, valve locations, and electrical panels.

- 4) Coordinate training and drills to ensure the safe evacuation/relocation of personnel in the event of an actual emergency.
- 5) Ensure the safe evacuation or relocation of personnel, in an emergency, in accordance with established evacuation routes.
- 6) Assist in the coordination and movement of personnel within, into, or out of the building or impacted area as required by this plan, during drills, and actual emergencies.
- 7) Coordinate the activities of Technical Advisors, local emergency personnel, other government agencies, and other support personnel during the emergency.
- 8) Provide information to the DOE Senior Onsite Manager at ACME Federal Building, on the nature of the emergency, the activities involved, required responses, and missing persons. Notify building occupants of required emergency actions.
- 9) Obtain and coordinate any outside resources necessary to contain and control the emergency situation.
- 10) Maintain an official file on each emergency, which shall contain a brief description of the emergency, the extent of evacuation or relocation, the local emergency personnel involved, any notifications made, and copies of all reports.
- 11) Inform Wardens and/or Program Offices of emergencies, which are likely to impact the occupants of their area such as a fire in a neighboring area, which might spread, or the need to use a secondary or tertiary relocation site.
- 12) Activate the notification system. Notify Incident Command Team of the activation of the Occupant Emergency Plan and notify occupants of the emergency situation, as appropriate.
- 13) Develop assessment reports, and corrective action plans.
- 14) Transmit corrective actions to ME for EH identified issues.

The EH Headquarters Security Officer shall be the alternate.

c. Response Team Coordinator: The EH HQ Security Officer (EH-71) shall be the Response Team Coordinator and shall, in coordination with the Occupant Emergency Coordinator:

- 1) Assist in identifying personnel to help carry out this plan.
- 2) Assist with training of Incident Command Team personnel, supervisors, and employees.
- 3) Ensure that the Emergency Response Team Members, such as Floor Wardens and First Aid Team Members are knowledgeable of their assigned duties.
- 4) Maintain a current roster of all emergency personnel, including wardens and monitors.
- 5) Maintain liaison with building personnel (e.g., GSA, Security Personnel, building owners representatives and employees) on emergency matters as they arise.
- 6) Provide information to Floor Wardens on availability of exits.
- 7) Inspect each exit door on a regular basis to determine that all exits are unlocked and accessible;

all exit lights are illuminated and fully charged; and all exits are clear of encumbrances including ice and snow.

- 8) Immediately arrange for the correction of any condition likely to interfere with safe egress.
- 9) Provide a copy of this Occupant Emergency Plan to each team member upon his/her initial orientation and at least annually thereafter.
- 10) Maintain additional emergency equipment on site for use by the Incident Command Team (i.e. battery operated radio, flashlights, first aid kits, and extra batteries).
- 11) Determine the area where the emergency exists, and notify the Occupant Emergency Coordinator at the sound of the alarm signal or when informed of an emergency situation.
- 12) Provide pertinent and updated information to the Occupant Emergency Coordinator and assist in the evacuation/relocation during an emergency or drill.
- 13) Exercise command responsibility for the orderly movement of all personnel in the building in accordance with procedures appropriate for the situation at hand.
- 14) Provide information to the Occupant Emergency Coordinator on the number of individuals who are trapped, missing, unaccounted for, or in need of special assistance.

The EH Senior Safety Engineer (EH-2) shall be the alternate.

d. **Emergency Response Team:** The Emergency Response Team is a group of trained volunteers who assist in an emergency situation to move personnel to a safe location. The Emergency Response Team includes the Floor Wardens, First Aid Team Members, and Assistants and shall be identified by wearing brightly colored vests. This team works under the direction of the Response Team Coordinator; however, they may need to make independent critical decisions during emergency situations. Performance of duties can be demanding in an actual emergency. Consideration should be given to each individual's ability to effectively respond to scenarios such as smelling smoke; dealing with panicky people, chaos, or other conditions; and dealing rationally with hazards and stresses that often accompany emergencies such as fires, chemical spills, workplace violence, terrorism or natural hazards. Some considerations include:

- 1) **Physical** - Volunteers should have the physical ability to perform the assigned duties even under adverse conditions.
- 2) **Presence** - Volunteers should be comfortable speaking in a loud, clear and concise manner with personnel. They must be prepared to take charge and act as leaders to respond to the specific circumstances of the emergency.
- 3) **Behavior** - Volunteers should remain calm under stress and be able to react quickly and decisively in a rational, logical, analytical, and persuasive manner as necessary.
- 4) **General** - Volunteers should be available, reliable, resourceful, committed and knowledgeable about the physical layout, organizational structure, and personnel related to their duties and responsibilities.

e. **Floor Wardens:** Under the general direction of the Response Team Coordinator, each Floor Warden shall:

- 1) Contact known persons with disabilities to ensure that they are prepared for various scenarios and have designated assistants.

- 2) Notify the Response Team Coordinator of any changes to the team.
- 3) Familiarize him/herself with the operation of the evacuation chair.
- 4) Perform a search of his or her assigned area to ensure that everyone is out. Floor Wardens shall report to the Incident Command Center.
- 5) Check all rooms in their assigned area to ensure that all spaces have been vacated during an emergency or a drill.
- 6) Restrict access to elevators, direct persons to stairwells, and place yellow caution do not enter tape across the elevator doors.
- 7) Direct the brisk and orderly flow of personnel along prescribed evacuation/relocation routes during emergencies or drills.
- 8) Check bathrooms in their assigned space and instruct occupants to leave.
- 9) Close corridor doors and shut off lights following the inspection of assigned areas.
- 10) Inspect assigned stairway on a regular basis to ensure that the stairway is available without restrictions or impediments. Call Facility Operations (3-XXXX) to report any problems.
- 11) Plan for and direct personnel to an alternate stairway if primary are blocked or unusable.
- 12) Keep the flow of personnel moving down (or up) the stairway.
- 13) If first aid is needed, make sure the area and/or the person is safe, call for assistance, and then provide first aid/CPR. Have someone remain with the person until help arrives.
- 14) Assist where needed especially persons with disabilities. This may require assistance in the operation of the evacuation chair; notify the Incident Command Team of the person's location.
- 15) In a power outage, check the elevator for signs of entrapment. Notify security and the incident command center, if persons are trapped. Advise occupants within the elevator to stay calm, that help is on the way. Do not attempt to assist people out of an elevator that is stuck between floors unless the elevator has been isolated from any energy source and rendered inoperative.
- 16) Leave the building by the nearest exit after persons have left the floor.
- 17) Notify the Incident Command Center/ Emergency Response Coordinator of any person who has remained in the area of refuge. This information needs to be communicated to the Security Central Alarm Station and My County Fire and Police Officials, to ensure that the Incident Command Team is aware of the person's location.
- 18) Inform the Response Team Coordinator of the conditions/status of the emergency/evacuation.
- 19) At the assembly points (or relocation areas), assist supervisors in providing information on missing persons to fire, police, and security personnel.
- 20) Assist where needed.

i. Assistants: Under the direction of the Floor Warden, each Assistant shall:

- 1) Be knowledgeable of the nearest areas of refuge, and the operation of the evacuation chair.
- 2) Discuss various scenarios with the assigned person including how and when to use the evacuation chair. If the person is a wheelchair user, discuss what will happen with the wheelchair (e.g. will they need it at the bottom of the stairs, how will it be brought down).
- 3) Assist assigned individual during times of emergencies and anytime evacuation or relocation is required.
- 4) During an emergency or drill, assist assigned individuals to the designated assembly area, relocation area, or area of refuge via the safest way possible.
- 5) Notify the floor warden and the Incident Command Center of the location and status of the assigned individual.

j. Security Technical Advisor: The Deputy Director, Headquarters Security Operations (SO-20) shall be the Security Technical Advisor. Day to day operations and implementation of the Occupant Emergency Plan is delegated to the EH HQ Security officer who shall:

- 1) Provide support and guidance on security-related matters to the Designated Official and the DOE Onsite Senior Manager at ACME Federal Building.
- 2) Maintain personnel and site security during emergency situations.
- 3) Provide and limit access to the designated command center during emergencies.
- 4) Maintain documentation on all reports of incidents, bomb threats, suspicious devices, and natural disasters.
- 5) Provide the initial notification to the Designated Official or the Occupant Emergency Coordinator.
- 6) Notify the Incident Command Center, Security Operations Center in the Germantown main building of the status and emergency conditions.
- 7) Provide and secure access to the building for local emergency personnel.
- 8) Notify the Designated Official and Incident Command Center of the arrival, location, and activity of local emergency personnel.
- 9) Assist in the collection of information for local law enforcement or fire authorities.
- 10) Protect the integrity of the incident scene for local law enforcement authorities.

k. Security/Police Support:

- 1) The My County Police Department provides the primary law enforcement responsibilities and can respond in less than five minutes.
- 2) Under the direction of the Security Technical Advisor, the Your City Physical Security Force shall provide the secondary security support for law enforcement and security operations within the building during an emergency.
- 3) The Federal Protective Service (FPS) of the General Services Administration is concurrently responsible for law enforcement responsibilities within the ACME Federal Building Building.

They can supplement the Headquarters Physical Security Force within thirty minutes with an emergency force of Federal Protective Service Officers.

4) In the event that a civil disorder is beyond the control capabilities of the Federal Protective Service and the County Police Department, there are civil disturbance plans involving the use of the National Guard and Federal military forces, which will be put into effect by appropriate government officials.

l. Damage Control Coordinator: The EH HQ Security Officer (EH-71) shall be the Damage Control Coordinator for ACME Federal Building and shall:

- 1) Maintain current plans of the building systems.
- 2) Ensure panels/valves are labeled for easy location by emergency personnel.
- 3) Provide support and guidance to the Occupant Emergency Coordinator.
- 4) Ensure that safety of life is a primary consideration in the operation or shut down of building equipment.
- 5) Provide a technical assessment of any physical damage before, during, and/or after an emergency.
- 6) Provide and coordinate building systems specialists in assessment, containment, or repair operations.
- 7) Limit damage and secure building systems and structures to reduce or eliminate the escalation of the emergency.
- 8) Provide technical information on the affected and available equipment and utilities.

m. Damage Control Team: The XYZ Management Company facility staff, who operates the facility under GSA contract, located at ACME Federal Building will assist the Damage Control Coordinator. They will assist in controlling and containing the emergency, and are responsible for assessing the damage, and restoring the building to normal operation.

n. Safety and Health Technical Advisor: The Headquarters Safety and Occupational Health Manager (ME-41) shall be the Safety and Occupational Health Technical Advisor and shall:

- 1) Provide support and guidance to the Designated Official on safety and occupational health related matters.
- 2) Provide information as to the availability of emergency exits.
- 3) Provide information as to hazardous chemical, biological, or radiological agents, which may be involved or become involved in the emergency.
- 4) Recommend emergency response actions and/or decontamination procedures.
- 5) Maintain, update, and make available hazardous material inventories and associated Material Safety Data Sheets.
- 6) Provide necessary notifications to government agencies including, Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), and the Coast Guard Regional Control Center (RCC).

- 7) Write and maintain follow-up documentation and reports to the GSA, OSHA, EPA, the Coast Guard Regional Control Center, DOT, and DOE EH as appropriate.
- 8) Maintain documentation pertaining to incidents involving fires; explosions; chemical, biological, or radiological releases; accidents; etc.
- 9) Provide assistance in updating and maintaining the Occupant Emergency Plan.
- 10) Provide assistance in training Incident Command Team personnel.
- 11) Coordinate and maintain the documentation for all emergency drills and exercises.
- 12) Utilize DOE Program Office safety and health professionals and outside safety and health professionals as needed in the prevention, assessment, identification, and control of a hazardous environment.

The EH FEOSH Program Manger (EH-52) shall be the alternate and serves as the primary contact for ACME Federal Building. For purposes of 29 CFR 1910.120, the Safety and Health Technical Advisor shall be the designated "Safety Official".

o. Fire/Hazardous Materials Support:

- 1) The My County Fire Department has an approximately five minute response capability. The My County Fire Department has the capability and training to respond to hazardous materials incidents.
- 2) The GSA Safety and Environmental Management Division has fire protection engineers, industrial hygienists, and safety specialists who can assist in the assessment of a hazardous environment.
- 3) DOE Program Office Safety and Health personnel, as well as the DOE Office of Environment, Safety and Health (EH), can provide assistance in the assessment, identification, and control of a hazardous environment.

p. Medical Technical Advisor: The Nurse Coordinator in the ACME Building Health Unit (ME-53) shall be the Medical Technical Advisor and shall, in consultation with a physician,

- 1) Provide medical advice on potential health implications of any emergency situation.
- 2) Provide medical support and guidance to the Occupant Emergency Coordinator.
- 3) Have medical authority and provide medical aid, attention, treatment, or care.
- 4) Arrange for ambulatory transport as needed.
- 5) Set up first aid or triage stations when necessary.
- 6) Maintain a list of personnel who volunteer that they have conditions, which would become aggravated in the event of an emergency.
- 7) Maintain medical documentation on all emergencies, including names of personnel sent to hospitals, names of persons receiving first aid treatment, names of chemical(s) to which personnel were exposed.

- 8) Establish and maintain contacts with, as well as coordinating activities with, Emergency Disaster Coordinators at tertiary medical facilities.

The EH Occupant Emergency Coordinator shall be the alternate.

q. Program Offices: Each Program Secretarial Office shall:

- 1) Designate Emergency response Team Members including wardens, first aid team members, and personal assistants sufficient to cover their assigned space.
- 2) Provide an updated roster of wardens to the Response Team Coordinator on an annual basis or as changes or replacements occur.
- 3) Ensure that Emergency response Team Members are adequately trained to perform their assigned responsibilities.
- 4) Ensure that employees and supervisors are trained initially and on an annual basis.
- 5) Designate assembly points at least 200 feet away from the building.
- 6) Maintain a roster of all employees and contractors who work in the space. Establish procedures to ensure that all persons can be accounted for once they evacuate the building.
- 7) Ensure that visitors are briefed on building evacuation procedures and are escorted to the relocation areas or assembly point during an emergency.
- 8) Ensure that all personnel are familiar with the emergency procedures including the location of the nearest exits; the location of the nearest fire extinguisher; the location of the nearest evacuation chair and how to use it; and, the designated assembly area.
- 9) Correct potential fire, safety, or health problems before they become serious hazards. Report facility-related problems to Facility Operations by calling 3-XXXX.
- 10) Encourage personnel to become trained in fire extinguisher use, first aid and CPR.
- 11) Supplement this plan with office specific plans or procedures, if desired or warranted.

r. Supervisors: Supervisory personnel shall:

- 1) Be knowledgeable of this Occupant Emergency Plan, the location of emergency exits, fire extinguishers, pull boxes, sprinklers, and the response team personnel that cover his/her work areas.
- 2) Identify employees with special needs and determine specific emergency procedures, as necessary.
- 3) Ensure safe evacuation of personnel from their area in accordance with the Occupant Emergency Plan and direction from the Response Team Coordinator.
- 4) At the assembly area or relocation area, with the assistance of appropriate personnel, identify any missing personnel and their last known whereabouts. Supervisors should also note any contract personnel and/or visitors within their area that may be missing. Note: Accounting for personnel may require the use of phone trees, and employee lists. In extraordinary circumstances, this may require contacting employees at home or from home.

5) Report to Security Personnel any persons who are trapped, missing, or in need of special attention. Also report any persons who are DOE employees, contractors, and visitors that have arrived at your assembly area and could not get to their own. Provide the information to the Central Alarm Station by calling Security at 1XX, or 301-903-XXXX from a telephone or cellular phone outside the building.

6) Observe the fire prevention rules contained in Appendix J and ensure that safety of life is the first consideration in all activities.

7) Serve as Room Monitors if Room Monitors are not designated or available.

s. Employees are required to:

1) Know the emergency procedures in this plan.

2) Know the locations of stairways, fire exits, fire alarms, evacuation routes for their area, fire extinguishers, evacuation chairs and your designated assembly area.

3) Ensure that personal emergency information, maintained in the personnel system, is accurate and up-to-date. This can be done through your Administrative Officer or directly using the Corporate Human Resources Information System website (<http://chris.inel.gov/>).

4) Respond promptly to alarms and instructions. Exit quickly and safely.

5) Report promptly to your relocation or assembly area and check in with supervisory personnel.

6) Assist supervisory and emergency personnel in the identification of missing or trapped personnel and their last known whereabouts.

7) Cooperate with and obey emergency response team personnel including wardens, and security personnel.

8) Observe caution and hazard warnings including signs and tapes. Do not cross taped off areas.

9) Observe the fire prevention rules contained in Appendix J and ensure that safety of life is the first consideration in all activities.

10) Notify Supervisor or Floor Warden of any special needs or conditions that may be aggravated in an emergency.

11) If you have current CPR or first aid training, after checking in at your designated assembly area, report to the medical/triage area to assist with injured personnel.

t. Persons with Disabilities. Persons who recognize that they will need assistance during an emergency situation should discuss their anticipated need with their supervisor and/or the Floor Warden for their area. Supervisory personnel can assign Assistants, arrange for a dedicated evacuation chair, arrange for visual alarms, etc. to assist the individual.

12. GENERAL EVACUATION PROCEDURES.

a. General Notification. Continuous sound of the fire alarm bells is the signal that all personnel shall evacuate the building by the nearest exit using the nearest stairwells.

b. Procedures.

- 1) Secure sensitive material and turn off electrical equipment.
- 2) Immediately evacuate building when fire alarm sounds in your area or when told to do so by the Response Team Coordinator, the Floor Wardens, or other local emergency personnel.
- 3) If the last to leave the office make sure all lights are out and doors are closed.
- 4) Proceed to the nearest stairway or area of refuge.
- 5) Do not attempt to secure or retrieve any item or belonging.
- 6) Leave the building in a brisk and orderly manner, obeying instructions of emergency personnel. Avoid blocking building entrances or exits.
- 7) Proceed to your assembly area to check in. Stand ready for instructions as to reentry or other action.
- 8) If you cannot reach your designated assembly area, proceed to the most practical assembly area to report in. Have the assembled group report you as accounted for on their list and turn in your name along with the missing persons report.
- 9) Do not reenter building until the official "all clear" is given.

d. Persons with Disabilities:

- 1) Persons who need additional time to traverse the stairs should wait until most people are down (or up) the stairs before using the stairs. In this way, the safety of the individual as well as the safety of others using the stairs will be enhanced. If time does not permit (i.e., smoke or fire is visible), the evacuation chairs may be used to traverse the stairs and exit the building.
- 2) Persons who are unable or would have difficulty executing the stairs to evacuate the building are to proceed to the nearest area of refuge. The stairways are designated areas of refuge. If time does not permit (i.e., smoke or fire is visible), the evacuation chairs can be used by assigned assistants to traverse the stairs and exit the building.

e. Sensitive Documents. If time permits (i.e. smoke or fire is not visible), classified documents should be properly secured. If time does not permit, classified documents should be placed in a file cabinet or drawer out of sight.

f. Visitors. All contractors and visitors shall exit through the nearest emergency exit taking their badge with them. Visitors may reenter the building through the normal entrances once the "all clear" has been given.

g. Elevators. Elevators shall not be used except by authorized personnel (e.g. firemen and persons with disabilities) once the elevator has been determined safer to use.

h. "All Clear". The "all clear" will be given to Security personnel first by means of radio communication then to the employees using a bullhorn. Do not reenter building unless the "all clear" has been given even if the fire alarm bells have stopped ringing.

k. Reentry. Reentry shall be by means of normal entrances.

l. Personnel Accountability: Missing persons reported shall be reported to the Response Team Coordinator.

13. GENERAL RELOCATION PROCEDURES.

a. General Notification. Notification shall be made through the program offices or via a broadcast message as to which offices and or areas shall relocate. The message shall indicate where individuals are to relocate and approximately how much time is available. If time is critical, notification shall be made by telephone to the program offices or by floor wardens physically walking the space with a bullhorn. After normal business hours, if relocation is required for the following business day, the local television and radio stations will be used to communicate the information.

b. Procedures during business hours.

1) Secure sensitive material properly and turn off electrical equipment (including heaters, coffeepots, and computers).

2) Immediately relocate to your designated relocation area when told to do so by your program office personnel or other local emergency personnel. Take your personal belongings with you unless directed to leave them behind.

3) If the last to leave the office make sure all lights are out and doors are closed.

4) Proceed to your designated relocation area to check in. Stand ready for instructions as to reentry or other action.

5) Do not reenter your office until the official "all clear" is given.

c. Persons with Disabilities: Proceed with others to the designated relocation area. A personal assistant should have been designated to assist you in evacuation. Dial 911 and 1XX if you find yourself trapped.

d. Sensitive Documents. Sensitive documents should be properly secured.

e. Visitors. All contractors and visitors shall relocate with you to your designated relocation area taking their badge with them.

f. Elevators. Elevators should be available. The notification message will advise you if elevators are not available and you will be directed what to do.

g. "All Clear". The "all clear" will be given to Security personnel first by means of radio communication then to the employees through the program offices or by using a broadcast message. The "all clear" is the signal that the emergency situation is over and that authorized personnel are allowed back in the area; however, the area may still require clean-up or recovery. Notification to allow personnel to reenter the area may follow a clean up and/or recovery of operations phase.

h. Resumption of Operations. The decision to resume operations in an area where personnel were relocated shall be made by the affected program office management and the Designated Official based on information from Technical Advisors and based on the organization's Continuity of Operations Plan.

14. SPECIFIC RESPONSE ACTIONS.

a. Medical Emergency/Accident within the building:

1) Employee Response: Call 911 and report the emergency situation. Make a second call to inform DOE Security (by calling 1XX or 301-903-XXXX) who shall, in turn, activate the Occupant Emergency Plan, and ACME Federal Building First Aid Team. If trained, initiate basic first aid.

2) Activation of Occupant Emergency Plan: DOE Security shall also notify the ACME Federal

Building Emergency Response/First Aid Team to respond by telephone and/or radio/pager, and call for an ambulance if needed. DOE Security shall inform the Designated Official if 1 or more persons receive medical attention other than first aid or in the event of a fatality.

3) Evacuation: None

4) Relocation: Under normal situations, only the injured parties need to be relocated to the health unit or to the nearest hospital. The Medical Technical Advisor makes this decision.

5) Notifications that may be required:

- Occupational Safety and Health Administration: If anyone dies or if 3 or more persons receive medical attention other than first aid, the incident must be reported to OSHA within 8 hours. (Ref:29 CFR 1904.39) Notification shall be made by the Safety & Health Technical Advisor

7) Follow-up Reports which may be required:

- Workers Compensation Forms (completed by the injured party)
- Incident Reports (completed by Security)
- Accident Report (completed by the Supervisor)
- Treatment Report (completed by Health Unit)

b. Heavy Smoke/Fire/Explosion within the building:

1) Employee Response: Evacuate immediate area. Pull Fire Alarm pull box upon exit from the area. Do not attempt to fight fire if it is beyond your knowledge, skills, and abilities. Do not attempt to reenter building to secure or retrieve belongings. Do not allow others to reenter building. From a safe location, call 911 and DOE Security (by calling 1XX or 301-903-XXXX) to report:

- the nature and extent of the smoke/fire.
- any potential cause of the smoke/fire.
- the relocation site used.
- any persons missing/trapped.
- the number and extent of injuries.

2) Activation of Occupant Emergency Plan: Activation of the Fire Alarm pull station will activate the Occupant Emergency Plan and will notify the GSA Regional Control Center. Security shall also notify the Designated Official.

3) Evacuation: A partial or complete evacuation may be required depending on the nature and scope of the emergency.

4) Notifications that may be required:

- My County Fire Department (made automatically by activation of fire alarm, or by calling 911).
- DOE Headquarters Operations Center (made by the Designated Official)
- Employee and Labor Relations (made by the Designated Official)
- Other neighboring agency contacts (made by the Designated Official)

5) Follow-up reports which may be required:

- Incident Report (completed by Security)
- GSA form 53 (completed by HQ Safety and Occupational Health Manager)

c. Bomb Threat within the building:

1) Employee Response: Try to obtain as much information as possible from the caller. Use the bomb threat checklist in Appendix M. At the end of the call, if your phone has a malicious call feature, activate this feature. From another phone, immediately notify DOE Security (by calling 1XX). Provide as much information as possible. Notify your office manager or supervisor. Await further instructions. If evacuation is required, follow evacuation procedures.

2) Activation of Occupant Emergency Plan: DOE Security shall notify the Designated Official upon notification of a bomb threat.

3) Evacuation: The extent of evacuation will depend on the situation and the nature of the threat received.

4) Sample broadcast message: The following is a sample broadcast message that can be passed telephonically to each affected program office, via public address system, via broadcast voicemail, via DOECAST, etc. Note: If an immediate evacuation of the building is required, the fire alarm bells will be activated and no broadcast message will be sent.

“A bomb threat has been received for the (insert area) area. As a precautionary measure, the building is being evacuated. Take your personal belongings, exit the building immediately, and move to your designated assembly area. Wait there for further instructions.” **Or** “A bomb threat has been received for the (insert affected area) area. As a precautionary measure, the following areas are being relocated to (insert relocation area). Wait there for further instructions.”

5) Notifications that may be required:

- GSA Federal Protective Service (made by the Security Technical Advisor)
- DOE Headquarters Operations Center (made by the Designated Official)
- Employee and Labor Relations (made by the Designated Official)
- Other neighboring agency contacts (made by the Designated Official)

6) Follow-up reports which may be required:

- Incident Report (completed by Security)

d. Suspicious Item within the building:

1) Employee Response: Do not touch or attempt to move the suspicious item. Evacuate the immediate area. Notify the My County Police (MCPD) by calling 911 and DOE Security (by calling 1XX or 301-903-XXXX).

2) Activation of Occupant Emergency Plan: DOE Security shall notify the Designated Official upon notification of a suspicious item.

3) Evacuation: The extent of evacuation will depend on the situation and the nature of the threat. Relocation of personnel to within the building, relocation to another building, or employee release are other options. Employees need to be directed to avoid the hazardous area. This may mean redirecting personnel to other stairways or exits. This can be done using Wardens or with physical barricades.

4) Relocation: Relocation will depend on the situation and the nature of the threat received.

Evacuation and employee release are other options.

5) Sample broadcast message: The following is a sample broadcast message that can be passed telephonically to each affected program office, or via broadcast voicemail, via DOECAST, etc.

“A suspicious package has been found in the (insert affected area) area. As a precautionary measure, the building is being evacuated. Take your personal belongings, exit the building immediately, and move to your designated assembly area. Wait there for further instructions.” **Or** “A suspicious package has been found in the (insert affected area) area. As a precautionary measure, the following areas are being relocated to (insert relocation area). Wait there for further instructions.”

6) Notifications that may be required:

- GSA Federal Protective Service (made by the Security Technical Advisor)
- DOE Headquarters Operations Center (made by the Designated Official)
- Employee and Labor Relations (made by the Designated Official)
- Other neighboring agency contacts (made by the Designated Official)

7) Follow-up reports which may be required:

- Incident Report (made by Security)

e. Chemical, Biological or Radiological Spill/Releases within the building:

1) Employee Response: Evacuate immediate area. Prevent others from entering affected area. Thoroughly rinse with water any externally affected body parts. Wash hands with soap and water. Call My County Fire HAZMAT at 911 and DOE Security at 1XX and provide the following information: the chemical, biological, or radiological agent spilled/released; the location of the spill/release; a brief description of the accident; and the nature of any injuries. Remain in a neighboring area so that information can be provided to emergency response personnel and further decontamination measures can be taken if warranted. If medical symptoms develop, report to the health unit. If you are not certain of the chemical or nature of the spill, do not attempt to clean it up. Also, do not clean up if malicious intent is suspected. Do not attempt to reenter area to retrieve belongings.

2) Activation of Occupant Emergency Plan: DOE Security shall also notify My County Fire Department HAZMAT Team, the ACME Federal Building Emergency Response Team, and the Designated Official upon notification of a chemical, biological, or radiological spill/release.

3) Evacuation: Partial or complete evacuation depends on the situation. Relocation may be warranted (see below). Employees need to be directed to avoid the hazardous area. This may mean redirecting personnel to other stairways or exits. This can be done using Wardens or with physical barricades.

4) Relocation: Relocation to other parts of the building are not usually warranted unless the hazard is small, localized, and under control.

5) Sample broadcast message: The following is a sample broadcast message that can be passed telephonically to each affected program office, and then to the employees via bullhorn, via broadcast voicemail, and/or DOECAST:

“A (insert chemical, biological, or radiological) release has occurred in the (insert affected area) area. As a precautionary measure, the building is being evacuated. Take your personal belongings, exit the building immediately, and move to your designated assembly area. Wait there for further instructions.” **Or** “A (insert chemical, biological, or radiological) release has occurred in the (insert affected area) area. As a precautionary

measure, the following areas are being relocated to (insert relocation area). Wait there for further instructions.”

Additional information can be provided as to the location of the first aid station(s).

6) Notifications that may be required:

- Fire Department HazMat Team (made by Security upon notification of a spill, leak, or release) and the ACME Federal Building Emergency Response Team.
- GSA-Safety and Environmental Management Division: if there is a chemical, biological, or radiological release to the environment or a release, which draws media attention. (Made by Safety and Health Technical Advisor)
- EPA Region III: if a chemical, biological, or radiological release has been made to the environment above reportable quantities. Depends on nature of chemical and nature of release. (made by the Safety and Health Technical Advisor)
- Coast Guard Regional Control Center: if a chemical, biological, or radiological release has been made to the environment or into navigable waters (including sewers). Depends on nature of chemical and nature of release. (made by the Safety and Health Technical Advisor)
- US Postal Service: if a chemical, biological, or radiological release is associated with a mailed document or package. (made by the Designated Official or his/her designee)
- The Sewage Treatment Center: if a chemical, biological, or radiological release has been made to the sewer system. (made by the Safety and Health Technical Advisor)
- Employee and Labor Relations (made by the Designated Official)
- Federal Bureau of Investigation, My County Metropolitan Police, GSA Federal Protective Service, if malicious intent is suspected. (made by the Security Technical Advisor)

7) Follow-up Reports which may be required:

- Incident Report (made by Security)
- Accident Report (made by HQ Safety and Occupational Health Manager)
- Release Report (made by HQ Safety and Occupational Health Manager)

f. Power Outages:

1) Employee Response: Determine whether localized to your immediate office or other areas of the building. If localized, call the ACME Federal Building EH HQ Security Officer (EH-71) at 301-903-XXXX. If other conditions are present (i.e., smoke, fire), evacuate the building. Otherwise, await further instructions. DO NOT use open flames such as matches or lighters for emergency lighting.

2) Activation of Occupant Emergency Plan: Facilities Operations shall notify the Occupant Emergency Coordinator after determining the extent of outage. If widespread, Occupant Emergency Coordinator shall notify the Designated Official and Security. The Damage Control Coordinator shall dispatch personnel to check the elevators. The Floor Wardens shall immediately check for signs of elevator entrapment and notify 911, and Security Operations by calling 1XX or

301-903-XXXX of any entrapment situations.

3) Evacuation: Power outages do not usually require evacuation unless other conditions arise (e.g., fire, smoke). Relocation and/or employee release may be warranted if outages will be prolonged.

4) Relocation: Relocation may be warranted if the conditions will be prolonged.

5) Notifications that may be required: None

6) Follow-up reports which may be required:

- Incident Report (completed by Security)

g. Heavy Smoke/Fire/Explosion outside the building:

1) Employee Response: If you notice smoke or fire outside of the building, remain in the building unless notified by emergency response personnel to take other actions. If visible smoke is present inside the building, move first to the first floor of the building and await further instructions. If smoke becomes thick, leave the building by means of the nearest exit and move upwind of the hazardous area.

2) Activation of Occupant Emergency Plan: the Security Operations Center will activate the Occupant Emergency Plan who will, in turn, assess the situation and notify the local fire department, as necessary. DOE Security shall notify the Designated Official.

3) Evacuation: Evacuation may put personnel in greater danger; therefore, the situation should be assessed before the decision is made to evacuate the building or a zone. Employees may need to be directed to avoid a more hazardous area. This may mean redirecting personnel to other stairways or exits. This can be done using Wardens or with physical barricades.

4) Relocation: A partial or complete relocation may be required depending on the nature and scope of the emergency.

5) Sample Message: The following is a sample broadcast message that can be passed telephonically to each affected program office, and then to employees via bullhorn, or DOECAST:
“A situation has developed outside the building. As a precaution, take your personal belongings and move immediately to the first floor level. Await there for further instructions. Also as a precaution, the building ventilation equipment has been shut off.”

6) Notifications that may be required:

- My County Fire Department (made by calling 911 and Security at 1XX or 301-903-XXXX)
- DOE Headquarters Operations Center (made by the Designated Official)
- Employee and Labor Relations (made by the Designated Official)
- Other neighboring agency contacts (made by the Designated Official)

7) Follow-up reports which may be required:

- Incident Report (completed by Security)
- GSA form 53 (completed by HQ Safety and Occupational Health Manager)

h. Bomb Threat outside the building:

1) Employee Response: Await further instructions. If evacuation or relocation is required, follow the procedures provided by emergency response personnel or in the broadcast message.

2) Activation of Occupant Emergency Plan: DOE Security shall notify the Occupant Emergency Coordinator and the Designated Official upon notification of a bomb threat.

3) Evacuation: Partial or complete evacuation may not be warranted because it may put people in a more hazardous situation. This depends on the situation. If evacuation is warranted, employees need to be directed to avoid the hazardous area. This may mean redirecting personnel to other stairways or exits. This can be done using Wardens or with physical barricades.

4) Relocation: Relocation of personnel to other areas within the building may be the best answer. Employee release is another option.

5) Sample broadcast message: The following is a sample broadcast message that can be passed telephonically to each affected program office, and then to employees via bullhorn, or DOECAST: "A bomb threat has been received for the (insert area) area. As a precautionary measure, you are requested to stay in the building (or stay away from xyz area). Wait for further instructions." **Or** "A bomb threat has been received for the (insert affected area) area. As a precautionary measure, the following areas are being relocated to (insert relocation area). Wait there for further instructions."

6) Notifications that may be required:

- GSA Federal Protective Service (by the Security Technical Advisor)
- DOE Headquarters Operations Center (made by the Designated Official)
- Employee and Labor Relations (made by the Designated Official)
- Other neighboring agency contacts

7) Follow-up reports which may be required:

- Incident Report (completed by Security)

i. Suspicious Item outside the building:

1) Employee Response: Do not touch or attempt to move the suspicious item. Evacuate the immediate area. Notify MCPD by calling 911 and DOE Security (by calling 1XX or 301-903-XXXX).

2) Activation of Occupant Emergency Plan: DOE Security shall notify the Occupant Emergency Coordinator and the Designated Official upon notification of a suspicious item.

3) Evacuation: Partial or complete evacuation may not be warranted because it may put people in a more hazardous situation. This depends on the situation. If evacuation is warranted, employees need to be directed to avoid the hazardous area. This may mean redirecting personnel to other stairways or exits. This can be done using Wardens or with physical barricades.

4) Relocation: Relocation of personnel to other areas within the building may be the best answer. Employee release is another option.

5) Sample broadcast message: The following is a sample broadcast message that can be passed telephonically to each affected program office, and then to employees via bullhorn, and/or via broadcast voicemail, and DOECAST:

"A suspicious package has been found in the (insert affected area) area. As a precautionary measure, the building is being evacuated. Take your personal belongings, exit the building immediately (provide specific instructions such as leave by way of the

south building), and move to your designated assembly area. Wait there for further instructions.” **Or** “A suspicious package has been found in the (insert affected area) area. As a precautionary measure, the following areas are being relocated to (insert relocation area). Wait there for further instructions.”

6) Notifications that may be required:

- GSA Federal Protective Service (made by the Security Technical Advisor)
- DOE Headquarters Operations Center (made by the Designated Official)
- Employee and Labor Relations (made by the Designated Official)
- Other neighboring agency contacts (made by the Designated Official)

7) Follow-up reports which may be required:

- Incident Report (made by Security)

j. Chemical, Biological or Radiological Spill/Releases outside the building:

1) Employee Response: Remain in the building. Await further instructions.

2) Activation of Occupant Emergency Plan: DOE Security shall notify My County Fire Department HAZMAT Team, the Occupant Emergency Coordinator, and the Designated Official upon notification of a chemical, biological, or radiological spill/release.

3) Evacuation: Evacuation may be more hazardous. Relocation to other parts of the building may be required.

4) Relocation: Relocation to other parts of the building may be the best response. Employees need to be directed to avoid the hazardous area. This may mean redirecting personnel to other stairways or exits. This can be done using Wardens or with physical barricades.

5) Sample broadcast message: The following is a sample broadcast message that can be passed telephonically to each affected program office, and then to employees via bullhorn, via broadcast voicemail, and DOECAST:

“A (insert chemical, biological, or radiological) release has occurred in the (insert affected area) area. As a precautionary measure, you are requested to remain in the building. As a further precautionary measure, the building ventilation equipment has been shut off. Wait for further instructions.” **Or** “A (insert chemical, biological, or radiological) release has occurred in the (insert affected area) area. As a precautionary measure, the following areas are being relocated to (insert relocation area). Wait there for further instructions. As a further precautionary measure, the building ventilation equipment has been shut off.”

Additional information can be provided as to the location of the first aid station(s).

6) Notifications that may be required:

- Headquarters Operations Center (made by the Designated Official)
- Employee and Labor Relations (made by the Designated Official)

7) Follow-up Reports which may be required:

- Incident Report (made by Security)
- Accident Report (made by HQ Safety and Occupational Health Manager)
- Release Report (made by HQ Safety and Occupational Health Manager)

k. Demonstrations/ Disturbances outside the building:

- 1) Employee Response: Move away from windows. Call MCPD by calling 911 and Security (1XX or 301-903-XXXX). Do not attempt to engage in verbal or physical confrontation with demonstrators. Await further instructions.
- 2) Activation of Occupant Emergency Plan: Security shall notify the Occupant Emergency Coordinator, and the Designated Official. Security shall take the lead to contain and/or control the demonstration or disturbance. The Occupant Emergency Coordinator shall advise the Medical Technical Advisor if individuals are injured in the demonstration/disturbance.
- 3) Evacuation: Evacuation is usually not warranted.
- 4) Relocation: Relocation to other parts within the building may be necessary if the demonstration becomes violent.
- 5) Notifications that may be required:
 - DOE Headquarters Operations Center (made by the Designated Official)
 - GSA Federal Protective Service, My County Police (made by Security Technical Advisor)
- 6) Follow-up reports which may be required:
 - Incident Report (completed by Security)

l. Earthquakes:

- 1) Employee Response: Move away from windows. Sit under sturdy objects such as desk or tables. Be prepared to move with the desk or table as they move across the floor. Be prepared for after shocks that may follow an initial earthquake. Do not leave the building unless presented with other problems such as fire. Remember, stairways may be damaged. Extreme care must be exercised. Report any injuries or emergency needs by calling 911 and Security by calling 1XX.
- 2) Activation of Occupant Emergency Plan: DOE Security shall follow the procedures for any related emergency (i.e. fire, medical emergency, etc.). The Damage Control Team shall review the building structure and advise the Occupant Emergency Coordinator of potential damaged areas. The Occupant Emergency Coordinator shall make recommendations to the Designated Official based on the nature and extent of damage. The Medical Technical Advisor shall set up a triage area in a safe location, if necessary to treat injured individuals.
- 3) Evacuation/Relocation: None during the earthquake. After the shaking/vibrations are complete, partial or complete evacuation depending on extent of damage resulting from the earthquake.
- 4) Notifications which may be required: none (unless other emergencies arise)
- 5) Follow-up reports which may be required:
 - Accident/Injury Reports (completed by Security)

m. Tornadoes/ High Winds:

- 1) Employee Response: Move away from windows. If time permits, move to ground floor corridors. If time does not permit, move to interior spaces (i.e. corridors, or rest rooms) with the fewest number of windows. Sit facing the wall with head between bent knees.
- 2) Activation of Occupant Emergency Plan: DOE Security shall activate Occupant Emergency

Plan as it pertains to related emergency (i.e. fire, medical emergency, flood, etc.) or related damage. The Damage Control Team shall review the building structure and advise the Occupant Emergency Coordinator of damaged areas. The Occupant Emergency Coordinator shall make recommendations to the Designated Official based on the nature and extent of damage. The Medical Technical Advisor shall set up a triage area in a safe location, as necessary, to treat injured personnel.

3) Evacuation/Relocation: None during the tornado, hurricane, or high winds. Partial or Complete evacuation may be necessary depending on extent of damage resulting from the tornado or hurricane.

4) Notifications which may be required: None (unless related emergencies arise)

5) Follow-up reports which may be required:

- Accident/Injury Reports (made by DOE Security)

n. Other External Emergency: An external emergency is an emergency other than a natural disaster that impacts the facility from the outside of the building. This could be a fire, a flood, smoke, a terrorist act, etc.

1) Employee Response: Unless another emergency presents itself (i.e., fire, smoke, etc.), await instructions. Instructions will be disseminated through Supervisory chain, DOECAST, broadcast voicemail, or by Security.

2) Activation of Occupant Emergency Plan: The Designated Official shall activate the Occupant Emergency Plan upon learning of an external emergency. Notification can be by means of agency counterparts, the news, the My County Emergency Preparedness Office or by some other means.

3) Evacuation/Relocation: None, partial, or complete. A building-wide employee release may be required. Note: The decision to release employees is the responsibility of the Director, Office of Management, Budget and Evaluation upon the recommendation of the Designated Official and the Director, Office of Human Resources.

4) Notifications that may be required: None

5) Follow-up reports which may be required: None

15. AFTER NORMAL BUSINESS HOURS: Security shall notify the local emergency personnel and the Occupant Emergency Coordinator, who shall in turn, contact the Designated Official as well as Technical Advisors and support personnel necessary for the emergency. If an immediate decision is needed and it is not feasible to contact the Occupant Emergency Coordinator or Designated Official, the senior security officer/official shall make the decision to evacuate or relocate personnel based on the best available information. The Designated Official shall be notified as soon as practical of the decision.

16. COMMUNICATION. Communication is the key to the successful implementation of this plan. Communication is important before an emergency (in the planning stages), during an emergency, and after the emergency. Communication also includes the notification of an emergency situation and the activation of the Occupant Emergency Plan.

a. Between Incident Command Team Members and the Your City Security Operations Center:

1) Verbal Communication: Used before, during and after the emergency usually at the location of the Command Center.

2) Radios: The Incident Command Team shall use two way radios on channel 5 during emergency operations to communicate with each other and the DOE Security Operations Center (SOC). The ACME Federal Building Emergency Response team will be alerted to respond by the SOC by radio pager and telephone.

b. Between Emergency Response Team Members and Incident Command Team:

- 1) Verbal Communication: Runners can be used to convey information to Wardens.
- 2) Radios: The Emergency Response Team shall use channel 5 during emergency operations to communicate with each other, the Incident Command Team, and the ACME Building Security Operations Center.
- 3) Security: MCPD and DOE Security personnel can relay information to the Incident Command Team, verbally and via two way radio.

c. To Program Offices:

- 1) Broadcast Message: Broadcast messages via the telephones or the e-mail system can be used to provide information to Program Offices. This would usually be conveyed by sending messages to the Administrative Officers or the safety and health representatives within the Program Offices
- 2) Telephone Calls: Messages can be relayed to the Program Offices by physically calling each Program Office's front office or by calling the Administrative Officers or the safety and health representatives for each Program Office.
- 3) Senior Staff Meeting: Messages can be relayed to the Program Offices through the Senior Staff Meetings.

d. To Employees: Information shall be provided to employees through at least one (preferably more than one) of the following methods:

- 1) By the ringing of the fire alarm bells
- 2) By bullhorn
- 3) By Security
- 4) By DOECAST message
- 5) By voicemail broadcast message
- 6) By bull horn
- 7) Through supervisory chain of command
- 8) Through the Administrative Officers
- 9) Through the Wardens/Monitors
- 10) Through Program Office Safety and Health Contacts
- 11) Through the DOE Web Page
- 12) Through a call in telephone number
- 13) By the media
- 14) Through Employee and Labor Relations to the NTEU

17. ALL CLEAR. The "all clear" shall be given after the emergency situation has ended, an assessment has been made of the damage, and a decision has been made as to the extent of re-occupancy. The Designated Official shall, after consultation with Technical Advisors, notify the Security Technical Advisor as to the "all clear" and the re-occupancy allowed. Additional clean up and recovery of operations may be necessary before personnel can re-occupy space. For this reason, the "all clear" may not mean that personnel are allowed back into a particular area. If personnel are not allowed back into space following the "all clear", specific instructions shall be given through the program offices, the media, or by a general broadcast announcement.

18. CONTINUOUS IMPROVEMENT.

- a. Follow-up: After the “all clear” is given, and the emergency situation is over, Wardens shall provide feedback to the Response Team Coordinator and other team members shall provide feedback to their team leaders. The Occupant Emergency Coordinator shall call a follow-up meeting of the Incident Command Team to discuss the events of the emergency, reinforce actions/responses, which worked well; change actions/responses that did not work well, and recommend changes to this Occupant Emergency Plan. Local emergency personnel shall be invited. Follow-up meetings may also be required to coordinate clean up and recovery operations.
- b. Annual Assessment: An annual management assessment of this Occupant Emergency Plan shall be performed under the direction of the Designated Official.
- c. Feedback: Feedback on this Occupant Emergency Plan, drills, exercises, and/or emergencies should be provided to the Occupant Emergency Coordinator or the Safety and Health Technical Advisor. Feedback should state the nature of the concern or problem and identify possible solutions. Employees may provide feedback through their supervisor and/or their union representative.
- d. Emergency drills: A fire drill is required under the Federal Property Management Regulations to be held at least once per year. The Occupant Emergency Coordinator shall coordinate additional emergency drills and exercises, such as a mock security or first aid incident, that involves the ACME Federal Building Emergency Response Team members, the EH HQ Security Officer, the EH FEOSH Manager, and the HQ Safety and Occupational Health Manager. The primary fire drill is usually held in October during fire prevention week. This drill can be either announced or unannounced and involves the whole building in a fire evacuation scenario. Additional evacuation/relocation drills may be held at the discretion of the Designated Official. “Table-top” exercises to discuss various scenarios may also be held at the discretion of the Designated Official. This plan encourages the Designated Official to authorize two whole building evacuations, one announced and one unannounced. This plan also encourages exercises involving emergency scenarios other than just fire drills to be held each year.
- e. Corrective Action Tracking: The Occupant Emergency Coordinator shall identify and track the various areas for improvement identified from the feedback or the follow-up meetings and shall take action to correct the situations as funding permits. Items noted shall be tracked until closure.
- f. Invitation: At least annually, the My County Fire Department and My County Police shall be provided an opportunity to review this plan and tour the facility.

17. TRAINING.

- a. Emergency Response Team: Training shall be conducted at least annually for the wardens, first aid members and assistants. The training shall include:
 - 1) duties and responsibilities,
 - 2) use, location and limitations of fire extinguishers
 - 3) Cardiopulmonary resuscitation (CPR)/First Aid/Automatic External Defibrillator (AED) Training
 - 4) location and use of areas of refuge
 - 5) assembly areas
 - 6) use of the evacuation chair
 - 7) use of emergency equipment (vests, flashlights, etc.)
 - 8) specific scenarios
- b. Incident Command Team: In addition to the Response Team training, the Incident Command Team

training shall include:

- 1) incident command training
- 2) first responder training

c. Employees and Supervisors: Employees shall receive a briefing as new employees and at least annually thereafter. Supervisors shall receive a briefing as part of their new supervisory training and at least annually thereafter. The training shall include:

- 1) the existence of an occupant emergency plan
- 2) evacuation procedures
- 3) procedures for persons with disabilities
- 4) locations of areas of refuge
- 5) location, and limitations of fire extinguishers
- 6) assembly areas
- 7) use, locations, and limitations of the evacuation chairs
- 8) specific scenarios

d. Contractors: Contractors working within the building or on the grounds shall be advised by their Contracting Officer's Technical Representative at the beginning of the contract or at the beginning of work within the building: the existence of the Occupant Emergency Plan, what to do in an emergency, assembly points, and general evacuation procedures.

g. Conferences or Meetings: At the beginning of each conference or meeting, the person responsible for the meeting shall inform the meeting attendees of the locations of the nearest emergency egress and the nearest assembly point.

f. First Aid/CPR/AED Training: All employees are encouraged to receive first aid, cardiopulmonary resuscitation (CPR), and automatic external defibrillator (AED) training.

g. Fire Extinguisher Use: All employees are encouraged to receive training in the use and limitations of fire extinguishers.

18. APPENDICES. The following appendices are included:

- Appendix A: Building Information
- Appendix B: Occupant Information Sheet
- Appendix C: Fire Activation, Notification, and Control System
- Appendix D: Evacuation Routes
- Appendix E: Assembly Areas
- Appendix F: Emergency Equipment
- Appendix G: Incident Command Team
- Appendix H: Emergency Response Team (Wardens & Monitors)
- Appendix I: Emergency Phone Numbers
- Appendix J: Fire Prevention Rules
- Appendix K: Selected References
- Appendix L: ***Reserved***
- Appendix M: Bomb Threat Checklist

Appendix A
ACME Federal Building Information

Building Name: ACME Federal Building

GSA Building Number: MD 012345.

Building Address: 2002 Federal Blvd.
Your City, MD 20001

Normal Operating Hours: 6:00 a.m. to 6:00 p.m.

Year building completed: 1993

Number of floors: No floors below grade and five floors above grade

Mezzanine(s): None

Basement(s): None

Gross floor Area: 34,000 square feet

Net occupiable floor area: 20,485 square feet

Government occupied floors: First floor, mail room and supply room. Third, fourth, and fifth floors.

Type of building construction: Steel frame

Emergency Systems Control Center:
1) General Services Administration Regional Control Center (24 hour),
202-708-XXXX
2) DOE Security Central Alarm Station, room A-070 (24 hour), 301-
903-XXXX

Fire Alarm System and Signals: Supervised alarm System

Automatic Sprinkler: Located throughout the building

Designated Relocation Area: Primary: Northwest side parking lot 200 feet from building. Secondary:
Inside the 21111 Federal Boulevard building adjacent to ACME
Federal building. Tertiary: The ACME Main Building Cafeteria.

In House Emergency Telephone: Security 1XX or 301-903-XXXX

Voice Communications: Radios and Bull horns

Material Safety Data Sheets and Inventories:
DOE EH FEOSH Program Manager, ACME Federal Building Room
5089 301-903-XXXX, and at emergency stations on 3rd, and 5th floors
of ACME Federal Building.
DOE ACME Building Central Alarm Station, Room A-xxx
DOE ACME Building Health Unit, Room A-xxx

Primary and Emergency Medical Services On Site

Emergency Response Team
are Red Cross First Aid, CPR, and AED Trained

Primary Medical Facilities Off-site:

Shady Hospital
9901 Medical Center
Rockville, Maryland 20850
301-279- XXXX

Primary Police Station Off-site:

My County Police
20000 Police Drive
Your City, MD 20001
301-279- XXXX

Primary Fire Station Off-site:

Engine Company #29
20001 Fire Drive
Your City, MD 20001
301-972- XXXX

Operational and Public Space:

Main Lobby (1st Floor open atrium to all floors)

Building Access:

Main Lobby (6:00 a.m. to 6:00 a.m.)

Required Authorization for Access:

ID badge or escort

Elevator Capture and Recall:

Yes, ground floor level

Smoke Detection:

All elevator lobbies and various locations throughout the building

Smoke Control:

Ventilation control panel located in engineering room on first floor lobby area.

Other fire Protection Systems :

Building hose standpipe system on each floor.

Emergency Lighting:

Battery powered emergency lighting is located in stairwells and corridors, mechanical rooms, computer and communication center.

Security Alarm:

Perimeter system and special security areas.

<u>Emergency Generators:</u>	One generator located on building roof serves: -Interior Emergency Lighting -Telephone Switch Room -Elevators
<u>Main/auxiliary Water Valves:</u>	Inside fire control room, door to the left, just inside the Northwest entrance on the ground floor.
<u>Main/auxiliary Gas Valves:</u>	North side of building.
<u>Sprinkler System Water Supply Pigtail:</u>	Northwest side of building.
<u>Fire Hydrant:</u>	Northwest side of building.
<u>Areas of Refuge:</u>	Stairwells and first floor lobby restrooms.
<u>Evacuation Chairs:</u>	Northeast Stairway at fifth floor landing.
<u>Other Emergency Equipment (on-site):</u>	Located on 3 ^d , and 5 th floors emergency cabinets within each copy room Flashlight(s) First Aid Kits Bullhorns Radios Extra Batteries Fire Extinguishers One Automatic External Defibrillator (AED) in fifth floor emergency cabinet. MSDSs

**Appendix B
Occupant Information Sheet**

Note: Because agencies move, this sheet must be reviewed and updated periodically.

Primary Occupant Agency: US Department of Energy (DOE)

Number of Federal Occupants: 200

Number of Non-federal Occupants: 30 (support contractors)

Total Number of Occupants: 230

High Hazard Areas

*** None in ACME Federal Building**

Appendix C

Fire Activation, and Notification, and Control Systems

OVERVIEW: The fire alarm system will be activated manually by pulling a manual pull station or automatically by activation of a smoke detector, a heat detector, or suppression system (sprinklers or wet chemical). The fire alarm is zoned by building and floor. Once activated, the fire alarm will sound within the building on the floor of the activation and a minimum of the floor above and the floor below. Evacuation of the zone is required once the fire alarm is activated. The fire alarm will automatically call the GSA Regional Control Center who will notify the fire department.

ZONES: The ACME Federal Building is alarmed in zones with each ringing on all four floors.

ACTIVATION SYSTEMS:

Manual Pull Stations: Manual Pull Stations are located at each stairway. These will automatically activate the fire alarm and cause alarms to ring within the activated zone.

Smoke Detectors: Smoke Detectors are located at elevator lobbies and under raised floors in secure spaces. Upon detection of smoke, these will automatically activate the fire alarm system. Amber strobes in the corridor will be activated. The alarms will not sound unless two or more smoke detectors are activated. GSA Regional Control Center will still notify the Fire Department who will respond.

Heat Detectors: There are heat detectors in Mechanical Equipment Rooms.

Sprinkler System: Sprinklers are located throughout the building, in all spaces. Water flow through the pipes will automatically activate the fire alarm.

Wet Chemical Systems: None.

Halon Systems: None.

NOTIFICATION:

The Fire Alarms: The fire alarms are audio and visual alarms. They are located in all corridors and conference rooms. The fire alarm will automatically notify the My County Fire Department.

The Fire Alarm Control Console: The fire alarm control console is located in the Fire Alarm Room adjacent to the North West building entrance just inside the door. This station will show the type of device, which was activated, the zone in which the device resides, and will sound a trouble signal. The control central station activates a signal, which automatically calls the My County Fire Control Center. Fire alarms can be initiated manually by activating the fire alarm button on the control center for each of the buildings. Fireman's phone jacks at panel and through out the building, near stairwells and in corridors.

Annunciator Panels: There is one annunciator panel. It is located inside the NW main lobby door.

Security's Central Alarm Station: The Fire Alarm Control Station sends signals to My Fire Department's Central Alarm Station. The local alarm panel inside the NW main lobby door entrance provides information to the as to the location (zone) and activation of the fire alarm system. It provides information as to trouble alarm, smoke detector, water flow, or manual pull station activation.

The Duress Signals: There are no duress signals.

CONTROL SYSTEMS:

Smoke Control: There is an automatic smoke control system.

Hose Standpipe System: Are located in the main corridors on each floor and the lobby.

Siamese Connections: Located outside, northwest (NW) side of the building.

Fire Pumps: The fire pump system is located just inside the NW main entrance door.

Fire Extinguishers: Class A, B, and C fire extinguishers are located in various locations through out the main corridors on each floor.

Elevator Fireman's Recall: Activation of the smoke detector in the elevator shaft or in an elevator lobby will activate the automatic fireman's recall of the elevators. The elevators will be brought to the lobby and automatically opened.

Elevator Fireman's Override: The Fireman's override key will override the automatic controls on the elevator.

Appendix D
Evacuation Routes

(Insert Map showing evacuation routes here)

Appendix E
Assembly Areas

(Insert Map showing assembly areas here)

Appendix E
Assembly Areas

<u>Location A</u>	<u>Location B</u>	<u>Location C</u>
<p><u>Where:</u> Northwest parking lot area 200 feet from building.</p> <p><u>Who:</u> All building occupants.</p>	<p><u>Where:</u> Inside the 21111 Federal Blvd Building adjacent to ACME Federal Building in the lobby atrium, if indoors sheltering is required.</p> <p><u>Who:</u> All building occupants.</p>	<p><u>Where:</u> The DOE cafeteria in the Main Building, at 1990 ACME Rd.</p> <p><u>Who:</u> All building occupants.</p>

Appendix F
Emergency Equipment

(Insert ACME Federal Building Diagrams where Emergency Equipment, e.g., first aid kits, AEDs, rescue equipment, evacuation chairs, stretchers, fire extinguishers, alarm pull stations, standpipe hoses, electrical, water and gas shut off valves, are located)

Incident Command Team
After Business Hours

***** This page is available on a need-to-know basis. *****

**If you must get in touch with the Incident Command Team after hours,
Call the Central Alarm Station on 301-903-XXXX.
The Security Officer on duty can contact the Incident Command Team.**

**Appendix H
Emergency Response Team
Wardens**

David A	4 th Fl	Primary-Response Team Coordinator and Security Officer	EH71	4005	3-XXXX
David P	5 th Fl	Primary-Occupant Emergency Coordinator	EH-52	5031	3-XXXX
Dennis K	3 rd Fl	Alternate-Response Team Coordinator	EH-24	3036	3-XXXX
Gene R	5 th Fl	Primary	EH-5	5043	3-XXXX
Les B	3 rd Fl	Alternate-Response Team Coordinator	EH-24	3014	3-XXXX
Gerald M	3 rd Fl	Primary	EH-53	3079	3-XXXX
Pete O	5 th Fl	Primary	EH-52	5062	3-XXXX
Bud D	3 rd Fl	Primary	EH53	3095	3-XXXX
Rollie S	4 th Fl	Primary	EH-3	4037	3-XXXX
Michael F	5 th Fl	Primary	CR60	5139	3-XXXX
Rene M	5 th Fl	Primary	CR60	5141	3-XXXX
Doug L	5 th Fl	Primary	NN	5078	3-XXXX
Ed R	5 th Fl	Primary	NN	5080	3-XXXX

ACME Federal Building

First Aid Team Members and Assistants

Position	Area	Primary Alternate	Routing Symbol	Room Number	Phone Number
Dan M	5 th Fl	Primary	EH-52	5103	3- XXXX
Gene R	5 th Fl	Primary	EH-5	5043	3- XXXX
Frieda J	5 th Fl	Primary	EH-5	5130	3- XXXX
Les B	3 rd Fl	Primary	EH-24	3014	3- XXXX
Steve Z	3 rd Fl	Primary	EH-10	3046	3- XXXX
Gerald M	3 rd Fl	Primary	EH-53	3079	3- XXXX
Glen F	3 rd Fl	Primary	EH-53	3028	3- XXXX
Doug A	3 rd Fl	Primary	EH-24	3015	3- XXXX
Pete O	5 th Fl	Primary	EH-52	5062	3- XXXX
Jackie R	5 th Fl	Primary	EH52	5076	3- XXXX
Connie E	5 th Fl	Primary	OA-50	5107	3- XXXX
Marvin M	5 th Fl	Primary	OA-50	5028	3- XXXX

Appendix I
Emergency Phone Numbers

In-House Emergency: Or 301-903-2403 (connected to ACME Federal Building Central Alarm Station)	1XX
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ACME Central Alarm Station (non-emergency): 3- XXXX
(Outside line) Or 301-903- XXXX

Child Development Center: 3- XXXX
(Outside line) Or 301-903- XXXX

Fire Department (Emergency) 9-911
My County Engine Company #29 9-301-972- XXXX

Police Services:
DOE Security Service 3- XXXX
GSA Federal Protective Service 9-202-708- XXXX
MD My County Police (Emergency) 9-911
My County Police (Non-emergency) 9-301-297- XXXX
My County Police Fifth District Station 9-301-840- XXXX

Bomb Disposal:
MD My County Police (Emergency) 9-911
My County Police (Non-emergency) 9-301-972- XXXX

Hazardous Materials Information:
DOE Headquarters Safety & Health Office 6- XXXX
CHEMTRAC 9-202-483- XXXX
Poison Control Center 9-202-625- XXXX

Medical Services:
On Site: Emergency Response Team 3- XXXX
Off Site: Hospital: 9-911
Ambulance: 9-911
Doctors: 9-911
Paramedics: 9-911

Utilities:
Gas: Washington Gas Light Company (Acct #2150.844401*01) 9-703-750- XXXX
Washington Gas Energy Services 9-703-793- XXXX
Electric: Potomac Electric Power Company (Acct #2730161029) 9-202-833- XXXX
PEPCO (Power Outage) 9-1-877-737- XXXX
Water & Sewer: WSSC 9-301-206- XXXX
Telephone: Contel (7 a.m. - 7 p.m.) 120
Ms. Utility 9-1-800-257- XXXX

General Services Administration (National Capital Region):

GSA (NCR)	Regional Control Center	9-202-708- XXXX
	Safety and Environmental Mgmt	9-202-708- XXXX
	Switchgear Shop	9-301-436- XXXX
	Fire Alarm Shop	9-301-436- XXXX

Other Federal Agencies:

Coast Guard	National Response Center:	9-202-267- XXXX
EPA	Regional Response Center:	9-1-215-597- XXXX
OSHA	Baltimore Area Office:	9-1-301-962- XXXX
CDC	Centers for Disease Control (Public Response Line)	9-1-888-246- XXXX
FEMA	Washington, DC Operations Center	9-202-324- XXXX
USPS	US. Postal Service, Investigative Branch	9-202-268- XXXX

District of Columbia:

DC	DC Call Center	9-202-727- XXXX
	Emergency Management Agency	9-202-727- XXXX
	Environmental Control Division	9-202-783- XXXX
	Water and Sewer Authority	9-202-673- XXXX
	Department of Public Works	9-202-939- XXXX
	Social Services Referral "Answers Please"	9-202-324- XXXX

Commonwealth of Virginia:

VA	Department of Emergency Management	9-1-804-897- XXXX
	Department of Transportation	9-703-383- XXXX
	Highway Help Line	9-1-800-367- XXXX
	Fairfax County Emergency Management Office	9-703-280- XXXX
		Or 9-703-691- XXXX

State of Maryland:

MD	Environmental Management Agency	9-1-410-517- XXXX
	My County Emergency Management	9-240-777- XXXX
	Prince Georges County Office of Emergency Management	9-301-583- XXXX

Other Local:

Red Cross	American Red Cross, DC Chapter	9-202-728- XXXX
	American Red Cross, Alexandria Chapter	9-703-549- XXXX
	American Red Cross, Arlington County	9-703-527- XXXX
	American Red Cross, My County	9-301-588- XXXX
Metro	Washington Metropolitan Area Transit Authority	9-202-962- XXXX
	Metro Rail/Bus Information	9-202-637- XXXX
VRE		Or TTY 9-202-638- XXXX
	Virginia Railway Express	9-1-800-743- XXXX
		Or 9-703-684- XXXX
		Or TTY 703-684- XXXX

Appendix J Fire Prevention Rules

All employees shall observe the following fire prevention rules:

1. Keep stairwell doors closed at all times to minimize the spreading of fire from “chimney” effect.
2. Keep room and corridor doors closed in case of fire to provide temporary barrier against the spread of fire.
3. Do not store equipment or materials in corridors. Corridor storage presents an escape hazard.
4. Do not plug in excessive quantity of electrical equipment. Continuous loading of electrical lines cause insulation to become crisp and fall away from the wire. The hot wiring can readily ignite wall partition or other structures, which it may contact. Multiple plugs or plug strips should be avoided. If fuses or circuit breakers repeatedly blow out, the circuit probably is overloaded. Request an electrician to determine the possible deficiency.
5. Maintain good housekeeping in all areas of the building, as this is one of the most effective means of preventing fire.
6. Unauthorized and uninspected installation and operation of coffee makers, heating plates, and similar items should be avoided. Each organizational element should require regular, periodic inspections of these items by qualified electricians.
7. Obey “NO SMOKING” signs. Smoking is not permitted on the loading dock or in the garages due to the possibility of ignition of hazardous vapors.
8. Smokers should use designated receptacles for ashes and butts. This will prevent mulch, leaves, and/or trash from catching fire.
9. A minimum clearance of 2 feet should be maintained below ceilings or 18 inches below the heads of automatic sprinkler systems when furnishing an office especially in file rooms and areas containing shelving.
10. Discard refuse promptly. Combustible wastebaskets, such as plastic, should not be permitted. Call Facility Operations (3-4005) to discard bulky refuse which will not fit into receptacles.
11. Remove jams from copiers promptly. Jammed paper may be catch fire. Copier drums must be cooled before being cleaned with an approved solvent.

HOLIDAY DECORATIONS

To ensure a safe Holiday Season, employees shall follow these guidelines for displays and decorations:

1. Decorations and displays within assigned space shall conform to the general use of space as appropriate. Where large groups of persons are expected to view displays, adequate provisions shall be made for emergency egress.
2. Decorations and displays shall not involve lighted candles or other open flame or high heat producing devices.
3. Except as noted below, all decorations and displays in corridors, lobbies, or other public spaces and in cafeterias, auditoriums, or other places of assembly shall be constructed of noncombustible or flame-retardant materials and kept completely free and clear of any exit or access to an exit.
4. Limited amounts of combustible or flammable materials shall be permitted for small displays or for elements in larger size displays where such material does not present concerns for the occurrence or spread of a fire.
5. Traditional holiday decorations on office doors may contain limited amounts of combustible or flammable materials.

6. Noncombustible artificial Christmas trees are permitted in any size provided they do not interfere with any exit or access to an exit.

7. Natural Christmas trees less than 4 feet in height may be brought into the building for not more than two weeks provided they stand in water and do not interfere with any exit or access to an exit.

Appendix K Selected References

29 CFR 1910.35 Definitions

i) "Emergency Action Plan" means a plan for a workplace, or parts thereof, describing what procedures the employee and employees must take to ensure employee safety from fire or other emergencies.

41 CFR 101-20.003 Definitions

g) The *Designated Official* is the highest ranking official of the primary occupant agency of a Federal facility; or, alternatively a designee selected by mutual agreement of occupant agency officials.

i) The term *emergency* includes bombings and bomb threats, civil disturbances, fires, explosions, electrical failures, loss of water pressure, chemical and gas leaks, medical emergencies, hurricanes, tornadoes, floods, and earthquakes. The term does not apply to civil defense matters such as potential or actual emergency attacks. Note: Civil defense emergencies are addressed by the Federal Emergency Management Agency.

v) *Occupant Emergency Organization* means the emergency response organization comprised of employees of Federal agencies designated to perform the requirements established by the Occupant Emergency Plan.

w) *Occupant Emergency Plan* means procedures developed to protect life and property in a specific Federally-occupied space under stipulated emergency conditions.

x) *Occupant Emergency Program* means a short-term emergency response program. It establishes procedures for safeguarding lives and property during emergencies in particular facilities.

41 CFR 101-20.103-4 Occupant Emergency Program

a) The Designated Official (as defined in §101-20.003(g)) is responsible for developing, implementing, and maintaining an Occupant Emergency Plan (as defined in §101-20.003(w)). The Designated Official's responsibilities include establishing, staffing, and training an Occupant Emergency Organization with agency employees. GSA shall assist in the establishment and maintenance of such plans and organizations.

b) All occupant agencies of a facility shall fully cooperate with the Designated Official in the implementation of the emergency plans and the staffing of the emergency organization.

c) GSA shall provide emergency program policy guidance, shall review plans and organizations annually, shall assist in training of personnel, and shall otherwise ensure proper administration of Occupant Emergency Programs (as defined in §101-20.003(x)). In leased space, GSA will solicit the assistance of the lessor in the establishment and implementation of plans.

d) In accordance with established criteria, GSA shall assist the Occupant Emergency Organization (as defined in §101-20.003(v)) by providing technical personnel qualified in the operation of utility systems and protective equipment.

41 CFR 101-20.103-5 Initiating action under Occupant Emergency Programs

a) The decision to activate the Occupant Emergency Organization shall be made by the Designated Official, or by the designated alternate official. Decisions to activate shall be based upon the best available information, including an understanding of local tensions, the sensitivity of target agency(ies), and previous experience with similar situations. Advice shall be solicited, when possible, from the GSA buildings manager, from the appropriate Federal Protective Service official, and from Federal, State, and local law enforcement agencies.

b) When there is immediate danger to persons or property, such as fire, explosion, or the discovery of an explosive device (not including a threat), occupants shall be evacuated or relocated in accordance with the plan without consultation. This shall be accomplished by sounding the fire alarm system or by other appropriate means.

c) When there is advance notice of an emergency, the Designated Official shall initiate appropriate actions according to the plan.

d) After normal duty hours, the Senior Federal official present shall represent the Designated Official or his/her alternates and shall initiate action to cope with emergencies in accordance with the plans.

41 CFR 101-20.105-1 Responsibilities of Occupant Agencies

c) Occupant agencies shall cooperate with GSA to develop and maintain fire prevention programs. Such programs shall ensure the maximum safety of occupants by:

1) Training employees to use protective equipment and educating employees to take appropriate fire safety precautions in their work, including participating in at least one fire drill each year, and

2) Ensuring that facilities are kept in the safest condition practicable, and conducting periodic inspections in accordance with Executive Order 12196 and 29 CFR part 1960.

Appendix L

*****Reserved*****

**Appendix M
Bomb Threat Checklist**

Number at which Call Received:

Date: ____ / ____ / ____ Time:

Length of Call:

Questions to Ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact Wording of the Threat:

Caller's Voice:

Sex of Caller: _____ Ethnicity of Caller: _____ Age of Caller: _____

_____ Calm	_____ Nasal	_____ Angry	
_____ Stutter	_____ Slow	_____ Lisp	
_____ Rapid	_____ Raspy	_____ Soft	_____ Deep

(continued)

Voice Characteristics:

- Loud Clearing Throat
 Laughter Deep Breathing
 Crying Cracking Voice
 Normal Disguised
 Distinct Accent
 Slurred Familiar Whispered

If voice is familiar, like whom does it sound?

Background Sounds:

- Street noise Factory machinery
 Crockery Animal noises
 Voices Clear
 PA System Static
 Music Local
 House noises Long distance
 Office Booth machinery

Other:

Remarks:

- √ Activate malicious call feature on your phone.
- √ Report call immediately to the DOE Headquarters Protective Force by dialing 1XX.