Working Copy

WP 12-ER4913

Revision 4

Event Response
Skeen-Whitlock Building

Emergency Response Procedure

EFFECTIVE DATE: 01/25/10

Robert Paslay
APPROVED FOR USE

Working Copy

TABLE OF CONTENTS

1.0 BUILDING EVACUATION 3

2.0 FIRE 6

3.0 MEDICAL EMERGENCY 8

4.0 SECURITY EVENT 10

5.0 SEVERE WEATHER 12

6.0 SHELTERING IN PLACE 13

Attachment 1 - Emergency Announcement System 15

1.0 BUILDING EVACUATION

This procedure provides guidance for employees/contractors working at the Skeen-Whitlock Building (SWB). Neither the U.S. Department of Energy (DOE) or Washington TRU Solutions LLC (WTS) is responsible for the response to any emergency event that may take place at the building. External agencies will provide emergency response.[1, 2, 3]

WARNING

To minimize safety risks to personnel, building elevators shall **NOT** be used during any emergency event. Second floor occupants shall evacuate the building using the STAIRWAYS.

NOTE

Drawings that show primary building exit routes have been posted in conspicuous locations throughout the building.

1.1 Automatic Actions

NONE

1.2 Immediate Actions

NOTE

Evacuation of the SWB, other than for fire, will be at the direction of the 911 operator, or external agency Incident Commander.

1.2.1 Upon receiving the notification to evacuate, SWB Chief Office Warden or designee, perform the following:

[A] Contact SWB Security (ext.7201), who will in turn contact SWB Receptionist (234-7680).

[B] Contact SWB Reception Desk (234-7680) to activate the switch for the Emergency Announcement System (EAS).

[C] Using the EAS, announce the event, instruct personnel to evacuate the building, and designate the assembly area (primary or alternate).

Assembly Area	**Location**
Primary	North/northeast portion of the parking lot (front of the SWB)
Alternate (depending on the fire situation and weather conditions)	North/northwest of the DOE vehicle area (behind the SWB)

Working Copy

1.2.2 If the primary system is inoperable, SWB Chief Office Warden or designee, provide the following information in the evacuation message to Office Wardens by telephone or by runner as required:

- Event requiring building evacuation
- Whether to assemble in Primary or Alternate Assembly Areas

NOTE

Security will assist in clearing the inside of the building.

1.2.3 Building occupants, evacuate the building using the most direct exit routes, or as directed by SWB Chief Office Warden or designee.

1.2.4 Building occupants who are unable to exit the building in the event of an evacuation are to **prearrange and notify the SWB Chief Office Warden** for a refuge within the 1-hour fire rated stairwells of the SWB, provided that:

- Designated personnel volunteers are identified, and are present.
- SWB Chief Office Warden is aware of refuge plans.
- Two-way communication system is available between refuge and SWB Chief Office Warden or designee point of control (706-0049).
- Signage, including tactile signage, will be present to indicate stairwells as refuge.
- Refuging in this manner is appropriate if Office Wardens and SWB Chief Office Warden or designee can determine personnel accountability is accomplished throughout any of the event types covered by this procedure.

WARNING

Office Wardens should not place themselves in danger.

1.2.5 Office Wardens, check that all building occupants are safely evacuated.

Working Copy

1.3 Subsequent Actions

WARNING

Security will be posted to cover all outside entrances, to ensure building occupants do not re-enter the building in an attempt to find unaccounted-for personnel.

1.3.1 Office Wardens, check personnel accountability at assembly areas and report status to Assistant SWB Chief Office Wardens assigned to color-coded assembly areas for accountability.

1.3.2 Assistant SWB Chief Office Wardens, report the accountability to the SWB Chief Office Warden or designee and Security.

1.3.3 SWB Chief Office Warden, or designee, provide accountability notification to the following:

- Emergency response personnel responding to the incident (i.e., fire department, police, etc.)
- Central Monitoring Room (CMR) (234-8457)
- DOE Manager (if present, report directly; otherwise or contact by phone)
- WTS General Manager (if present, report directly; otherwise contact by phone)

1.3.4 CMR, notify Facility Manager and/or Facility Manager Designee (FMD).

1.3.5 FMD, notify DOE Facility Representative.

1.4 Exit Conditions

1.4.1 SWB Chief Office Warden or designee, when instructed by the emergency response agency, make announcement that the event is over.

1.4.2 SWB Chief Office Warden notify CMR (234-8457) that event is over. SWB Chief Office Warden should also notify Security (706-0075) in order to make preparation for re-entry.

1.4.3 WTS Representative and Cowperwood Management Representative, implement corrective actions as necessary.

Working Copy

2.0 FIRE

NOTE

Building occupants are not trained nor expected to fight a building fire. The City of Carlsbad Fire Department has the responsibility for response to fires at the SWB.

NOTE

The alarm system consists of a continuous **"yelp"** accompanied by flashing strobe lights.

2.1 Entry Conditions

There are three ways in which building occupants will be made aware of a fire:

- Smell and/or visual detection of smoke
- Notification by the building's fire-detection and alarm system
- Notification by the EAS

2.2 Automatic Actions

Fire detection, notification, and suppression systems in affected areas activate.

2.3 Immediate Actions

2.3.1 If a fire is detected by smell and/or visual signs, individual(s) detecting the fire, perform the following:

[A] Immediately notify personnel in area.

[B] Activate a manual pull-station to alert to evacuate building occupants.

[C] Report to Office Warden at the appropriate assembly area.

2.3.2 SWB Chief Office Warden, if a fire is detected by the building's fire-detection and alarm system, once outside of building, notify the City of Carlsbad Fire Department by dialing **9-911,** for verification.

2.3.3 Upon notification of a fire by the EAS, all building occupants perform the following:

[A] Evacuate the building using the most direct exit route.

[B] Assemble at designated assembly area (see box following Step 1.2.1 for assembly locations).

[C] Report to respective Office Warden.

2.4 Subsequent Actions

2.4.1 SWB Reception Desk Personnel

[A] Locate SWB Chief Office Warden Emergency Response notebook, keys for the building fire panel and sprinkler valve control closet, and the Material Safety Data Sheet (MSDS) Manual.

[B] Provide the items to the Chief Office Warden or designee when outside the building at the assembly areas.

2.4.2 SWB Chief Office Warden, or designee, perform the following:

[A] Provide the emergency response agency with a key for the building fire panel and sprinkler control valve closet.

[B] Provide the building's MSDS manual to the emergency response agency.

[C] Notify CMR (234-8457) of the event.

[D] Ensure Cowperwood Management Representative is made aware of the event.

2.4.3 Assistant SWB Chief Office Wardens assigned to color-coded assembly areas, collect the accountability status from Office Wardens, and deliver reports to the SWB Chief Office Warden or designee.

2.4.4 SWB Chief Office Warden or designee, provide accountability to the following:

- Security (706-0075)
- Outside responding agency
- CMR (234-8457)
- DOE Manager (if present, report directly; otherwise contact by phone)
- WTS General Manger (if present, report directly; otherwise contact by phone)

Working Copy

2.5 Exit Conditions

2.5.1 SWB Chief Office Warden or designee, when instructed by the emergency response agency, make announcement that the event is over.

2.5.2 Notify CMR (234-8457) and Security (706-0075) that event is over.

2.5.3 WTS Representative and Cowperwood Management Representative, implement corrective actions as necessary.

3.0 MEDICAL EMERGENCY

NOTE

Medical response to the SWB is the responsibility of the City of Carlsbad Fire Department.

3.1 Entry Conditions

Individual(s) involved in a medical emergency.

3.2 Automatic Actions

None

3.3 Immediate Actions

3.3.1 Individual(s) witnessing an emergency medical situation, call 9-911 then contact Security (706-0075).

WARNING

To avoid risk of possible infection, universal precautions for blood borne pathogens shall be followed.

NOTE

Automatic External Defibrilator (AED) is located on the first floor, central hallway, adjacent to the rear entry of the elevator. AED to be used only by trained personnel.

3.3.2 If trained in first aid/CPR and use of AED, provide assistance to your level of training.

3.3.3 If **NOT** trained to render medical assistance, attempt to make the individual as comfortable as possible and protect the individual from further harm until medical assistance arrives on-scene.

Working Copy

3.3.4 Individual(s) witnessing an emergency medical situation, call 9-911 then contact Security (706-0075). Security will contact the EMT(Emergency Medical Technician) at 7555 or 7036.

[A] Security direct SWB Reception Desk personnel:

- Ensure that 9-911 has been contacted.
- Provide incident location and direct the emergency medical responders to the scene, as necessary.
- Notify SWB Chief Office Warden or designee, (706-0049) with the nature and location of the incident.

[B] Security or designee, station by west overhead door for ambulance and direct 911 responders to scene.

3.3.5 SWB Chief Office Warden or designee, make announcement requesting Emergency Medical Technician support and provide location to which to respond to by:

[A] Contacting SWB Reception Desk (234-7680) to advise to "toggle to the 'on' position" switch for the EAS.

[B] Notifying CMR at 234-8457 of medical incident.

[C] Notifying Health Services at 234-8997 of medical incident.

3.3.6 If injury is due to electrical shock, dial **7680** to notify the SWB Reception Desk to arrange for the Building Maintenance Supervisor to assist with or arrange for disconnecting the power source.

	Cellular Phone	Office Phone	Pager
Primary Contact (Cowperwood Maintenance Supervisor)	9-706-3295	9-234-1217	9-1- 888-337-7969
Alternate Contact		7609	8850 Pager # 221

3.3.7 SWB Reception desk notify SWB Chief Office Warden or designee upon completion of notification requirement in Step 3.3.6.

Working Copy

3.4 Subsequent Actions

NOTE

The name of victim(s) or other affected individual shall **NOT** be provided to outside organizations, agencies, and members of the public. The WTS Human Resources Department is responsible for release of personnel information to outside entities.

3.4.1 SWB Chief Office Warden, notify CMR (234-8457) that the event is over.

4.0 SECURITY EVENT

NOTE

The purpose of this section is to ensure that an event involving the security of the SWB (civil disturbance, bomb threat, and/or threat to building occupants) is properly reported and response is requested as required. Building occupants are not trained nor expected to respond or become directly involved in a security event. The responsibility for responding to security events is that of the City of Carlsbad Police Department.

4.1 Entry Conditions

Civil disturbance, bomb threat, and/or threat to building occupants.

4.2 Automatic Actions

None

4.3 Immediate Actions

4.3.1 Civil Disturbance

[A] Individual(s) who first determine that a disturbance is imminent, or that one has begun, notify the following:

- SWB Security (ext.7201)
- Carlsbad Dispatcher, 9-911
- SWB Chief Office Warden or designee, 706-0049

[B] SWB Chief Office Warden or designee, notify CMR (234-8457) of the event.

Working Copy

4.3.2 Bomb Threat

Individual receiving such a threat over the telephone, conduct the following actions:

- **DO NOT HANG UP!**
- Use "Telephone Procedures Bomb Threat Checklist"
- Call, or have a colleague call, the following:
  - Contact Security (ext.7201) and Security will contact Carlsbad Dispatcher, **9-911**
  - SWB Chief Office Warden or designee, 706-0049

4.3.3 Theft/Property Damage in Progress

[A] If individual(s) determine that a theft has occurred, or is in progress, notify any management representative, then Security (ext.7201).

[B] Management representative, notify CMR and the appropriate authorities.

4.4 Subsequent Actions

None

4.5 Exit Conditions

4.5.1 SWB Chief Office Warden or designee, make announcement that event is over when directed by the emergency response agency.

[A] Contact SWB Reception desk (234-7680) to advise to "toggle to the 'on' position" switch for the EAS.

[B] Announce the event is over.

4.5.2 Notify CMR (234-8457) and Security (ext.7201) that event is over.

4.5.3 WTS Representative and Cowperwood Management Representative, implement corrective actions as necessary.

Working Copy

5.0 SEVERE WEATHER

NOTE

The purpose of this section is to ensure that building occupants are kept informed of impending severe weather and given the opportunity to seek shelter if necessary. Severe weather may include any one or a combination of the following: winds greater than 60 mph, thunderstorms, flash floods, or blizzard conditions.

5.1 Entry Conditions

- See above Note

5.2 Automatic Actions

None

5.3 Immediate Actions

5.3.1 Personnel, notify SWB Chief Office Warden or designee at 706-0049.

5.3.2 SWB Chief Office Warden or designee, make the following announcement:

[A] Contact SWB Reception desk (234-7680) to advise to "toggle to the 'on' position" switch for the EAS.

[B] Announce the inclement weather event requiring sheltering and include:

- Stop all work
- All personnel keep away from windows and outside walls

5.4 Subsequent Actions

None

5.5 Exit Conditions

5.5.1 Notify SWB personnel event is over by announcement over EAS.

[A] Contact SWB Reception desk (234-7680) to advise to "toggle to the 'on' position" switch for the EAS.

[B] Announce the event is over.

Working Copy

5.5.2 WTS Representative and Cowperwood Management Representative, implement corrective actions as necessary.

6.0 SHELTERING IN PLACE

NOTE

In some instances, it is appropriate to remain inside (sheltering in place) rather than evacuate. Examples would be tornadoes, a sniper situation, or airborne particulate contamination.

6.1 Automatic Actions

None

6.2 Immediate Actions

NOTE

The decision to shelter in place is left to the emergency response agency, as are Subsequent Actions and Exit Conditions.

6.2.1 Upon receiving the notice to shelter in place, SWB Chief Office Warden or designee, initiate the building EAS.

[A] Contact SWB Reception desk (234-7680) to advise to "toggle to the 'on' position" switch for the EAS.

[B] Announce the event requiring sheltering-in-place and include:

- For those sheltered in place, instruct individuals to stay inside.
- Restrict access and movement to the shelter zone as much as possible.

6.2.2 If the primary system is inoperable, SWB Chief Office Warden or designee, provide the following information in the message to Office Wardens by telephone or by runner as required:

- For those sheltered in place, instruct individuals to stay inside.
- Restrict access and movement to the shelter zone as much as possible.
- Security will be posted at the front entrance to inform personnel of inclement weather or any other situation restricting personnel from going outside.

Working Copy

6.2.3 WTS Representative and Cowperwood Management Representative, close all windows and cover openings, and shut off heating, air conditioning, or other ventilation systems that bring air in from outside, if directed by responding agency.

6.3 Subsequent Actions

6.3.1 SWB Chief Office Warden or designee, notify CMR (234-8457), or by best available means, of the incident.

6.4 Exit Conditions

Exit Conditions are left to the emergency response agency and are to be followed unless such agency requires following SWB exit condition procedures. If this occurs, the perform the following:

6.4.1 Notify SWB personnel to return to duty stations by announcement of EAS.

[A] Contact SWB Reception desk (234-7680) to advise to "toggle to the 'on' position" switch for the EAS.

[B] Announce the event is over.

6.4.2 Notify CMR (234-8457) that the event is over.

6.4.3 WTS Representative and Cowperwood Management Representative, implement corrective actions as necessary.

Working Copy

Attachment 1 - Emergency Announcement System

Preparations to manage emergencies are detailed in WP 12-9, WIPP Emergency Management Program.

The Emergency Announcement System (EAS) is designed for emergency notification of SWB occupants. This system is for EMERGENCY USE ONLY: no general announcements or paging activities are authorized. This system may be used in conjunction with other alarms (e.g., fire alarm) or as a stand-alone system.

Emergency conditions requiring immediate voice notification of employees located in the SWB shall be made by the following personnel:

Notification Point		Phone
Primary	SWB Chief Office Warden or Designee	706-0049
1st Alternate	SWB Landlord	7609 **OR** Page at 8850 then enter 221
2nd Alternate	Manager, Communication Services	7207 **OR** Page at 8850 then enter 465