

# WP 12-ER4914

Revision 2

## Event Response Washington TRU Solutions #1

Emergency Response Procedure

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Robert Paslay  
APPROVED FOR USE

**TABLE OF CONTENTS**

1.0	BUILDING EVACUATION .....	3
2.0	FIRE .....	4
3.0	MEDICAL EMERGENCY .....	6
4.0	SECURITY EVENT .....	7
5.0	INCLEMENT WEATHER .....	9
6.0	SHELTERING IN PLACE .....	10
	Attachment 1 - Sample Bomb Threat Telephone Procedures .....	11

1.0 BUILDING EVACUATION

This procedure provides guidance for employees/contractors working at WTS #1. 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.<sup>1,2</sup>

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

**WARNING**

Under no circumstances shall building occupants reenter the building in an attempt to find unaccounted-for personnel.

Office Wardens should not place themselves in danger

1.1 Automatic Actions

None

1.2 Immediate Actions

**NOTE**

Evacuation of WTS #1, 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, Chief Office Warden or designee, initiate the building emergency announcement system.

1.2.2 If the primary system is inoperable, Chief Office Warden or designee, provide verbal notification of evacuation during walk-through of building.

Assembly Area	Location
Primary	East of the building at the end of Mermod Street outside fenced parking area.
Alternate (depending on the fire situation and weather conditions)	Directly north of building across Mermod street.

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

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

### 1.3 Subsequent Actions

1.3.1 Office Wardens, check personnel accountability at assembly areas and report status to the Chief Office Warden for accountability.

1.3.2 Chief Office Warden, provide accountability notification to the following:

- Emergency response personnel responding to the incident (e.g., fire department, police)
- Central Monitoring Room (CMR)

1.3.3 CMR, notify Facility Shift Manager (FSM) and/or Facility Manager Designee (FMD).

1.3.4 FSM/FMD, notify WTS Manager and DOE Facility Representative.

### 1.4 Exit Conditions

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

1.4.2 WTS Representative and Building Owner Representative, implement corrective actions as necessary.

1.4.3 Notify CMR that event is over.

## 2.0 FIRE

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### **NOTE**

Building occupants are not trained or expected to fight a building fire. The City of Carlsbad Fire Department has the responsibility for response to fires.

The alarm system consists of local smoke alarms.

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### 2.1 Entry Conditions

There are two 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 (pull stations)

## 2.2 Automatic Actions

None

## 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 and evacuate other building occupants.
- [ C ] Notify the City of Carlsbad Fire Department by dialing **911**, once outside the building.
- [ D ] Report to Office Warden at the appropriate assembly area.

2.3.2 If a fire is detected, once outside building, notify the City of Carlsbad Fire Department by dialing **911**.

2.3.3 Upon notification of a fire by the emergency announcement system, 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 1.2.2 for assembly locations).
- [ C ] Report to respective Office Warden.

## 2.4 Subsequent Actions

2.4.1 Chief Office Warden, perform the following:

- [ A ] Inform the emergency response agency of the location of the building's Material Safety Data Sheet manual.
- [ B ] Notify CMR of the event.
- [ C ] Ensure Building Owner Representative is made aware of the event.

2.4.2 Chief Office Warden, collect the accountability status.

2.5 Exit Conditions

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

2.5.2 Notify CMR that event is over.

2.5.3 WTS Representative and Building Owner Representative, implement corrective actions as necessary.

3.0 MEDICAL EMERGENCY

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**NOTE**

Medical response to WTS #1 is the responsibility of the City of Carlsbad Fire Department.

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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, contact the Carlsbad Dispatcher by dialing **9-911** and then perform the following:

**WARNING**

Universal precautions for bloodborne pathogens shall be followed.

[ A ] If trained in first aid/CPR, provide assistance to your level of training.

[ B ] 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.

3.3.2 Individual(s) witnessing an emergency medical situation, contact the Chief Office Warden by dialing **234-3251** and provide the location of the incident.

3.3.3 If injury is due to electrical shock, the Building Maintenance Supervisor to assist with, or arrange for disconnecting the power source.

	Cellular Phone	Office Phone	Pager
<b>Primary Contact</b> (Mike Garringer) (Ralph Leyva)	302-1360 302-1540	887-2566	None

3.4 Subsequent Actions

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**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.

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3.4.1 Chief Office Warden, notify CMR.

4.0 SECURITY EVENT

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**NOTE**

The purpose of this section is to ensure that an event involving the security of WTS #1 (civil disturbance, bomb threat, and/or threat to building occupants) is properly reported and response is requested as required. Building occupants are not trained or 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.

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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 determines that a disturbance is imminent, or that one has begun, notify the following:

- Carlsbad Dispatcher, **9-911**
- Chief Office Warden, **234-3251**

[ B ] Chief Office Warden, notify CMR of the event.

#### 4.3.2 Bomb Threat

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

- **DO NOT HANG UP!**
- Use Attachment #1, Sample Bomb Threat Telephone Procedures and Checklist, as instructed in General Employee Training (GET).
- Call, or have a colleague call, the following:
  - Carlsbad Dispatcher, **9-911**
  - Chief Office Warden, **234-3251**

#### 4.3.3 Theft/Property Damage in Progress

[ A ] If individual(s) determines that a theft has occurred, or is in progress, notify any management representative.

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

### 4.4 Subsequent Actions

None

### 4.5 Exit Conditions

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

4.5.2 Notify CMR that event is over.

4.5.3 WTS Representative and Building Owner Representative, implement corrective actions as necessary.

## 5.0 INCLEMENT WEATHER

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### **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. Radio stations and internet weather sites can be used for information on local weather conditions. Severe weather may include any one or a combination of the following: winds greater than 60 mph, thunderstorms, flash floods, or blizzard conditions.

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### 5.1 Entry Conditions

- Impending severe weather
- Winds greater than 60 mph, thunderstorms, flash floods, or blizzard conditions

### 5.2 Automatic Actions

None

### 5.3 Immediate Actions

5.3.1 Personnel, notify Chief Office Warden or designee.

5.3.2 Chief Office Warden, make the following announcement:

[ A ] Stop all work.

[ B ] All personnel keep away from windows and outside walls.

[ C ] Seek shelter in the assembly area, and remain there until directed otherwise.

- Primary - Conference Room
- Alternate - interior hallway

### 5.4 Subsequent Actions

Chief Office Warden, after seeking shelter, contact CMR by best available means.

### 5.5 Exit Conditions

5.5.1 Notify CMR.

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

## 6.0 SHELTERING IN PLACE

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### **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.

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### 6.1 Automatic Actions

None

### 6.2 Immediate Actions

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### **NOTE**

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

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6.2.1 Upon receiving the notice to shelter in place, Chief Office Warden, inform building occupants of required action(s).

6.2.2 Chief Office Warden, provide the following information in the message to Office Wardens by telephone or by runner as required:

- Event requiring sheltering in place
- Assembly area

6.2.3 Building occupants, go to the designated assembly area.

6.2.4 Office Wardens, check that all building occupants have vacated their work areas.

6.2.5 For those sheltered in place, instruct individuals to stay inside.

6.2.6 Chief Office Warden, close all windows and cover openings, and shut off heating, air conditioning, or other ventilation systems that bring air in from outside.

6.2.7 Restrict access and movement to the shelter zone as much as possible.

| Attachment 1 - Sample Bomb Threat Telephone Procedures

### TELEPHONE PROCEDURES BOMB THREAT CHECKLIST

**INSTRUCTIONS:** BE CALM • BE COURTEOUS • LISTEN • DO NOT INTERRUPT THE CALLER • NOTIFY SUPERVISOR/SECURITY OFFICERS BY PREARRANGED SIGNAL WHILE CALLER IS ON LINE.

Call received by: \_\_\_\_\_ Extension: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

**CALLER'S IDENTITY**

Gender: Male\_\_\_ Female\_\_\_ Approximate age: Adult\_\_\_ Juvenile\_\_\_

**ORIGIN OF CALL**

Local\_\_\_ Long Distance\_\_\_ Booth\_\_\_ Internal (from within building)\_\_\_

**PRETEND DIFFICULTY WITH HEARING • KEEP CALLER TALKING • IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS SIMILAR TO THE FOLLOWING:**

1. When will the bomb go off? \_\_\_\_\_
2. Where is it located? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What will cause it to explode? \_\_\_\_\_
5. Did you place the bomb? \_\_\_\_\_
6. Why? \_\_\_\_\_
7. What is your name? \_\_\_\_\_
8. Where do you live? \_\_\_\_\_
9. What is your phone number? \_\_\_\_\_

<u>Voice</u>	<u>Speech</u>	<u>Accent</u>	<u>Language</u>	<u>Manner</u>	<u>Background</u>
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Local	<input type="checkbox"/> Excellent	<input type="checkbox"/> Calm	<input type="checkbox"/> Factory
<input type="checkbox"/> High Pitched	<input type="checkbox"/> Distinct	<input type="checkbox"/> Foreign	<input type="checkbox"/> Good	<input type="checkbox"/> Rational	<input type="checkbox"/> Bedlam
<input type="checkbox"/> Raspy	<input type="checkbox"/> Stutter	<input type="checkbox"/> Race	<input type="checkbox"/> Fair	<input type="checkbox"/> Coherent	<input type="checkbox"/> Music
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Slurred	<input type="checkbox"/> Not Local	<input type="checkbox"/> Poor	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Office
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Regional	<input type="checkbox"/> Foul	<input type="checkbox"/> Righteous	<input type="checkbox"/> Mixed
<input type="checkbox"/> Deep	<input type="checkbox"/> Distorted		<input type="checkbox"/> Other	<input type="checkbox"/> Angry	<input type="checkbox"/> Traffic
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Nasal			<input type="checkbox"/> Irrational	<input type="checkbox"/> Trains
<input type="checkbox"/> Other	<input type="checkbox"/> Lisp			<input type="checkbox"/> Incoherent	<input type="checkbox"/> Animals
	<input type="checkbox"/> Other			<input type="checkbox"/> Emotional	<input type="checkbox"/> Quiet
				<input type="checkbox"/> Laughing	<input type="checkbox"/> Voices
					<input type="checkbox"/> Airplanes
					<input type="checkbox"/> Party