

# WP 12-ER4915

Revision 1

## Event Response Carlsbad Field Office Records Holding Facility

Emergency Response Procedure

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APPROVED FOR USE

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## INTRODUCTION <sup>1,2</sup>

This procedure provides instructions for responding to various emergency situations that may occur during normal working hours at the U.S. Department of Energy's (DOE) Carlsbad Field Office Records Holding Facility (CBFO RHF). The instructions provide specific immediate responses to events such as fires, medical emergencies, dangerous weather conditions, and security occurrences. The instructions for the responses can include such things as notification of emergency response organizations, cognizant management, building evacuations, sheltering in place, and event closure. This procedure also provides instructions for conducting evacuation drills.

Evacuation drills will be conducted at the CBFO RHF according to the requirements of WP 12-ES3004, either by the L&M Technologies (L&M) Safety Officer, Washington TRU Solutions LLC (WTS) Emergency Management, or both.

Performance of this procedure may generate the following record:

- Attachment 2 - Bomb Threat Telephone Procedures

## REFERENCES

### BASELINE DOCUMENTS

- WP 12-9, WIPP Emergency Management Program
- WP 13-1, Washington TRU Solutions LLC Quality Assurance Program Description

### REFERENCED DOCUMENTS

- WP 12-ES3004, WIPP Drills/Evolutions and Exercises

## PREREQUISITE ACTIONS

Implement this procedure under the following emergency conditions:

- Indication of fire
  - Alarm
  - Smoke
  - Any notification of fire or potential fire
- Security event
  - Aberrant behavior
  - Bomb threat
  - Civil disturbance
  - Theft

- Inclement weather
  - National weather service
  - Tornado alarm
  
- Medical emergency

PERFORMANCE

1.0 BUILDING EVACUATION

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**NOTE**

This procedure provides guidance for evacuation of the CBFO RHF. Neither the DOE, Waste Isolation Pilot Plant (WIPP) management, nor L&M, is responsible for the response to any emergency event that may take place at the CBFO RHF.

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

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1.2 Automatic Actions

NONE

1.3 Immediate Actions

1.3.1 Notify L&M Management of Problem

1.3.2 CBFO RHF Chief Office Warden, provide the following information in the evacuation message to building Assistant Office Wardens by intercom, or by runner, as required:

- Event requiring building evacuation
- Whether to assemble in the primary or alternate assembly areas
- Notification to appropriate response organization (police, fire, etc.) if necessary

**NOTE**

The decision to evacuate the CBFO RHF for reasons other than fire is left to L&M Management.

<b>Assembly Area</b>	<b>Location</b>
Primary -	Across McKay St. along the sidewalk
Alternate - (depending on the situation or weather conditions)	Along the south end of the parking lot

1.3.3 Building occupants, evacuate the building using the most direct exit routes, or as directed by L&M Management.

**NOTE**

Office Wardens should not place themselves in danger.

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

1.4 Subsequent Actions

**WARNING**

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

1.4.1 Office Wardens, check personnel accountability at assembly area.

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

- L&M Management (L&M Management Representative to notify Contract Administrator and Building Landlord)
- Response Organization
- Central Monitoring Room Operator (CMRO)

1.4.3 CMRO, notify Facility Shift Manager (FSM) and Facility Manager Designee (FMD).

1.4.4 FMD, notify Facility Representative (FR).

1.5 Exit Conditions

- 1.5.1 L&M Management, make determination that event is over.
- 1.5.2 L&M Management Representative and Building Owner Representative, implement corrective actions as necessary.
- 1.5.3 Notify CMRO that event is over.
- 1.5.4 CMRO, notify FSM 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 Carlsbad City Fire Department has the responsibility to respond to and fight a fire at the CBFO RHF.

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

The alarm system consists of local smoke alarms and manual pull stations.

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2.1 Entry Conditions

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**NOTE**

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 system
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2.2 Automatic Actions

Fire detection and notification.

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 ] Notify the Carlsbad City Fire Department by dialing **9-911**, or **by activating manual pull station.**

[ C ] Instruct building occupants to evacuate by using the most direct exit route not blocked by smoke or fire.

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

Assembly Area	Location
Primary -	Across McKay St. along the sidewalk
Alternate -	Along the south end of the parking lot

2.4 Subsequent Actions

2.4.1 Chief Office Warden, perform the following:

[ A ] Notify L&M Management (L&M Management Representative notifies Contract Administrator and Building Landlord).

[ B ] Notify Response Organization.

[ C ] Notify CMRO.

2.4.2 L&M Management Representative and Building Owner Representative, implement corrective actions as necessary.

2.4.3 Chief Office Warden, collect the accountability status and reports and deliver them to L&M Management Representative and the Safety Officer.

2.5 Exit Conditions

2.5.1 L&M Management, make determination that event is over.

2.5.2 Contact CMRO.

2.5.3 L&M Management and Building Owner Representatives, implement corrective actions prior to reentering.

3.0 MEDICAL EMERGENCY

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**NOTE**

Medical response to the CBFO RHF is the responsibility of the city of Carlsbad. Contact the Carlsbad Emergency Center by dialing **9-911**.

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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 a major emergency medical situation, contact the Carlsbad Emergency Center by dialing **9-911**.

**WARNING**

Universal precautions for Bloodborne Pathogens should be followed.

**NOTE**

If trained in First Aid/Cardiopulmonary Resuscitation (CPR), individual(s) may elect to provide assistance to their level of training.

If **NOT** trained to render medical assistance, an attempt should be made 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 and provide the location of the injured employee.

3.3.3 **IF** the cause of the injury is due to electrical shock, **THEN** notify the Building Owner Representative to have the power source disconnected.

BUILDING OWNER REPRESENTATIVE	CELLULAR PHONE	OFFICE PHONE	PAGER
<b>Primary Contact</b> (Jim Carr)	361-4045	885-1323	

3.4 Subsequent Actions

**NOTE**

The name of victim(s) or other affected individual(s) will not be provided to outside organizations, agencies, or members of the public. L&M Management is responsible for release of personnel information to outside entities.

3.4.1 Chief Office Warden, contact CMRO.

#### 4.0 SECURITY EVENT

##### NOTE

The purpose of this section is to ensure that an event involving the security of the CBFO RHF (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 Carlsbad City 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 determines that a disturbance is imminent, or that one has begun, notify the following:

NOTIFY	PHONE NUMBER(S)
Carlsbad Emergency Center	9-911
Central Monitoring Room (CMR)	9-234-8111

##### 4.3.2 Bomb Threat

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

- **DO NOT HANG UP!**
- Use Attachment 2, Bomb Threat Telephone Procedures and Checklist.
- Call, or have a colleague call, the following:

NOTIFY	PHONE NUMBER(S)
Carlsbad Emergency Center	9-911
Central Monitoring Room (CMR)	9-234-8111

4.3.3 Theft

[ A ] **IF** individual(s) determine that a theft has occurred, **THEN** notify any L&M Management Representative.

4.4 Subsequent Actions

4.4.1 Personnel, take directions from L&M Management, or the Chief Office Warden.

4.5 Exit Conditions

4.5.1 L&M Management, make determination that event is over.

4.5.2 Notify CMRO.

4.5.3 L&M Management 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, if such weather becomes imminent. Severe weather may include any one, or a combination of the following: winds greater than 60 mph, thunderstorm, flash flood, or blizzard conditions.

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5.1 Entry Conditions

- Impending or imminent severe weather
- Winds greater than 60 mph, thunderstorm, flash flood, or blizzard conditions

5.2 Automatic Actions

NONE

5.3 Immediate Actions

5.3.1 Notify L&M Management or designee.

5.3.2 Follow directions of L&M Management.

5.3.3 If directed to do so by L&M Management, Chief Office Warden make the following announcement:

- [ A ] Stop all work.
- [ B ] All personnel keep away from windows and outside walls.
- [ C ] Seek shelter.
- [ D ] Personnel shall remain inside building.

5.4 Subsequent Actions

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

5.5 Exit Conditions

5.5.1 L&M Management Representative or Chief Office Warden, make the determination that event is over.

5.5.2 Notify CMRO.

5.5.3 L&M Management Representative and Building Owner 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, 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 L&M Management.

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6.2.1 Upon receiving the notice to shelter in place, Chief Office Warden, initiate the Building Emergency Announcement system.

6.2.2 If the primary system is inoperable, Chief Office Warden, provide the following information in the message to Assistant 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 Assistant 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 and close all windows.

6.2.6 Restrict access and movement to shelter zone as much as possible.

### 6.3 Subsequent Actions

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

### 6.4 Exit Conditions

6.4.1 L&M Management Representative or Chief Office Warden, make the determination that event is over.

6.4.2 Notify CMRO.

6.4.3 L&M Management Representative and Building Owner Representative, implement corrective actions as necessary.

Attachment 1 - Emergency Action System

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

Emergency conditions requiring immediate voice notification of employees located in the Carlsbad Field Office Records Holding Facility (CBFO RHF) shall be made by the following personnel:

Notification Point		Phone
Primary	Chief Office Warden	234-3000
1 <sup>st</sup> Alternate	Safety Officer	234-3000
2 <sup>nd</sup> Alternate	L&M Management	234-3000

The Chief Office Warden shall contact the following:

Notify	Phone Number(s)
Carlsbad Emergency Center	9-911
WIPP Facility Shift Manager (FSM) by calling the CMR:	9-234-8111

### Attachment 2 - 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: \_\_\_\_\_ Ext. \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

**CALLER'S IDENTITY**

SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ APPROXIMATE AGE \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_

**ORIGIN OF CALL**

Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Booth \_\_\_\_\_ Internal (From Within Bldg?) \_\_\_\_\_  
If internal, leave plug in board.

**PRETEND DIFFICULTY WITH HEARING ● KEEP CALLER TALKING ● IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS SUCH AS:**

1. When will 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? \_\_\_\_\_

**VOICE CHARACTERISTICS**

- \_\_\_ Loud
- \_\_\_ High Pitched
- \_\_\_ Raspy
- \_\_\_ Intoxicated
- \_\_\_ Soft
- \_\_\_ Deep
- \_\_\_ Pleasant
- \_\_\_ Other

**SPEECH**

- \_\_\_ Fast
- \_\_\_ Distinct
- \_\_\_ Stutter
- \_\_\_ Slurred

- \_\_\_ Slow
- \_\_\_ Distorted
- \_\_\_ Nasal
- \_\_\_ Lisp
- \_\_\_ Other

**ACCENT**

- \_\_\_ Local
- \_\_\_ Foreign
- \_\_\_ Race
- \_\_\_ Not Local
- \_\_\_ Region

**LANGUAGE**

- \_\_\_ Excellent
- \_\_\_ Fair
- \_\_\_ Foul

- \_\_\_ Good
- \_\_\_ Poor
- \_\_\_ Other

**MANNER**

- \_\_\_ Calm
- \_\_\_ Rational
- \_\_\_ Coherent
- \_\_\_ Deliberate
- \_\_\_ Righteous
- \_\_\_ Angry
- \_\_\_ Irrational
- \_\_\_ Incoherent
- \_\_\_ Emotional
- \_\_\_ Laughing

**BACKGROUND NOISE**

- \_\_\_ Factory Machines
- \_\_\_ Bedlam
- \_\_\_ Music
- \_\_\_ Office Machines
- \_\_\_ Mixed
- \_\_\_ Street Traffic
- \_\_\_ Trains
- \_\_\_ Animals
- \_\_\_ Quiet
- \_\_\_ Voices
- \_\_\_ Airplanes
- \_\_\_ Party Atmosphere