



Environmental Management Consolidated Business Center (EMCBC)

Subject: Occupant Emergency Plan

PLAN

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Logistics Management

1.0 PURPOSE

The purpose of this Occupant Emergency Plan is to:

- 1) Reduce the possibility of injury to personnel and damage to the EMCBC office facilities in the event of an emergency
- 2) Establish a working Occupant Emergency Plan (OEP) in accordance with Federal, State and local regulations and guidelines including DOE Orders and Code of Federal Regulations.

This plan is consistent with and conforms to the Chiquita Center Emergency Plan.

2.0 SCOPE

This plan covers emergency response actions to a localized emergency in which the DOE space within the Chiquita Center or the Springdale Center is impacted in part or in whole. For regional or national emergencies, such as terrorist acts, catastrophic natural phenomenon events with regional consequences, nuclear threats etc., it is understood that the scope of such emergencies exceeds this plan and other plans such as the Federal Response Plan will take effect.

This plan is designed to ensure that personnel are moved swiftly to safety and accounted for, damage to property is minimized, and proper authorities are notified in the event of a localized emergency. As a tenant to the building, the designated DOE Official or alternates shall report DOE emergencies to the leasing agency's designated representative.

3.0 APPLICABILITY

This plan applies to all DOE employees, support contractors and visitors to the DOE EMCBC located in the Chiquita Center at 250 East 5th Street, Cincinnati, Ohio and the Springdale Center at 175 Tri County Parkway, Cincinnati, Ohio.

4.0 REQUIREMENTS and REFERENCES

4.1 Requirements

- 4.1.1 DOE O 151.1C, Comprehensive Emergency Management System

- 4.1.2 Federal property management regulations for occupant emergency programs (41 CFR 102-74.235 to 102-74.260) and accident and fire preventions (41 CFR 102-74-360)
- 4.1.3 DOE M 470.4-1, Safeguards and Security Program Planning & Management, Chg 1, dated 3-7-06, which establishes program planning and management requirements for Safeguards and Security.

4.2 References

- 4.2.1 IP-243-03, Rev. 2, Identifying, Filing, and Maintaining Records
- 4.2.2 Reference DOE-EMCBC-001, Rev.2, Local Inclement Weather Policy

5.0 DEFINITIONS

- 5.1 Assembly Area: A designated area where employees should regroup following an evacuation to conduct accountability.
- 5.2 Employee Release: An employee release occurs when employees are sent home. The decision for the release of employees (either partial or complete) rests with the DOE EMCBC Senior Official (Director or designee).
- 5.3 Evacuation Chair: A chair that can be used to transport a person who is injured, would have difficulty walking, 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.
- 5.4 Full Evacuation: An organized removal of all personnel from the facility to an area or areas outside the building.
- 5.5 Partial Evacuation: An organized removal of personnel from only the immediate area of an emergency to a safe location outside the building.
- 5.6 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.

6.0 RESPONSIBILITIES

6.1 Senior DOE Official (EMCBC Director or designees)

The Senior DOE Official is responsible for:

- Overall implementation of this plan
- Coordination of EMCBC personnel at the building evacuation area including ensuring personnel accountability results are forwarded to Building Management and appropriate local officials.
- Coordinating with both appropriate local officials and DOE staff to develop specific event-based recovery actions.

- Protecting life and property and minimizing the damage in the event of a fire or other disaster.
- Providing the official “all clear” at the conclusion of an emergency after consultation with local emergency personnel and building management.
- Direct and supervising the activities of EMCBC employees during an emergency, through the Floor Wardens and Office of Logistics Management.

6.2 DOE EMCBC Office of Logistics Management

DOE Emergency Management/Security Program Analyst in the Office of Logistics Management responsibilities includes:

- Maintain the EMCBC Occupant Emergency Plan
- Emergency Preparedness coordination with Building Management
- Incident Notification to Building Management
- Incident After Action Reviews
- Drills and Exercises
- Occupant Emergency Plan training
- Security Incident Notification to DOE HQ

6.3 Floor Wardens (Assistant Directors or designee) Responsibilities

Floor Wardens have the responsibility to:

- Be knowledgeable of this Occupant Emergency Plan, the location of emergency exits, fire extinguishers, pull boxes and the evacuation/assembly area.
- Identify employees with special needs
- Conduct employee accountability during and after building evacuation and identify last known location of staff not in the assembly area. (Telecommuters, TDY etc.)
- Ensure that their employees are aware of the emergency procedures
- Ensure that protection of life is the first consideration in all activities
- Delegate Floor Wardens responsibilities to an alternate Floor Warden when not at EMCBC Chiquita Center.

6.4 Assistant Floor Wardens (Personnel designated by Assistant Directors) Responsibilities

Assistant Floor Wardens shall:

- Be knowledgeable of this Occupant Emergency Plan, the location of emergency exits, fire extinguishers, pull boxes and the evacuation/assembly area.
- Maintain accountability list and emergency assistance list
- Assist in the completion of the employee accountability during and after building evacuation and identify last known location of staff not in the assembly area.

6.5 Employee Responsibilities

Each employee shall:

- Know the proper response to alarms identified in this plan. Personnel should evacuate with their primary belongings to include coats, purses, car keys and any other essential personal item
- Be knowledgeable of the Occupant Emergency Plan
- Know the location of emergency exits, fire extinguishers, pull boxes and the evacuation/assembly area
- Ensure that personal emergency contact information maintained in the human resource system is accurate and up to date. This can be done using the CHRIS System electronically
- Notify your supervisor of any special needs or health conditions that may be aggravated in an emergency (asthma, temporary injuries etc.)

7.0 GENERAL INFORMATION

CONCEPT OF OPERATIONS

The three types of emergencies that may impact DOE EMCBC operations are Medical Emergencies, Facility Emergencies and Security Emergencies. In all instances, protection of human life is the first priority.

8.0 PROCEDURE

8.1 Medical Emergencies

For medical related emergencies requiring first aid or medical attention, the first employee to recognize the incident should immediately call for assistance. This can be through visual or verbal means to nearby co-workers or by use of the facility telephone system by dialing 911. Only employees trained in emergency first aid should render assistance to victims. After arrival of qualified first responders, the employee should be prepared to assist management and or first responders with a determination of facts. This could include identifying symptoms of the victim, i.e. complaints of chest pains, trouble breathing etc. The EMCBC Emergency Program Analyst or designated alternates will notify the Building Management Office of the incident in accordance with the Chiquita Center Emergency Plan.

The EMCBC Office at the Chiquita Center is equipped with Automated External Defibrillators (AED) located on each floor occupied by DOE personnel. Personnel authorized to use the AEDs have successfully completed certification training from the American Heart Association or American Red Cross and are re-certified at a frequency which is determined by the training agency but no longer than every 2 years. Trained employees offices are marked indicating CPR/AED trained. The EMCBC AED Site Protocol is included in this document as Attachment H.

8.2 Facility Emergencies

8.2.1 Fire

For facility emergencies such as fire, the first employee to recognize the event should immediately call for assistance and request help. This can be through visual or verbal means, by use of the facility telephone system by dialing 911 or by pulling the fire alarm pull stations.

Only employees trained and confident in the use of portable fire extinguishers should use the equipment on incipient stage fires, i.e. trash can fire, smoldering carpet etc. The responding employee should warn fellow employees of the danger, and notify a supervisor or floor warden immediately.

If the incident is not immediately threatening to the health and safety of fellow employees (for example power outages, uncommon odors, restroom flooding etc.,) the first line supervisor or a floor warden should be the first point of contact.

8.2.2 Evacuation

In the event of an emergency requiring evacuation, (alarms sounding or floor wardens have initiated an evacuation) floor wardens will walk their assigned space to ensure evacuation orders have been conveyed to all parties. If doors to private offices or conference rooms are closed in the area, Floor Wardens should ensure that all occupants have heard and understand the employee alarms and evacuate the premises.

Chiquita Center

At the Chiquita Center after a rapid inspection of assigned areas (see attachments) and prior to exiting the floor, the Floor Wardens will meet quickly at the southwest stairs to confirm that all areas have been inspected and all employees have evacuated the floor. Floor Wardens will swiftly report evacuation results to Senior DOE Official at the 5th floor southwest stairs. If circumstances prevent Floor Wardens to meet at the southwest stairs they will meet at an alternate location (northeast stairs or building evacuation area).

The employee who initiated the alarm should be prepared to assist management and or first responders with a determination of facts. This includes what was observed and what, if any, response action was taken. All DOE employees, contractor employees and visitors should evacuate the building by the nearest exit and proceed outdoors to the primary building evacuation area located at the corner of **Broadway and Fifth Streets**, or as designated by a Building Management staff member at the bottom of the stairwell. EMCBC evacuation maps indicating Primary

and Secondary assembly areas are posted at exit stairwells. All Floor Wardens or designees should conduct personnel accountability and report the status of employees to the Senior DOE Official or designee.

The Senior DOE Official or designee will forward the accountability results to Building Management Staff and applicable local officials.

Personnel requiring evacuation assistance (those unable to negotiate stairs under their own power) will report to the service elevator vestibule and await evacuation by either building security or the local fire department.

If, however, conditions warrant immediate evacuation, DOE EMCBC will implement use of evacuation chairs using pre-designated volunteers.

A designated team of individuals employed at the EMCBC has been identified to assist persons with disabilities in the event the type of emergency precludes the use of the building elevators (fire, power outage). Evacuation chairs are located near building stairwells to support this action. Floor Wardens must report the number of personnel needing assistance and which floor they are located to Chiquita Center Building Management prior to leaving the Building. Once personnel needing assistance and their assist personnel have evacuated the building they must report to the assembly area and report their accountability to their supervisor.

Building evacuation at the Chiquita Center may include a Full Evacuation, Partial Evacuation, or Relocation depending upon the incident.

Springdale Center

At the Springdale Center the Contracting Officer or designee of each Source Evaluation Board (SEB) will assume the responsibilities of the Floor Wardens. The Contracting Officers will be responsible for the accountability of their SEB and report their accountability to the Senior DOE Official or designee. Records and Information Resource Management personnel located at the Springdale Center will report their accountability directly to the Senior DOE Official or designee. (See Attachment J Springdale Center Floor Plan)

All DOE employees, contractor employees and visitors should evacuate the building by the nearest exit and proceed outdoors to the primary building evacuation area located at the end of the back parking lot. (See Attachment I, Springdale Center Assembly Area Map)

The employee who initiated the alarm should be prepared to assist management and or first responders with a determination of facts. This includes what was observed and what, if any, response action was taken.

8.2.3 Shelter-in-Place

In the event of an emergency requiring shelter-in place, (Hazardous material release, Severe Weather, Security Incidents, Terrorist incident, etc.) Floor Wardens will walk their assigned space to ensure shelter-in-place orders have been conveyed to all parties. If doors to private offices or conference rooms are closed in the area, Floor Wardens should ensure that all occupants have heard and understand the shelter-in-place order. When a shelter-in-place order is issued, no one should leave their office area, or open any door/window for any reason until an “all clear” notice has been given.

8.2.4 Response to Severe Weather

If the National Weather Service issues a tornado warning for Hamilton County, which includes the Chiquita Center and the Springdale Office, DOE employees, contractors and visitors will move to interior floor space away from any external windows and glass until an “all clear” has been given by the Building Management or the Senior DOE Official.

Personnel should use the stairways when moving between floors and avoid using the elevators as electrical power outages can occur with the approach of storms.

If a tornado strike is imminent personnel should seek shelter away from windows, glass doors or entry halls. If time permits, cover should be sought in the interior of the building in areas such as restrooms or interior hallway office space. (At the Springdale Center remain in the basement away from the main open stairway.) Tornado warnings can be received through outdoor audible alarms and through radio and internet resources.

8.3 Security Emergencies

For security related emergencies such as suspicious packages, bomb threats, civil disturbances, workplace violence, and criminal activity including assault, hostile intruders/visitors and disruptive verbal altercations, the first employee to recognize the event should immediately seek assistance. In most instances for security related events, the first priority would be to notify an immediate supervisor of the event. If, however, an event is beyond the capability of a supervisor (for example a weapon has been observed or discharged) the employee should dial 911 and notify the dispatcher of the event. Once initial notification is completed to a supervisor, floor warden or local officials, the employee should leave the work area and ensure any other coworkers in the immediate area leave.

8.3.1 Bomb Threat

Any person receiving a phone call involving a bomb threat or a threat against an individual should attempt to obtain as much information as possible from the caller. This information is invaluable in determining the validity, urgency, and nature of the threat, and consequently in determining what actions are appropriate in response to that threat. Persons receiving such calls should be aware of the following guidelines:

- Be calm; be courteous; listen; do not interrupt the caller; jot down notes on any paper available, preferably on the **Bomb Threat Checklist** found in this plan.
- Try to keep the caller on the line as long as possible in order to obtain as much information or characteristic comments or accents as possible.
- Ask the caller to repeat the message. Attempt to ascertain the type of device, what it looks like, where it's located, what time it will go off, etc.
- Listen for any strange or peculiar background noises, such as a motor running, background music, train whistle, sirens, airplanes, and any other noises which might provide clues as to the place from which the call was made.
- Listen to the voice (male/female) (young/old) for voice quality, accents, speech impediments, or words/phrases used repeatedly.
- If time permits ask questions such as "Who is this calling?" or "What is your name?" In some instances, the callers may reply with their name.

Once the call is ended, notify the DOE Security Specialist, Emergency Program Analyst or your immediate supervisor and dial 911 to notify the police.

8.3.2 Suspicious item

The following guidelines should be followed if a suspicious item or package is discovered:

- Do not touch or attempt to move the suspicious item.
- Evacuate the immediate area.
- Notify your immediate supervisor, Floor Warden, DOE Security Specialist or Emergency Program Analyst.
- The extent of evacuation will depend on the situation and the nature of the threat. Relocation of personnel to other locations within the building, relocation to an alternative building or employee release is additional protective action 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.
- Upon review by the EMCBC Security Specialist or designated alternate, Building Management Office, local authorities and DOE HQ will be notified.

8.4 Post Incident Recovery

In all instances, the Senior DOE Official onsite will coordinate with local fire, police, building management officials and DOE staff to develop specific event-based recovery actions. These actions may include sensitive material recovery, file recovery, post-traumatic stress event counseling, law enforcement interviews etc.

In the event the Chiquita Center or Springdale Location has been evacuated, personnel should not re-enter the structure without direction. Local emergency response officials and building management staff will be consulted for an “all clear” to re-enter the building.

8.5 Employee Early Release

Notification shall be made by the Senior DOE Official onsite through the supervisory chain. Essential staff may be required to remain to assist with recovery efforts. At the time of initial notification of early release, essential personnel will be notified by supervisors of the need to remain onsite.

The most likely scenario for an early release is severe inclement weather that may pose a hazard to staff, of which heavy snowstorms are the most common. An employee release may also be authorized following an evacuation or failure of building systems if there is or will likely be a significant delay in an “all clear” being given for the building. The Director, EMCBC or designated representative has the authority for early release. (Refer to DOE-EMCBC-001, Rev.2, Local Inclement Weather Policy)

8.6 Continuous Improvement

The DOE EMCBC Occupant Emergency Plan is a living document. The Office of Logistics will conduct after-action reviews with staff and supervisors following drills and actual incidents to identify any potential weaknesses or areas for improvement. Staff designated to assist persons with disabilities will provide feedback to the Office of Logistics. Building management personnel also may be invited to participate.

8.7 Drills and Exercises

A fire drill is required to be held at least once per year under several different requirements applicable to the Chiquita Center and DOE. The DOE Emergency Management Program Analyst will coordinate participation with Building Management personnel. The DOE fire drill will be planned to coincide with required testing of the facility fire drill once per year. The drill will be announced prior to the event but the exact time and day will not be announced. “Table Top” exercises to discuss various scenarios may also be held at the discretion of Senior DOE management. The results of each drill/exercise, including opportunities for improvement and a corrective action plan, shall be provided to Senior DOE management.

8.8 Training

This plan will be provided as a “read and sign” document for all current employees and new hires in the Chiquita Center. It will be discussed as part of an all hands meeting at least annually. Chiquita Center Building Management will provide Floor Warden and Fire Extinguisher Training at DOE’s request.

9.0 RECORDS MAINTENANCE

9.1 The following documents generated by this procedure must be processed in accordance with IP-243-03, Identifying, Filing, and Maintaining Records (Ref. 4.2.9):

:

- 9.1.1. EMCBC Bomb Threat Checklist, IP 472-01-F1-Rev. 1
- 9.1.2. EMCBC Training “Required Reading” Documents

10.0 FORMS USED

10.1 EMCBC Bomb Threat Checklist, IP 472-01-F1-Rev. 1

11.0 ATTACHMENTS

- 11.1 Attachment A, Bomb Threat Checklist
- 11.2 Attachment B, Chiquita Center Assembly Area Map
- 11.3 Attachment C, Chiquita Center Emergency Features
- 11.4 Attachment D, Floor Warden Areas 5th Floor
- 11.5 Attachment E, Floor Warden Areas 6th Floor
- 11.6 Attachment F, Floor Warden Areas 7th Floor
- 11.7 Attachment G, Floor Warden Areas 8th Floor
- 11.8 Attachment H, EMCBC AED Protocol
- 11.9 Attachment I, Springdale Center Assembly Area Map
- 11.9 Attachment J, Springdale Center Floor Plan

Attachment A

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 was it placed?
- 8) What is your name?
- 9) What is your address?

Exact wording of the threat: _____

Callers Voice: Sex of caller: _____ Age of caller: _____

Was caller: CALM, NASAL, ANGRY, STUTTER, SLOW, LISP, RAPID, RASPY, SOFT, DEEP

Voice Characteristics: LOUD, LAUGHTER, CRYING, NORMAL, DISTINCT, CLEARING THROAT, CRACKING, DEEP BREATHING, DISGUISED, SLURRED, ACCENT, FAMILIAR

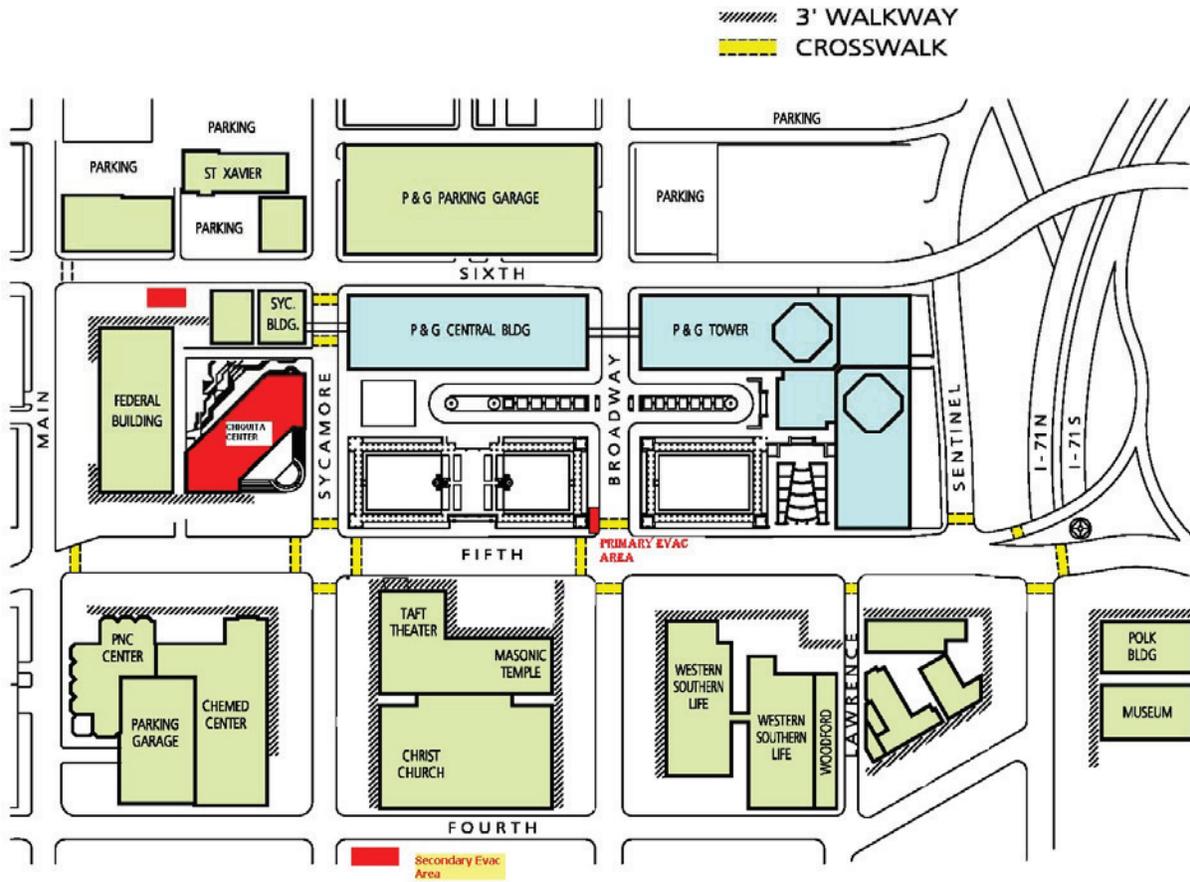
Background Sounds: STREET NOISE, VOICES, PA SYSTEM, OFFICE NOISES, FACTORY MACHINERY, ANIMAL NOISES, SIRENS, CLEAR, STATIC

Other:

Once the call is ended, notify the DOE Security Specialist, Emergency Management Specialist or your immediate supervisor and dial 911 to notify the police.

Do not touch any suspicious packages and clear away from the area designated as containing the bomb.

Assembly Area Map Chiquita Center



Attachment C

CHIQUITA CENTER EMERGENCY FEATURES

Fire Resistant Construction Materials

The Chiquita Center is constructed of Fireproof Structural Steel and Concrete to inhibit the spread and minimize the effects of fire on the building's structure.

Smoke Detectors

Smoke detectors are located in the elevator lobby of each floor, in front of each stairwell door, in the freight lobby, electrical closet, and the mechanical rooms.

Fire Extinguishers

Fire extinguishers are located on every floor in a wall cabinet next to each stairwell door.

Fire Sprinklers

Ceiling mounted automatic sprinklers will activate when heated by fire (protects all areas of the building)

Manual Fire Alarms (Pull Stations)

Manual fire alarms are located on each floor on the wall next to the stairwell entrance. Pulling a manual alarm will register the alarm location in the Chiquita Center Life Safety Office, Lobby Console, and the Central Plant. Moreover, the pull station will initiate a fire alarm through the alarm horns on that floor and the floor directly above and directly below.

Occupant Emergency Notification System

Tone Alarm- is a standard pulsating type alarm accompanied by a strobe light illumination.
Voice Alarm- is a voice announcement which carries specific instructions concerning evacuation or sheltering.

Stairwell Pressurization System

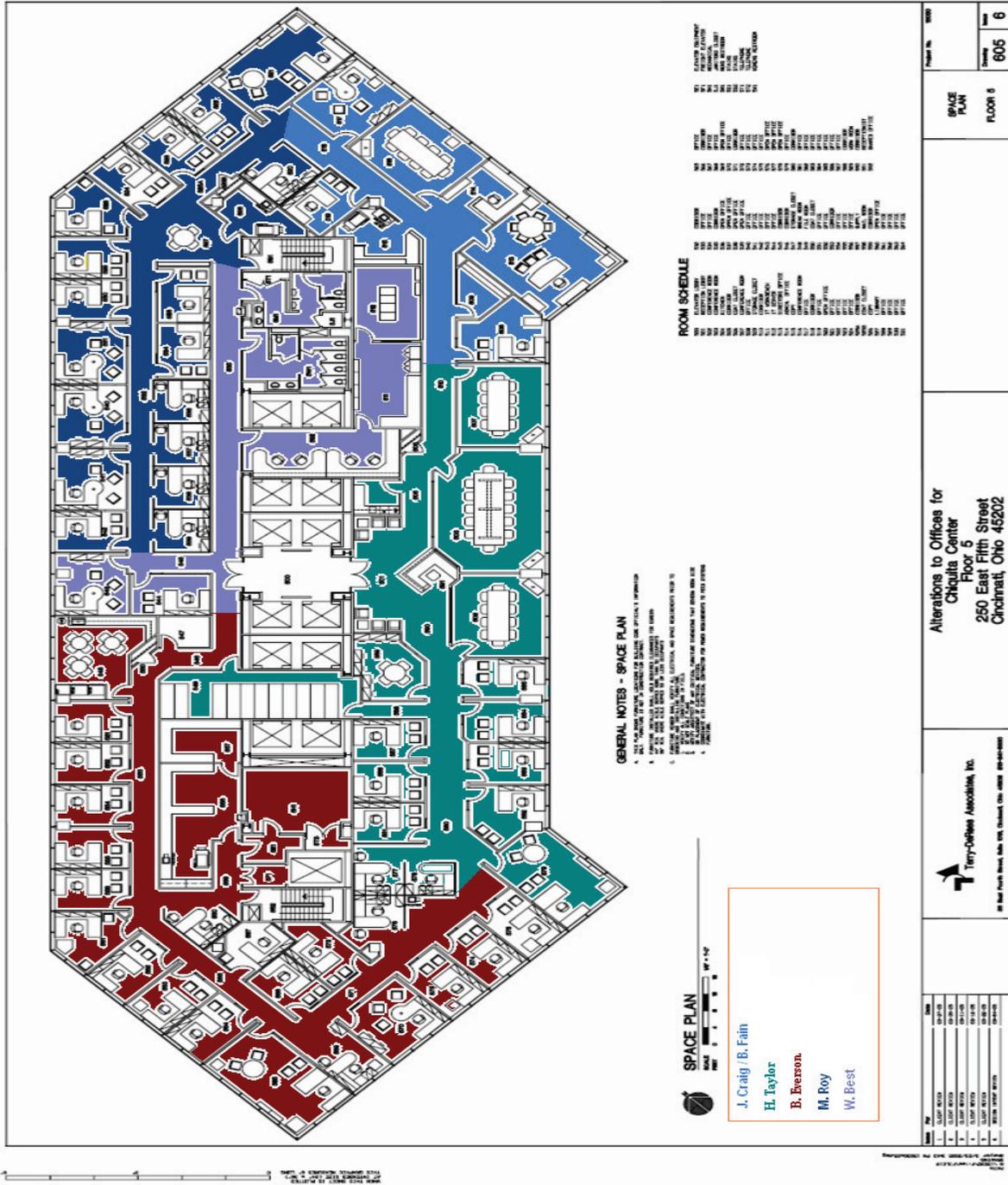
This system is a collection of high-powered fans that pressurizes the east and west stairwells, which helps the stairwells to remain smoke-free.

Life Safety Office

The Life Safety Office is the hub of the Chiquita Center Fire Protection System. The Life Safety Office houses a multi-zone fire alert panel. It will instantly alert the Chiquita Center Property Management Staff, and the Security Officers of any smoke, sprinkler discharge, or manual fire pull activity in the building and will indicate the location of that activator.

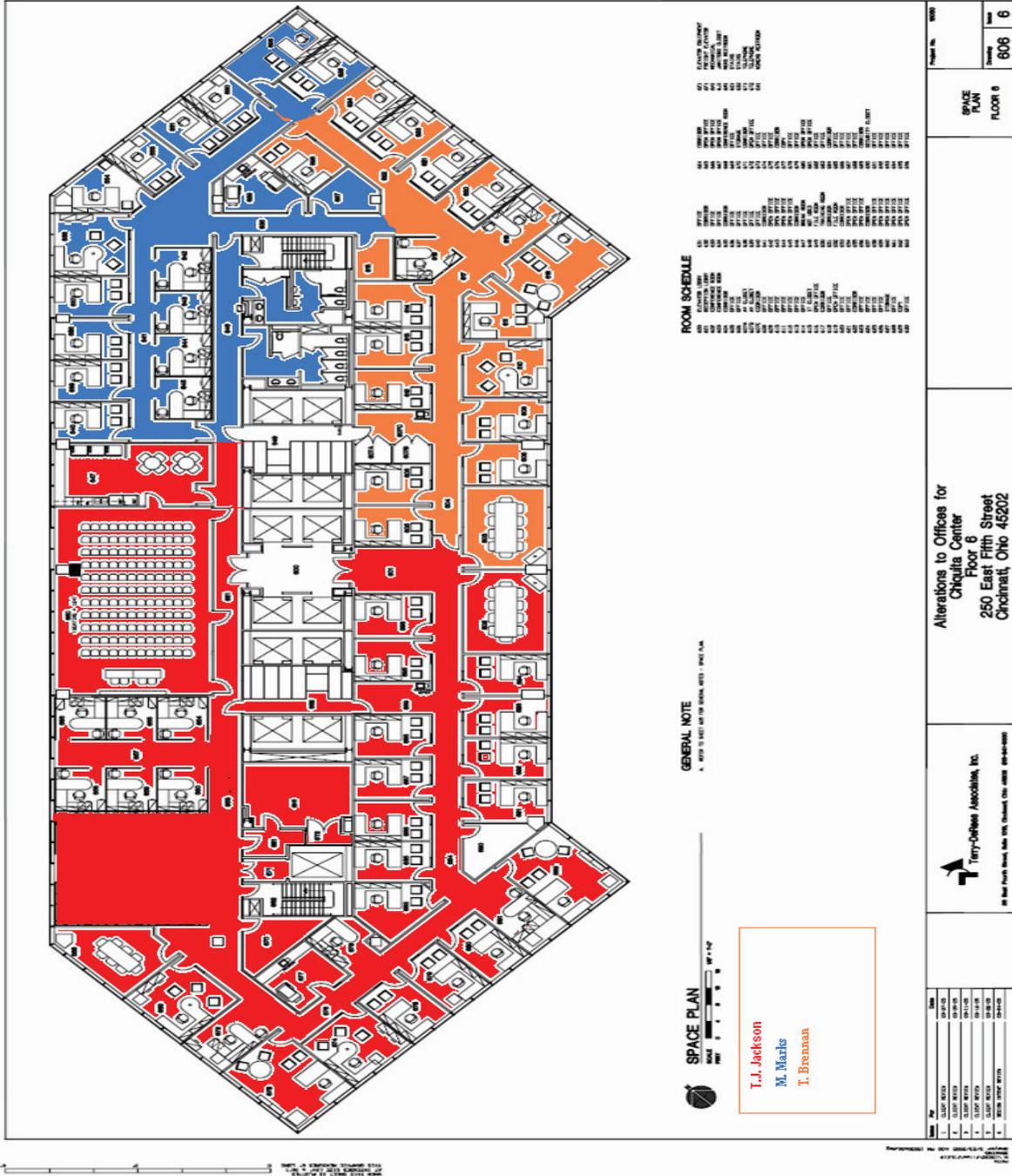
Attachment D

FLOOR WARDEN AREAS
5TH FLOOR



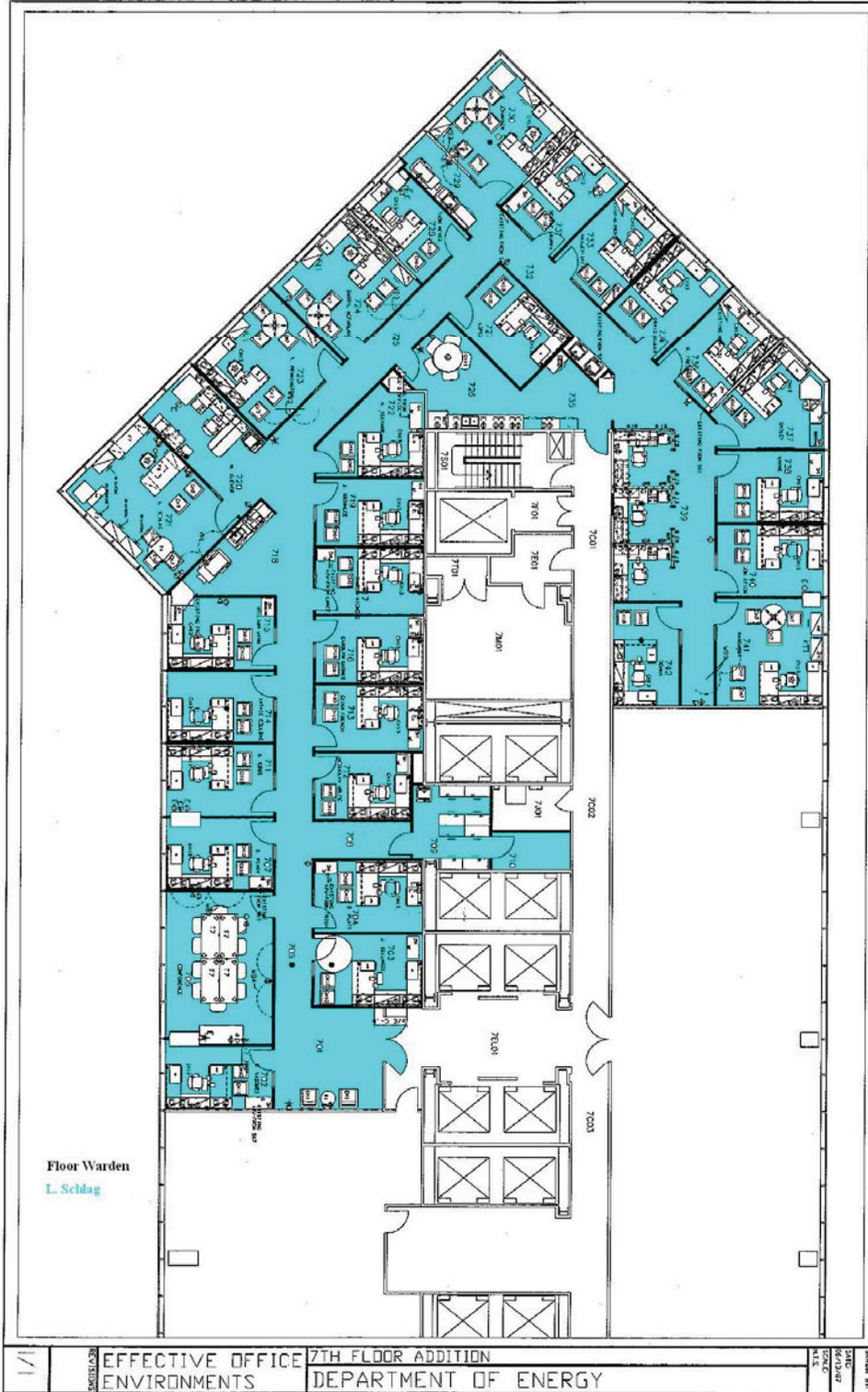
Attachment E

FLOOR WARDEN AREAS
6TH FLOOR



Attachment F

FLOOR WARDEN AREAS
7TH FLOOR



Attachment H

**AED SITE SPECIFIC PROTOCOL AND STANDING ORDERS FOR
US DEPARTMENT OF ENERGY CHIQUITA CENTER
250 EAST FIFTH STREET
CINCINNATI, OHIO**

ACTIVATION OF THE AED RESPONSE TEAM

To be used in conjunction with your agency's already established medical emergency plan.

A. During Regular Business Hours

In any potentially life-threatening cardiac emergency, or in the absence of any signs of circulation (normal breathing, coughing, or movement):

Persons on the scene will:

- Shout for help to alert nearby coworkers and the AED Response Team.
- Have someone notify the local EMS/paramedic personnel by dialing 911 and informs the Dispatch Operator of the location and nature of the emergency and that an AED unit is on site.
- Have someone notify building Security by dialing 513-579-1144 or 513-246-0605 and inform them of the location and nature of the emergency.
- Have someone notify the appropriate Floor Warden of the location and nature of the emergency. The Floor Warden will ensure that the local EMS/paramedic personnel have been contacted and will provide assistance as needed and/or directed.
- Have someone meet the AED Response Team members at a visible location and direct them to the victim.
- Have someone meet the EMS/Paramedic personnel in a visible location and escort them to the location of the emergency.

Security Personnel will:

- Proceed to the location of the emergency and provide assistance as needed and / or directed.
- Meet the EMS/paramedic personnel in a visible location by the elevators in the lobby of the building and escort them to the site of the emergency.

AED Responders will:

- Obtain the AED unit closest to them or to the site of the emergency and proceed with it to the emergency site.
- All other AED responders will go directly to the site of the emergency.

Attachment H**Emergency Site Protocol:**

- Team members will identify themselves as AED Responders
- The First AED Responder on the scene will:
 - Assume care of the victim
 - Use Universal Precautions
 - Assess the victim-Assess responsiveness; tap or gently shake the victim and shout, "Are you OK?"
 - Verify that EMS has been called
 - If an AED unit is not present send someone to get it, begin CPR if indicated
- If there is a Second AED Responder on scene they will assist the First with CPR, monitoring of the victim and application of AED if indicated.
- The first and second Responders act as the primary care givers.
- To avoid confusion, only four responders will participate in the emergency event. Third and fourth responders will leave the immediate area.
- If AED use is indicated, the AED trained personnel will administer the AED and CPR according to established protocols (see Automated External Defibrillation Treatment Algorithm) until local EMS arrive and assume care of the victim.

Post Event Guidelines:

- Use Universal Precautions.
- Place any contaminated items in a red biohazard bag for disposal. If the AED unit has been contaminated, place it in a separate red biohazard bag for later disinfecting. See Manufacturer's manual for AED cleaning instructions
- After victim has been appropriately transferred to the local EMS professional's care, complete the "Event Documentation Form".

B. During Non-Business Hours

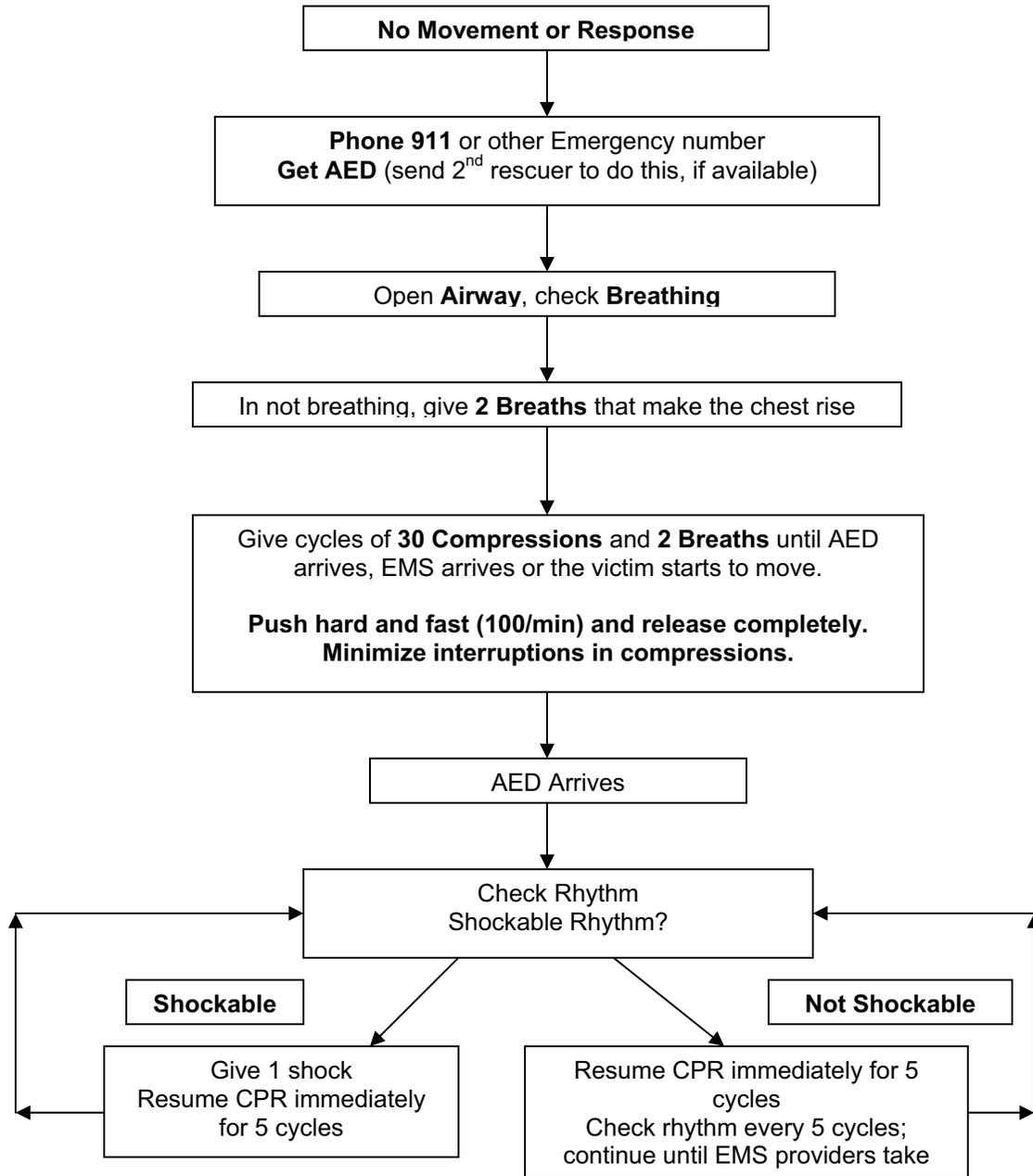
In any potentially life-threatening cardiac emergency, or in the absence of any signs of circulation (normal breathing, coughing, or movement):

- **Follow the established Medical Emergency Plan by calling 911.**

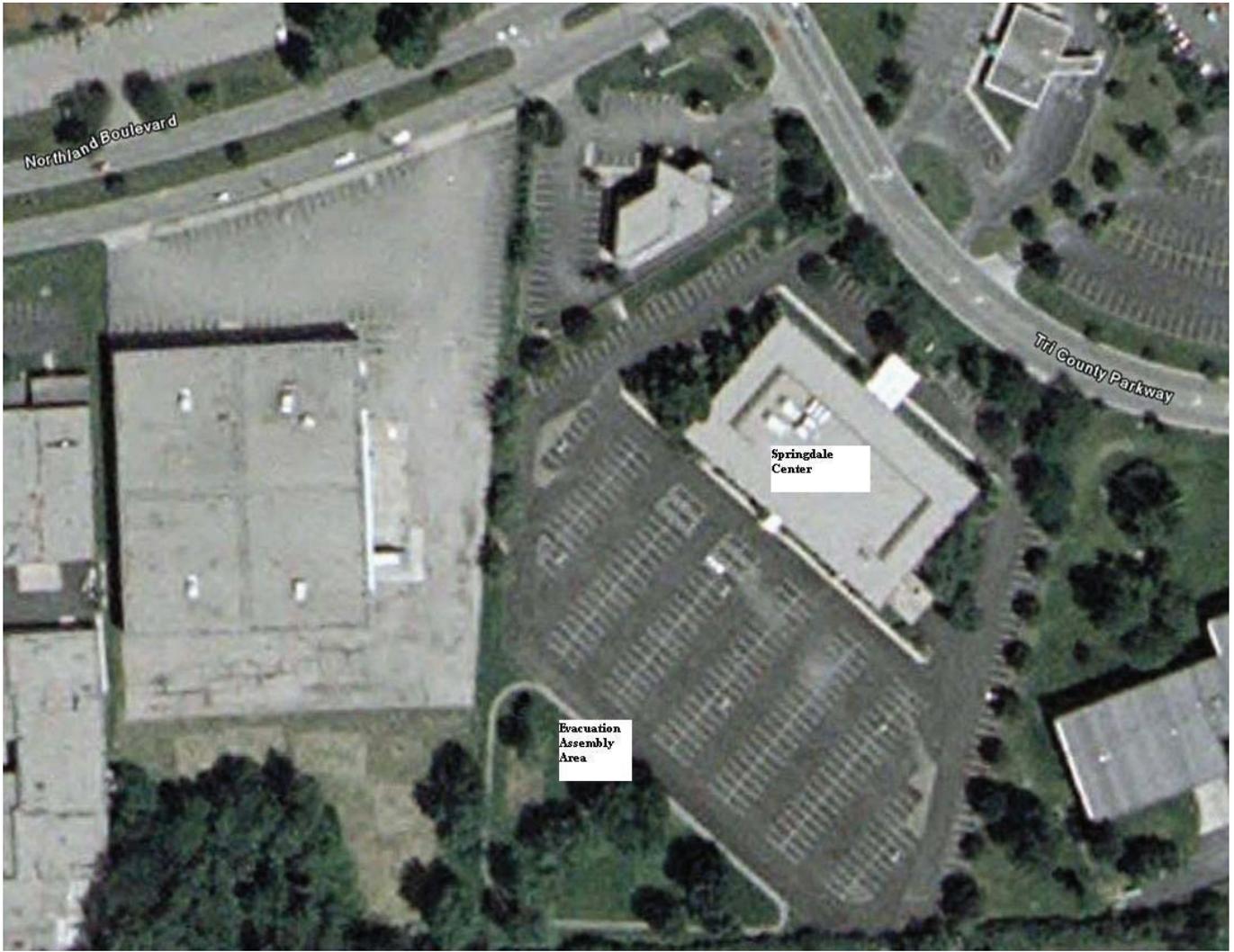
* Per American Heart Association recommendations, an AED should not be used on children younger than 8 years old, unless the responder is appropriately trained.

Attachment H

Automated External Defibrillation Adult (AED)



Assembly Area Map Springdale Center



EMCBC RECORD OF REVISION

DOCUMENT

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- 1 Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- 1 Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	IP-472-01 changed to PL-472-01 (Initial)		02/15/08
2	Added 8 th floor to plan		04/09/09
2	Changed Floor Warden's areas of responsibility		04/09/09