

# **Emergency Plan**

## **Santa Susana (SSFL)**

**SSFL**



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Revision Date: 6/17/2013

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## 1. Introduction

This document is the Emergency Plan for employees and visitors working at SSFL. It fulfills the requirements of Company Procedure [PRO-2270](#), “Emergency Plan.”

This plan incorporates evacuation and Shelter-In-Place (SIP) procedures as well as other procedures to be followed in the event of a building or site emergency.

This plan is uncontrolled when printed. [Directed Energy System Emergency Preparedness](#) website contains the most current version of this document. See Section 3 for information on how to access a current version.

## 2. Definitions

- Emergency Operations Center (EOC) – A Boeing command and information center designed to respond to a major disaster or emergency.
- Emergency Responder – Boeing Security and Fire Protection as well as Municipal Police or Fire Department.
- Incident Commander (IC) – A Fire Protection or Security representative in the field, responsible for overall coordination of an emergency or disaster.
- Evacuation Assembly Area – An area where evacuees must report when it is safe to do so, following an evacuation or shelter-in-place event.
- Release – An unplanned and uncontrolled discharge of a liquid, gas, vapor, dust, mist or fume originating from a chemical, biological, radiological or explosive system or device that may threaten the life, health or safety of employees.
- Secondary Evacuation Assembly Area – An area where evacuees must report when a building has multiply assembly areas, or when directed to do so by the Emergency Team or an Emergency Responder.
- Shelter-In-Place (SIP) – An isolated indoors location that provides temporary protection from a release of a chemical, biological, radiological agent or other unsafe condition outside of the building. Upper building floors, isolated rooms, vehicles, aircraft, etc. may be suitable temporary shelter-in-place locations.

## 3. General Emergency Information

- A. The primary emergency phone number is **2-2222 or (562-797-2222)**
- B. The site addressee is as follows:

SSFL: 5800 Woolsey Canyon Road, Simi Valley, CA 93063

- C. Individual building primary entry / exit points are located on the first floor of each building
- D. Fire extinguishers located throughout the buildings and are only to be used by trained personnel
- E. Additional emergency equipment and supplies are located at the emergency supply container

#### 4. **Emergency Reporting Procedure**

- A. Call the primary emergency phone number.
- B. State the nature and location of the emergency.
- C. Stay on the line until instructed to hang up.

#### 5. **Notification to Evacuate or Shelter in Place**

- A. Notification to **evacuate** may be initiated by any person through one or more of the following means:
  - 1. Primary emergency notification system
  - 2. Notification from Security, Fire Department, or other emergency responder.
  - 3. Notification by other employees.
- B. Notification to *shelter in place* may be initiated by any person through one or more of the following means:
  - 1. Secondary alarm system (public address)
  - 2. Notification from Security, Fire Department, or other emergency responder.
  - 3. Notification by other employees.

## 6. Routes of Egress and Assembly Areas

- A. Where required, the primary and secondary routes of egress and the [assembly areas](#) during an evacuation are posted through out the building.
- B. Shelter in place locations are identified as a buildings, vehicle, conference rooms, and/or lab.

## 7. Employees with disabilities

- A. Designated assistants for individuals with disabilities are coordinated through their manager
- B. During an **evacuation**, designated assistants shall:
  - 1. Not leave individuals that require assistance unattended during an emergency; assist them in exiting the building when on the ground floor.
  - 2. Accompany the individual requiring assistance to the appropriate stairwell when on upper floors. Do not use elevators when evacuating because of fire, earthquake, etc.
  - 3. Directly notify emergency responders of their location and request evacuation assistance.
- C. During a **shelter in place** emergency from a release, designated assistants shall:
  - 1. Not leave individuals that require assistance unattended during an emergency; assist them in proceeding to the shelter in place location.
  - 2. Use the elevator to move the individual requiring assistance to upper floors as necessary.

## 8. Departure Actions

- A. During an **evacuation** all employees shall:
  - 1. Alert other employees working in the area and activate the primary evacuation alarm system.
  - 2. Retrieve car keys, medicines, coat and other personal items.
  - 3. Appropriately secure classified information if not in imminent danger.

4. Turn off processes and equipment that may pose a hazard if left unattended.
5. Proceed to the primary evacuation assembly area following previously established primary or alternate routes. Do not use elevators.

B. During a ***sheltering in place*** emergency, all employees shall:

1. Alert other employees working in the area
2. Close and secure all doors and windows if notified to do so.
3. Retrieve car keys, medicines, coat and other personal items.
4. Appropriately secure classified information if not in imminent danger.
5. Turn off processes and equipment that may pose a hazard if left unattended.
6. Follow security and Fire direction on the appropriate method of shelter. Do not use the elevators; they are reserved for individuals with disabilities during a sheltering in place emergency.
7. Establish contact with emergency responders and seek further instruction if able to do so.
8. Evacuate to the appropriate assembly area when instructed to do so by Security and Fire, or when it is deemed necessary or appropriate.
9. Refrain from smoking in assembly areas. Primary and alternate assembly areas are not approved smoking areas and smoking is prohibited in assembly areas per [PRO-6403](#).

## 9. Fire

When a ***fire*** is detected:

- A. Alert everyone in the area.
- B. Dial the primary emergency contact numbers.
- C. Activate the fire alarm system.
- D. Utilize a fire extinguisher if you are trained and it is appropriate to do so.

- E. Initiate the evacuation procedures as outlined in sections #2 through #6 of this plan.

## 10. Medical Emergency

During a **medical emergency**:

- A. Dial the primary emergency contact numbers.
- B. Provide care consistent with your level of training and your ability to do so. Avoid moving the ill or injured employee if possible.
- C. Alert other CPR and First Aid trained employees for assistance.
- D. Send an employee to meet emergency responders at the designated door and escort them to the individual requiring aid.

## 11. Release

A **release** is an unplanned and uncontrolled discharge of a liquid, gas, vapor, dust, mist, or fume originating from a chemical, biological, radiological or explosive system or device that may threaten the life and safety of employees.

- A. If a release occurs within the building and evacuation is possible:
  - 1. Initiate the evacuation procedures as outlined in sections #2 through #6 of this plan.
  - 2. Be aware of the potential for additional releases from other systems, vehicles or devices.
- B. If a release occurs within the building and evacuation is not possible, or a release outside threatens employees within the building, initiate the shelter in place procedures as outlined in section #2 through #6.
- C. If you are in another building when a sheltering in place emergency occurs, follow other employees to their shelter in place location according to the map conspicuously posted in that area.
- D. If you are in a vehicle or parked aircraft when a sheltering in place emergency occurs, turn off motors, close ventilation systems, windows and doors to provide a barrier from the release. Air vents may be further secured by plugging those using available materials or clothing.

## 12. Earthquake

In the event of an **earthquake**:

A. If you are inside:

1. Drop, cover and hold under a table or other structurally significant object.
2. Keep calm and wait for the earthquake to completely stop before evacuating to avoid injuries from falling objects and equipment.
3. Evacuate using primary or alternate routes and proceed to the [designated assembly area\(s\)](#).
4. Initiate the accountability process and report attendance and missing employees to emergency responders.

B. If you are outside, stay away from buildings, power lines, light poles and other structures that may fall.

C. If you are in a vehicle, stop the vehicle away from over and under passes, bridges, buildings or other structures that may collapse.

D. Avoid all structures until deemed safe by qualified personnel. Aftershocks are unpredictable and may cause further structural damage or collapse.

## 13. Civil Disturbance

In the event a **civil disturbance**, such as a protest or demonstration, which occurs near the building that threatens employees:

A. Remain indoors and secure all entrances.

B. Stay away from windows and glass doors.

C. Alert other employees.

D. Call the primary and secondary emergency phone numbers then request assistance and instructions.

## 14. Bomb Threat, Suspicious Package or Device

A. If a **bomb threat** is received by telephone, use the bomb threat checklist and:

1. Write down all the information given by the caller.

2. Ask where the bomb is and when it is to detonate.
  3. Ask the caller for their name.
  4. Note the gender, voice characteristics, accent, background noises or any other items of interest.
  5. Call the primary and secondary emergency phone numbers then request assistance and instructions.
- B. If a ***suspicious package or device*** is discovered:
1. Do not touch, move or disturb the package or device.
  2. Call the primary and secondary emergency phone numbers then request assistance and instructions.

**15. Maintaining and Communicating this Emergency Plan**

- A. The elements of this plan will be reviewed annually and updated as needed. A copy of this plan will be available to all employees and visitors via the SSFL Emergency Preparedness Web Site.
- B. Management can use this plan to educate employees in their areas.
- C. An evacuation and/or shelter in place drill will be held every year. This drill is to be coordinated by area, building or site management in conjunction with Security and Fire Protection.
- D. Further information on emergency preparedness, evacuation, sheltering in place and other emergency procedures is available on the intranet at the Security & Fire Protection organization website.