



SITE EMERGENCY PLAN

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REVISION SUMMARY

Rev. No.	Description of Change	Pages
0	Initial Release – Infrastructure Services Contract DE-EM0003733 initial submittal.	All

ACRONYM LIST

AHJ	Authority Having Jurisdiction
CFR	Code of Federal Regulations
COOP	Continuity of Operations Plan
DOE	U.S. Department of Energy
EAP	emergency action plan
EOC	Emergency Operations Center
ERAP	Emergency Readiness Assurance Plan
ES&H	Environment, Safety, and Health
FPE	Fire Protection Engineer
GET	General Employee Training
JPIC	Joint Public Information Center
LED	Local Emergency Director
NFPA	National Fire Protection Association
O	Order
O/FM	Organizational/Functional Manager
PGDP	Paducah Gaseous Diffusion Plant
PPPO	Portsmouth/Paducah Project Office
SEP	Site Emergency Plan
SST	Swift & Staley Team

1.0 INTRODUCTION

The Site Emergency Plan (SEP) establishes the relationship and emergency response actions that Swift & Staley Inc. (hereinafter referred to as Swift & Staley Team [SST]) will perform in cooperation with the plant on-site emergency response coordinator and other Paducah Gaseous Diffusion Plant (PGDP) U.S. Department of Energy (DOE) contractors in implementing the Emergency Readiness Assurance Plan (ERAP). The actions described in this SEP are provided to clarify appropriate and timely emergency support and to help identify the circumstances where SST either will be a lead-responding organization or a support organization. This plan is provided as an interactive plan to link the SST emergency response with the other emergency responding organizations.

This SEP applies to SST, its subcontractors, and visitors. SST subcontractors shall promptly notify the SST Environment, Safety, and Health (ES&H) Manager and the appropriate site notification contact of any emergency conditions, personal injuries, or other unusual events that result in or could have resulted in personnel injury, environmental releases, or property damage. Subcontractors shall provide a complete report of all incidents outlining the causes, corrective actions, and measures taken to prevent recurrence to the SST ES&H Manager. In order to ensure immediate notification for reporting of emergencies, the subcontractor shall provide radio, telephone, or other reliable means of contact for their personnel working on-site.

2.0 ORGANIZATIONAL RESPONSIBILITIES

The responsibilities depicted and provided by this plan cover only those facilities, locations, and actions under the contract for PGDP Infrastructure Support Services.

Multiple organizations are involved in responding to emergencies at PGDP. This emergency response will be coordinated by the Deactivation Contractor and supported by the additional organizations (DOE, SST, the Conversion Contractor, etc.), as needed. Coordinated and cooperative interaction and response of each organization are essential for effective emergency response and mitigations. SST is committed to be a cooperative, responsive, and competent team player in emergency responses at PGDP and to comply with DOE Order (O) 151.1C, *Comprehensive Emergency Management System*.

2.1 SWIFT & STALEY TEAM EMERGENCY COORDINATOR

The SST Emergency Coordinator is the ES&H Manager, (270) 441-5018 (office) and (270) 556-1033 (cell). The alternate is the Environmental Compliance Specialist, (270) 441-6294 (office) and (270) 210-7354 (cell).

The SST Emergency Coordinator is responsible for the maintenance of the emergency program within SST and interfaces between DOE, the Deactivation Contractor, and SST. This position ensures communication and interface with local response agencies to off-site facilities, (e.g., Kevil, Kentucky office building). The Emergency Coordinator ensures appropriate training is conducted including formal classroom, web-based, drills, and exercises. Lastly, the Emergency Coordinator assigns Local Emergency Directors (LED) and Emergency Wardens. Other duties and responsibilities are included in SST Procedure 03.08.01, *Emergency Operations Center Activities*.

2.2 SWIFT & STALEY TEAM LOCAL EMERGENCY DIRECTORS AND EMERGENCY WARDENS

LEDs and Emergency Wardens are designated by the SST Emergency Coordinator. Duties and responsibilities are described in facility emergency action plans. In general, LEDs provide direction, guidance, and communication during an emergency with the assistance of Emergency Wardens. In general, Emergency Wardens provide direction, guidance, and communication during an emergency. Emergency Wardens also are tasked with ensuring certain immediate actions are completed by the general populace (e.g., closing office doors during severe weather and securing ventilation during shelter in place).

2.3 DEACTIVATION CONTRACTOR

The Deactivation Contractor has significant responsibilities for emergency responses and actions at PGDP. If the event is the Deactivation Contractor's responsibility, then the Deactivation Contractor will fulfill the overall requirements of DOE O 151.1C, *Comprehensive Emergency Management System*, as follows:

- Coordinating the Emergency Operations Center (EOC) activities;
- Coordinating medical assistance;
- Coordinating on-site response activities;
- Defining the classification of all emergencies;
- Reviewing and approving all off-site protective action;
- Developing emergency status update for providing information to the public; and
- Coordinating the overall recovery, if implemented.

Other organizations at PGDP are expected to respond, support, and aid in the implementation of the site's emergency response actions. If the event is DOE's responsibility, then the Deactivation Contractor will assume primary response functions and other organizations will support as needed. The Deactivation Contractor will determine emergency classification for events that are DOE's responsibility.

2.4 SWIFT & STALEY TEAM

SST supports and aids in the implementation of emergency response actions.

SST will maintain personnel qualified and trained in effective and timely response to site emergencies and will report to and assume EOC roles, as necessary and directed by the Deactivation Contractor. SST EOC responders will maintain their availability through the emergency EOC notification mechanism.

SST will cooperate with the Deactivation Contractor, DOE, and other site organizations, as needed, to aid in mitigation of emergencies. SST also will provide support to the EOC based upon the jointly determined level of involvement and can include the following:

- Manning stations in the EOC;
- Providing coordination between site entities;
- Remaining as a standby resource;
- Providing technical and support personnel, equipment, and supplies as needed by the EOC for response to an emergency;
- Providing for recovery resources for events that are SST's responsibility;
- Providing input for the ERAP to DOE; and
- Maintaining an active role in the site-wide Drill and Exercise Committee chaired by the Deactivation Contractor.

3.0 EMERGENCY NOTIFICATION, REPORTING, AND RESPONSE

3.1 INCIDENT SCENE RESPONSE BY SWIFT & STALEY TEAM

Upon the discovery of an emergency situation by SST personnel, whether perceived or real, the employee will initiate the response actions of SST Procedure 03.02.05, *Accident/Incident Reporting*; SST Procedure 04.06.01, *Radiological Accidents and Emergencies*; SST Procedure, 05.03.01, *Occurrence Notification and Reporting*; and/or this SEP as necessary. Published emergency action plans (EAPs) at each facility also will be utilized by individual employees during the initial response to an incident. SST will use the following methods of notifying the Deactivation Contractor Plant Shift Superintendent:

- On-site telephone (333)
- Alarm pull box

- Call (270) 441-6211 or (270) 441-6333 if using a cell phone
- Radio - Alpha 1, Channel 16
- Send messenger

3.2 RESPONSE BY SWIFT & STALEY TEAM

SST will maintain trained and technically qualified persons to respond during emergencies. SST will assume EOC active roles when the emergency is clearly under the control or the responsibility of SST. For emergencies in which SST is not the primary participant, SST will respond to the EOC and then act in a support function, as needed. Specific details are in implementing procedures, SST Procedures 03.08.01, *Emergency Operations Center Activities*; 03.08.02, *DOE Operational Emergencies*; and 03.08.04, *Recovery from Emergency*. Positions filled in the EOC by SST personnel are the SST EOC Coordinator, Security, Public Relations, and ES&H support.

When the Joint Public Information Center (JPIC) is activated by the Crisis Manager, SST provides trained primary and alternate personnel. Specific details of the position are provided in SST Procedure 03.08.03, *Emergency Public Information*.

SST also will have additional technical and operational support personnel on standby to be used as needed. In addition, SST will make available heavy equipment, communications equipment, and assorted vehicles to the response and recovery efforts. See Attachment B, *Swift & Staley Equipment*.

SST will be responsible for protective actions and accountability of its personnel. Occasionally, SST has work crews in remote locations on the DOE reservation and nearby wildlife management area. Notifications of emergency conditions are of vital importance. Various means to ensure communications have been established.

- At least one plant radio per work crew,
- Existing public announcement system,
- Existing sirens at the plant boundaries, and
- Personal and government cell phones.

3.3 CONTINUITY OF OPERATIONS PLAN

A Continuity of Operations Plan (COOP) has been developed to cover a full spectrum of situations and/or emergencies that could disrupt operations at PGDP. It provides the basics of continuity planning for DOE and prime contractors. The plan addresses the recovery of equipment and systems that may be considered mission critical. SST provides input on the COOP to the Deactivation Contractor upon request.

3.4 EMERGENCY PUBLIC INFORMATION

SST has personnel assigned to both the EOC and JPIC for the purpose of emergency public information. SST Procedure 03.08.03, *Emergency Public Information*, will be followed in the performance of their duties. Once an event is categorized as “belonging” to DOE, then public information releases will be communicated to the Portsmouth/Paducah Project Office (PPPO) in Lexington, Kentucky by the DOE representative in the EOC. The information is approved for release by PPPO and issued as press releases. Press releases subsequent to the initial press release are coordinated with DOE Headquarters. JPIC personnel provide direct access for the media, releasing and explaining the information approved by DOE.

If the event directly involves DOE Security, then the DOE Oak Ridge Operations Center approves the press releases.

4.0 FIRE PROTECTION

SST implements a fire protection program commensurate with work scope and risk of the Infrastructure Support Services Contract with DOE, DE-EM0003733. This section describes the various fire protection processes, training, and procedures applied to the work activities of the contract. Other duties and responsibilities can be found in SST Procedure 03.09.01, *Fire Protection and Evacuation Alarms*.

4.1 FACILITIES

The majority of SST facilities are modular buildings (trailers). SST also is assigned one steel structure (C-755-A Shop), nine underground shelters, and an 8,000 gallon fuel station (C-752-B Onsite Fuel Dispensing Station). SST is also responsible for the DOE office building (C-103). All SST buildings are operated to minimize fire loading. Installed fire protection warning and extinguishing systems are maintained operable.

Modification plans to existing structures or movement of modular buildings are reviewed by a Fire Protection Engineer (FPE). Documentation of the review is maintained with the facility records. Exceptions, waivers, or interpretations from fire protection standards are submitted to the DOE Authority Having Jurisdiction (AHJ) for approval.

The SST FPE will provide the fire protection code in question, recommendations and alternatives to the AHJ using formal correspondence.

Engineering is involved at the onset of new facility construction. Applicable engineering standards are specified as part of the design input. Installed systems (passive and active) are tested and accepted. In some cases, as with the C-752-B Onsite Fuel Dispensing Station, the final construction is certified by the cognizant regulatory agency.

SST also performs inspections of extinguishers, sprinkler systems, egress routes, and general fire resistance of all DOE facilities. The organization has been enhanced by two highly skilled technicians, a supervisor, and administrative support to handle these duties.

4.2 STORAGE

SST does not store items, chemicals, or materials long term. Quantities purchased are sufficient to complete the planned task. Excess flammable or combustible materials are stored near the point of use in a National Fire Protection Association (NFPA) compliant cabinet. Containers are clearly labeled in accordance with 29 Code of Federal Regulations (CFR) 1910.1200, *Hazard Communication* and NFPA 704, *Standard System for the Identification of the Hazards of Materials for Emergency Response*.

SST has procedures concerning the safe storage of flammable materials. SST Procedure 03.01.01, *General Safety Requirements*, and SST Procedure 03.02.04, *Hazard Communication*, include requirements regarding flammable materials.

4.3 SMOKING AND HOTWORK

Cigarette smoking is allowed in designated areas only. These areas are chosen for their absence of nearby flammable and combustible materials (i.e., grass, woods). Ash receptacles are provided at these areas. Smoking in government facilities or vehicles is strictly forbidden. These requirements are implemented through SST.POL-015, *Prohibition of Smoking at Swift & Staley-Managed Facilities*, and SST Procedure 03.01.01, *General Safety Requirements*.

Spark or flame producing activities are strictly controlled to minimize the danger of fire. Specific environmental conditions must be met, a qualified fire watch set, precautions identified, and time duration established before permission is granted to initiate spark or flame producing activities. SST maintains a fixed weld shop in C-755-A. The permit is granted by the Deactivation Contractor Fire Department and posted in the area.

Hot Work Permits are used outside the fixed weld shop for short duration work activities that produce flame or spark. SST Procedure 03.02.06, *Welding, Burning, and Hotwork*, governs these permits and work activities.

4.4 PREVENTION

Fire prevention is accomplished through thorough hazards analysis, permitting, general awareness level training, and good housekeeping practices. Job tasks are reviewed for hazards by the SST ES&H staff and workers (reference SST Procedure 03.02.03, *Hazard Assessments*, and SST Procedure 06.01.01, *Paducah Work Control Process*). Spark or flame producing activities are controlled through the permitting process discussed in the previous section. Employee awareness is maintained by frequent management walkdowns (reference SST Procedure 05.02.01, *Integrated Oversight Program*) and the SST General Employee Training (GET) module. Special fire watch training also serves to raise the general awareness level.

The housekeeping requirements of 29 CFR 1910, *Occupational Safety and Health Standards*, maintain combustible loading in work areas to a minimum acceptable level. Work crews are directed to clear their work area after each task. Time is set aside after work activities and periodically as needed for housekeeping duties. SST Procedure 03.01.01, *General Safety Requirements*, and Management By Walking Around assessments address housekeeping requirements.

4.5 FIRE HAZARD ANALYSIS

Fuel tanks and drums greater than 55 gallons are routinely inspected for leakage or deterioration. The inspections are maintained as records.

SST facilities, with the exception of the aforementioned fuel dispensing station, were reviewed in SSI.EM-0005, *Facility Hazards Survey*. No issues were identified with the structures or how they are being utilized. This document is annually reviewed and revised as necessary.

4.6 PERSONNEL

4.6.1 All Employees

All employees are responsible for:

- Planning and conducting all work in a manner that minimizes hazards from fire and other related events;
- Complying with requirements established in fire protection performance documents;
- Providing feedback on work processes to improve requirements and performance documents;
- Recognizing and responding to local fire evacuation alarms;
- Knowing how to promptly summon help in an emergency; and
- Understanding the need for good housekeeping practices, including keeping exits and emergency equipment free from obstructions.

4.6.2 Environment, Safety, and Health Manager

The ES&H Manager is responsible for the following:

- Developing a fire protection program that will assist in accomplishing the SST fire protection policy objectives;
- Maintaining and updating related documents such as the SEP, Facility Hazard Analyses, etc.;

- Overseeing the implementation of the fire protection program and providing company level support to project teams;
- Assigning fire protection program responsibilities to the appropriate Organizational/Functional Manager (O/FM); and
- Ensuring adequate resources are provided to implement the program through deployment of personnel to SST projects.

4.6.3 Organizational/Functional Managers/Supervisors

The O/FM and Supervisors are responsible for:

- Ensuring all employees know their responsibilities to:
 - Recognize and respond to local fire evacuation alarms
 - Be aware of exit routes
 - Promptly summon assistance for fire, emergency, medical aid, and security patrol
 - Read the building/facility emergency plan and know its location
- Ensuring assigned projects are compliant with applicable fire protection requirements in work smart standards and the Integrated Safety Management System guiding principles and core functions;
- Ensuring the performance of work in accordance with the SST fire protection program by implementing project specific fire protection program descriptions and procedures;
- Reinforcing to all employees the SST commitment to perform work in accordance with fire protection safety requirements; and
- Ensuring employee implementation of good housekeeping and fire prevention practices.

4.6.4 Operations and Maintenance Fire Services

Operations and Maintenance Fire Services personnel are responsible for performing fire services inspections and maintenance as government furnished services specified in the SST contract.

5.0 TRAINING

SST will maintain trained technical, operational, and public relations personnel to support the EOC and JPIC. Emergency response personnel will receive annual refresher training, participate in drills, and conduct exercises. Initial training for emergency response personnel consists of required reading and EOC orientation.

SST also will provide training and guidance for its workers to help in the early recognition and response to incidents. This training will include the following:

- Incident recognition
- Notification actions
- Safe incident scene early response actions

Attachment A, *Swift & Staley Team First Responder Guidance During an Emergency Event*, provides initial worker emergency response actions.

In addition to the emergency management training, all SST personnel are annually provided fire extinguisher training in SST Consolidated Annual Training. Fire watch personnel must pass a training course as well as the field practical test of operating an extinguisher to put out a fire. EAPs are written for each facility or area and include immediate actions in event of a fire. Training on EAPs is provided by the SST ES&H Manager whenever a revision is made.

Fire response is currently provided by qualified Deactivation Contractor fire department personnel. Agreements are in place between the Deactivation Contractor and local mutual aid services to provide additional firefighting capability if needed. The Deactivation Contractor support is stipulated in DOE Work Authorization 25973, *Paducah Fire, Emergency and PSS*.

6.0 DRILLS AND EXERCISES

SST will participate in emergency response drills and exercises. This participation may include development of the drill, conduct of the drill, response and implementation of drill activities, critiques, and corrective actions.

SST also will conduct periodic tabletop and walkthrough exercises with its staff to help ensure the workers are aware of appropriate response actions.

The Deactivation Contractor is responsible for updating the ERAP which describes the planning and training needed to remain proficient in emergency response. SST provides input to the ERAP annually, including training, drill exercises, and oversight schedules.

7.0 REFERENCES

29 CFR 1910.1200, *Hazard Communication*
DOE O 151.1C, *Comprehensive Emergency Management System*
DOE Work Authorization 25973, *Paducah Fire, Emergency and PSS*
NFPA 704, *Standard System for the Identification of the Hazards of Materials for Emergency Response*
SSIEM-0005, *Facility Hazards Survey*
SST/C-752-B/FHA/R0, *Fire Hazard Analysis for the Fuel Dispensing Facility Building C-752-B*
SST GET module
SST.POL-015, *Prohibition of Smoking at Swift & Staley-Managed Facilities*
SST Procedure 03.01.01, *General Safety Requirements*
SST Procedure 03.02.03, *Hazard Assessments*
SST Procedure 03.02.04, *Hazard Communication*
SST Procedure 03.02.05, *Accident/Incident Reporting*
SST Procedure 03.02.06, *Welding, Burning, and Hotwork*
SST Procedure 03.08.01, *Emergency Operations Center Activities*
SST Procedure 03.08.02, *DOE Operational Emergencies*
SST Procedure 03.08.03, *Emergency Public Information*
SST Procedure 03.08.04, *Recovery from Emergency*
SST Procedure 03.09.01, *Fire Protection and Evacuation Alarms*
SST Procedure 04.06.01, *Radiological Accidents and Emergencies*
SST Procedure 05.02.01, *Integrated Oversight Program*
SST Procedure 05.03.01, *Occurrence Notification and Reporting*
SST Procedure 06.01.01, *Paducah Work Control Process*

8.0 ATTACHMENTS

Attachment A, *Swift & Staley Team First Responder Guidance During an Emergency Event*
Attachment B, *Swift & Staley Equipment*

ATTACHMENT A –SWIFT & STALEY TEAM FIRST RESPONDER GUIDANCE DURING AN EMERGENCY EVENT

An SST first responder is any individual who arrives at or is present at the beginning of an emergency event. The first responder should perform the following actions, if safe to do so, prior to the arrival of the plant emergency squad.

1. Determine if remaining in the area is an immediate risk to self. If so, evacuate to the designated area outside the building or area as specified in the Facility Emergency Action Plan.
2. Call the Plant Shift Superintendent at (270) 441-6211, (270) 441-6333, 333 (on-site phone), or use the plant radio, Alpha 1, Channel 16.
3. Stay on the phone and provide the following information as long as you safely can do so:
 - Location of emergency event and affected areas;
 - Phone number of responder location;
 - Personnel injuries observed;
 - Structural/equipment damage;
 - Type of emergency (i.e., spill, person injury, fire, leak, etc.); and
 - Parameter of the event (i.e., how far has spill traveled, entrance to sewers, etc.).
4. When appropriate:
 - Pull fire alarm box;
 - Notify appropriate supervisor in the area; and
 - Warn other persons in the immediate affected area.

Warn non-emergency response personnel about not entering the area. After response staff and organizations arrive, provide them with information and follow their directions.

ATTACHMENT B –SWIFT & STALEY EQUIPMENT

The following equipment is available during emergency and recovery operations:

HEAVY EQUIPMENT

- Motor grader
- Backhoe (4-wheel drive with extendable reach)
- Tractors
- Side boom mower

COMMUNICATIONS

- 2-way radios

VEHICLES

- Light dump truck (optional snow removal equipment)
- Water truck
- Light-duty pickup truck
- Various trailers (enclosed, open, vehicle, utility)
- Flatbed truck
- Kubota rough terrain vehicle
- Polaris rough terrain vehicle (electric)
- Mowers with blade and brush attachments

EQUIPMENT

- Electrical generators
- Mobile welder
- Rotary lift
- Chain saws
- Chipper/shredder
- Brush cutters
- Portable air compressor
- Portable diesel refueling tank (100 gallons)

Enclosure 2

**SSI.EM-0009, Emergency Action Plan
for SST Facilities in C-755**



EMERGENCY ACTION PLAN

For SST Facilities in C-755

SSI.EM-0009

Prepared by:
SWIFT & STALEY TEAM
Emergency Management
Phone: (270) 441-5018
Revised: December 2015


SST ES&H Manager


Date

SST Facilities in C-755 EMERGENCY ACTION PLAN

SSI.EM-0009
Revised: December 2015

SCOPE/LIMITATION

This Emergency Action Plan (EAP) provides occupants in C-755 with specific directions to follow in the event of an emergency. This plan was developed in accordance with 29 Code of Federal Regulations (CFR) §1910.38 *Emergency Action Plans* and to supplement direction provided in CP2-EP-1000 "Paducah Site Emergency Management Plan" and site emergency response procedures.

INITIAL EMERGENCY RESPONSE

When an emergency occurs, someone must assume responsibility for the management of the scene and the protection of personnel. The person who discovers an emergency should immediately attempt to establish control **ONLY** if the incident is minor in magnitude (e.g., using a fire extinguisher to put out an incipient fire if trained to do so and extinguishment can be accomplished in a safe manner). When such measures are obviously inadequate or not successful in controlling the incident, initiate notification of appropriate emergency response authorities/personnel.

The building Local Emergency Director (LED) or Emergency Wardens will assume command when notified and will remain in command of the incident until relieved by arriving emergency response personnel. They will alert others to the existence of the emergency, ensure appropriate emergency response authorities [plant shift superintendent (PSS)] are notified, and establish control of the incident. Personnel are to be evacuated from the immediate danger/affected area, as appropriate, by LED or Emergency Wardens.

EVACUATION POINT

The primary evacuation point is located approximately 200 feet south of the C-755 area.

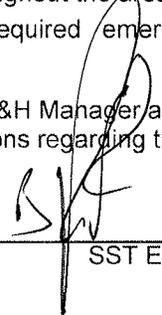
Location of an alternate evacuation point is dictated by prevailing winds and other on-scene conditions. The alternate evacuation point will be established by the LED or Emergency Wardens, communicated to Swift & Staley Team (SST) personnel and emergency response personnel.

RESPONSIBILITIES

The SST Environment, Safety, and Health (ES&H) Manager is responsible for:

- Reviewing the C-755 EAP annually and updating it as necessary;
- Ensuring copies of this EAP are available to facility occupants and visitors for review;
- Ensuring facility personnel are familiar with the C-755 EAP and any changes to the plan;
- Assigning LED, Emergency Wardens and alternates;
- Ensuring personnel assigned as LED and Emergency Wardens receive training on their responsibilities as outlined in this EAP;
- Ensuring that copies of the C-755 Facilities Evacuation Routes and Evacuation Point are posted at strategic locations throughout the area; and
- Conducting required emergency drills for the SST personnel.

Contact SST ES&H Manager at (270) 441-5018 if you have any questions regarding this EAP.

Approved By: 

SST ES&H Manager/Date

11/2/15

Be Prepared for an Emergency

SST Facilities in C-755 EMERGENCY ACTION PLAN

SSI.EM-0009
Revised: December 2015

FIRE

REPORTING A FIRE

Persons observing a fire should report it immediately by pulling the nearest fire alarm box; dialing “333” or “6333” on plant phone, calling 270-441-6211 from cell phone or calling “Alpha-1” on Channel 16 on the plant radio.

If it is safe to do so, persons reporting a fire should remain near the area to direct emergency responders and to ensure the area has been evacuated.

Personnel can use fire extinguishers to put out an incipient fire if trained to do so and if extinguishment can be accomplished in a safe manner.

RECEIVING A FIRE ALARM

C-755 Fire Alarm—In the event of a fire at C-755, personnel will be alerted by the complex fire alarm. The fire alarm is a steady high pitched tone that is actuated automatically from pull boxes located throughout the facility.

PROTECTIVE ACTIONS FOR FIRE

Upon hearing the fire alarm signal or being notified that a building evacuation is required for other reasons, leave the building by the designated evacuation route, proceed to the evacuation point, and listen for an announcement or emergency instructions from the PSS, Incident Commander (IC), or C-300.

Upon reaching the designated evacuation point, personnel should make their presence known to the LED or Emergency Wardens for a local accountability. Continue to follow directions of the LED, Emergency Wardens and emergency response personnel.

LED AND EMERGENCY WARDEN RESPONSIBILITIES

The LED is responsible for:

- Reporting to designated evacuation point;
- Initiating personnel accountability;
- Instructing all personnel to remain at the evacuation point until otherwise informed;
- Acting as a point of contact for emergency information regarding building response actions;
- Interfacing with plant emergency response authorities (i.e., PSS or IC); and
- Ensuring the alarm is reported to C-300.

Emergency Wardens are responsible for:

- Checking their assigned areas, and if it is safe to do so, assisting with the evacuation and ensuring the area is clear;
- Ensuring handicapped and injured persons receive the necessary assistance; and
- Reporting to the designated evacuation point and assisting the LED in obtaining accountability of C-755 complex personnel.

Fire or Explosion

SST Facilities in C-755 EMERGENCY ACTION PLAN

SSI.EM-0009
Revised: December 2015

CHEMICAL RELEASE THREAT

While there are no significant concentrations of hazardous or toxic materials in C-755, the possibility of a release from one of the Paducah Gaseous Diffusion Plant (PGDP) facilities/areas or a transportation accident near the area is possible. Persons in facilities/areas downwind of chemical releases may be in danger. Immediate protective actions by persons downwind can significantly reduce the safety and health risks from an approaching chemical plume.

REPORTING A CHEMICAL RELEASE

Any person who discovers or observes a non-incident spill or release of oil or hazardous material shall immediately notify C-300 by dialing "333" or "6333" on plant phone, calling 270-441-6211 from cell phone or calling "Alpha-1" on Channel 16 on a plant radio. Incidental spills or releases shall be reported to the PSS in building C-300 for investigation and evaluation for reportability and emergency response. The caller shall clearly identify the occurrence as an emergency or non-emergency situation and provide the PSS/C-300 with the location and description of the incident.

RECEIVING WARNING OF APPROACHING CHEMICAL PLUME

Warning of an approaching chemical plume will typically come from the PGDP PSS via the plant public address (PA) system accompanied by an order to either evacuate or shelter-in-place.

PROTECTIVE ACTIONS FOR APPROACHING CHEMICAL PLUME

A person discovering a chemical release should evacuate the area immediately (go upwind of the release) warning others who may be nearby, then report the emergency. Upon hearing that a building evacuation is required, personnel should evacuate immediately by the designated evacuation route, proceed to the evacuation point and listen for further emergency instructions from emergency responders. Upon reaching the designated evacuation point, personnel should make their presence known to the LED or Emergency Wardens for a local/building accountability.

If instructed to shelter-in-place, personnel shall immediately go inside, close all windows and doors and remain indoors until the shelter-in-place order is lifted. All sources of outside ventilation (fan, air conditioner, etc.) must be turned off. They shall maintain radio and/or telephone contact with emergency response personnel.

LED AND EMERGENCY WARDEN RESPONSIBILITIES

The LED is responsible for the following:

- Assisting personnel with shelter-in-place actions;
- During a facility evacuation, reporting to the designated evacuation point;
- Initiating personnel accountability;
- Instructing all personnel to remain at the evacuation point until otherwise informed;
- Acting as point of contact for emergency information regarding building response actions;
- Interfacing with emergency response authorities (i.e., PSS or IC); and
- Ensuring the alarm is reported to C-300.

Emergency Wardens are responsible for:

- Checking their assigned areas and assisting with shelter-in-place or facility evacuation;
- Ensuring handicapped and injured persons receive the necessary assistance; and
- Reporting to the designated evacuation point and assist the LED in obtaining accountability of C-755 occupants.

Chemical Releases/Spills

SST Facilities in C-755 EMERGENCY ACTION PLAN

SSI.EM-0009
Revised: December 2015

EARTHQUAKE

REPORTING AN EARTHQUAKE

There is no need to report a substantial earthquake - everyone will know.

PROTECTIVE ACTIONS FOR EARTHQUAKE EVENTS

Indoors—if indoors, be alert for falling objects such as light fixtures, stacked items, bookcases, and filing cabinets. Immediately crawl under a desk or table located in a strong corner away from windows or move to a strong doorway or small interior space. Do not panic. Do not attempt to rush outside. When the shaking stops, evacuate immediately if you feel the facility is unsafe.

Outdoors—If outside, avoid walls, power poles, and other tall objects. Do not run through the streets. If driving an automobile, stop in the safest place possible. Move to a safe, open area.

AFTERSHOCKS

Within 12 to 24 hours following a major earthquake, a series of aftershocks of approximately the same intensity can occur. A recovery strategy will consider the potential to lessen the damage from these aftershocks by securing material loosened by the initial shocks.

Facility management, engineering, and/or local emergency response authorities will evaluate reports and facility to determine if the building is safe for occupancy.

LED AND EMERGENCY WARDEN RESPONSIBILITIES

The LED is responsible for the following:

- Reporting to the designated evacuation point;
- Initiating personnel accountability;
- Instructing all personnel to remain at the evacuation point until otherwise informed;
- Acting as point of contact for emergency information regarding building response actions;
- Interfacing with emergency response authorities (i.e., PSS or IC); and
- Ensuring the alarm is reported to C-300.

Emergency Wardens are responsible for:

- Checking assigned areas and assisting with the evacuation;
- Ensuring handicapped and injured persons receive the necessary assistance;
- Reporting to the designated evacuation point and assisting the LED in obtaining accountability; and
- Ensuring personnel do not re-enter facility until it is examined by a competent person.

Earthquake Response

SST Facilities in C-755 EMERGENCY ACTION PLAN

SSI.EM-0009
Revised: December 2015

SEVERE WEATHER

PROTECTIVE ACTIONS FOR SEVERE WEATHER

Thunderstorm Warning—Upon receiving a thunderstorm warning, personnel working outside or in mobile office trailers will be directed to relocate in substantial safe refuge buildings, such as C-755-A, until the warning period, usually 30 minutes, is over. All plant personnel should take lightning precautions and expect high winds and damaging hail.

Tornado Warning—Upon receiving a tornado warning, all personnel should take cover in underground shelters. Automobiles, trailers, and other mobile structures should be vacated. If outdoors and if time permits, proceed immediately to a safe shelter. If unable to find shelter, lie flat in the nearest ditch, outfall, or depression. Stay out of mobile structures—they are most vulnerable to tornados.

AFTER A TORNADO STRIKE

Report all emergency actions to the C-755 LED, Emergency Wardens, and plant emergency squad personnel, PSS/IC or C-300.

If accountability is ordered, report your position to a C-755 Emergency Warden or LED and supervisor if possible. The LED shall account for the facility/area personnel with the assistance of the C-755 Emergency Wardens and report the accountability status to the PSS/IC or C-300.

Facility management and/or plant emergency response personnel will evaluate reports and the building to ensure facility safety for occupancy. If the building is damaged, the plant emergency response personnel or facility management may prohibit occupancy until it is safe to do so.

LED AND EMERGENCY WARDEN RESPONSIBILITIES

The LED is responsible for the following:

- Reporting to the designated evacuation point;
- Initiating personnel accountability;
- Instructing all personnel to remain at the evacuation point until otherwise informed;
- Acting as point of contact for emergency information regarding building response actions;
- Interfacing with emergency response authorities (i.e., PSS or IC); and
- Ensuring the alarm is reported to C-300.

Emergency Wardens are responsible for:

- Checking assigned areas and assisting with the evacuation;
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- Reporting to the designated evacuation point and assisting the LED in obtaining accountability; and
- Ensuring personnel do not re-enter facility until it is examined by a competent person.

Severe Weather

SST Facilities in C-755 EMERGENCY ACTION PLAN

SSI.EM-0009
Revised: December 2015

BOMB THREAT/EXPLOSIVE DEVICE/ SUSPICIOUS OBJECT/SUSPICIOUS ACTIVITY

WARNING: *Radio transmissions could cause a blasting cap (electronic initiator) to detonate prematurely. The use of radios or telephones near suspected devices or inside search areas could result in premature detonation of the explosive device.*

TELEPHONE BOMB THREAT

Personnel should perform the following upon receiving a **telephone bomb threat**:

- Obtain all available information about the threat by utilizing the Telephone Bomb Threat Checklist (back cover).
- Notify C-300 by dialing "333" or "6333" on plant phone or by calling **270-441-6211** from cell phone.
- Notify manager/ supervisor immediately.

WRITTEN OR PERSONAL CONTACT ABOUT A BOMB THREAT

Personnel should perform the following upon receiving **written or personal contact about a bomb threat**:

- Protect and preserve the written communication. Do not handle the communication excessively.
- Obtain all available information about the explosive device without endangering personal safety or the safety of others.
- Notify C-300 by dialing "333" or "6333" on plant phone or by calling **270-441-6211** from cell phone.
- Notify manager/supervisor immediately.

DISCOVERING AN EXPLOSIVE DEVICE

Mail bombs may be restricted endorsements such as "Personal" or "Private." Mail bombs may have distorted handwriting, or the name and address may be prepared with homemade labels or cut-and-paste lettering. Letter bombs may feel rigid or appear uneven or lopsided.

Personnel should perform the following upon **discovering an explosive device** or any other suspicious object in the mail, in an office, or other work area:

- Leave the suspected device/suspicious object undisturbed.
- Notify other facility personnel, immediately evacuate to the designated evacuation point, and control access to the area if possible.
- Notify C-300 by dialing "333" or "6333" on plant phone or by calling **270-441-6211** from cell phone.
- Notify manager/ supervisor immediately.

PGDP Security personnel will be directed by the PSS to establish perimeter control of the affected area to prevent unauthorized personnel from entering the area. The PSS, or designee, may request appropriate emergency assistance from appropriate mutual aid organizations.

As a precaution, the responding IC may direct evacuated building personnel to relocate to another assembly area determined by emergency responders.

SUSPICIOUS ACTIVITY

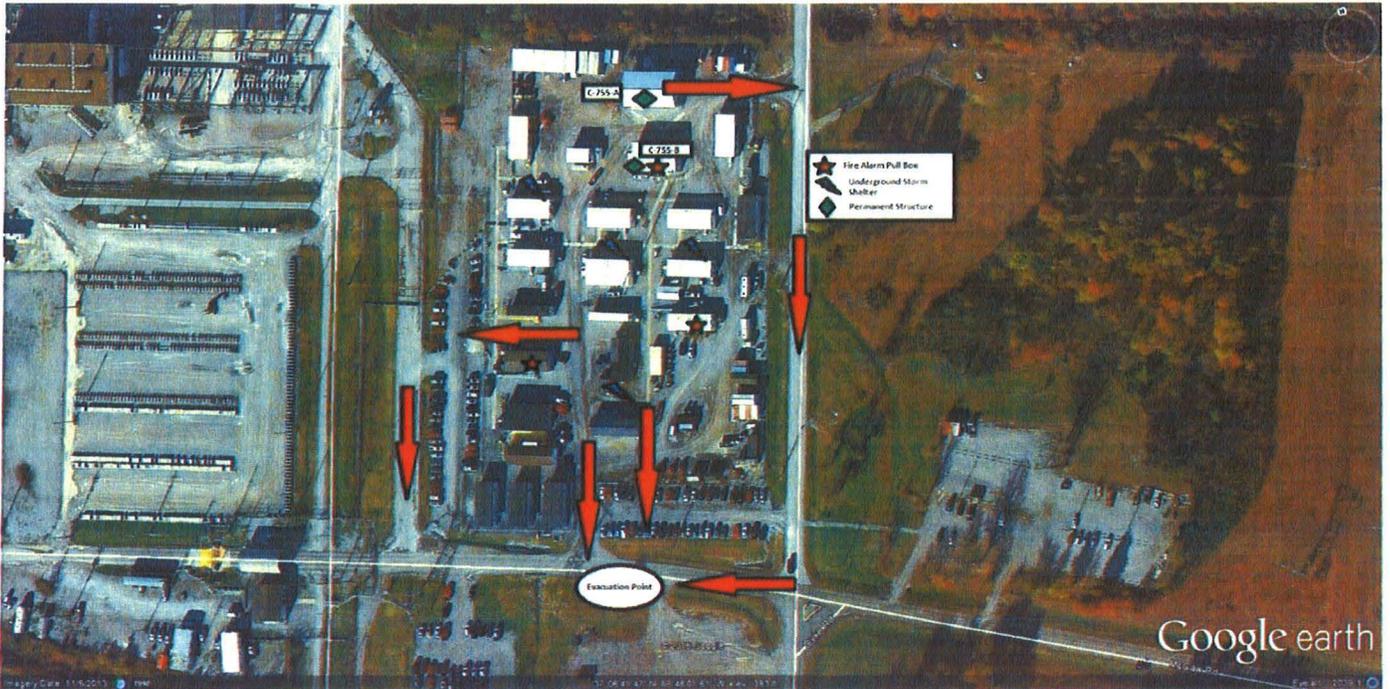
If a suspicious activity or person(s) is observed, notify C-300 by dialing "333" or "6333" on plant phone or by calling **(270) 441-6211** from cell phone. Notify manager/ supervisor immediately.

Bomb Threat

SST Facilities in C-755 EMERGENCY ACTION PLAN

SSI.EM-0009
Revised: December 2015

C-755 Building Evacuation Routes



Emergency Evacuation Routes and Assembly Area

SST Facilities in C-755 EMERGENCY ACTION PLAN

SSI.EM-0009
Revised: December 2015

ACTIVE SHOOTER EVENTS

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.

To aid in your survival of the event, U.S. Department of Energy (DOE) recommends you consider exercising one of the following three options:

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

2. HIDE

- Hide in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

3. FIGHT

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions... your life depends on it

The initial response personnel to arrive on scene will not stop to help the injured. Expect rescue teams to follow response personnel and provide first aid. Once you have reached a safe location, you will likely be held at that area by security personnel or law enforcement authorities until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until you have been instructed you to do so.

When emergency response personnel arrive:

- Remain calm and follow instructions
- Put down any items in your hands
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward response personnel such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask response personnel for help or direction when evacuating
- Provide number and location of shooter(s), including description of weapons and number of potential victims at the location

SST Facilities in C-755 EMERGENCY ACTION PLAN

SSI.EM-0009
Revised: December 2015

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: Be calm; be courteous; listen; do not interrupt the caller; if possible, notify supervisor by prearranged signal while caller is on line.

YOUR NAME: _____ **TIME:** _____ **DATE:** _____

CALLER'S IDENTITY

Sex: Male _____ Female _____ **Adult** _____ **Juvenile** _____ **Approximate Age:** _____ Years

ORIGIN OF CALL

Local _____ Long Distance _____ Booth _____ PAX (from within building?) _____

Voice Characteristics

____ Loud _____ Soft
____ High Pitch _____ Deep
____ Raspy _____ Pleasant
____ Intoxicated
_____ Other

Speech

____ Fast _____ Slow
____ Distinct _____ Distorted
____ Stutter _____ Nasal
____ Slurred _____ Lisp
_____ Other

Language

____ Excellent _____ Good
____ Fair _____ Poor
____ Foul
_____ Other

Accent

____ Local _____ Not Local
____ Foreign _____ Region
____ Race

Manner

____ Calm _____ Angry
____ Rational _____ Irrational
____ Coherent _____ Incoherent
____ Deliberate _____ Emotional
____ Righteous _____ Laughing

Background Noises

____ Factory _____ Trains
____ Machines _____ Animals
____ Bedlam _____ Quiet
____ Music _____ Voices
____ Office _____ Airplanes
____ Machines _____ Party
____ Mixed _____ Atmosphere
____ Street Traffic

BOMB FACTS

Pretend difficulty with hearing; keep caller talking; if caller seems agreeable to further conversation, ask questions like:

When will it go off? Certain Hour _____ Time Remaining _____
Where is it located? Building _____ Area _____
What kind of bomb: _____ Where are you now? _____
How do you know so much about the bomb? _____
What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Did caller appear familiar with plant or building by his description of the bomb location? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

ACTION TO TAKE IMMEDIATELY AFTER CALL

NOTIFY: 1. Plant Shift Superintendent "333", "6333" or (270) 441-6211 _____

2. Your Immediate Supervisor _____

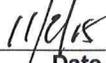
Enclosure 3

SSI.EM-00010, Emergency Action Plan for C-103



EMERGENCY ACTION PLAN for C-103 SSI.EM-0010

Prepared by:
SWIFT & STALEY TEAM
Emergency Management
Phone: (270) 441-5018
Revised: December 2015


C-103 Facility Manager  11/2/15 Date

C-103 BUILDING EMERGENCY ACTION PLAN

SSI.EM-0010
Revised: December 2015

SCOPE/LIMITATION

This Emergency Action Plan (EAP) provides occupants in C-103 with specific directions to follow in the event of an emergency. This plan was developed in accordance with 29 Code of Federal Regulations (CFR) §1910.38 *Emergency Action Plans* and to supplement direction provided in CP2-EP-1000 *Paducah Site Emergency Management Plan* and site emergency response procedures.

INITIAL EMERGENCY RESPONSE

When an emergency occurs, someone must assume responsibility for the management of the scene and the protection of personnel. The person who discovers an emergency should immediately attempt to establish control **ONLY** if the incident is minor in magnitude (e.g., using a fire extinguisher to put out an incipient fire if trained to do so and extinguishment can be accomplished in a safe manner). When such measures are obviously inadequate or not successful in controlling the incident, initiate notification of appropriate emergency response authorities/personnel.

The building Local Emergency Director (LED) or Emergency Wardens will assume command when notified and will remain in command of the incident until relieved by arriving emergency response personnel. They will alert others to the existence of the emergency, ensure appropriate emergency response authorities plant shift superintendent (PSS) are notified, and establish control of the incident. Personnel are to be evacuated from the immediate danger/affected area, as appropriate, by LED or Emergency Wardens.

EVACUATION POINT

The primary evacuation point is located approximately 200 feet from the southwest side of C-103 and is indicated by a sign.

The alternate evacuation point is located approximately 200 feet from the south side of C-103 and is indicated by a sign.

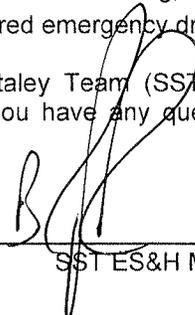
RESPONSIBILITIES

The Environmental, Safety, and Health (ES&H) Manager is responsible for:

- Reviewing the C-103 EAP annually and updating it as necessary;
- Ensuring copies of this EAP are available to facility occupants and visitors for review;
- Ensuring facility personnel are familiar with the C-103 EAP and any changes to the plan;
- Assigning LED, Emergency Wardens, and alternates;
- Ensuring personnel assigned as LED and Emergency Wardens receive training on their responsibilities as outlined in this EAP;
- Ensuring that copies of the C-103 Building Evacuation Routes and Evacuation Point are posted at strategic locations throughout the building; and
- Conducting required emergency drills for the facility.

Contact Swift & Staley Team (SST) ES&H Manager at (270) 441-5018 if you have any questions regarding this EAP.

Approved By: _____


SST ES&H Manager/Date

11/2/15

Be Prepared for an Emergency

C-103 BUILDING EMERGENCY ACTION PLAN

SSI.EM-0010
Revised: December 2015

FIRE

REPORTING A FIRE

Persons observing a fire should report it immediately by pulling the nearest fire alarm box; dialing “**333**” or “**6333**” on plant phone, calling **270-441-6211** from cell phone or calling “**Alpha-1**” on **Channel 16** on the plant radio.

If it is safe to do so, persons reporting a fire should remain near the area to direct emergency responders and to ensure the area has been evacuated.

Personnel can use fire extinguishers to put out an incipient fire if trained to do so and if extinguishment can be accomplished in a safe manner.

RECEIVING A FIRE ALARM

C-103 Fire Alarm—In the event of a fire at the C-103 Building, personnel will be alerted by the building fire alarm. The fire alarm is a steady high pitched tone that is actuated automatically from pull boxes located throughout the facility.

PROTECTIVE ACTIONS FOR FIRE

Upon hearing the fire alarm signal or being notified that a building evacuation is required for other reasons, leave the building by the designated evacuation route and listen for an announcement or emergency instructions from the PSS, Incident Commander (IC), or C-300.

Upon reaching the designated evacuation point, personnel should make their presence known to the LED and Emergency Wardens for a local accountability. Continue to follow directions of the LED, Emergency Wardens and emergency response personnel.

LED AND EMERGENCY WARDEN RESPONSIBILITIES

The LED is responsible for:

- Reporting to designated evacuation point;
- Initiating personnel accountability;
- Instructing all personnel to remain at the evacuation point until otherwise informed;
- Acting as a point of contact for emergency information regarding building response actions;
- Interfacing with plant emergency response authorities (i.e., PSS or IC); and
- Ensuring the alarm is reported to C-300.

Emergency Wardens are responsible for:

- Checking their assigned areas, and if it is safe to do so, assisting with the evacuation and ensuring the area is clear;
- Ensuring handicapped and injured persons receive the necessary assistance; and
- Reporting to the designated evacuation point and assisting the LED in obtaining accountability of C-103 Building personnel.

Fire or Explosion

C-103 BUILDING EMERGENCY ACTION PLAN

SSI.EM-0010
Revised: December 2015

CHEMICAL RELEASE

While there are no significant concentrations of hazardous or toxic materials at the C-103 Building, the possibility of a release from one of the Paducah Gaseous Diffusion Plant (PGDP) facilities/areas or a transportation accident near C-103 Building is possible.

Persons in facilities/areas downwind of chemical releases may be in danger. Immediate protective actions can significantly reduce the safety and health risks from an approaching chemical plume.

REPORTING A CHEMICAL RELEASE

Any person who discovers or observes a spill or release of oil or hazardous material shall immediately notify C-300 by dialing "333" or "6333" on plant phone, calling 270-441-6211 from cell phone or calling "Alpha-1" on Channel 16 on the plant radio. Spills and releases shall be reported to C-300 for investigation and evaluation for reportability and emergency response. The caller shall clearly identify the occurrence as an emergency or non-emergency situation and provide the PSS/C-300 with the location and description of the incident.

RECEIVING WARNING OF APPROACHING CHEMICAL PLUME

Warning of an approaching chemical plume will typically come from the PSS via the plant public address (PA) system accompanied by an order to either evacuate or shelter-in-place.

PROTECTIVE ACTIONS FOR APPROACHING CHEMICAL PLUME

A person discovering a chemical release should evacuate the area immediately (go upwind of the release) warning others who may be nearby, then report the emergency. Upon hearing that a building evacuation is required, personnel should evacuate immediately by the designated

evacuation route and listen for further emergency instructions from emergency responders. Upon reaching the designated evacuation point, personnel should make their presence known to the LED or Emergency Wardens for a local/building accountability. If instructed to shelter-in-place, personnel shall immediately go inside, close all windows and doors and remain indoors until the shelter-in-place order is lifted. All sources of outside ventilation (fan, air conditioner, etc.) must be turned off. They shall maintain radio and/or telephone contact with emergency response personnel

LED AND EMERGENCY WARDEN RESPONSIBILITIES

The LED is responsible for the following:

- Assisting personnel with shelter-in-place actions;
- During a facility evacuation, reporting to the designated evacuation point;
- Initiating personnel accountability;
- Instructing all personnel to remain at the evacuation point until otherwise informed;
- Acting as point of contact for emergency information regarding building response actions;
- Interfacing with emergency response authorities (i.e., PSS or IC); and
- Ensuring the alarm is reported to C-300.

Emergency Wardens are responsible for:

- Checking their assigned areas and assisting with shelter-in-place or facility evacuation;
- Ensuring handicapped and injured persons receive the necessary assistance; and
- Reporting to the designated evacuation point and assist the LED in obtaining accountability of C-103 Building occupants.

Chemical Releases/Spills

C-103 BUILDING EMERGENCY ACTION PLAN

SSI.EM-0010
Revised: December 2015

EARTHQUAKE

REPORTING AN EARTHQUAKE

There is no need to report a substantial earthquake - everyone will know.

PROTECTIVE ACTIONS FOR EARTHQUAKE EVENTS

Indoors—If indoors, be alert for falling objects such as light fixtures, stacked items, bookcases, and filing cabinets. Immediately crawl under a desk or table located in a strong corner away from windows or move to a strong doorway or small interior space. Do not panic. Do not attempt to rush outside. When the shaking stops, evacuate immediately if you feel the facility is unsafe.

Outdoors—If outside, avoid walls, power poles, and other tall objects. Do not run through the streets. If driving an automobile, stop in the safest place possible. Move to a safe, open area.

AFTERSHOCKS

Within 12 to 24 hours following a major earthquake, a series of aftershocks of approximately the same intensity can occur. A recovery strategy will consider the potential to lessen the damage from these aftershocks by securing, as soon as possible, material loosened by the initial shocks.

Facility management, engineering, and/or local emergency response authorities will evaluate reports and facility to determine if the building is safe for occupancy.

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Earthquake Response

C-103 BUILDING EMERGENCY ACTION PLAN

SSI.EM-0010
Revised: December 2015

SEVERE WEATHER

PROTECTIVE ACTIONS FOR SEVERE WEATHER

Thunderstorm Warning— Upon receiving a thunderstorm warning, personnel working outside or in mobile office trailers will be directed to relocate in substantial safe refuge buildings, such as C-103 until the warning period, usually 30 minutes, is over. All plant personnel should take lightning precautions and expect high winds and damaging hail.

Tornado Warning— Upon receiving a tornado warning, all personnel should take cover in the center section of the original building away from windows and under heavy furniture if possible. Close the doors to outside rooms. Automobiles, trailers, and other mobile structures should be vacated. If outdoors and if time permits, proceed immediately to a safe shelter, preferably a basement area or strong building. If unable to find shelter, lie flat in the nearest ditch, outfall, or depression. Stay out of mobile structures—they are most vulnerable to tornados.

Immediate actions for severe weather warning that affects C-103:

- Exit the newer Annex portion of the building.
- Go to the center hallway and interior offices in the original portion of the building.
- Close all doors to the exterior offices.
- When "Take Shelter" has been lifted, follow instructions below.

AFTER A TORNADO STRIKE

Report all emergency actions to the LED, Emergency Wardens, plant emergency squad personnel, and/or PSS/IC.

If accountability is ordered, report your position to an Emergency Warden or LED and supervisor if possible. The LED shall account for the facility/area personnel with the assistance of the Emergency Wardens and report the accountability status to the PSS/IC or C-300.

Facility management and/or plant emergency response personnel will evaluate reports and the building to ensure facility safety for occupancy. If the building is damaged, the plant emergency response personnel or facility management may prohibit occupancy until it is safe to do so.

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Severe Weather

C-103 BUILDING EMERGENCY ACTION PLAN

SSI.EM-0010
Revised: December 2015

BOMB THREAT/EXPLOSIVE DEVICE/SUSPICIOUS OBJECT/ SUSPICIOUS ACTIVITY

WARNING: *Radio transmissions could cause a blasting cap (electronic initiator) to detonate prematurely. The use of radios or telephones near suspected devices or inside search areas could result in premature detonation of the explosive device.*

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- Notify manager/ supervisor immediately.

WRITTEN OR PERSONAL CONTACT ABOUT A BOMB THREAT

Personnel should perform the following upon receiving **written or personal contact about a bomb threat**:

- Protect and preserve the written communication. Do not handle the communication excessively.
- Obtain all available information about the explosive device without endangering personal safety or the safety of others.
- Notify C-300 by dialing “333” or “6333” on plant phone or by calling **(270) 441-6211** from cell phone.
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Mail bombs may be restricted endorsements such as "Personal" or "Private." Mail bombs may have distorted handwriting, or the name and address may be prepared with homemade labels or cut-and-paste lettering. Letter bombs may feel rigid or appear uneven or lopsided.

Personnel should perform the following upon **discovering an explosive device** or any other suspicious object in the mail, in an office, or other work area:

- Leave the suspected device/suspicious object undisturbed.
- Notify other facility personnel, immediately evacuate to the designated evacuation point, and control access to the area if possible.
- Notify C-300 by dialing “333” or “6333” on plant phone or by calling **(270) 441-6211** from cell phone.
- Notify manager/ supervisor immediately.

PGDP Security personnel will be directed by the PSS to establish perimeter control of the affected area to prevent unauthorized personnel from entering the area. The PSS, or designee, may request appropriate emergency assistance from appropriate mutual aid organizations.

As a precaution, the responding IC may direct evacuated building personnel to relocate to another assembly area determined by emergency responders.

SUSPICIOUS ACTIVITY

If a suspicious activity or person(s) is observed, notify C-300 by dialing “333” or “6333” on plant phone or by calling **(270) 441-6211** from cell phone. Notify manager/supervisor immediately.

Bomb Threat/Suspected Device

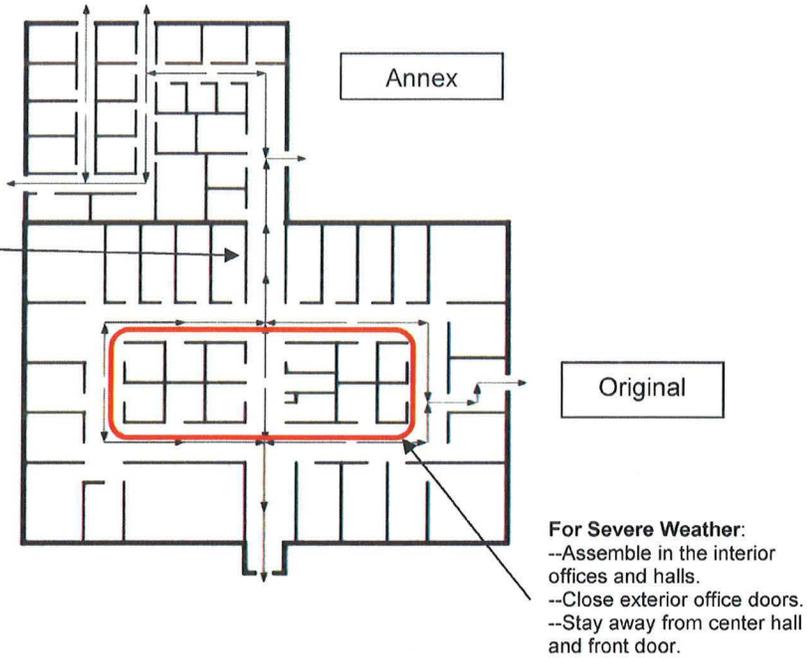
C-103 BUILDING EMERGENCY ACTION PLAN

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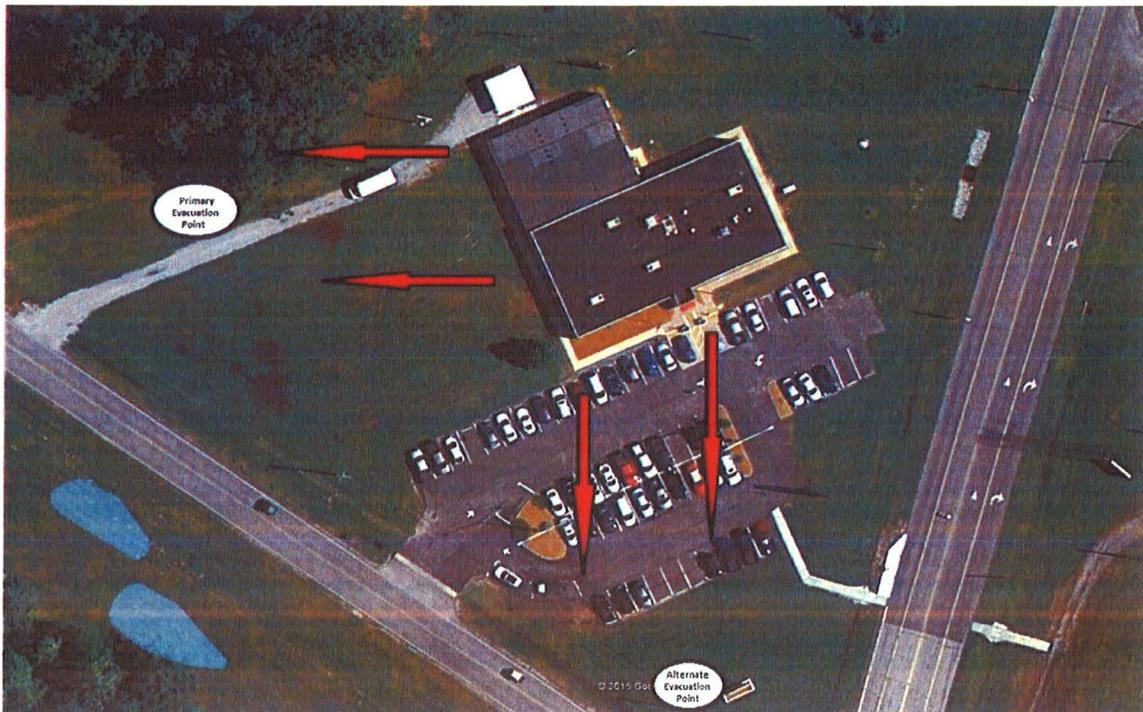
The Primary Evacuation Point is located 200' southwest of C-103.

The alternate Evacuation Point is located 200' south of C-103.

Location of automated external defibrillator (AED)



C-103 Building Evacuation Routes



C-103 Building Evacuation Map

C-103 BUILDING EMERGENCY ACTION PLAN

SSI.EM-0010
Revised: December 2015

ACTIVE SHOOTER EVENTS

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.

To aid in your survival of the event, U.S. Department of Energy (DOE) recommends you consider exercising one of the following three options:

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- When you are safe, notify C-300 at **Bell "333" or (270) 441-6211** and manager/ supervisor immediately

2. HIDE

- Hide in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

3. FIGHT

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions... your life depends on it

The initial response personnel to arrive on scene will not stop to help the injured. Expect rescue teams to follow response personnel and treat the injured. Once you have reached a safe location, you will likely be held at that area by security personnel or law enforcement authorities until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until you have been instructed you to do so.

When emergency response personnel arrive:

- Remain calm and follow instructions
- Put down any items in your hands
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward response personnel such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask response personnel for help or direction when evacuating
- Provide number and location of shooter(s), including description of weapons and number of potential victims at the location

C-103 BUILDING EMERGENCY ACTION PLAN

SSI.EM-0010
Revised: December 2015

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: Be calm; be courteous; listen; do not interrupt the caller; if possible, notify supervisor by prearranged signal while caller is on line.

YOUR NAME: _____ **TIME:** _____ **DATE:** _____

CALLER'S IDENTITY

Sex: Male _____ Female _____ **Adult** _____ **Juvenile** _____ **Approximate Age:** _____ Years

ORIGIN OF CALL

Local _____ Long Distance _____ Booth _____ PAX (from within building?) _____

Voice Characteristics

____ Loud _____ Soft
____ High Pitch _____ Deep
____ Raspy _____ Pleasant
____ Intoxicated
_____ Other

Speech

____ Fast _____ Slow
____ Distinct _____ Distorted
____ Stutter _____ Nasal
____ Slurred _____ Lisp
_____ Other

Language

____ Excellent _____ Good
____ Fair _____ Poor
____ Foul
_____ Other

Accent

____ Local _____ Not Local
____ Foreign _____ Region
____ Race

Manner

____ Calm _____ Angry
____ Rational _____ Irrational
____ Coherent _____ Incoherent
____ Deliberate _____ Emotional
____ Righteous _____ Laughing

Background Noises

____ Factory _____ Trains
____ Machines _____ Animals
____ Bedlam _____ Quiet
____ Music _____ Voices
____ Office _____ Airplanes
____ Machines _____ Party
____ Mixed _____ Atmosphere
____ Street Traffic

BOMB FACTS

Pretend difficulty with hearing; keep caller talking; if caller seems agreeable to further conversation, ask questions like:

When will it go off? Certain Hour _____ Time Remaining _____
Where is it located? Building _____ Area _____
What kind of bomb: _____ Where are you now? _____
How do you know so much about the bomb? _____
What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Did caller appear familiar with plant or building by his description of the bomb location? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

ACTION TO TAKE IMMEDIATELY AFTER CALL

NOTIFY: 1. Plant Shift Superintendent "333", "6333" or (270) 441-6211 _____

2. Your Immediate Supervisor _____

Enclosure 4

SSI.EM-00015, Emergency Action Plan for C-750

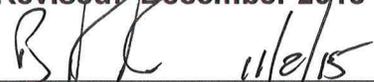


EMERGENCY ACTION PLAN

For C-750

SSI.EM-0015

Prepared by:
SWIFT & STALEY TEAM
Emergency Management
Phone: (270) 441-5018
Revised: December 2015



SST E&H Manager Date

C-750 EMERGENCY ACTION PLAN

SSI.EM-0015
Revised: December 2015

SCOPE/LIMITATION

This Emergency Action Plan (EAP) provides occupants in C-755 with specific directions to follow in the event of an emergency. This plan was developed in accordance with 29 Code of Federal Regulations (CFR) §1910.38 *Emergency Action Plans* and to supplement direction provided in CP2-EP-1000, *Paducah Site Emergency Management Plan* and site emergency response procedures.

INITIAL EMERGENCY RESPONSE

When an emergency occurs, someone must assume responsibility for the management of the scene and the protection of personnel. The person who discovers an emergency should immediately attempt to establish control **ONLY** if the incident is minor in magnitude (e.g., using a fire extinguisher to put out an incipient fire if trained to do so and extinguishment can be accomplished in a safe manner). When such measures are obviously inadequate or not successful in controlling the incident, initiate notification of appropriate emergency response authorities/personnel.

The building Local Emergency Director (LED) or Emergency Wardens will assume command when notified and will remain in command of the incident until relieved by arriving emergency response personnel. They will alert others to the existence of the emergency, ensure appropriate emergency response authorities [plant shift superintendent (PSS)] are notified, and establish control of the incident. Personnel are to be evacuated from the immediate danger/affected area, as appropriate, by LED or Emergency Wardens.

EVACUATION POINT

The primary evacuation point for C-750 is located on the north side of C-200 (Assembly Point 2). Employees must not pass through the C-200 building when evacuating from the building.

Location of an alternate evacuation point is dictated by prevailing winds and other on-scene conditions. The alternate evacuation point will be established by the LED or Emergency Wardens, and communicated to Swift & Staley Team (SST) personnel and emergency response personnel.

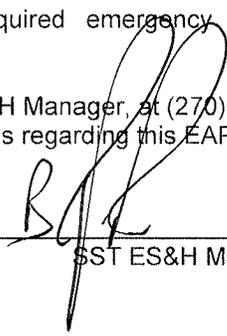
RESPONSIBILITIES

The SST Environment, Safety, and Health (ES&H) Manager is responsible for:

- Reviewing the C-750 EAP annually and updating it as necessary;
- Ensuring copies of this EAP are available to facility occupants and visitors for review;
- Ensuring facility personnel are familiar with this EAP and any changes to the plan;
- Assigning LED, Emergency Wardens, and alternates;
- Ensuring personnel assigned as LED and Emergency Wardens receive training on their responsibilities as outlined in this EAP;
- Ensuring that copies of the C-750 Evacuation Routes and Evacuation Point are posted at strategic locations throughout the area; and
- Conducting required emergency drills for the SST personnel.

Contact SST ES&H Manager, at (270) 441-5018 if you have any questions regarding this EAP.

Approved By: _____


SST ES&H Manager/Date

11/2/15

C-750 EMERGENCY ACTION PLAN

SSI.EM-0015
Revised: December 2015

FIRE

REPORTING A FIRE

Persons observing a fire should report it immediately by pulling the nearest fire alarm box; dialing "333" or "6333" on a plant phone, calling 270-441-6211 from cell phone or calling "Alpha-1" on Channel 16 on the plant radio.

If it is safe to do so, persons reporting a fire should remain near the area to direct emergency responders and to ensure the area has been evacuated.

Personnel can use fire extinguishers to put out an incipient fire if trained to do so and if extinguishment can be accomplished in a safe manner.

RECEIVING A FIRE ALARM

C-750 Fire Alarm—In the event of a fire at C-750, personnel will be alerted by the building fire alarm. The fire alarm is a steady high pitched tone that is actuated automatically from pull boxes located throughout the facility.

PROTECTIVE ACTIONS FOR FIRE

Upon hearing the fire alarm signal or being notified that a building evacuation is required for other reasons, leave the building by the designated evacuation route and listen for an announcement or emergency instructions from the PSS, Incident Commander (IC), or C-300.

Upon reaching the designated evacuation point, personnel should make their presence known to the LED or Emergency Warden for a local accountability. Continue to follow directions of the LED, Emergency Warden and emergency response personnel.

LED AND EMERGENCY WARDEN RESPONSIBILITIES

The LED is responsible for:

- Reporting to designated evacuation point;
- Initiating personnel accountability;
- Instructing all personnel to remain at the evacuation point until otherwise informed;
- Acting as a point of contact for emergency information regarding building response actions;
- Interfacing with plant emergency response authorities (i.e., PSS or IC); and
- Ensuring the alarm is reported to C-300.

Emergency Wardens are responsible for:

- Checking their assigned areas and assisting with the evacuation;
- Ensuring handicapped and injured persons receive the necessary assistance; and
- Reporting to the designated evacuation point and assisting the LED in obtaining accountability of C-750 complex personnel.

Fire or Explosion

C-750 EMERGENCY ACTION PLAN

SSI.EM-0015
Revised: December 2015

CHEMICAL RELEASE

While there are no significant concentrations of hazardous or toxic materials at C-750, the possibility of a release from one of the Paducah Gaseous Diffusion Plant (PGDP) facilities/areas or a transportation accident near the area is possible. Persons in facilities/areas downwind of chemical releases may be in danger. Immediate protective actions by persons downwind can significantly reduce the safety and health risks from an approaching chemical plume.

REPORTING A CHEMICAL RELEASE

Any person who discovers or observes a spill or release of oil or hazardous material shall immediately notify C-300 by dialing "333" or "6333" on plant phone, calling 270-441-6211 from cell phone or calling "Alpha-1" on Channel 16 on the plant radio. Spills and releases shall be reported to C-300 for investigation and evaluation for reportability and emergency response. The caller shall clearly identify the occurrence as an emergency or non-emergency situation and provide the PSS/C-300 with the location and a description of the incident.

RECEIVING WARNING OF APPROACHING CHEMICAL PLUME

Warning of an approaching chemical plume will typically come from the PSS via the plant public address (PA) system accompanied by an order to either evacuate or shelter-in-place.

PROTECTIVE ACTIONS FOR APPROACHING CHEMICAL PLUME

A person discovering a chemical release should evacuate the area immediately (go upwind of the release) warning others who may be nearby, then report the emergency. Upon hearing that a building evacuation is required, personnel should evacuate immediately by the designated evacuation route and listen for further emergency instructions from emergency responders. Upon reaching the designated evacuation point, personnel should make their presence known to the LED or Emergency Wardens for a local/building accountability.

If instructed to shelter-in-place, personnel shall immediately go inside, close all windows and doors and remain indoors until the shelter-in-place order is lifted. All sources of outside ventilation (fan, air conditioner, etc.) must be turned off. They shall maintain radio and/or telephone contact with emergency response personnel.

LED AND EMERGENCY WARDEN RESPONSIBILITIES

The LED is responsible for the following:

- Assisting personnel with shelter-in-place actions;
- During a facility evacuation, reporting to the designated evacuation point;
- Initiating personnel accountability;
- Instructing all personnel to remain at the evacuation point until otherwise informed;
- Acting as point of contact for emergency information regarding building response actions;
- Interfacing with emergency response authorities (i.e., PSS or IC); and
- Ensuring the alarm is reported to C-300.

Emergency Wardens are responsible for:

- Checking their assigned areas and assisting with shelter-in-place or facility evacuation;
- Ensuring handicapped and injured persons receive the necessary assistance; and
- Reporting to the designated evacuation point and assist the LED in obtaining accountability of C-750 occupants.

Chemical Releases/Spills

C-750 EMERGENCY ACTION PLAN

SSI.EM-0015
Revised: December 2015

EARTHQUAKE

REPORTING AN EARTHQUAKE

There is no need to report a substantial earthquake - everyone will know.

PROTECTIVE ACTIONS FOR EARTHQUAKE EVENTS

Indoors— If indoors, be alert for falling objects such as light fixtures, stacked items, bookcases, and filing cabinets. Immediately crawl under a desk or table located in a strong corner away from windows or move to a strong doorway or small interior space. Do not panic. Do not attempt to rush outside. When the shaking stops, evacuate immediately if you feel the facility is unsafe.

Outdoors—If outside, avoid walls, power poles, and other tall objects. Do not run through the streets. If driving an automobile, stop in the safest place possible. Move to a safe, open area.

AFTERSHOCKS

Within 12 to 24 hours following a major earthquake, a series of aftershocks of approximately the same intensity can occur. A recovery strategy will consider the potential to lessen the damage from these aftershocks by securing material loosened by the initial shocks.

Facility management, engineering, and/or local emergency response authorities will evaluate reports and facility to determine if the building is safe for occupancy.

LED AND EMERGENCY WARDEN RESPONSIBILITIES

The LED is responsible for the following:

- Reporting to the designated evacuation point
- Initiating personnel accountability;
- Instructing all personnel to remain at the evacuation point until otherwise informed;
- Acting as point of contact for emergency information regarding building response actions;
- Interfacing with emergency response authorities (i.e., PSS or IC); and
- Ensuring the alarm is reported to C-300.

Emergency Wardens are responsible for:

- Checking assigned areas and assisting with the evacuation;
- Ensuring handicapped and injured persons receive the necessary assistance;
- Reporting to the designated evacuation point and assisting the LED in obtaining accountability; and
- Ensuring personnel do not re-enter facility until it is examined by a competent person.

Earthquake Response

C-750 EMERGENCY ACTION PLAN

SSI.EM-0015
Revised: December 2015

SEVERE WEATHER

PROTECTIVE ACTIONS FOR SEVERE WEATHER

Thunderstorm Warning—Upon receiving a thunderstorm warning, personnel working outside or in mobile office trailers will be directed to relocate in substantial safe refuge buildings until the warning period, usually 30 minutes, is over. All plant personnel should take lightning precautions and expect high winds and damaging hail.

Tornado Warning—Upon receiving a tornado warning, all personnel should take cover in the C-750 Vehicle Wash Bay Area. Automobiles, trailers, and other mobile structures should be vacated. If outdoors and if time permits, proceed immediately to a safe shelter. If unable to find shelter, lie flat in the nearest ditch, outfall, or depression. Stay out of mobile structures—they are most vulnerable to tornados.

After a Tornado Strike

Report all emergency actions to the LED, Emergency Wardens, plant emergency squad personnel, and/or PSS/IC.

If accountability is ordered, report your position to an Emergency Warden or LED and supervisor if possible. The LED shall account for the facility/area personnel with the assistance of the Emergency Wardens and report the accountability status to the PSS/IC or C-300.

Facility management and/or plant emergency response personnel will evaluate reports and the building to ensure facility safety for occupancy. If the building is damaged, the plant emergency response personnel or facility management may prohibit occupancy until it is safe to do so.

LED AND EMERGENCY WARDEN RESPONSIBILITIES

The LED is responsible for the following:

- Reporting to the designated evacuation point;
- Initiating personnel accountability;
- Instructing all personnel to remain at the evacuation point until otherwise informed;
- Acting as point of contact for emergency information regarding building response actions;
- Interfacing with emergency response authorities (i.e., PSS or IC); and
- Ensuring the alarm is reported to C-300.

Emergency Wardens are responsible for:

- Checking assigned areas and assisting with the evacuation;
- Ensuring handicapped and injured persons receive the necessary assistance;
- Reporting to the designated evacuation point and assisting the LED in obtaining accountability; and
- Ensuring personnel do not re-enter facility until it is examined by a competent person.

Severe Weather

C-750 EMERGENCY ACTION PLAN

SSI.EM-0015
Revised: December 2015

BOMB THREAT/EXPLOSIVE DEVICE/SUSPICIOUS OBJECT/ SUSPICIOUS ACTIVITY

WARNING: *Radio transmissions could cause a blasting cap (electronic initiator) to detonate prematurely. The use of radios or telephones near suspected devices or inside search areas could result in premature detonation of the explosive device.*

TELEPHONE BOMB THREAT

Personnel should perform the following upon receiving a **telephone bomb threat**:

- Obtain all available information about the threat by utilizing the Telephone Bomb Threat Checklist (back cover).
- Notify C-300 by dialing “333” or “6333” on plant phone or by calling **270-441-6211** from cell phone.
- Notify manager/ supervisor immediately.

WRITTEN OR PERSONAL CONTACT ABOUT A BOMB THREAT

Personnel should perform the following upon receiving a **written or personal contact about a bomb threat**:

- Protect and preserve the written communication. Do not handle the communication excessively.
- Obtain all available information about the explosive device without endangering personal safety or the safety of others.
- Notify C-300 by dialing “333” or “6333” on plant phone or by calling **(270) 441-6211** from cell phone.
- Notify manager/supervisor immediately.

DISCOVERING AN EXPLOSIVE DEVICE

Mail bombs may be restricted endorsements such as "Personal" or "Private." Mail bombs may have distorted handwriting, or the name and address may be prepared with homemade labels or cut-and-paste lettering. Letter bombs may feel rigid or appear uneven or lopsided.

Personnel should perform the following upon **discovering any explosive device** or other suspicious object in the mail, in an office, or other work area:

- Leave the suspected device undisturbed.
- Notify other facility personnel, immediately evacuate to the designated evacuation point, and control access to the area if possible.
- Notify C-300 by dialing “333” or “6333” on plant phone or by calling **(270) 441-6211** from cell phone.
- Notify manager/ supervisor immediately.

PGDP Security personnel will be directed by the PSS to establish perimeter control of the affected area to prevent unauthorized personnel from entering the area. The PSS, or designee, may request appropriate emergency assistance from appropriate mutual aid organizations.

As a precaution, the responding IC may direct evacuated building personnel to relocate to another assembly area determined by emergency responders.

SUSPICIOUS ACTIVITY

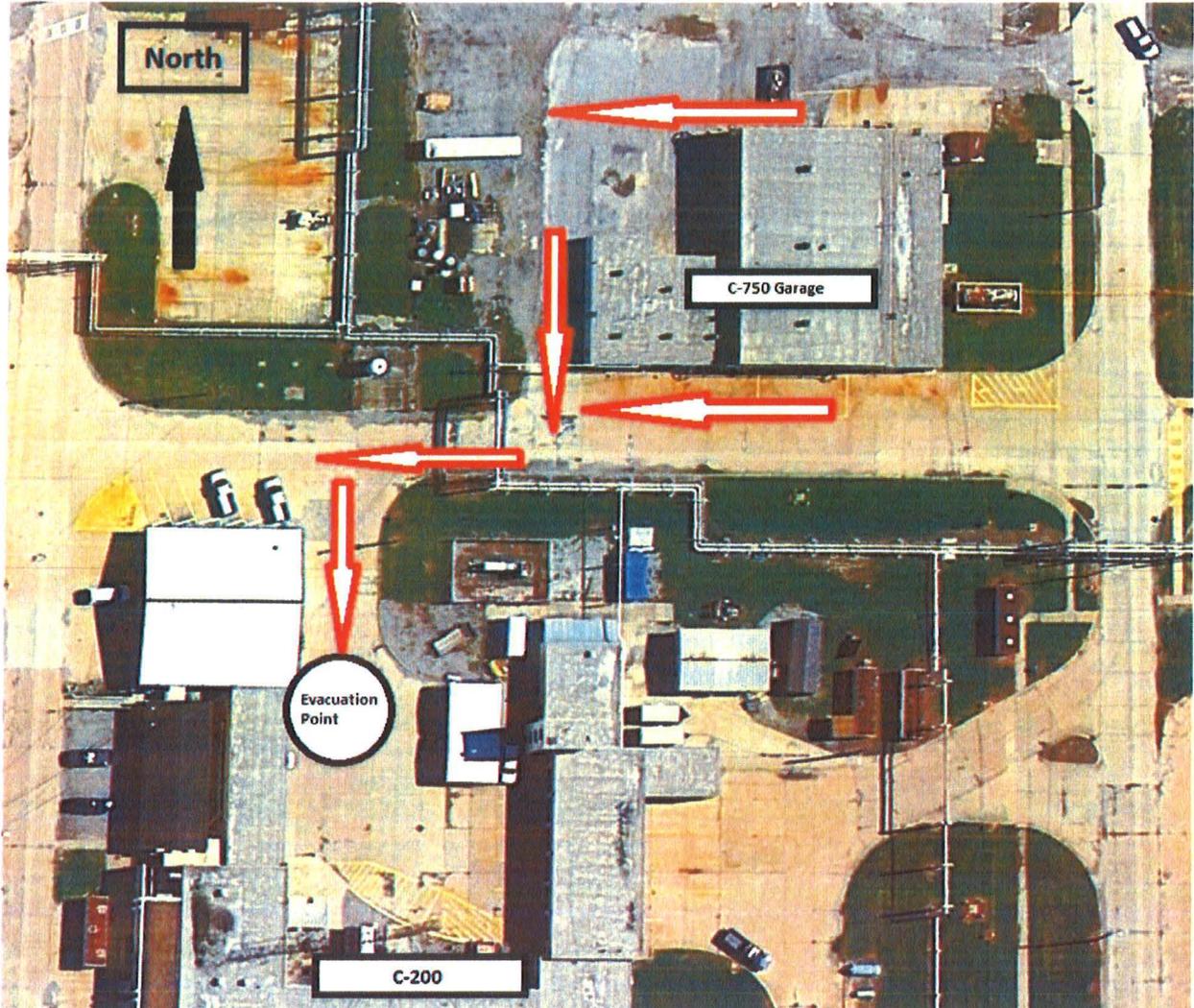
If a suspicious activity, or person(s), is observed, notify C-300 by dialing “333” or “6333” on plant phone or by calling **(270) 441-6211** from cell phone. Notify manager/ supervisor immediately.

Bomb Threat/Suspected Device

C-750 EMERGENCY ACTION PLAN

SSIEM-0015
Revised: December 2015

C-750 Building Evacuation Routes



C-750 EMERGENCY ACTION PLAN

SSI.EM-0015
Revised: December 2015

ACTIVE SHOOTER EVENTS

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.

To aid in your survival of the event, U.S. Department of Energy (DOE) recommends you consider exercising one of the following three options:

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

2. HIDE

- Hide in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

3. FIGHT

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions... your life depends on it

The initial response personnel to arrive on scene will not stop to help the injured. Expect rescue teams to follow response personnel and provide first aid. Once you have reached a safe location, you will likely be held at that area by security personnel or law enforcement authorities until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until you have been instructed you to do so.

When emergency response personnel arrive:

- Remain calm and follow instructions
- Put down any items in your hands
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward response personnel such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask response personnel for help or direction when evacuating
- Provide number and location of shooter(s), including description of weapons and number of potential victims at the location

C-750 EMERGENCY ACTION PLAN

SSIEM-0015
Revised: December 2015

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: Be calm; be courteous; listen; do not interrupt the caller; if possible, notify supervisor by prearranged signal while caller is on line.

YOUR NAME: _____ **TIME:** _____ **DATE:** _____

CALLER'S IDENTITY

Sex: Male _____ Female _____ **Adult** _____ **Juvenile** _____ **Approximate Age:** _____ Years

ORIGIN OF CALL

Local _____ Long Distance _____ Booth _____ PAX (from within building?) _____

Voice Characteristics

_____ Loud _____ Soft
_____ High Pitch _____ Deep
_____ Raspy _____ Pleasant
_____ Intoxicated
_____ Other

Speech

_____ Fast _____ Slow
_____ Distinct _____ Distorted
_____ Stutter _____ Nasal
_____ Slurred _____ Lisp
_____ Other

Language

_____ Excellent _____ Good
_____ Fair _____ Poor
_____ Foul
_____ Other

Accent

_____ Local _____ Not Local
_____ Foreign _____ Region
_____ Race

Manner

_____ Calm _____ Angry
_____ Rational _____ Irrational
_____ Coherent _____ Incoherent
_____ Deliberate _____ Emotional
_____ Righteous _____ Laughing

Background Noises

_____ Factory _____ Trains
_____ Machines _____ Animals
_____ Bedlam _____ Quiet
_____ Music _____ Voices
_____ Office _____ Airplanes
_____ Machines _____ Party
_____ Mixed _____ Atmosphere
_____ Street Traffic

BOMB FACTS

Pretend difficulty with hearing; keep caller talking; if caller seems agreeable to further conversation, ask questions like:

When will it go off? Certain Hour _____ Time Remaining _____
Where is it located? Building _____ Area _____
What kind of bomb: _____ Where are you now? _____
How do you know so much about the bomb? _____
What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Did caller appear familiar with plant or building by his description of the bomb location? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

ACTION TO TAKE IMMEDIATELY AFTER CALL

NOTIFY: 1. Plant Shift Superintendent "333", "6333" or (270) 441-6211 _____

2. Your Immediate Supervisor _____

Enclosure 5

SSI.EM-00016, Emergency Action Plan for the Liberty Building



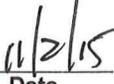
EMERGENCY ACTION PLAN

For the Liberty Building

SSI.EM-0016

Prepared by:
SWIFT & STALEY TEAM
Emergency Management
Phone: (270) 441-5018
Revised: December 2015


SST ES&H Manager


Date

LIBERTY BUILDING EMERGENCY ACTION PLAN

SSI.EM-0016
Revised: December 2015

SCOPE/LIMITATION

This Emergency Action Plan (EAP) provides occupants in the Liberty Drive Building with specific directions to follow in the event of an emergency. This plan was developed in accordance with 29 Code of Federal Regulations (CFR) §1910.38 *Emergency Action Plans* and to supplement direction provided in CP2-EP-1000 *Paducah Site Emergency Management Plan* and site emergency response procedures.

INITIAL EMERGENCY RESPONSE

When an emergency occurs, someone must assume responsibility for the management of the scene and the protection of personnel. The person who discovers an emergency should immediately attempt to establish control **ONLY** if the incident is minor in magnitude (e.g., using a fire extinguisher to put out an incipient fire if trained to do so and extinguishment can be accomplished in a safe manner). When such measures are obviously inadequate or not successful in controlling the incident, initiate notification of appropriate emergency response authorities/personnel.

The building Local Emergency Director (LED) or Emergency Wardens will assume command when notified and will remain in command of the incident until relieved by arriving emergency response personnel. They will alert others to the existence of the emergency, ensure appropriate emergency response authorities [plant shift superintendent (PSS)] are notified, and establish control of the incident. Personnel are to be evacuated from the immediate danger/affected area, as appropriate, by LED or Emergency Wardens.

EVACUATION POINT

The primary evacuation point is located northeast of the building (front of the building) in the grassy area near the building sign.

Location of an alternate evacuation point is dictated by prevailing winds and other on-scene conditions. The alternate evacuation point will be established by the LED or Emergency Wardens and communicated to Swift & Staley Team (SST) personnel and emergency response personnel.

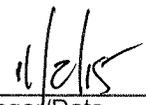
RESPONSIBILITIES

The SST Environment, Safety, and Health (ES&H) Manager is responsible for:

- Reviewing the Liberty Building EAP annually and updating it as necessary.
- Ensuring copies of this EAP are available to facility occupants and visitors for review.
- Ensuring facility personnel are familiar with the Liberty Building EAP and any changes to the plan.
- Assigning LED, Emergency Wardens and alternates.
- Ensuring personnel assigned as LED and Emergency Wardens receive training on their responsibilities as outlined in this EAP.
- Ensuring that copies of the attachment, Evacuation Routes and Evacuation Point, are posted at strategic locations throughout the building.
- Conducting required emergency drills for the SST personnel.

Contact SST ES&H Manager at (270) 441-5018 if you have any questions regarding this EAP.

Approved By: _____

 
SST ES&H Manager/Date

Be Prepared for an Emergency

LIBERTY BUILDING EMERGENCY ACTION PLAN

SSI.EM-0016
Revised: December 2015

FIRE

REPORTING A FIRE

Persons observing a fire should report it immediately by pulling the nearest fire alarm box and/or phoning **(270) 335-3691**. When reporting a fire via telephone, state the building address/location (101 Liberty Drive, Kevil) to local authorities.

If it is safe to do so, persons reporting a fire should remain near the area to direct emergency responders and to ensure the area has been evacuated.

Personnel can use fire extinguishers to put out an incipient fire if trained to do so and if extinguishment can be accomplished in a safe manner.

RECEIVING A FIRE ALARM

Liberty Building EAP Fire Alarm - In the event of a fire at the 101 Liberty Building, personnel will be alerted by the building fire alarm. The fire alarm is a steady high-pitched tone that is actuated automatically from pull boxes located throughout the facility.

Direct Order - By Local Emergency Director or Emergency Wardens and other building occupants.

PROTECTIVE ACTIONS FOR FIRE

Upon hearing the fire alarm signal or being notified that a building evacuation is required, personnel should evacuate immediately by the designated evacuation route and listen for further emergency instructions from emergency responders.

Upon reaching the designated evacuation point, personnel should make their presence known to the LED or Emergency Wardens for a local/building accountability. Continue to follow directions of the Emergency Warden and emergency response personnel.

LED AND EMERGENCY WARDEN RESPONSIBILITIES

The LED is responsible for the following:

- Reporting to the designated evacuation point.
- Initiating personnel accountability.
- Instructing all personnel to remain at the evacuation point until otherwise informed.
- Acting as point of contact for emergency information regarding building response actions.
- Interfacing with emergency response authorities [i.e., Kevil Fire Department Incident Commander].
- Ensuring the alarm is reported to C-300.

Emergency Wardens are responsible for:

- Checking their assigned areas and assisting with the evacuation.
- Ensuring handicapped and injured persons receive the necessary assistance.
- Reporting to the designated evacuation point and assist the LED in obtaining accountability of Liberty Building occupants.

Fire or Explosion

LIBERTY BUILDING EMERGENCY ACTION PLAN

SSI.EM-0016
Revised: December 2015

CHEMICAL RELEASE

While there are no significant concentrations of hazardous or toxic materials at the Liberty Building, the possibility of a release from an industrial or transportation accident near the facility is possible. Persons in facilities/areas downwind of chemical releases may be in danger. Immediate protective actions by persons downwind can significantly reduce the safety and health risks from an approaching chemical plume.

REPORTING A CHEMICAL RELEASE

Persons observing or sensing (i.e., smell) a chemical plume should verbally warn other nearby persons and after taking protective actions, report the emergency to the Kevil Fire Department by dialing **(270) 335-3691** and warn other building personnel.

RECEIVING WARNING OF APPROACHING CHEMICAL PLUME

Warning of an approaching chemical plume typically will come from building occupants, LED, Emergency Wardens or local emergency response authorities and will be accompanied by an order to either evacuate or shelter-in-place.

PROTECTIVE ACTIONS FOR APPROACHING CHEMICAL PLUME

A person discovering a chemical release should evacuate the area immediately (go upwind of the release) warning others who may be nearby, then report the emergency. Upon hearing that a building evacuation is required, personnel should evacuate immediately by the designated evacuation route and listen for further emergency instructions from emergency responders. Upon reaching the designated evacuation point, personnel should make their presence known to the LED or Emergency Wardens for a local/building accountability.

If instructed to shelter-in-place, personnel shall immediately go inside, close all windows and doors and remain indoors until the shelter-in-place order is lifted. All sources of outside ventilation (fan, air conditioner, etc.) must be turned off. They shall maintain radio and/or telephone contact with emergency response personnel.

LED AND EMERGENCY WARDEN RESPONSIBILITIES

The LED is responsible for the following:

- Assisting personnel with shelter-in-place actions;
- During a facility evacuation, reporting to the designated evacuation point;
- Initiating personnel accountability;
- Instructing all personnel to remain at the evacuation point until otherwise informed;
- Acting as point of contact for emergency information regarding building response actions;
- Interfacing with emergency response authorities [i.e., Kevil Fire Department Incident Commander]; and
- Ensuring the alarm is reported to C-300.

Emergency Wardens are responsible for:

- Checking their assigned areas and assisting with shelter-in-place or facility evacuation;
- Ensuring handicapped and injured persons receive the necessary assistance; and
- Reporting to the designated evacuation point and assist the LED in obtaining accountability of Liberty Building occupants.

Chemical Releases/Spills

LIBERTY BUILDING EMERGENCY ACTION PLAN

SSI.EM-0016
Revised: December 2015

EARTHQUAKE

REPORTING AN EARTHQUAKE

There is no need to report a substantial earthquake - everyone will know.

PROTECTIVE ACTIONS FOR EARTHQUAKE EVENTS

Indoors — if indoors, be alert for falling objects such as light fixtures, stacked items, bookcases, and filing cabinets. Immediately crawl under a desk or table located in a strong corner away from windows or move to a strong doorway or small interior space. Do not panic. Do not attempt to rush outside. When the shaking stops, evacuate immediately if you feel the facility is unsafe.

Outdoors — If outside, avoid walls, power poles, and other tall objects. Do not run through the streets. If driving an automobile, stop in the safest place possible. Move to a safe, open area.

AFTERSHOCKS

Within 12 to 24 hours following a major earthquake, a series of aftershocks of approximately the same intensity can occur. A recovery strategy will consider the potential to lessen the damage from these aftershocks by securing, as soon as possible, material loosened by the initial shocks.

Facility management, engineering, and/or local emergency response authorities will evaluate reports and facility to determine if the building is safe for occupancy.

LED AND EMERGENCY WARDEN RESPONSIBILITIES

The LED is responsible for the following:

- Reporting to the designated evacuation point.
- Initiating personnel accountability.
- Instructing all personnel to remain at the evacuation point until otherwise informed.
- Acting as point of contact for emergency information regarding building response actions.
- Interfacing with emergency response authorities [i.e., Kevil Fire Department Incident Commander].
- Ensuring the alarm is reported to C-300.

Emergency Wardens are responsible for:

- Checking assigned areas and assisting with the evacuation.
- Ensuring handicapped and injured persons receive the necessary assistance.
- Reporting to the designated evacuation point and assisting the LED in obtaining accountability.
- Ensuring personnel do not re-enter facility until it is examined by a competent person.

Earthquake Response

LIBERTY BUILDING EMERGENCY ACTION PLAN

SSI.EM-0016
Revised: December 2015

SEVERE WEATHER

PROTECTIVE ACTIONS FOR SEVERE WEATHER

Thunderstorm Warnings — Upon receiving a Thunderstorm Warning, personnel working outside or in mobile office trailers should relocate to substantial safe refuge buildings, such as the Liberty Building, until the warning period, usually 30 minutes, is over. All personnel should take lightning precautions and expect high winds and damaging hail.

Tornado Warning — Upon receiving a tornado warning, all personnel should take cover in an appropriate take cover area in the interior of the building. The Training and Resource Room, Swift and Staley Reception Area or the breakroom are designated as take cover areas, but any interior room lacking exterior walls or windows will suffice. Automobiles, trailers, and other mobile structures should be vacated. If outdoors and, if time permits, proceed immediately to a safe shelter, preferably a basement area or strong building. If unable to find shelter, lie flat in the nearest ditch or depression. Stay out of mobile structures—they are most vulnerable to tornadoes.

AFTER A TORNADO STRIKE

Report all emergency actions to the LED, Emergency Wardens, local emergency response personnel, PSS/IC or C-300.

If accountability is ordered, report your position to an Emergency Warden or LED and supervisor if possible. The LED shall account for the facility/area personnel with the assistance of the Emergency Warden and report the accountability status to the local emergency response personnel, PSS/IC or C-300.

Facility management, engineering, and/or local emergency response authorities will evaluate reports and facility to determine if the building is safe for occupancy. If building is damaged, the LED, Emergency Wardens or emergency response authorities will order complete evacuation of building and initiate building personnel accountability at the assembly area.

LED AND EMERGENCY WARDEN RESPONSIBILITIES

The LED is responsible for the following:

- Reporting to the designated evacuation point;
- Initiating personnel accountability;
- Instructing all personnel to remain at the evacuation point until otherwise informed;
- Acting as point of contact for emergency information regarding building response actions;
- Interfacing with emergency response authorities [i.e., Kevil Fire Department Incident Commander]; and
- Ensuring the alarm is reported to C-300.

Emergency Wardens are responsible for:

- Checking assigned areas and assisting with the evacuation;
- Ensuring handicapped and injured persons receive the necessary assistance;
- Reporting to the designated evacuation point and assisting the LED in obtaining accountability; and
- Ensuring personnel do not re-enter facility until it is examined by a competent person.

Severe Weather

LIBERTY BUILDING EMERGENCY ACTION PLAN

SSI.EM-0016
Revised: December 2015

BOMB THREAT/EXPLOSIVE DEVICE/SUSPICIOUS OBJECT/ SUSPICIOUS ACTIVITY

WARNING: *Radio transmissions could cause a blasting cap (electronic initiator) to detonate prematurely. The use of radios or telephones near suspected devices or inside search areas could result in premature detonation of the explosive device.*

TELEPHONE BOMB THREAT

Personnel should perform the following upon receiving a **telephone bomb threat**:

- Obtain all available information about the threat by utilizing the Telephone Bomb Threat Checklist (last attachment).
- Notify the Ballard County Sheriff's Department at **(270) 335-3691** and your manager immediately.
- Notify manager/ supervisor immediately.

WRITTEN OR PERSONAL CONTACT ABOUT A BOMB THREAT

Personnel should perform the following upon receiving **written or personal contact about a bomb threat**:

- Protect and preserve the written communication. Do not handle the communication excessively.
- Obtain all available information about the explosive device without endangering personal safety or the safety of others safety of others.
- Notify the Ballard County Sheriff's Department at **(270) 335-3691** and your manager immediately.
- Notify manager/supervisor immediately.

DISCOVERING AN EXPLOSIVE DEVICE

Mail bombs may be restricted endorsements such as "Personal" or "Private." Mail bombs may have distorted handwriting, or the name and address may be prepared with homemade labels or cut-and-paste lettering. Letter bombs may feel rigid or appear uneven or lopsided

Personnel should perform the following upon **discovering any explosive device** or other suspicious object in the mail, in an office or other work area:

- Leave the suspected device undisturbed.
- Notify other facility personnel, immediately evacuate to the designated evacuation point, and control access to the area if possible.
- Notify Ballard County Sheriff's Department at **(270) 335-3691** and your manager immediately.
- Notify manager/ supervisor immediately.

Local emergency response personnel will establish perimeter control of the affected area to prevent unauthorized personnel from entering the area. Additional assistance may be requested from appropriate mutual aid organizations.

As a precaution, the responding local law enforcement authorities may direct evacuated building personnel to relocate to another assembly area further away from the building.

SUSPICIOUS ACTIVITY

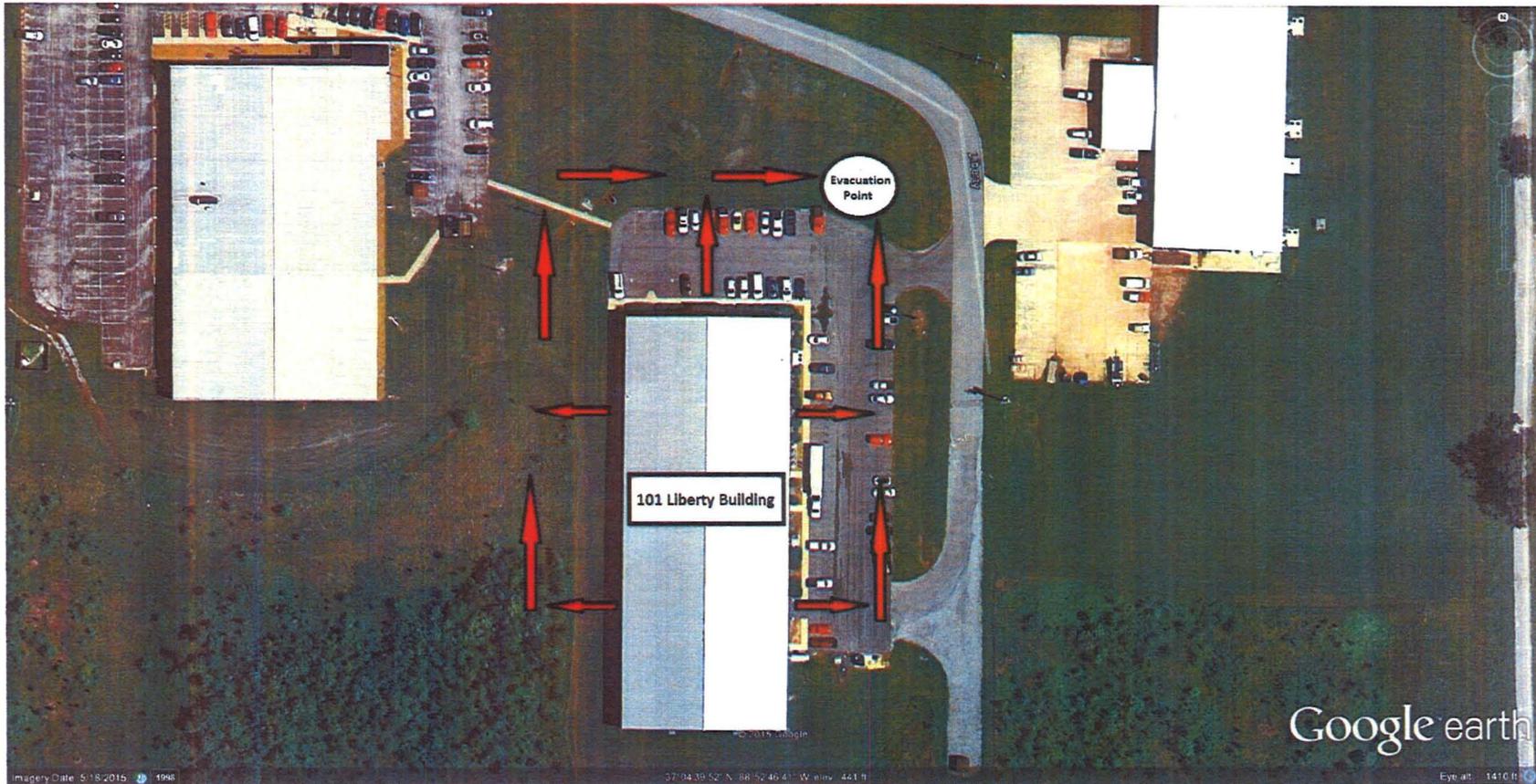
If a suspicious activity or person(s) is observed, notify Ballard County Sheriff's Department at **(270) 335-3691** and your manager immediately.

Bomb Threat/Suspected Device

LIBERTY BUILDING EMERGENCY ACTION PLAN

SSI.EM-0016
Revised: December 2015

101 Liberty Building Evacuation Plan



LIBERTY BUILDING EMERGENCY ACTION PLAN

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Revised: December 2015

ACTIVE SHOOTER EVENTS

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.

To aid in your survival of the event, U.S. Department of Energy (DOE) recommends you consider exercising one of the following three options:

1. RUN

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible.
- Do not attempt to move the wounded.
- Prevent others from entering an area where the active shooter may be.
- Keep your hands visible.
- When you are safe notify Ballard County Sheriff's Department at **(270) 335-3691** and your manager immediately.

2. HIDE

- Hide in an area out of the shooter's view.
- Lock door or block entry to your hiding place.
- Silence your cell phone (including vibrate mode) and remain quiet.

3. FIGHT

- Fight as a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible.
- Improvise weapons or throw items at the active shooter.
- Commit to your actions... your life depends on it.

The initial response personnel to arrive on scene will not stop to help the injured. Expect rescue teams to follow response personnel and provide first aid. Once you have reached a safe location, you will likely be held at that area by security personnel or law enforcement authorities until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until you have been instructed you to do so.

When emergency response personnel arrive:

- Remain calm and follow instructions.
- Put down any items in your hands.
- Raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid quick movements toward response personnel such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not stop to ask response personnel for help or direction when evacuating.
- Provide number and location of shooter(s), including description of weapons and number of potential victims at the location.

LIBERTY BUILDING EMERGENCY ACTION PLAN

SSI.EM-0016
Revised: December 2015

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: Be calm; be courteous; listen; do not interrupt the caller; if possible, notify supervisor by prearranged signal while caller is on line.

YOUR NAME: _____ **TIME:** _____ **DATE:** _____

CALLER'S IDENTITY

Sex: Male _____ Female _____ **Adult** _____ **Juvenile** _____ **Approximate Age:** _____ Years

ORIGIN OF CALL

Local _____ Long Distance _____ Booth _____ PAX (from within building?) _____

Voice Characteristics

____ Loud _____ Soft
____ High Pitch _____ Deep
____ Raspy _____ Pleasant
____ Intoxicated
_____ Other

Speech

____ Fast _____ Slow
____ Distinct _____ Distorted
____ Stutter _____ Nasal
____ Slurred _____ Lisp
_____ Other

Language

____ Excellent _____ Good
____ Fair _____ Poor
____ Foul
_____ Other

Accent

____ Local _____ Not Local
____ Foreign _____ Region
____ Race

Manner

____ Calm _____ Angry
____ Rational _____ Irrational
____ Coherent _____ Incoherent
____ Deliberate _____ Emotional
____ Righteous _____ Laughing

Background Noises

____ Factory _____ Trains
____ Machines _____ Animals
____ Bedlam _____ Quiet
____ Music _____ Voices
____ Office _____ Airplanes
____ Machines _____ Party
____ Mixed _____ Atmosphere
____ Street Traffic

BOMB FACTS

Pretend difficulty with hearing; keep caller talking; if caller seems agreeable to further conversation, ask questions like:

When will it go off? Certain Hour _____ Time Remaining _____
Where is it located? Building _____ Area _____
What kind of bomb: _____ Where are you now? _____
How do you know so much about the bomb? _____
What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Did caller appear familiar with plant or building by his description of the bomb location? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

ACTION TO TAKE IMMEDIATELY AFTER CALL

NOTIFY: 1. Ballard County Sheriff's Department (270) 335-3691 _____

2. Your Immediate Supervisor _____