Environmental Management Consolidated Business Center (EMCBC)

Subject: Occupant Emergency Plan

PLAN

APPROVED: ***(Signature on File)***
EMCBC Director
ISSUED BY: Office of Logistics Management

1.0 PURPOSE

The purpose of this Occupant Emergency Plan is to:

1) Reduce the possibility of injury to personnel and damage to the EMCBC office facilities in the event of an emergency

2) Establish a working Occupant Emergency Plan (OEP) in accordance with Federal, State and local regulations and guidelines including DOE Orders and Code of Federal Regulations.

This plan is consistent with and conforms to the Chiquita Center, Springdale Center, Boggs Lane Building Emergency, and the Building 55 Denver Federal Center Plan.

2.0 SCOPE

This plan covers emergency response actions to a localized emergency in which the DOE space within the Chiquita Center, Springdale Center, 110 Boggs Lane Building and Building 55 Denver Federal Center is impacted in part or in whole. For regional or national emergencies, such as terrorist acts, catastrophic natural phenomenon events with regional consequences, nuclear threats etc., it is understood that the scope of such emergencies exceeds this plan and other plans such as the Federal Response Framework will take effect.

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

Building 55 Denver Federal Center will follow their own emergency protocols in Attachment K.

3.0 APPLICABILITY

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

110 Boggs Lane Cincinnati Ohio, and Building 55 Denver Federal Center, Denver Colorado.

4.0 REQUIREMENTS and REFERENCES

4.1 Requirements

4.1.1 DOE O 151.1C, Comprehensive Emergency Management System

4.1.2 Federal property management regulations for occupant emergency programs (41 CFR 102-74.235 to 102-74.260) and accident and fire preventions (41 CFR 102-74-360)

4.1.3 DOE M 470.4-2, Safeguards and Security Program Planning & Management, Chg. 2, dated 10-20-2010, which establishes program planning and management requirements for Safeguards and Security.

4.2 References

4.2.1 IP-243-03, Rev. 2, Identifying, Filing, and Maintaining Records

4.2.2 Reference DOE-EMCBC-001, Rev.2, Local Inclement Weather Policy

4.2.3 Chiquita Center Occupant Emergency Plan

4.2.4 110 Boggs Lane Emergency Evacuation Procedure

4.2.5 Building 55 Denver Federal Center Emergency Plan

5.0 DEFINITIONS

5.1 Assembly Area: A designated area where employees should regroup following an evacuation to conduct accountability.

5.2 Employee Release: An employee release occurs when employees are sent home. The decision for the release of employees (either partial or complete) rests with the DOE EMCBC Senior Official (Director or designee).

5.3 Evacuation Chair: A chair that can be used to transport a person who is injured, would have difficulty walking, or is unable to execute stairs. Using the chair, the person can be taken either to a relocation area inside the building or to the assembly area outside the building. Note: Assistance is needed to use the chair.

5.4 Full Evacuation: An organized removal of all personnel from the facility to an area or areas outside the building.

5.5 Partial Evacuation: An organized removal of personnel from only the immediate area of an emergency to a safe location outside the building.

5.6 Relocation: An organized removal of personnel from the immediate area of an emergency to a safe location either within the building or to an alternate building.

6.0 RESPONSIBILITIES

6.1 Senior DOE Official (EMCBC Director or designees)

The Senior DOE Official is responsible for:

- Overall implementation of this plan
- Coordination of EMCBC personnel at the building evacuation area including ensuring personnel accountability results are forwarded to Building Management and appropriate local officials
- Coordinating with both appropriate local officials and DOE staff to develop specific event-based recovery actions
- Protecting life and property and minimizing the damage in the event of a fire or other disaster
- Providing the official "all clear" at the conclusion of an emergency after consultation with local emergency personnel and building management
- Direct and supervising the activities of EMCBC employees during an emergency, through the Floor Wardens and Office of Logistics Management

6.2 DOE EMCBC Office of Technical Support and Asset Management (OTSAM)

DOE Emergency Management Specialist/Security Specialist in OTSAM responsibilities includes:

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

6.3 Floor Wardens (Assistant Directors or designee) Responsibilities

Floor Wardens have the responsibility to:

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

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

Assistant Floor Wardens shall:

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

6.5 Employee Responsibilities

Each employee shall:

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

6.6 Building 55 Denver Federal Center Responsibilities are included in Attachment K

7.0 GENERAL INFORMATION

CONCEPT OF OPERATIONS

A qualitative hazard survey which represents the generic types of emergency events and conditions that may occur at each of the EMCBC facilities for which some level of planning and preparedness may be required are identified and documented in Table 1. The three most common types of potential emergencies at the EMCBC facilities include Medical Emergencies, Facility Emergencies, and Security Emergencies. In all instances, protection of human life is the first priority.

Table 1 Hazards Survey Summary for EMCBC Facilities

Bldg. No.	Facility Use	Occupancy	Hazardous Materials	Possible Emergency Conditions	Potential Impacts	Applicable Requirements
Chiquita Center	DOE Office Building	~171	None	1 2 8 9 10 11	1, 2, 3, 4, 5, 10, 13 1, 2, 4, 5, 10, 13 1, 2, 3, 10, 13 1, 2, 10, 13 1, 2, 3, 4, 5, 10, 13 1	1, 3, 4
Springdale Center	DOE Office Building	~6	None	1 2 8 9 10 11	1, 2, 3, 4, 5, 10, 13 1, 2, 4, 5, 10, 13 1, 2, 3, 10, 13 1, 2, 10, 13 1, 2, 3, 4, 5, 10, 13 1	1, 3, 4
Boggs Lane	DOE Office Building	~1 (Depending on SEBs)	None	1 2 8 9 10 11	1, 2, 3, 4, 6, 10, 13 1, 2, 3, 4, 6, 10, 13 1, 3, 4, 6, 10, 13 1, 2, 10, 13 1, 2, 3, 4, 5, 10 ,13 1	1, 3, 4
Building 55	DOE Office Building	~20	None	1 2 7 8 9 10 11	1, 3, 4, 6, 10, 11, 13 1, 3, 4, 6, 10, 11, 13 11 1, 3, 4, 6, 10, 13 1, 6 1, 3, 4, 5, 6, 10, 11,13 1	1, 3, 4

Codes Used in Table 1

Possible emergency condition	Potential impacts	Applicable requirements
1. Structural fire	1. Worker death or injury	1. DOE Order 151.1C (Base program)
2. Natural phenomena (earthquake/tornado/flood/snow/ice)	2. Public death or injury	2. OSHA, 29 *CFR* 1910.38; 29 *CFR* 1910.165
3. Structural collapse	3. Fire	3. Federal Property Management, 41 *CFR* 102-74.235-260 and 41 *CFR* 102-74.360
4. Industrial/process accident	4. Facility destroyed	4. Federal Emergency Management Agency, 44 *CFR* 302
5. Hazardous material release	5. Equipment damaged	5. EPA, Clean Water Act, 40 *CFR* 100-129
6. Environmental release	6. Hazardous materials release	6. EPA, Safe Drinking Water regulations, 40 *CFR* 141-142
7. Damage resulting in loss of classified material	7. Waterways polluted	7. EPA, CERCLA, 40 *CFR* 300-302
8. Hazard external to the facility	8. Environmental damage	8. EPA, Emergency Planning & Community Right-to-Know Act, 40 *CFR* 355
9. Transportation accident external	9. Wildlife killed or injured	9. U.S. Department of Transportation, 49 *CFR* 172.600 Series & 49 *CFR* 172.700 Series
10. Malevolent act (terrorism/sabotage)	10. Site mission degraded	10. Other
11. Medical injury/illness	11. Loss/compromise of classified material	
12. Other	12. Adverse effect/compromise of response capability	
	13. Costs increased	
	14. Not applicable (N/A)	

CERCLA Comprehensive Environmental Response, Compensation and Liability Act
CFR *Code of Federal Regulations*
DOE U.S. Department of Energy
EPA U.S. Environmental Protection Agency
OSHA Occupational Safety and Health Administration

8.0 PROCEDURE

8.1 Medical Emergencies

For medical related emergencies requiring first aid or medical attention, the first employee to recognize the incident should immediately call for assistance. This can be through visual or verbal means to nearby co-workers or by use of the facility telephone system by dialing 911 (Building 55 Denver Center shall notify the Mega Center Dispatch (FPS) at 303-236-2911). Only employees trained in emergency first aid should render assistance to victims. If available, personnel shall help direct first responders to the "victims" location. After arrival of qualified first responders, the employee should be prepared to assist management and or first responders with a determination of facts. This could include identifying symptoms of the victim, i.e. complaints of chest pains, trouble breathing etc. The EMCBC Emergency Management Specialist or designated alternates will notify the Building Management Office of the incident in accordance with the Building Emergency Plan.

The EMCBC Office at the Chiquita Center, Boggs Lane, and Building 55 Denver Center are equipped with Automated External Defibrillators (AED) located on each floor occupied by DOE personnel. Personnel authorized to use the AEDs have successfully completed certification training from the American Heart Association or American Red Cross and are re-certified at a frequency which is determined by the training agency but no longer than every 2 years. The EMCBC AED Site Protocol is included in this document as Attachment H.

8.2 Facility Emergencies

8.2.1 Fire

For facility emergencies such as fire, the first employee to recognize the event should immediately call for assistance and request help. This can be through visual or verbal means, by use of the facility telephone system by dialing 911 or by pulling the fire alarm pull stations. Personnel at Building 55 Denver Center shall notify the Mega Center Dispatch (FPS) at 303-236-2911.

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

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

(Building 55 Denver Federal Center see Attachment K)

8.2.2 Evacuation

In the event of an emergency requiring evacuation, (alarms sounding or floor wardens have initiated an evacuation) floor wardens will walk their assigned space to ensure evacuation orders have been conveyed to all parties. If doors to private offices or conference rooms are closed in the area, Floor Wardens should ensure that all occupants have heard and understand the employee alarms and evacuate the premises.
The employee who initiated the alarm should be prepared to assist management and or first responders with a determination of facts. This includes what was observed and what, if any, response action was taken.

Chiquita Center

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

The employee who initiated the alarm should be prepared to assist management and/or first responders with a determination of facts. This includes what was observed and what, if any, response action was taken**.** All DOE employees, contractor employees and visitors should evacuate the building by the nearest exit and proceed outdoors to the primary building evacuation area located at the corner of **Sycamore and Third Street**, or as designated by a Building Management staff member at the bottom of the stairwell. EMCBC evacuation maps indicating Primary assembly areas are posted at exit stairwells. All Floor Wardens or designees should conduct personnel accountability and report the status of employees to the Senior DOE Official or designee.

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

Personnel requiring evacuation assistance (those unable to negotiate stairs under their own power) will report to the inside of the Ladies and Men's restrooms on their floor and await evacuation by either building security or the local fire department. If, however, conditions warrant immediate evacuation, DOE EMCBC will implement use of evacuation chairs using pre-designated volunteers.

A designated team of individuals employed at the EMCBC has been identified to assist persons with disabilities in the event the type of emergency precludes the use of the building elevators (fire, power outage).

Evacuation chairs are located near building stairwells to support this action. Floor Wardens must report the number of personnel needing assistance and which floor they are located to Chiquita Center Building Management prior to leaving the Building. Once personnel needing assistance and their assist personnel have evacuated the building they must report to the assembly area and report their accountability to their supervisor. Building evacuation at the Chiquita Center may include a Full Evacuation, Partial Evacuation, or Relocation depending upon the incident.

110 Boggs Lane Building

At the 110 Boggs Lane Building the Contracting Officer or designee of each Source Evaluation Board (SEB) will assume the responsibilities of the Floor Wardens. The Contracting Officers will be responsible for the accountability of their SEB and report their accountability to the Senior DOE Official or designee. (See Attachment J Boggs Lane Building floor plan)

All DOE employees, contractor employees and visitors should evacuate the building by the nearest exit and proceed outdoors to the primary building evacuation area located at the end of the back parking lot. (See Attachment J, 110 Boggs Lane Building Assembly Area Map)

Springdale Center

Records and Information Resource Management personnel located at the Springdale Center will report their accountability directly to the Senior DOE Official or designee. (See Attachment I, Springdale Center Floor Plan)

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

Building 55 Denver Federal Center

(Building 55 Denver Federal Center see Attachment K)

8.2.3 Shelter-in-Place

In the event of an emergency requiring shelter-in place, (Hazardous material release, Severe Weather, Security Incidents, Terrorist incident, etc.) Floor Wardens will walk their assigned space to ensure shelter-in-place orders have been conveyed to all parties. If doors to private offices or conference rooms are closed in the area, Floor Wardens should ensure that all occupants have heard and understand the shelter-in-place order.

When a shelter-in-place order is issued, no one should leave their office area, or open any door/window for any reason until an "all clear" notice has been given.

(Building 55 Denver Federal Center see Attachment K)

8.2.4 Response to Severe Weather

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

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

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

(Building 55 Denver Federal Center see Attachment K)

8.3 Security Emergencies

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

8.3.1 Bomb Threat

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

Persons receiving such calls should be aware of the following guidelines:

- Be calm; be courteous; listen; do not interrupt the caller; jot down notes on any paper available, preferably on the **Bomb Threat Checklist** found in this plan Attachment A

- Try to keep the caller on the line as long as possible in order to obtain as much information or characteristic comments or accents as possible
- Ask the caller to repeat the message. Attempt to ascertain the type of device, what it looks like, where it's located, what time it will go off, etc.
- Listen for any strange or peculiar background noises, such as a motor running, background music, train whistle, sirens, airplanes, and any other noises which might provide clues as to the place from which the call was made
- Listen to the voice (male/female) (young/old) for voice quality, accents, speech impediments, or words/phrases used repeatedly
- If time permits ask questions such as "Who is this calling?" or "What is your name?" In some instances, the callers may reply with their name

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

(Building 55 Denver Federal Center protocols see Attachment K)

8.3.2 Suspicious item

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

- Do not touch or attempt to move the suspicious item
- Evacuate the immediate area
- Notify your immediate supervisor, Floor Warden, DOE Security Specialist or Emergency Management Specialist
- The extent of evacuation will depend on the situation and the nature of the threat. Relocation of personnel to other locations within the building, relocation to an alternative building or employee release is additional protective action options. Employees need to be directed to avoid the hazardous area. This may mean redirecting personnel to other stairways or exits. This can be done using Wardens or with physical barricades
- Upon review by the EMCBC Security Specialist or designated alternate, Building Management Office, local authorities and DOE HQ will be notified

(Building 55 Denver Federal Center see Attachment K)

8.3.3 Active Shooter

- In an active shooter situation, you should quickly determine the most reasonable way to protect your own life. You should:
  - **Evacuate**: If there is an accessible escape path, attempt to evacuate the premises
  - **Hide out**: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
  - **Take action**: As a last resort, and only when your life is in imminent danger, attempt to disrupt and /or incapacitate the active shooter
- When law enforcement officials arrive, it is important that you:
  - Remain calm and follow instructions.
  - Put down any items and immediately raise your hands while spreading your fingers.
  - Avoid making any sudden movements and keep your hands visible at all times
- If possible, immediately report the threat to 911
- If you can safely call another number, report the situation to facility security
  - Chiquita Center – 513-579-1144
  - Tri County Springdale – 911
  - Boggs Lane – 911
  - Building 55 Denver Federal Center 303-236-2911

8.4 Post Incident Recovery

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

In the event the Chiquita Center, Springdale Location, Boggs Lane, or Building 55 Denver Federal Center has been evacuated, personnel should not re-enter the structure without direction. Local emergency response officials and building management staff will be consulted for an “all clear” to re-enter the building.

8.5 Employee Early Release

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

The most likely scenario for an early release is severe inclement weather that may pose a hazard to staff, of which heavy snowstorms are the most common. An employee release may also be authorized following an evacuation or failure of building systems if there is or will likely be a significant delay in an “all clear” being

given for the building. The Director, EMCBC or designated representative has the authority for early release. (Refer to DOE-EMCBC-001, Rev.2, Local Inclement Weather Policy)

8.6 Continuous Improvement

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

8.7 Drills and Exercises

An evacuation drill is required to be held at least once per year under several different requirements applicable to DOE facilities. The DOE EMCBC Emergency Management Specialist will coordinate participation with Building Management personnel for the Cincinnati Area facilities. The Building 55 Denver Federal Center, Facility Manager or designee will coordinate participation with the Denver Federal Center site management. The DOE evacuation drill will be planned to coincide with any local required fire drills. The drill will be announced prior to the event but the exact time and day will not be announced. "Table Top" exercises to discuss various scenarios may also be held at the discretion of Senior DOE management. The results of each drill/exercise, including opportunities for improvement and a corrective action plan, shall be provided to Senior DOE management.

8.8 Training

This plan will be provided as a "read and sign" document for all EMCBC current employees and new hires. The plan will be discussed as part of an all hands meeting at least annually. Building Management will provide Floor Warden and Fire Extinguisher Training at DOE's request.

9.0 RECORDS MAINTENANCE

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

9.1.1. ADM 01-29-A3 EMCBC Administrative Training "Required Reading" Documents
9.1.2. ADM 18-11.3 Security Incident Investigation Case Files
9.1.3. ADM 18-27 Emergency Incident Investigation Case Files
9.1.4. ADM 18-28 Emergency Operations Drills and Exercises

10.0 FORMS USED

10.1 "EMCBC Bomb Threat Checklist" IP-472-01-F1 Rev. 2

11.0 ATTACHMENTS

11.1 Attachment A, "EMCBC Bomb Threat Checklist" IP-472-01-F1 Rev. 2
11.2 Attachment B, "Chiquita Center Assembly Area" Map
11.3 Attachment C, Chiquita Center Emergency Features
11.4 Attachment D, Floor Warden Areas 5th Floor
11.5 Attachment E, Floor Warden Areas 6th Floor
11.6 Attachment F, Floor Warden Areas 7th Floor
11.7 Attachment G, Floor Warden Areas 8th Floor
11.8 Attachment H, EMCBC AED Protocol
11.9 Attachment I, Springdale Center Assembly Area Map, Floor Plan
11.10 Attachment J, 110 Boggs Lane Assembly Area Map, Floor Plan
11.11 Attachment K, Building 55 Denver Federal Center Emergency Protocols

Attachment A

EMCBC BOMB THREAT CHECKLIST

INSTRUCTIONS:	Be calm. Be Courteous. Listen, do not interrupt the caller. ***Once the call is ended, notify the DOE Security Specialist, Emergency Management Specialist or your immediate supervisor and dial 911 to notify police.***

Name of Employee: _____

Number at which call received: _____ Length of Call: _____

Caller ID Information shown: _____ Date/Time: _____

Caller's Identity: Male Female Adult Juvenile Appx. Age: _____

VOICE CHARACTERISTICS		SPEECH		LANGUAGE	
LOUD	SOFT	FAST	SLOW	EXCELLENT	GOOD
HIGH PITCH	DEEP	DISTINCT	DISTORTED	FAIR	POOR
RASPY	PLEASANT	STUTTER	NASAL	FOUL	
INTOXICATED		SLURRED	LISP		
OTHER:		OTHER:		OTHER:	

ACCENT		MANNER		BACKGROUND NOISES	
LOCAL	NOT LOCAL REGION	CALM	ANGRY	FACTORY NOISE	TRAINS
FOREIGN	DEEP	RATIONAL	IRRATIONAL	BEDLAM	ANIMALS
OTHER:		COHERENT	INCOHERENT	MUSIC	QUIET
		DELIBERATE	EMOTIONAL	OFFICE MACHINES	VOICES
		RIGHTEOUS	LAUGHING	MIXED	AIRPLANES
		OTHER:		STREET TRAFFIC	PARTY ATMOSPHERE
				OTHER:	

Did you recognize voice? _____

Exact wording of the threat: _____

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/floor) _____ Area: _____

What kind of bomb? _____ Type of container: (package, box, etc.) _____

How do you know so much about the bomb? _____

Where are you now? _____

What is your name and address? _____

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

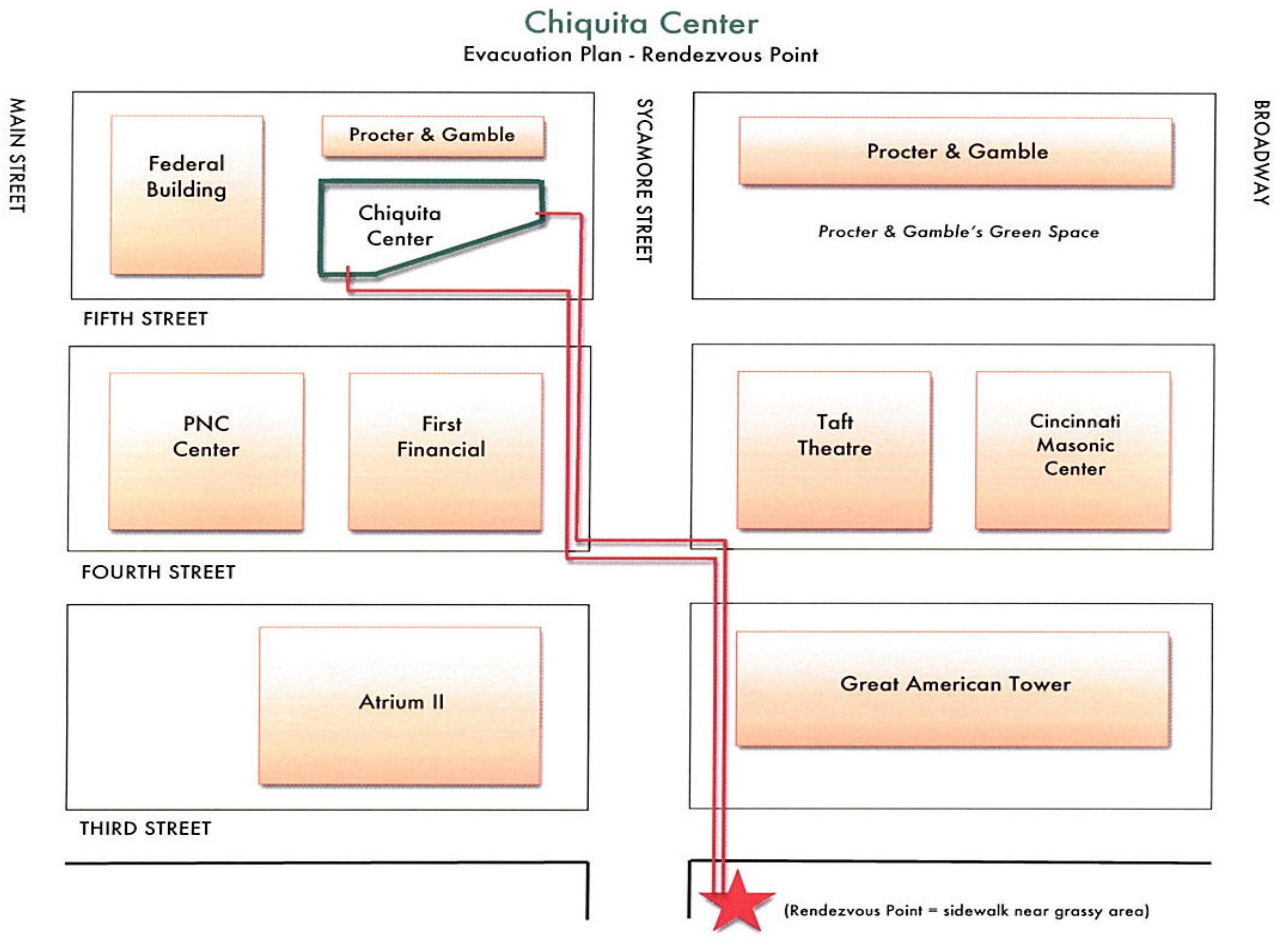
Did caller appear familiar with building by his description of bomb location? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

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

PL 472-01-F1, Rev. 2

Attachment B

Assembly Area Map
Chiquita Center



Attachment C

CHIQUITA CENTER EMERGENCY FEATURES

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

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

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

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

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

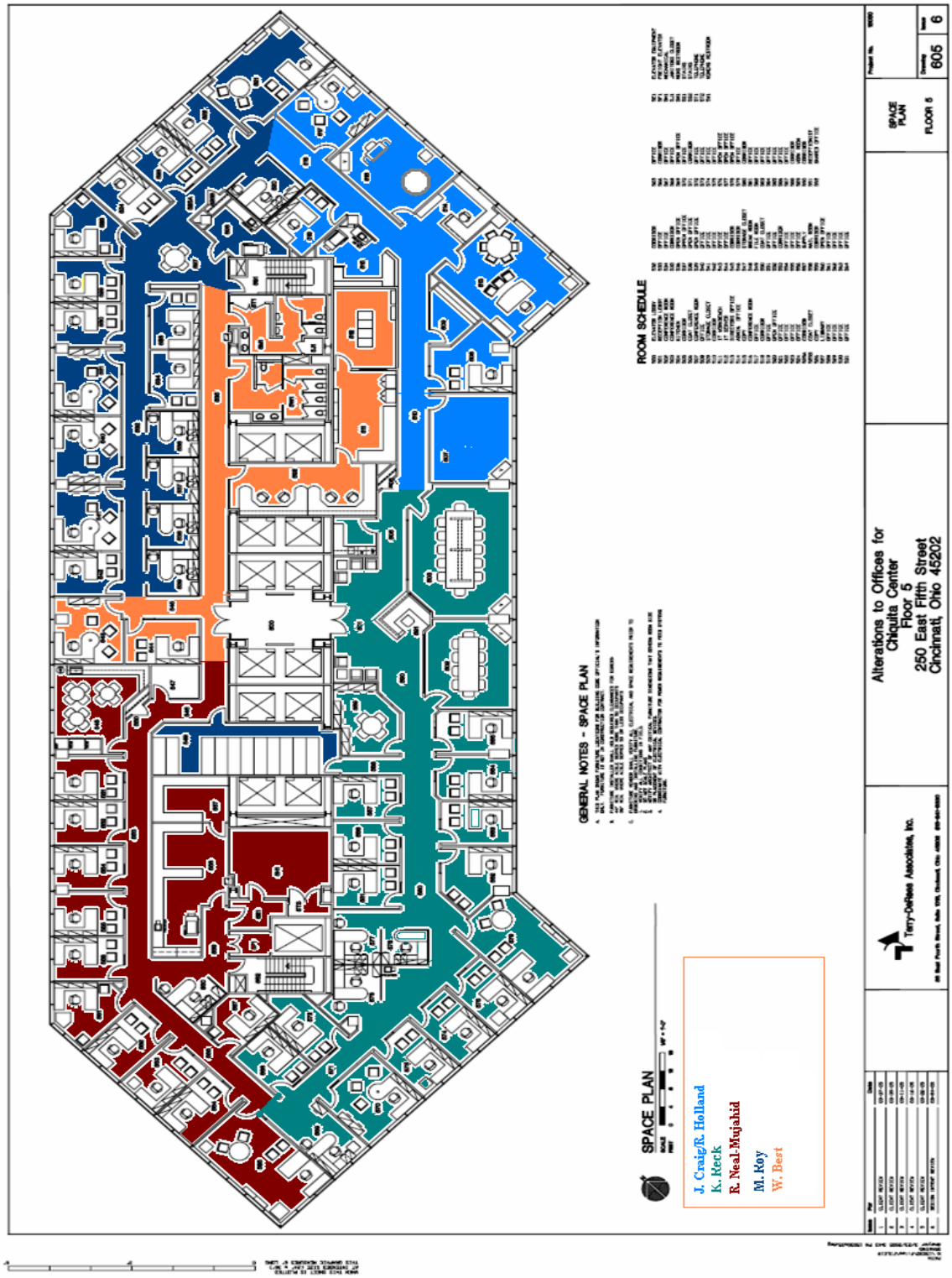
Occupant Emergency Notification System
Tone Alarm- is a standard pulsating type alarm accompanied by a strobe light illumination.
Voice Alarm- is a voice announcement which carries specific instructions concerning evacuation or sheltering.

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

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

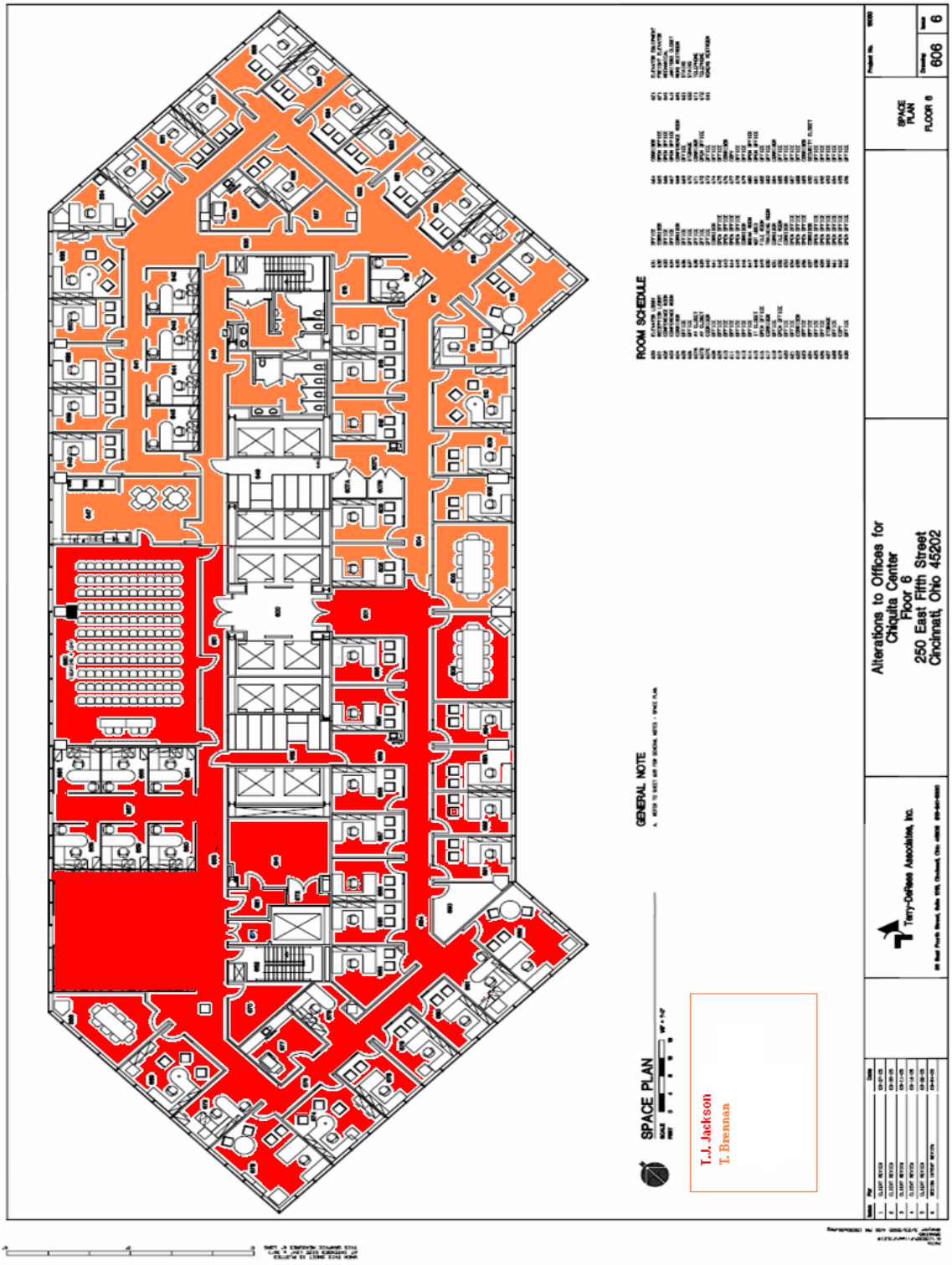
Attachment D

FLOOR WARDEN AREAS
5TH FLOOR



Attachment E

FLOOR WARDEN AREAS
6TH FLOOR

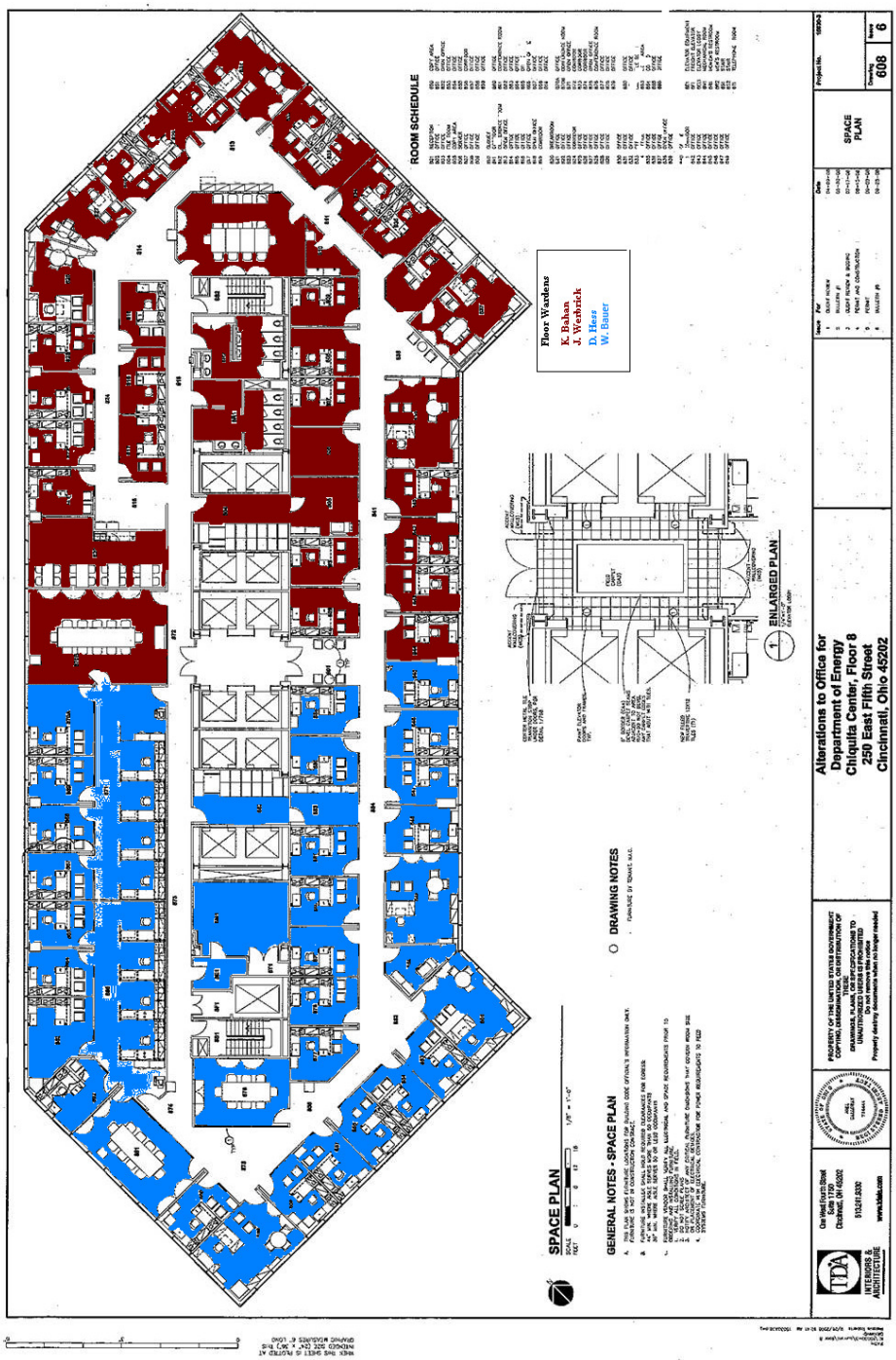


Attachment F

FLOOR WARDEN AREAS
7TH FLOOR

Attachment G

FLOOR WARDEN AREAS
8TH FLOOR



Attachment H

AED SITE SPECIFIC PROTOCOL AND STANDING ORDERS FOR US DEPARTMENT OF ENERGY EMCBC LOCATIONS

ACTIVATION OF THE AED RESPONSE TEAM

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

A. During Regular Business Hours

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

Persons on the scene will:

- Shout for help to alert nearby coworkers and the AED Response Team.
- Have someone notify the local EMS/paramedic personnel by dialing 911 (Building 55 Denver Center shall notify the Mega Center Dispatch (FPS) at 303-236-2911) and informs the Dispatch Operator of the location and nature of the emergency and that an AED unit is on site.
- At the Chiquita Center have someone notify building Security by dialing 513-579-1144 (Building 55 Denver Center shall notify the Mega Center Dispatch (FPS) at 303-236-2911) and inform them of the location and nature of the emergency.
- Have someone notify the appropriate Floor Warden of the location and nature of the emergency. The Floor Warden will ensure that the local EMS/paramedic personnel have been contacted and will provide assistance as needed and/or directed.
- Have someone meet the AED Response Team members at a visible location and direct them to the victim.
- Have someone meet the EMS/Paramedic personnel in a visible location and escort them to the location of the emergency.

Building Security Personnel or designated person will:

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

AED Responders will:

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

Emergency Site Protocol:

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

Post Event Guidelines:

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

B. During Non-Business Hours

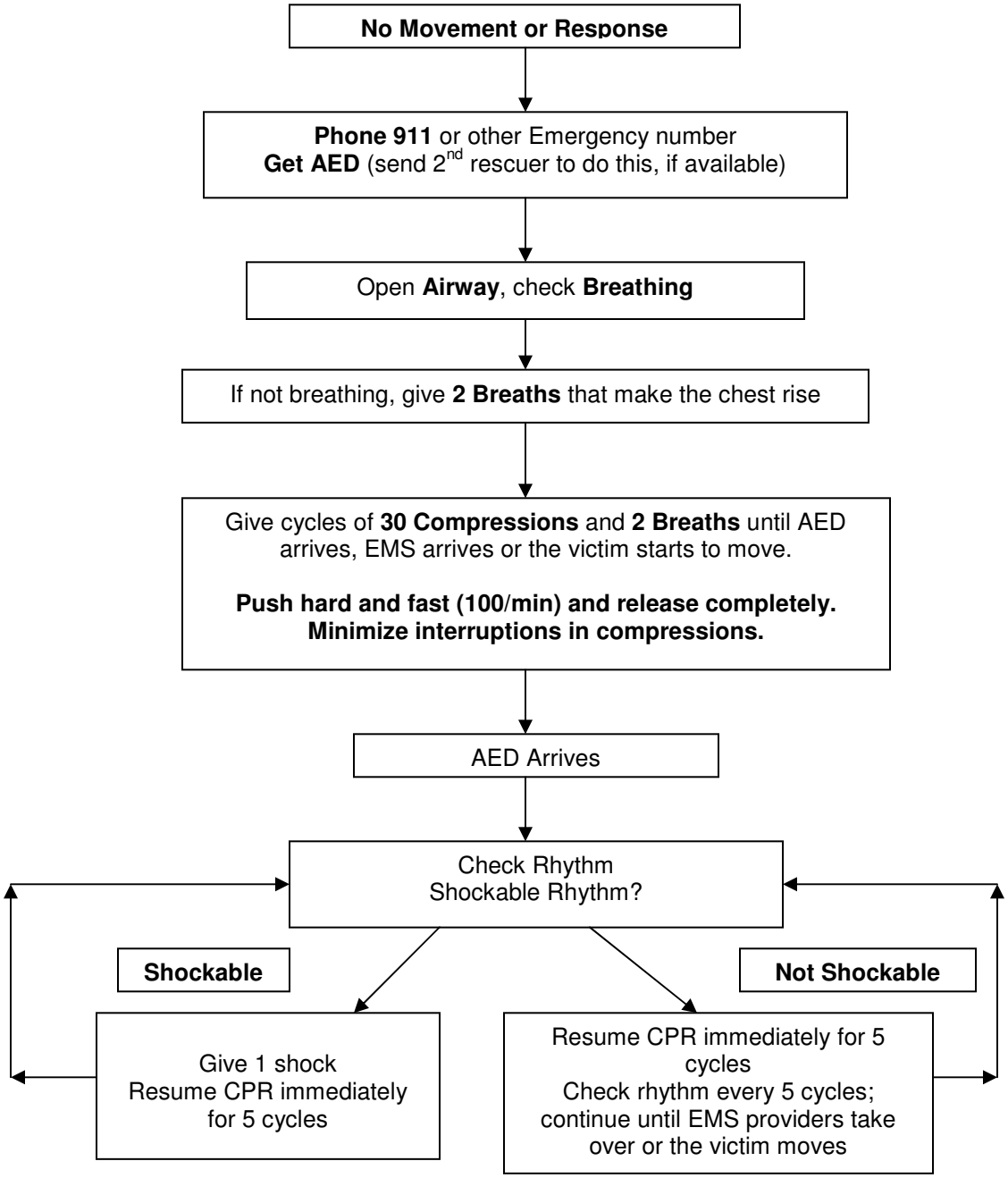
In any potentially life-threatening cardiac emergency, or in the absence of any signs of circulation (normal breathing, coughing, or movement):

- **Follow the established Medical Emergency Plan by calling 911. (Building 55 Denver Center shall notify the Mega Center Dispatch (FPS) at 303-236-2911)**

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

Attachment H
(Cont'd)

Automated External Defibrillation Adult (AED)



Attachment H
(Cont'd)

Do Not Attempt Resuscitation' (DNAR) Requests FOH Policy Regarding Implementing and Withholding Cardiopulmonary Resuscitation (CPR)

A. Purpose The purpose of this policy is to clarify issues related to beginning, withholding or withdrawing basic cardiopulmonary resuscitation for anyone who may provide Basic Cardiopulmonary Life Support within the Federal Occupational Health Services programs including but not limited to nurses, wellness fitness providers, and Automated External Defibrillator (AED) program responders.

B. Background CPR
In the worksite setting, what is known about employees in cardiopulmonary arrest can vary greatly depending upon the setting and the nature of responders' knowledge. Given the general paucity of facts and the wide range of skill levels among those who may be in a position to initiate CPR, the standard for withholding life-sustaining treatments in the worksite setting varies greatly. Based on the assumption that most people in cardiopulmonary arrest would want resuscitation, responders and bystanders normally *should* initiate CPR. The choice to not begin resuscitation will depend on prior planning and communication by the employee with potential first responders in their building as well as local Emergency Medical Systems (EMS). The process will vary for each state and locality due to legal processes.

C. Withholding Basic Life Support
There are only three reasons to withhold BCLS: (1) when a person has obvious clinical signs of irreversible death (e.g., rigor mortis, injuries incompatible with life, decomposition, or burned beyond recognition), (2) when performing CPR would place the rescuer at risk, and (3) when an available and interpretable advance directive specifies that the individual does not desire resuscitation. Do Not Attempt Resuscitation (DNAR) may not apply in cases of a failed suicide attempt.

D. Implementing/ Continuing CPR
In the event there is no valid, interpretable DNAR on file, CPR should be implemented and continued until one of the following occurs:

- Effective, spontaneous circulation and ventilation are restored.
- Care is transferred to a more senior-level emergency medical professional
- The rescuer is unable to continue due to exhaustion or the presence of dangerous environmental hazards or because continuation of resuscitative efforts places other lives in jeopardy.

E. Employee Requests to withhold CPR
Employees may request to withhold CPR and FOH staff will honor such requests if the employee submits appropriate documentation as follows:

a. Employee Responsibilities
The employee must contact local Emergency Medical Services and find out their DNAR protocol. The employee should:
1) Comply with the Emergency Medical Services' protocol

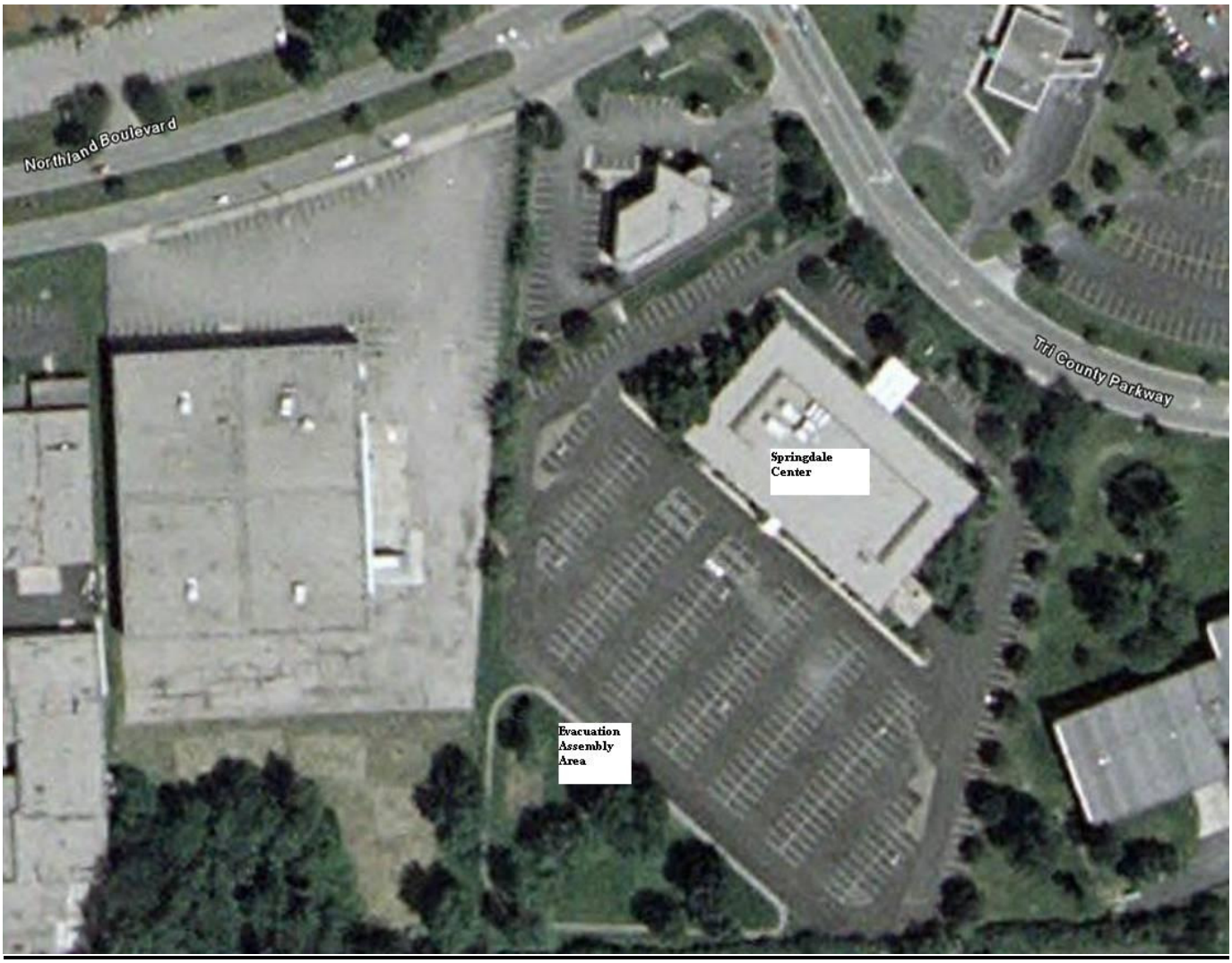
2) Obtain a medical alert bracelet (highly recommended),
3) Alert potential responders including co-workers as to the employees' wishes
4) Provide evidence of compliance with the local EMS requirements to the Occupational Health Unit (OHC), and AED site coordinator for record keeping.
5) If an employee changes his/her mind after submitting the DNAR, then the responsibility is up to the employee to notify the local response team and EMS of the change.

b. FOH Responsibilities
1) FOH staff will submit any DNR requests to FOH AED Medical Director
2) AED Medical director will review requests and seek legal opinion concurrence from Health and Human Services Office of General Counsel (Headquarters Office) if required and communicate concurrence to FOH staff
3) OHC and AED site coordinators will maintain a file of DNARs and review annually.

F. Non-standard requests to withhold CPR. Resuscitative efforts should not be withheld or withdrawn on the basis of DNAR (do not attempt resuscitation) tattoos or other nonstandard requests that do not involve discussions with patients or their legal surrogate decision makers. They should also not be withheld or withdrawn based on the employee's age, socioeconomic status, insurance coverage, cultural background, or relationship to the criminal justice system.

Attachment I

Assembly Area Map
Springdale Center



Attachment I

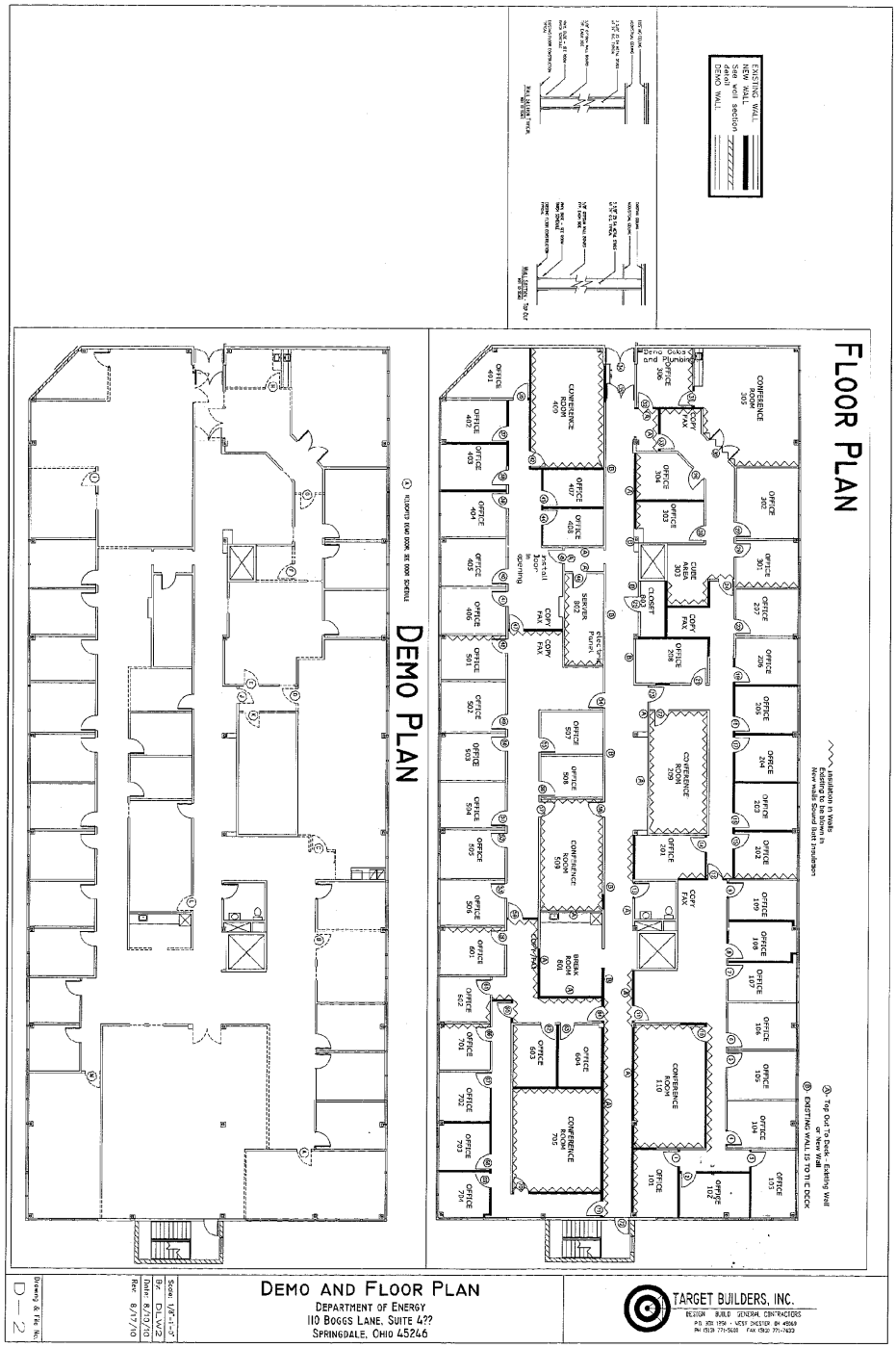
Floor Plan
Springdale Center

Attachment J

Assembly Area Map
Boggs Lane

Attachment J

Floor Plan
Boggs Lane



Attachment K

OCCUPANT EMERGENCY PLAN
BUILDING 55
DENVER FEDERAL CENTER

CHAPTER 1. GENERAL

1. **Purpose**- This document contains an Occupational Emergency Plan in accordance with Federal Property Management Regulations 101-20.103.4 to be followed by occupants of Building 55, Denver Federal Center (DFC), Lakewood, Colorado in the event of an emergency.
2. **Background-** An emergency may be created by a bomb threat, fire, natural disaster, civil disturbance, hazardous materials, or a hostile attack. Taking precautionary measures can minimize the loss of lives and damage to Government property.
3. **Definitions**
    a. **Emergency-** An unusual serious occurrence where normal operational capabilities are inadequate and where building occupants or Federal property are threatened.
    b. **Occupant Emergency Organization-** An organization consisting of designated tenant associates who, during emergencies, provide the facility with trained personnel to implement the activities specified in the Occupant Emergency Plan,
    c. **Building 55 Denver Federal Center DOE Official or designee**- DOE person with overall responsibility of Occupant Emergency Plan implementation.
    d. **Designated Official (DO) -** The responsible official who develops the emergency plan and coordinates with all building tenants, selects and trains Occupant Emergency Organization members. This official ensures appropriate procedures are followed during emergencies. The Designated Official identifies and establishes working relationships with Federal, State and local agencies that might respond to an emergency at this facility, and initiates activities to prepare occupants for emergencies, informing them of response procedures.
    e. **Occupant Emergency Coordinator (OEC) -** Assists the Designated Official, acts for the Designated Official during absences, performs delegated duties of the Designated Official, and serves as liaison between the Designated Official and the Damage Control Coordinator. The OEC appoints individual(s) responsible for supervising the planned controlled movement of all visitors and occupants from the designated area and advising the DO when the area is completely evacuated.
    f. **Damage Control Coordinator (DCC) -** Responsible for utilities, alarm systems, communications equipment, and other pertinent systems and equipment in the building, making recommendations on the use of facilities and equipment, maintaining emergency call lists for utilities and hazardous substances and for the Damage Control Team activities.
    g. **Building Manager** - Responsible for coordinating with the GSA point of contact to facilitate building support, repairs, modifications and other facility management activities. The Building Manager coordinates with the local emergency agencies.

Attachment K
(Cont'd)

CHAPTER 2. ORGANIZATION FOR EMERGENCIES

1. **General-** The Occupant Emergency Organization for DFC Building 55 consists of a DOE Official and a Designated Official who implements emergency decisions and provide technical assistance; monitors and assists those who supervise evacuation of the building and assist in bomb searches and other emergency activities in support of the staff. Also, the organization consists of an Occupant Emergency Coordinator who acts for the Designated Official and is responsible for supervising the planned controlled movements of all visitors and occupants of Building 55 to the designated areas; and the Damage Control Coordinator, who is responsible for the utilities, alarms, communications equipment and other pertinent systems during an emergency situation.
2. **Organization**
    a. DOE Official or designee- Rod Hoffman, Bob Birk
    b. Designated Official (DO) – Jody Giacomini (Contractor)
    c. Occupant Emergency Coordinator (OEC)- Greg Spencer (Contractor)
    d. Damage Control Coordinator (DCC)- Jerry Blair (Contractor)
3. **Responsibilities –** The DO, OEC and the DCC are responsible for:
    a. Supervising the planned, controlled movement of all occupants and ensuring that restrooms, conference rooms and work areas are evacuated during emergencies;
    b. Ensuring that doors are closed during fire evacuations;
    c. Ensuring that the lights are on during bomb threats evacuations;
    d. When a Shelter in Place (SIP) condition exists – direct employees to the SIP designated room (Room 1501);
    e. Ensures that the evacuation routes are clearly defined and exits are known to all occupants
4. **Bomb Search-** The Federal Protective Service (FPS) Officers are responsible for all bomb search activities in Building 55, including the orientation and training of others personnel in search assistance.
5. **Fire Control** – The West Metro Fire Protection District under the direction of the Fire Chief will carry out firefighting activities, and fire drills in Building 55. The Fire Chief shall give advance notice of fire drills to the DCC.
6. **Damage Control** – The Building Manager is responsible for developing a comprehensive emergency control plan for all building utilities and for selecting, assigning, and training personnel from the DFC buildings maintenance and operations force as an emergency damage control team.
7. **General Responsibilities –** All organization personnel shall become familiar with floor layouts including the Shelter in Place designated room (1501), evacuation routes and related items, and general and specific emergency instruction.

CHAPTER 3. ACTIONS UNDER EMERGENCY CONDITIONS

1. **General** – This chapter identifies the actions that must be taken when an emergency condition occurs or is threatened.
    a. **General Alarm** – During normal working hours, the sounding of the fire alarm will automatically activate this plan for any emergency (except where a Shelter in Place may be required). Evacuation will be carried out in accordance with the instructions in Chapter 4.
    b. **During Normal Duty Hours** – Reports of emergencies received at any location, regardless of source, will be relayed immediately through the DO or DCC, for evacuation and action. In the event of information or circumstances indicating a clear and immediate danger to lives, evacuation shall commence at once, without consultation, by activating the fire alarm.
    c. **After Normal Duty Hours** – The Federal Protective Service Officer in Charge at the DFC shall take any action considered necessary which may include alerting any building occupants that may be on the premises. The DO and DCC shall be informed immediately if there is an emergency, which requires evacuation, or other protective measures.
2. **Fire** – The first person detecting smoke and/or fire shall:
    a. Activate the nearest fire alarm box/ station; and
    b. Call Emergency 9-911 (office phone) or 911(cell phone);
    c. Extinguish the fire, if possible; and/or
    d. Evacuate to the designated assembly area.
3. **Bomb Threats**
    a. Notification of bomb threats, or related acts, may come from the Building Manager. The Federal Protective Service, The Federal Bureau of Investigation or other agencies. A bomb threat may come as a telephone call direct to the DFC or mailed to an agency or associate at the building. Threats or related acts, should be reported immediately to:
        - The Mega Center Dispatch at 303-236-6709
        - The Designated Official- Jody Giacomini (Contractor) at 303-236-3670 (c) 303-961-2181
        - The Occupant Emergency Coordinator – Greg Spencer (Contractor) at 303-236-3641or (c) 720-237-1483
        - The Damage Control Coordinator – Jerry Blair (Contractor) at 303-236-3661 or (c) 303-994-2640

b. In the event of a bomb threat, the Bomb Search Officer, FPS and other associates directed to assist, shall search for suspicious objects. All searches will be coordinated with the DCC. Search areas will include office, corridors, unlocked service closets and restrooms. Special attention shall be given to packages, brief cases, or objects that do not belong in offices, workspaces or unoccupied areas. If an object is located and suspected to be a bomb, or other explosive device, the Bomb Search Officer will take appropriate action

c. NO ATTEMPT SHALL BE MADE BY OTHER OCCUPANTS TO MOVE, COVER, INSPECT, OR DEFUSE THE OBJECT.
Occupants because of their familiarity with the space where they work can most easily spot something that does not belong there. They should be warned, however, not to touch suspicious objects but to report them immediately upon discovery to the Federal Protective Service

4. **Hazardous Materials** – Hazardous substances are present or could be introduced to the facility. In the event of a hazardous substance accident, spill, etc. Notify:
   - The Mega Center Dispatch at 303-236-6709
   - The Designated Official-Jody Giacomini (Contractor) at 303-236-3670 (c) 303-961-2181
   - The Occupant Emergency Coordinator – Greg Spencer (Contractor) at 303-236-3641 or (c) 720-237-1483
   - The Damage Control Coordinator – Jerry Blair (Contractor) at 303-236-3661 or (c) 303-994-2640
5. **Tornado Warnings**
   a. General – In the past few years many funnel clouds have been observed in the western Metro area and several have touched down in the Metro area causing damage. This makes the DFC susceptible to tornadoes
   b. General Alarm- During normal working hours, the sounding of the Civil Defense Warning Systems (CDWS) sirens located in the DFC as well as the surrounding communities, will indicate a tornado warning
   c. Shelter- See chapter 5 on Shelter in Place
6. **Weapons of Mass Destruction**
   a. General – Nuclear, Biological and Chemical (NBC) weapons have the potential to cause massive casualties. If you suspect an NBC incident, always remember that early notification can save lives. Call the Federal Protective Service at 303-236-6709
   b. Nuclear attack
      (1) General- A nuclear attack upon the continental United States is still possible and may be preceded by days or weeks of mounting international tension. It is possible, however, that there may be less than a 15 minute warning of a nuclear attack, or no warning at all

(2) Warning- A short warning period will be indicated by a signal from the CDWS sirens or via notification by agency officials
(3) In the event of no advance warning, taking shelter beneath the desk or table will provide the best immediate protection against the blast effects that follow. After blast effects have subsided and as directed by agency officials, all occupants should attempt to reach the Shelter in Place room as designated in Chapter 5

c. Biological and Chemical
(1) Observe your surroundings, be alert for, any unusual odors or smells, pools of liquid with no obvious source, fogs or clouds indoors, unusual devices or things out of place, individuals exhibiting symptoms or signs of distress, and environmental signs (dead birds, animals, insects)
(2) Protect yourself by, staying calm, covering your nose and mouth with a cloth; take shallow breaths, not tasting, eating, smelling or touching anything. Secure the area to prevent others from possible contamination and evacuate the scene to a safer area
(3) Self-decontamination: remove and discard outer clothing, wash with plenty of cold water, use soap if available. If possible, place contaminated items in a protective container, to prevent additional contamination
(4) Notify the FPS at 303-236-6709, provide and note the following information: When and where the incident occurred, location of the event, number of victims, symptoms of the injured personnel, type of vehicle or container involved

7. **Other Emergencies**- Emergency actions will be initiated by the DO, OEC or by the DCC, utilizing the organization provided by the Plan, to meet emergencies arising from a natural disaster, civil disturbance, or other emergency, which involves Building 55

CHAPTER 4. EVACUATION PLAN

1. **Alarm System-** The general (fire) alarm will be activated to signal an overall building evacuation. The general alarm may be activated for a fire drill, an actual fire, or other emergencies. If a local fire alarm signal is activated, evacuation of that area should be started immediately unless otherwise directed. All occupants, including handicapped employees and visitors, should move a minimum of 300 feet away from the building. If inclement weather is a factor move to a designated shelter evacuation area. The designated assembly area is the NE corner of 6th Street and Center Ave
2. **Evacuation**
   a. When the general alarm is sounded, organizational personnel shall proceed to their designated posts. They shall ensure that all building occupants, including handicapped employees and visitors, evacuate to the designated assembly area.

b. The DCC or DO will remove the accountability board before evacuating the building.
c. Using the accountability board, the DO, OEC or DCC will conduct a personnel head count in their designated assembly areas and provide this information to whoever is in charge at the time. All personnel will remain in the assembly waiting area for further instructions (to move to another area or return to the building). The all clear is announced by the FPS or the West Metro Fire Department. The FPS will ensure all evacuation assembly areas in other buildings are notified of the all clear.
d. At least one fire drill shall be held annually without advanced warning. The DCC in conjunction with the West Metro Fire Protection District Fire Chief, and the Building Manager are responsible for the exercise and for coordinating it with the Occupant Emergency Plan officials. A Shelter in Place drill will be held annually on the 2nd Wednesday in April when the City of Lakewood tests the CDWS

3. **Personnel Movement**
   a. General- Building occupants will use the exits for the area/sector in which they happen to be in when the general alarm is activated
   b. Evacuation Routes – Exit signs indicate building egress areas
   c. Safe haven – Building occupants who are unable or prevented from a safe evacuation will proceed to a designated safe haven location. The OEC is responsible to designate and communicate safe haven areas

CHAPTER 5. SHELTER IN PLACE

1. **PURPOSE**
   This procedure provides building management and employees with guidance and instructions for response to emergencies at Building 55 at the Denver Federal Center. This procedure serves as an emergency action plan required by the General Services Administration. Shelter in Place is a short term measure which provides for a sheltering room to which individuals can deploy and take cover when natural or manmade disasters outside the building make evacuating a greater risk than remaining in the building

2. **SCOPE**
   This procedure applies to building management and applicable personnel responsible for Building 55. Use of the procedure assumes a thorough understanding of the building and associated emergency actions. This procedure outlines basic building emergency operations for immediate response and evacuation requirements to emergencies. These emergencies will be sounded by a CDWS indicating that a natural or man-made disaster is nearby and immediate sheltering action is required. The attachments identify specific emergency response actions to be performed or directed by building management during emergency or abnormal events and serve as a quick reference job aid.

3. **OVERVIEW**

Building 55 at the Denver Federal Center contains two distinct areas. The first area is the Exclusion Area which encompasses the Vault Type room and classified information. Individuals who are "Q" cleared and authorized can have unescorted access into this area. The rest of the building is designated as a Property Protection Area. A clearance is not required for unescorted access into this area. However, visitors must sign for access to the Property Protection Area as well as the Exclusion Area. Non Badged DOE personnel will have to obtain a visitors and accountability badges from the Building Manager. DOE Badged personnel not assigned to B55 will also have to obtain an accountability badge. The entire facility normally operates on the day shift. Approximately 18 to 20 people work in both the Exclusion and Property Protection Areas on a routine basis. Building management and employees must be prepared to take actions to protect lives during emergencies or abnormal events.

4. **BUILDING SHELTERING ACTIONS**

a. A Tornado Watch is issued when conditions are favorable for tornadoes to develop.
b. A Tornado Warning is issued when a tornado has been sighted or detected by radar.
c. When information has been received of a possible Tornado Watch/Warning in the area, room 1501 (break room on the south end of the building) has been designated as the shelter in place room for B55. Here are steps for this emergency situation:

- Notify building personnel and visitors to shelter in place
- The DO/OEC will be at the front door (W-3) for a period of 5 minutes to let others outside seek immediate shelter
- The DO/OEC will check the accountability tag board to ascertain who is currently in the building and make sure that all these individuals are accounted for
- Go to the designated severe weather area in B55 which is Room 1501
- After everyone is in room 1501, close the door and keep mainly to the back of the room
- Remain calm
- If possible, cover yourself with blankets, pillows or coats and hide under something
- Try to protect your head and neck
- After tornado, keep calm. Stay in your shelter until area is confirmed clear. Check people around you for injuries

If a hazardous material spill or other man-made disaster occurs, here are the steps for this emergency situation:

- Notify building personnel and visitors to shelter in place
- The DO/OEC will be at the front door (W-3) for a period of 5 minutes to let others outside seek immediate shelter
- The DOE/OEC will check the accountability tag board to ascertain who is currently in the building and make sure that all these individuals are accounted for
- Go to the designated severe weather area in B55 which is Room 1501

- Go to the designated severe weather area in B55 which is Room 1501
- After everyone is in close the door
- Do not allow people to smoke, eat or drink during sheltering period
- Do not allow people to leave the building until “all clear” is announced

EMCBC RECORD OF REVISION

DOCUMENT – PL-472-01, Rev. 4 Occupant Emergency Plan

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

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

Rev. No.	Description of Changes	Revision on Pages	Date
1	IP-472-01 changed to PL-472-01 (Initial)		02/15/08
2	Added 8th floor to plan		04/09/09
2	Changed Floor Warden's areas of responsibility		04/09/09
3	Added Boggs Lane Facility information		07/05/11
3	Added Building 55 Denver Federal Center information		07/05/11
3	Updated Floor Warden's areas of responsibility		07/05/11
3	Added DNR information to AED Protocol		07/05/11
Page Change			
3A	Added EMCBC Hazards Survey Summary Tables		08/29/12
3	Updated Floor Warden's areas of responsibility		08/29/12
3	Changed refuge area for personnel needing assistance during Evacuation to the restrooms instead of the service elevator vestibule due to the change of building emergency plan		08/29/12
4	Changed Chiquita Centers building evacuation area due to the Change to the building emergency plan		09/16/13
4	Updated Floor Warden's areas of responsibility for 8th floor		09/16/13
4	Added a section on Active Shooter actions		09/16/13