

Theoretical Division
Fluid Dynamics Group (T-3)
Building Evacuation Plan (BEP)

Originator: Susan R. Whittington
Version date: 20 JUL 2004

W. B. VanderHeyden 7-20-04

W. Brian VanderHeyden, Group Leader

As of 20 JUL 2004, the Fluid Dynamics Group was housed in two different buildings, SM-123 in an unsecured area and SM-200 in a secure area. Therefore, two official BEPs are in effect.

LANL Building Emergency Plan

TA: 3

Building number: 200

1. Building Description

Two story, approximately 102 feet by 242 feet by 21 feet high; composition consists of concrete with rebar, brick exterior, and a concrete roof. Consists of offices and lecture rooms on the second floor. The first floor houses Virtual Laboratory Testbed Project (VLT) personnel, offices, and a mechanical room. The total square footage is 50,248. This building is connected by a corridor on the second floor northside to SM-132, on the east side to SM-123, and on the south side to SM-332.

2. Building Hazards

The entire building contains no significant hazards.

3. Alarm Systems

Heat detectors are placed throughout the entire building for fire protection. Fire alarms are automatic and connected to the Central Alarm Station. Fire pull boxes are present throughout the entire building. Locations are noted on the Emergency Information Posters. The first and second floor are all on one fire zone which includes SM-332. The fire alarms annunciate throughout the building.

4. Protection Systems

A wet-type fusible link sprinkler system covers the entire building. Public address systems are available on the first floor for the ACL West. The second floor has no public address system. Emergency lighting is available (with battery back up). Emergency equipment available in the building consists of fire extinguishers. Locations are noted on the Emergency Information Posters.

5. Emergency Equipment: N/A

6. Notifications

(The Following Text Will Be In All Plans)

A. In case of fire, serious injury, or emergencies that pose an immediate threat to life or property; take the following steps.

- call 911
- see that line management is notified

(Insert local implementation instructions, if any.): **See Call List.**

1. Suspicious Packages

- **DO NOT USE PULL BOXES FOR SUSPICIOUS PACKAGES**

Call 911

B. Incidents that do Not pose an immediate threat to life or property but carry the POTENTIAL of such a threat, take the following steps.

- See that the Emergency Management Office is notified at 7-621 (7-7080 after hours).

(Insert local implementation instructions.): None.

C. Incidents that pose no threat to life or property, but yet may be reportable under DOE Order 232.1 should be reported to the Emergency Management Office as soon as possible.

(Insert local implementation instructions.): N/A.

D. Local Notifications (such as adjacent areas of buildings): N/A.

7. **Emergency Planning Zone** (Reserved for future use. Do Not write in this space.):

8. **Actions Required in Event of Specific Major Incidents.** Do Not add or remove items from this list.

A. Toxic chemical release: N/A

B. Radioactivity release: N/A

C. Nuclear criticality: N/A

D. High energy accident: N/A

9. **General Evacuation Procedures**

(The Following Text Will Be In All Plans)

A. Date of evacuation routes/posters in use

Emergency Information Posters showing evacuation routes, assembly areas, contacts, etc. reviewed 4/02 are posted in all hallways.

B. Provision for handicapped employees

No handicapped personnel. All in-house personnel should help visitors, craftspersons, and individuals in need of aid to appropriate exits.

C. Personnel accountability procedures

1. Identify sweep responsibilities:

In the event of any evacuation (provided conditions are not life threatening), each floor is swept using the following procedures. **Note:** All regular building occupants have sweep responsibilities. The purpose of a sweep is to determine, to the extent possible, that the building has been evacuated.

Each floor is swept using the following procedures. The second floor is occupied by group T-Div staff on the east half and CCS-2 personnel on the southwest and IM-2 staff on the north and center. They each have sweep responsibilities for their respective sections of the building floor. BEP notebooks are located outside rooms 226 (T-Div), 212 (IM-2), and 273 (CCS-2). The first group individual to pass the

BEP notebook takes it with them and commences sweeping hallways, rooms, etc. and exits on the south side of the building.

On the first floor south side, Room 150 is occupied by CCS-2 personnel and they have sweep responsibilities. First group individual passing the BEP notebook will assume sweep duties. Personnel will exit to the south.

The first floor south east side, site of the old Science Museum now is occupied by ACL personnel. This staff sweeps their area and exits thru the east doors.

Note: The absence of the BEP notebook is an indication to others that someone is doing the sweeping job. The group secretaries will take any visitor sign in sheets to the assembly site as well. Each BEP notebook has group rosters in them to assist the sweeper in personnel accountability at the assembly area. Headcount results are reported to the incident commander as soon as possible. (ie., 10')

2. Assembly areas

The assembly area for SM-200 second floor (secure) and the first floor (open) is south 100 yards along Mercury Road at the old SM-1561 guard station. The former Bradbury Science Museum on the first floor, now occupied by ACL personnel will assemble 100 yards south on Mercury Road outside the security fence by the former SM-1561 guard station. This location will allow both groups to communicate if the entire building is evacuated. Line management present may order personnel to go to alternate assembly areas because of inclement weather, extended outage, or primary assembly area not accessible.

"ALL PERSONNEL"

Report to your roster/headcounters at the assembly points to assist the accountability process!

Note: CCN's alternate assembly site is the Otowi Bldg. In the cafeteria area.

3. Shelter In Place (Protective Action)

The risk of certain natural or man made events may result in the need to "Shelter In Place" rather than evacuation. Examples could be violent storm conditions, chemical or radiological releases, etc. A "Shelter In Place" command simply means staying in your building until either the emergency has passed or you have received further instructions. If "Shelter In Place" is recommended, there are several things one should do. Close all outside windows and doors, turn off fans and air conditioners that require outside air, stay away from windows, stay with your group, and remain calm.

D.Special evacuation/transportation requirements (Only if applicable): N/A

10. Emergency Operations

A. In-House Emergency Response Team (if any): The CCN-18 Facility Management Support Team (FMST) will respond to all emergency's.

B. In-house communications capability (if any)

Each Group Office has been assigned a two-way radio that is on the trunked radio system and programmed for the CCN network. They are used mostly for emergency and facility management conditions, and must be taken on all evacuations.

C. Stand-off Instructions (if any): N/A

11. Consequence Assessment

(Section A, Below, Shall Be In All Plans)

- A. The senior building or F.M. person present will give the arriving Incident Commander a briefing on current hazards and likely problems. EM&R and responding ESH elements, in consultation with building staff/occupants, will conduct more detailed consequence assessment.

12. Shutdown Procedures

None for evacuations.

Security Note: If possible, all classified material will be secured in safes before evacuation.

13. Spill & Containment Procedures

In the event of a chemical spill the facility manager should be contacted immediately (see contact list).

14. Reentry Procedures

Re-entry will be under the orders of the incident commander, if an incident control group has been utilized or by the order of the senior line management if there is no incident control group. In either case, guidance will be obtained from Environmental, Safety, and Health (ESH) and /or Facilities Engineering (FWO) as appropriate. Under NO circumstances should reentry take place without the consensus of the senior facility representative and Incident Commander.

15. Training

- A. Emergency training (if any): N/A

- B. Periodic evacuation exercises

One exercise including all personnel will be held annually. Emphasis will be on personnel accountability. Evaluators will be the facility management team and group safety representatives. Documentation will be in accordance with AR1-2 and TB101 and will be done by line management or designee for all evacuations. Every new employee, visitor, craftsman, and contract/vendor personnel will be briefed using the BEP for guidance. This responsibility falls to line management. (The date of the last drill was June 2002.) **Note:** On all evacuations, an evaluation sheet must be filled out for documentation purposes by the line management of each group involved. Keep a copy in your group BEP notebook (Section H).

Call List

Position	Name	Office Phone	Home Phone	Pager
Landlord	John Morrison	667-6164	992-2656	8005135531
CCN Facility Mngr.	Jim Frybarger	665-1023	672-1163	104-6481
CCS-1 Center Leader	Rod Oldehoeft	665-4530	820-0326	699-0374
CCS-1 Safety Rep.	Doug Lora	665-3321	662-3319	

CCS-2 Grp. Ldr.	Doug Kothe	667-7029	672-3147	996-0923
CCS-DO Safety Rep.	Christie Morrison	667-9900	992-2656	N/A
CCS-3 Grp. Ldr.	Adolfy Hoisie	667-7028	661-3719	996-3029
CCS-3 Safety Rep.	Erika Maestas	667-7028	747-1579	N/A
IM-2 Grp. Ldr.	Vicki Brown	665-0424	662-6415	N/A
IM-2 Safety Rep.	Jan Faught	665-0424	662-2718	N/A
T-Div ES&H Rep.	Wilton Parsons	667-1596	672-1149	
24-hr. FWO On Call Pager	104-7650			104-7650

 Prepared/revised by: Steven M. Sylvia (10/2002) Tel: 667-5050

DO NOT WRITE BELOW THIS LINE

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BUILDING EVACUATION CHECKLISTS

T-3 Occupants of TA3 Bldg. 123

Phone	Name	Z#	E-mail	Bldg./Rm.
7-9098	ADDESSIO, Francis L.	088542	adnessio@lanl.gov	123/252
5-2231	BEYERLEIN, Irene	120587	irene@lanl.gov	123/230
7-7466	BRACKBILL, Jeremiah U.	076377	jub@lanl.gov	123/273
5-0122	BRONKHORST, Curt	189782	cabronk@lanl.gov	123/245
7-7466	DUKOWICZ, John	085676	duk@lanl.gov	123/273
7-5200	EGGERT, Kenneth G.	103096	kge@lanl.gov	123/228
7-9090	HARLOW, Francis H.	057271	fhharlow@lanl.gov	123/248
5-9852	HUNKE, Elizabeth C.	108213	eclare@lanl.gov	123/264
7-9094	JOHNSON, Norman L.	092590	nlj@lanl.gov	123/260
5-6373	(alt. loc. @ TA-66)		norman@lanl.gov	0001/D105
7-6387	JONES, Philip W.	110005	pwjones@lanl.gov	123/234
7-8812	KASHIWA, Bryan A.	090439	bak@lanl.gov	123/276
7-0395	LIPSCOMB, William H.	152753	lipscomb@lanl.gov	123/240
5-8336	MA, Xia (U)	190686	xia@lanl.gov	123/226
5-8336	MAHESH, Sivasmabu (MST-8) (U)	150585	mahesh@lanl.gov	123/226
7-9097	MALTRUD, Mathew E.	094509	maltrud@lanl.gov	123/238
7-5622	MOSES, Ronald W. Jr.	084799	rmoses@lanl.gov	123/271A
7-9091	O'ROURKE, Peter J.	072377	pjor@lanl.gov	123/273
7-7466	TONKS, Michael R. (U)	152690	tonksmr@lanl.gov	123/273
5-9190	WILLIAMS, Todd O.	117292	oakhill@lanl.gov	123/274

INSTRUCTIONS: Use Building 123 Emergency Evacuation Plan instructions to exit building and muster at the wooded area on the north side of the building. Report to the T-1 Group Secretary, JoAnn Brown and do not leave the area until she gives you permission.

T-3 Occupants of TA-3 Bldg. 200

5-7608	CANFIELD, Thomas	171432	canfield@lanl.gov	200/231C
7-9485	(alt. loc. @ SCC)			1498/328
7-9093	CLINE, Michael C.	080643	mcc@lanl.gov	200/228
5-8905	HARSTAD, Eric N.	112432	enh@lanl.gov	200/241A
7-9085	KELLY, Janie Lee	033631	janie@lanl.gov	200/233A
7-7467	KNOLL, Dana	119890	nol@lanl.gov	200/221
7-2628	MARTINEZ, Sarah V.	119805	sarahv@lanl.gov	200/233C
7-4896	MASON, Thomas A. (MST-8)	120750	tmason@lanl.gov	200/241
7-3092	MAUDLIN, Paul J.	092128	pjm@lanl.gov	200/242
5-5891	MOUSSEAU, Vincent A.	151765	vmss@lanl.gov	200/220
5-0931	PADIAL-COLLINS, Nely T.	103190	nelylanl@lanl.gov	200/244
5-4990	RAUENZAHN, Rick	094631	rick@lanl.gov	200/234
7-8253	SAHOTA, Manjit S.	091597	sahota@lanl.gov	200/243
5-3946	SCHRAAD, Mark W. (DGL)	120369	schraad@lanl.gov	200/239
7-7744	SMITH, Richard D.	102632	rdsmith@lanl.gov	200/113
7-2638	TORRES, David J.	103337	dtorres@lanl.gov	200/224
7-9099	VANDERHEYDEN, Brian (GL)	116518	wbv@lanl.gov	200/238
7-4156	WHITTINGTON, Susan (Admin Ops Spec)	083997	rolwhit@lanl.gov	200/237
5-4428	ZHANG, Duan Z.	117887	dzhang@lanl.gov	200/232
4-0109	ZOU, Qisu	153197	qisu@lanl.gov	200/222
7-0377	ZUO, Q. Ken	121985	zuo@lanl.gov	200/230

T-DO+ Occupants of TA3 Bldg. 200

Phone	Name	Group	Z#	E-mail	Bldg./Rm.
5-9774	Rock, Kersti	T-DO	100969	karm@lanl.gov	200/219
7-3856	Solem, Johndale	T-DO	076625	jxcs@lanl.gov	200/223
5-2558	Plohr, Bradley	T-13	098918	plohr@lanl.gov	200/225
5-3401	MacKerrow, Ed	T-14	107655	mackerrow@lanl.gov	200/226
7-6107	Dotson, Paul	T-DO	091371	dotson@lanl.gov	200/226A
7-9092	Dienes, John	T-14	039117	jkd@lanl.gov	200/228A
7-9159	Max, Pat	T-DO	077922	pam@lanl.gov	200/233B
5-1849	Greeff, Carl	T-1	120318	greeff@lanl.gov	200/236
7-6714	Butler, T. Dan	T-DO	068595	tdbutler@lanl.gov	200/240

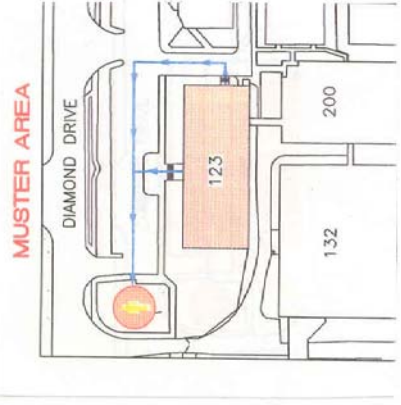
T-Division occupants of Bldg. 200 are instructed to exit through the nearest exit; yes, crash the emergency exit door in the middle of the south hallway. The muster area whether you're inside or outside the fence is at the badge reader entry gate fence. It is not necessary to have all members inside or outside the fence as long as all can report in for attendance. Report to the T-3 manager at the fence and do not leave the area until he has given you permission to do so.

PLEASE BE AWARE: Evacuations occur with or without alarms sounding. Follow the instructions given by the area sweepers when alarms do not sound.

EMERGENCY EVACUATION TA-3, BLDG. 123 - SECOND FLOOR

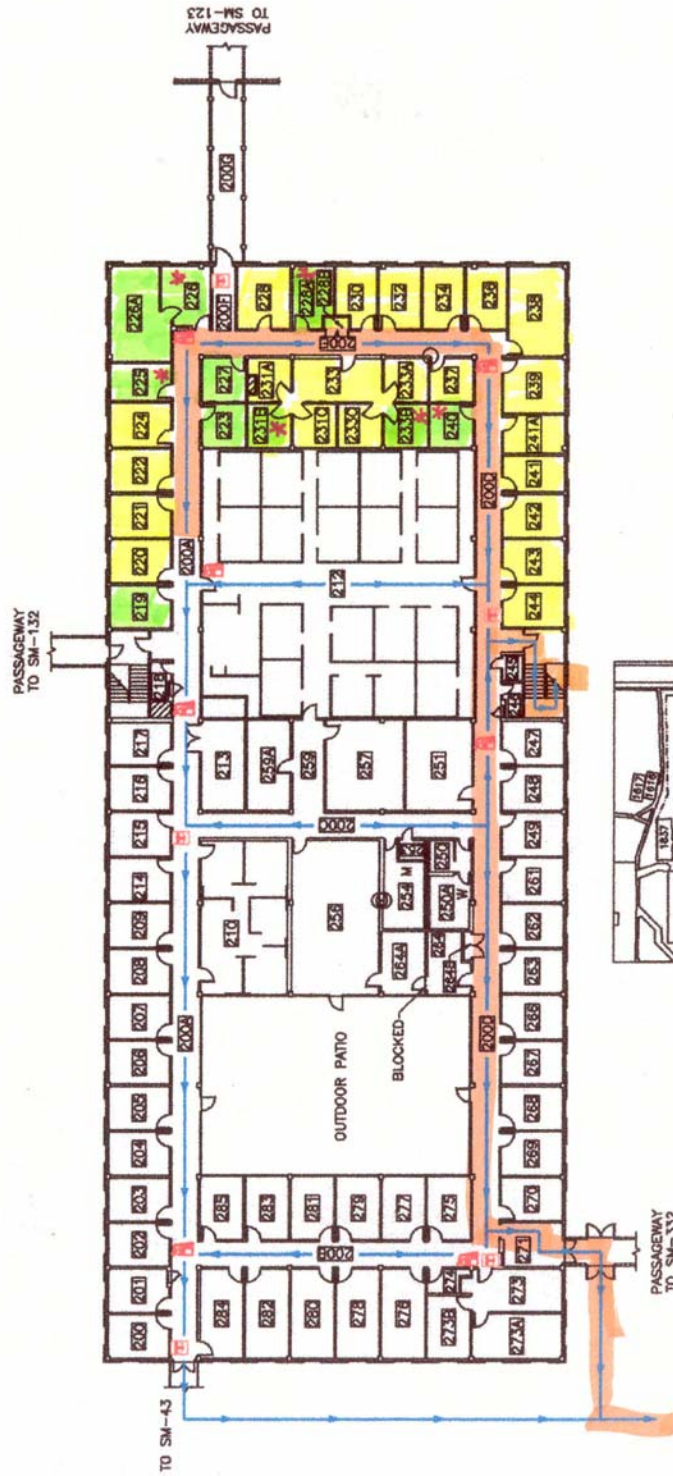


⊗ = no longer T-3 area

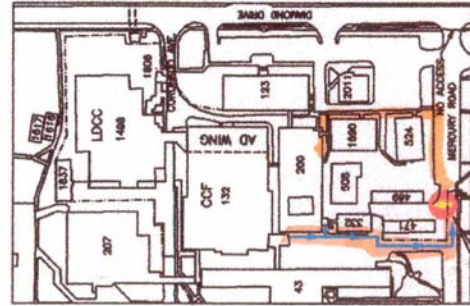


NO. 107-1000
APRIL 1998

EMERGENCY EVACUATION TA-3, BLDG. 200 - SECOND FLOOR



TO
ASSEMBLY
AREA

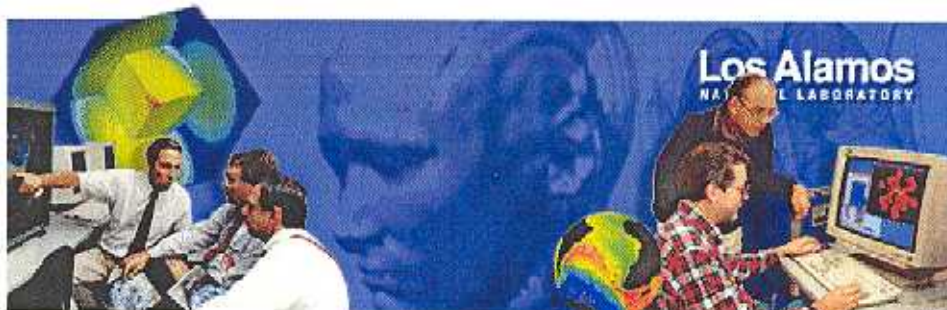


ASSEMBLY AREA
FOR SM-200
2ND FLOOR

LEGEND

- FIRE EXTINGUISHER
- FIRE ALARM
- EVACUATION ROUTE
- ASSEMBLY AREA

CCN Emergency Response Training for FMU-3, TA-3, Buildings 132 and 1498



What is a Building Emergency Plan?

A Building Emergency Plan, or BEP, tells you what to do if there's an unusual occurrence that makes it necessary to evacuate the building, shelter-in-place, or call emergency response personnel. Common sense prevails when you use the BEP.

Regulatory requirements

The BEP for Facility Management Unit-3 (FMU-3) was prepared in response to Department of Energy Order 151.1, Laboratory Implementation Requirement (LIR) 403-00-01.0, and the Laboratory's Emergency Management Plan. The BEP provides concise building and emergency preparedness information for you and your coworkers, emergency management response organizations, other Laboratory organizations, and external agencies, such as the Los Alamos Fire Department.

Training requirements

All LANL employees must have annual site-specific emergency training. Reading the Building Emergency Plan for FMU-3, completing this training, and completing the acknowledgment will complete your site-specific emergency training responsibilities for this year.

This information will also help you meet your responsibilities and compliance requirements for audits.

Easy reviews

Reviewing emergency procedures is easy:

- Look at the emergency information posters in your building for exit routes and assembly areas,
- review the information in your BEP, the Red Book,
- walk the evacuation routes to your assembly areas,
- locate the emergency pull boxes, and
- review your sweep areas.



Two-way radios

Each Group Office has a two-way radio that is on the trunked radio system and programmed for the CCN


network. The radios are used for emergencies and facility management conditions and must be taken on all evacuations. A designated person in your group discharges the two-way radio batteries monthly and recharges them to prolong the battery life. Periodic radio use (i.e., radio tests) are strongly recommended!

Keeping current

Your ES&H representative will ensure that the procedure, rosters, and organization charts in the BEP are current

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Procedures

When you hear any fire alarm  (audible, strobe light, or announcement on the paging system), immediately exit your building by the most direct route and report to the nearest assembly area designated for the building. At the assembly area the Senior Manager or designee will update the Incident Commander on information gathered about the evacuation.

Evacuation procedures

When you evacuate the building, follow these guidelines:

- do not take drinks or food with you;
- evacuate quietly and in an orderly manner;
- help visitors and handicapped colleagues to evacuate the building; if a visitor or handicapped colleague needs help from an emergency responder, use the radio to request personnel and equipment;
- be careful when crossing parking lots and roads on the way to your assembly area;
- report to your designated assembly area for roll call; and
- **do not** reenter the building or return to your office for personal items.

Sweep procedures

If you are the first person to get to the BEP, you are the designated sweeper for your zone. As the sweeper, you will do the following:

- make sure everyone in your sweep zone has evacuated;
- note any additional hazards;
- take the BEP and the two-way radio;
- go immediately to your assembly area;
- document the people in your sweep zone who are not accounted for;
- notify the operation or facility person in charge; and
- complete an evaluation sheet (Section H).

Assembly area procedures

When you arrive at the assembly area, follow these guidelines:

- report any evacuation problems to the operation or facility person in charge;
- follow instructions from the person in charge;
- do not smoke;
- be quiet and orderly;
- remain at the assembly area; and
- **do not** reenter the building until CCN Management gives the "all clear" signal.

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Procedures for the person in charge

The person in charge should be the one with the most experience handling emergencies, typically, facility management or management personnel. If you are in charge of the assembly area, follow these guidelines:

- Call the roll for employees assigned to the assembly/muster/shelter-in-place area;
- identify the areas that the sweepers could not sweep;
- identify the areas that were swept;
- identify any person who is not accounted for;
- identify any additional information that the sweepers gathered; and
- report this information by radio to the CCN-18 Facility Manager/Designee.

Protective Action

Protective action falls into two categories, Evacuation and Shelter-In-Place.

Evacuation is the preferred protective action for building emergencies such as a fire. However, when an emergency condition exists that is external to a building the best protection is to shelter-in-place. Shelter-In-Place is normally a short-term protective action in response to some kind of adverse weather condition, airborne hazard, or other hostile environment. A "*Shelter-In-Place*" command simply means to stay in your building until the emergency has passed or you have received further instructions.

Notification to Shelter-In-Place may come from:

- Division offices
- Facility Management
- LANL Update 667-6622
- SWANS (Site Wide Area Notification) radios
- Word of mouth
- E-mail
- Phone call

Actions you should take.

If you are outside:

- Find shelter
- Cover nose and mouth with cloth
- Go inside*
- Wash hands and face with cool water and soap.

If you are in a vehicle:

- Obey all traffic laws and drive safely
- Roll up windows
- Turn off heater, air conditioner, and close vents
- Go inside*

*When inside:

- Close all windows, vents, and doors
- Shut down HVAC (Heating Ventilation Air Conditioning systems)
- Listen to local radio
- Monitor LANL Home Page
- Use telephone for emergency communication only
- Remain inside, stay with your group and remain calm
- Use the CCN 2-way radio to report your accountability of personnel and standby for updates.

Emergency Management and Response, S-8 will be providing LANL specific shelter-in-place training online. Click [here](#) for EM&R Shelter-in-Place training

Additional information is available at:

[American Red Cross](#) *pdf*

[FEMA](#)

[Case studies](#)

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Emergencies

Use the following procedures in an emergency.

Serious injury or illness

- Call 911 to request an ambulance if necessary. If you're using a cell phone, call EM&R, 667-6211.
- Send someone to direct the ambulance crew to the victim.
- Move a seriously injured person only if necessary.
- Apply CPR or first aid to the victim if necessary and if you are qualified to do so.
- Contact your line management and a Facility Coordinator, 104-7650.

Exposure to blood

A minor injury to yourself. There is no risk of disease transmission when you are exposed to your own blood. If you have a minor injury for which medical assistance is not required and the blood contamination is limited only to you, then clean up the blood and dispose of tissues or paper towels in the trash.

Major blood loss or contamination. When blood loss contaminates another employee, another employee's clothing, Laboratory furnishings, or equipment, use the following special procedures.

- Call 911 to request an ambulance if necessary.
- If an ambulance is not needed, escort the injured employee to the TA-3, SM-1411, Occupational Medicine clinic.
- If you give first aid to the person and may have been exposed to the blood, go to ESH-2 as soon as possible, but not later than 24 hours after exposure. ESH-2 will document the event and consider the need for hepatitis B immunization. If you are exposed to blood during off-duty hours, go to the LAMC emergency room.
- Call EM&R at 667-6211 to report the incident and to request cleanup and decontamination of the worksite.
- Contact line management and a Facility Coordinator at 104-7650.

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Bomb Threat



If you receive a bomb threat, do the following.

- Follow the **Bomb Threat Checklist**.
- Call 911 or EM&R at 667-6211 to report the bomb threat.
- Remain at your desk until you are authorized to leave; an Emergency Manager from EM&R will call you for details and then determine whether it is necessary to evacuate the building.
- If evacuation is necessary, do not pull the fire alarm.
- Notify those present in the building to take their personal belongings. Quickly scan for any suspicious items.
- Do not turn the lights on or off. Leave them as they are.
- Leave the doors unlocked. Leave them as they are. Do not open closed doors except to exit.
- Evacuate to the assembly area in an orderly manner.
- The first person to the assembly area should also quickly scan for any suspicious items there.

Suspicious package

- Do not move the suspicious package.
- Secure the area and prevent people from entering.
- Immediately call 911 or EM&R at 667-6211.
- Also notify your line manager and a Facility Coordinator at 104-7650.
- Remain in the area until an EM&R Emergency Manager meets you. The EM&R Emergency Manager will determine whether building evacuation is necessary and how to proceed.

Spill



- Get away from the spill (uphill or upwind).
- Isolate the area.
- Identify the hazard, if possible.
- Also notify your line manager and a Facility Coordinator at 104-7650.
- If the spill is small and site personnel have been trained and proper equipment is available, local notification will suffice. Otherwise, notify EM&R at 667-6211.

Reentry Process and Return to Normal Operations



Reentry is the first entry made after evacuation to mitigate the hazard or to determine whether the area is safe for building personnel to return. **ONLY** emergency response personnel at the direction of the Incident Commander can determine whether the area is safe. This decision will be made in conjunction with the Facility Team personnel at the Incident Command Post and with all information available on building hazards, the incident, and safety considerations.

Return to normal operations is the point at which the facility is turned over from the Incident Commander to Facility Management. The Facility Team personnel participate in a face-to-face briefing with the Incident Commander to determine whether any recovery tasks must still be done because of the incident. If there are none, the facility may be reoccupied immediately. Otherwise, the responsible Facility Representative will direct you when to return.

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Review the following checklist to ensure you understand and know your response during an emergency. If you do not understand an item, ask your management or ES&H representative to expand, clarify, or define in detail the actions you should take.

Checklist



- ____ 1. Work station -- Area: TA __, Building: SM __, Room: ____
- ____ 2. Locate evacuation maps.
- ____ 3. Locate emergency pull boxes and fire extinguishers.
- ____ 4. Dial 911 in emergencies.
- ____ 5. Contact the Laboratory Emergency Management and Response Office (EM&R) 667-6211, in emergencies.
- ____ 6. Contact the FMU-3 Facility Management Team at pager 104-7650).
- ____ 7. Use the notification and procedures for suspicious packages or bomb threats, including provisions for after-hours notification.
- ____ 8. Tag of all personal items --such as personal packages, lunch boxes, backpacks, briefcases, sports bags -- and keep such items in your possession.
- ____ 9. Know the security requirements for your organization. For information, contact the CCN Division Security Team.
- ____ 10. Know your evacuation instructions.
- ____ 11. Know your shelter-in-place instructions.
- ____ 12. Know your building sweep procedures.
- ____ 13. Know your assembly area locations.
- ____ 14. Know what to do when you get to your assembly areas.
- ____ 15. Know what to do if you are exposed to blood.

Note: To print this checklist go to the browser Menu Bar, click on the **File** menu, select **Print**, and click on **OK**.

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Los Alamos National Laboratory
Theoretical Division

BUILDING EMERGENCY PLAN

TA 3 – BUILDING 123

Resident Responsibilities

REVISED JULY 24, 2004

Executive Summary

The TA- 3, SM-123 Building Emergency Plan (BEP) was prepared in response to Department of Energy Order 151.1, LANL's Director Policy 109, and the Emergency Management Plan. The BEP provides concise building and emergency preparedness information for building residents, emergency management response organizations, other Laboratory organizations, and external agencies.

The Building Emergency Plan includes:

- (1) Building Description/Location/Access
- (2) Accountability/Sweep/Assembly Area Instructions
- (3) Handicapped Employee/Guest Evacuation
- (4) Notifications Procedures
- (5) Return to Normal Operations/Re-entry Procedures
- (6) Shelter-In-Place Procedures
- (7) Spill and Containment Procedures

The Appendices to the BEP include:

- A. Bomb Threat Checklist
- B. Group Rosters for all SM-123 occupants
- C. SM-123 Floor Plans

As an integrated Management and Employee Training Unit, this BEP emphasizes and defines the roles, responsibilities, and procedures required for emergency preparedness within the safety envelope of the facility. Managers are presented with information to assist them in their responsibilities, and meet compliance requirements for audits. Residents are presented acknowledgment based training and common sense guidance in developing and remembering their personal emergency action plan.

TA-3, SM-123 SITE-SPECIFIC EMERGENCY TRAINING

Training Requirements

All LANL employees and long-term visitors/affiliates are required to receive and understand site-specific emergency training. It is management's responsibility to ensure that the annual emergency site-specific training requirements are met. *Course Number 17398, CCN Emergency Response Training for FMU-63* is the required course for meeting the site-specific emergency training responsibilities as a resident employee at TA-3-123. This course is available on-line at <http://int.lanl.gov/training/facility.shtml> (Building Emergency Plans). You will be required to participate in individual training annually. Updated briefings of the Building Emergency Plan will be conducted as needed.

In order to be effective in remembering these emergency procedures, take the time to walk the evacuation routes to your assembly and shelter-in-place areas. Locate the emergency pull boxes and emergency information maps in your work area, and develop a personal emergency action plan in your mind as to what your response will be to emergency situations. This checklist is a handy way of helping you to remember and locate these items.

CHECKLIST

- _____ 1. My work station is at TA-3, Building 123, Room _____
- _____ 2. Location of Evacuation Maps. (At the corner of each end of the building's interior walls, and near the two main exit doors.)
- _____ 3. Location of Emergency Pull Boxes. (Near the two main exit doors.)
- _____ 4. Dial 911 when you need to inform the Fire Department
- _____ 5. Contacting the Laboratory Emergency Management and Response Office (667-6211).
- _____ 6. Contacting the building Facility Management Team (See 24 Hour Emergency Contact listing located by the front exit door).
- _____ 7. Notification and procedures for suspicious packages or bomb threats (including provisions for after-hours notification).
- _____ 8. Response to and reporting of unusual events (i.e., Smoke smell in the building).
- _____ 9. Tagging of all personal items and keeping such items in your possession.
- _____ 10. Security requirements (varies between organizations, and is provided by your Organization Safeguard and Security Officer).
- _____ 11. Evacuation Instructions.
- _____ 12. Shelter-in-Place instructions.
- _____ 13. Building Sweep Procedures
- _____ 14. Muster area locations: TA-3-123 muster area is located outside at the northeastern corner of the SM-123, near the LDCC Building (SM-1498). The TA-3-123 secondary muster area is located outside the front of the Otowi Building (SM-261).
- _____ 15. Roll call. Listing of known building occupants is included in the Building Evacuation Plan.

Building Emergency Procedures TA-3-123

BUILDING DESCRIPTION/LOCATION/ACCESS

SM-123 is located off of Diamond Drive, south of the LDCC. SM-123 has open access to the northeast and southern sides of the building. SM-123 is accessible by vehicle on both sides. SM-123 is a two-story building with two exterior entrances/exits. The work performed here is technical and administrative office/computer work. There are no laboratories, but there are computer rooms with additional cooling requirements. The exterior doors are access controlled by badge readers. The residents in SM-123 are staff, postdocs, students, and visitors, US and non-US citizens, and are all members of, or are associated with, Theoretical Division.

Specific building hazards/Run Sheets are on file with EM&R, 7-6211.

ACCOUNTABILITY/SWEEP/ASSEMBLY AREA INSTRUCTIONS

Upon hearing any alarm (audible, visual, or vocal), all personnel shall immediately evacuate the building and report to the nearest muster area designated for that building.

- (1) Northeast corner of the building near the LDCC Building (SM-1498), gather on the sidewalk by the bike racks.
- (2) The secondary muster area, if you are requested to relocate from the first, is the front of the Otowi Building (SM-261).

When evacuating the building, observe the following rules:

- (1) Do not take drinks or food with you.
- (2) Evacuate in a quiet and orderly manner.
- (3) Be observant of visitors and assist them in evacuating the building.
- (4) Do not re-enter the building, or go back to your office for personal items.
- (5) Be safe when crossing parking lots and roads on the way to the muster area.
- (6) Report to the muster area for roll call, check in with the ***Assembly Point Leader***, usually the person with the Building Emergency Plan (Red Book).

Once at the Muster Area:

- (1) Follow instructions from your Group Office management or the ***Person In Charge***.
- (2) Do not smoke, keep discussions to a minimum, and assist if needed.
- (3) **Do not re-enter the building** until the person with the two-way radio gives the all-clear signal.
- (4) **DO NOT LEAVE unless** notified to leave by the ***Person In Charge***, or your Group Office manager.

The building is divided into two sweep zones. Upon notice to evacuate the building, designated personnel (**in-house residents/tenants only**) will sweep the designated area(s) checking for remaining personnel and/or obvious hazards, problems, and then proceed immediately to the closest muster area. At the muster area, roll call information will be collected and accounted for by the ***Assembly Point Leader (the person with the Building Emergency Plan, or Red Book)***. The ***Assembly Point Leader*** will report to the ***Person in Charge*** (the person with the two-way radio).

The ***Sweepers*** responsibility:

- (1) Walk the areas assigned to you and tell everyone to evacuate immediately. Be sure to knock on closed doors and don't assume they are unoccupied.
- (2) Exit the building immediately after sweeping and report to the muster area.
- (3) If the Building Emergency Plan (Red Book) is still in the slot by the front door, take it with you.
- (4) The first sweeper out the door will serve as the ***Assembly Point Leader***.

The ***Assembly Point Leader's*** responsibility:

- (1) Take the roll call (group rosters) out of the Building Emergency Plan (Red Book).
- (2) Locate other Group Office Administrators to assist you in taking roll.
- (3) People present at the muster area should be checking in with their Group Office Administrator or the ***Assembly Point Leader***.
- (4) All people present at the muster area should be questioned as to any known locations of people not reporting.

Person in Charge responsibilities:

- (1) Assign sweepers and areas.
- (2) Pick up the two-way radio from Room 212; be sure to turn up the volume.
- (3) Go through the entire building to check it has been swept. Be sure to knock on doors and not assume they are unoccupied. Close each door.
- (4) Report to the muster area and obtain roll call information from the ***Assembly Point Leader***.
- (5) When asked via the two-way radio, relay the following information to the Incident Commander and the Facility Manager/Designee (FM/D): which areas were swept, if any areas could not be swept, any issues to be aware of, and the final roll call number.
- (6) Communicate to the people gathered at the muster area as needed, or assign others to do so.

HANDICAPPED EMPLOYEE/GUEST EVACUATION

The person who sweeps will identify any employee/guest having a handicap, permanent or temporary, which would hinder their timely evacuation. They should assign the nearest

person to assist and assure they are evacuated to the muster area. If emergency responder assistance is required, the assigned assistant shall immediately notify the ***Assembly Point Leader*** so personnel and equipment can be requested immediately through the Incident Commander.

NOTIFICATIONS PROCEDURES

Upon noticing any situation that is perceived to be capable of causing immediate harm to people, property, or the environment, anyone can and should pull the handle on a fire alarm pull box if immediate evacuation of the area seems necessary.

DO NOT USE PULL BOXES FOR SUSPICIOUS PACKAGES OR BOMB THREATS, DIAL 911.

Instructions:

- (1) Call 911 if emergency response personnel are needed.
- (2) If a pull box alarm was pulled, call 911 and tell operator why alarm was pulled.
- (3) If building was evacuated due to an automatic alarm, call 911 and give operator any information gathered during the sweep and evacuation (i.e., broken water pipe, toaster set off smoke detector, workers cut a power line, no visible sign of why alarm went off, etc.).

Bomb Threat:

- (1) Reference the Bomb Threat Call Checklist (See Appendix A of this Building Emergency Plan).
- (2) Evacuate the building.
- (3) Call 911 from an office phone. If calling from a cell phone, call EM&R at 667-6211.
- (4) EM&R will notify ESH-7 (Occurrence Investigation Group), designated Facility Manager, and the appropriate personnel required for response.

RETURN TO NORMAL OPERATIONS/RE-ENTRY PROCEDURES

Re-entry is the first entry made after evacuation in order to perform mitigation or determine the area safe for building personnel to return. This must **ONLY** be done by emergency response personnel at the direction of the Incident Commander. This decision will be made in conjunction with the Facility Representative at the Incident Command Post and with all information available on building hazards, the incident, and safety considerations.

Return to normal operations is the point in an incident when the facility is turned back over from the Incident Commander to Facility Management. The Facility Representative must participate in a face-to-face briefing with the Incident Commander to determine any recovery tasks that may still need to be accomplished as a result of the incident. If there are none, the facility may be

reoccupied. The Incident Commander will inform the ***Person In Charge*** via the two-way radio when the building may be reoccupied. Persons at the muster area must follow the instructions of the ***Person In Charge***, and wait for notice before returning inside the building.

SHELTER-IN-PLACE PROCEDURES

Shelter-in-place procedures involve being able to close all exterior windows and doors and turning off all ventilation equipment that involves outside air. Depending on building configuration and operations, sheltering in place can be possible in a single area or in multiple areas within a building. ***The location of shelter-in-place for SM-123 is any interior office.***

Instructions for shelter-in-place:

- (1) Upon advisement to shelter-in-place, proceed to a designated shelter-in-place area.
- (2) If needed while in route to the shelter-in-place area, place a handkerchief or cloth over your mouth and nose to help prevent possible inhalation of contaminants
- (3) Close and lock all windows and doors. Locking provides for a tighter seal.

SPILL & CONTAINMENT PROCEDURES

- (1) Get away from the spill (uphill, upwind).
- (2) Isolate the area.
- (3) Identify the hazard, if possible.
- (4) Notify proper response personnel. If the spill is small and site personnel have been trained and proper equipment is available, local notifications will suffice. Otherwise, call 911 or notify EM&R (667-6211)

Appendix A -- TELEPHONE BOMB THREAT CHECKLIST

Instructions for Person Receiving the Call:

- If possible, signal to another person (see below) that you are receiving a bomb threat.
- Be calm and listen carefully.
- Do not interrupt or antagonize the caller.
- Try to develop a rapport by being sympathetic.
- Take notes about the call:
 - ✓ Time and date call received
 - ✓ Time caller hung up
 - ✓ Exact words of the caller
 - ✓ Describe the caller's voice (male or female, young or old, accent, tone of voice, is the voice familiar? , who does it sound like? other voice characteristics)
 - ✓ Background noise
- Questions to ask
 - ✓ When is the bomb going to explode?
 - ✓ Where is the bomb right now?
 - ✓ What kind of bomb is it?
 - ✓ What does it look like?
 - ✓ Why did you place the bomb?
 - ✓ Where are you calling from?
 - ✓ What is your name, address, and telephone number?

Believe it or not, many bomb threat callers will give this information just because they are asked to furnish it.

Instructions for Second Person:

- Dial 911
- Ask that the Emergency Operations Center be notified of the bomb threat and give them the telephone number the call is coming in on.
- **IF** you have a phone that allows you to listen in to the conversation, take notes.

When 911 is called about a bomb threat, the Protective Force immediately notifies Emergency Management.

REMAIN CALM AND OBTAIN AS MUCH INFORMATION AS POSSIBLE!