

LOS ALAMOS NATIONAL LABORATORY

**THEORETICAL DIVISION
THE CENTER FOR NONLINEAR STUDIES [CNLS]**

BUILDING EMERGENCY PLAN

TA 3 – BLG 1690

Resident Responsibilities and Training

**REVISED BY ROBERT E. ECKE, ACTING CENTER DIRECTOR
07/20/2004**

EXECUTIVE SUMMARY

The TA 3 –1690 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 organization, other Laboratory organizations, and external agencies.

The Building Emergency Plan includes:

- (1) Building Description/Location/Access
- (2) Accountability/Assembly Area Instructions
- (3) Evacuation & Sweep Procedures (Includes Handicapped Employees/Guests)
- (4) Notifications Procedures
- (5) Return to Normal Operations/Re-entry Procedures
- (6) Shelter-In-Place Procedures

The Appendices to the BEP include:

- (1) Training Requirements,
- (2) A Training Acknowledgment

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, and they are given the opportunity to complete their required annual emergency training.

TA 3 – BLDG 1690 SITE-SPECIFIC EMERGENCY TRAINING

NEW RESIDENT & ANNUAL REFRESHER TRAINING ACKNOWLEDGMENT

NOTE: PLEASE COPY, COMPLETE THE ACKNOWLEDGMENT, AND GIVE THE COMPLETED FORM TO YOUR ORGANIZATION'S TRAINING REPRESENTATIVE

TRAINING REQUIREMENTS

All LANL employees 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.* After you have read the Resident TA 3 Bldg 1690 Building Emergency Plan and completed the training acknowledgment, you will have completed your site-specific emergency training responsibilities as a resident employee at TA 3 Bldg 1690. You will be required to participate in individual training annually. Update 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, sweep tags, and emergency information maps in your work area, and to develop a personal emergency action plan in your mind, as to what your response will be to emergency situations.

ACKNOWLEDGMENT

After reading the Resident TA 3 Bldg 1690 Building Emergency Plan, review the following checklist. Initial each item you understand, and know your response during an emergency. If there are items which you do not understand, ask your manager to expand, clarify, or define in more depth the actions you should take.

CHECKLIST

- _____ 1. Work station (Area: TA 3 Building: Blg 1690 Room: _____).
- _____ 2. Location of Evacuation Maps.
- _____ 3. Location of Emergency Pull Boxes.
- _____ 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).
- _____ 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.
(Not listed in BEP, however required by security at LANL.)
- _____ 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.
- _____ 15. Sweep Instructions (Roll Call).

Building Emergency Plan (BEP) Training Acknowledgment

ORGANIZATION THE CENTER FOR NONLINEAR STUDIES (CNLS) DATE AUGUST 5, 2004

WORK STATION LOCATION TA 3- BLDG 1690, ROOM _____

Employee Signature _____ Z# _____

Print Name _____

Organizational Line Manager _____

Print Name Robert E. Ecke, Acting Center Director

NOTICE TO ORGANIZATIONAL TRAINING REPRESENTATIVES

This completed Acknowledgment Form must be kept on file (for every employee) in your Organization's Records. In the event of an audit by LANL or the DOE, this is the compliance documentation which will be requested.

Building Emergency Procedures

Bldg 1690

BUILDING DESCRIPTION/LOCATION/ACCESS

Building 1690 is located off of Diamond Drive, directly behind the Advanced Computer Lab. Building 1690 has open access to the East and North sides of the building. Bldg 1690 is accessible by vehicle on the East side. Bldg 1690 is a single story building consisting of approximately 7632 square feet (gross). It has 3 entrances/exits. The work performed in Bldg 1690 is technical and administrative. The following cores are being used for the interior and exterior doors, respectively: CNLS-1 and CNLS-8 and is Badge Reader accessible. The residents in Bldg 1690 are: staff, postdocs, students, and visitors [U.S. and Foreign Nationals].

(Specific building hazards/Run Sheets are on file with EM&R)

ACCOUNTABILITY/EVACUATION & SWEEP PROCEDURES

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

- (1) Southeast of the building at the end of the parking lot.

When evacuating the building please 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 a muster area for roll call

Once at the Muster Area:

- (1) Follow instructions from your sweeper
- (2) Do not smoke, keep discussions to a minimum, assist if needed
- (3) Do not re-enter the building until the all clear signal is given by the Command Post**

The building is divided into 2 sweep zones, designated by sweep tags. Upon notice to evacuate the building, those persons (**in-house residents/tenants only**) sweep the designated area(s) checking for remaining personnel and/or obvious hazards, problems, and then proceed immediately to the closest muster area.

The first sweeper to report to the muster area will serve as the *Assembly Point Leader (APL)*.

The Sweepers Responsibility :

- (1) Take roll call for their sweep zone once at the muster area
- (2) Document the people in your sweep zone that are **not accounted for**
- (3) Identify areas that have not been swept by Sweepers
- (4) Give the information to the APL.

Each sweep zone will supply and maintain a roster of their employees, which will be listed on the back of the sweep tag (Clip Board). All people present at the muster area should be questioned as to any known locations of people not reporting.

At the muster area the roll call information will be collected and accounted for by the *APL*. The *APL* will report via runner to the Incident Command Post and relay the following information to the Incident Commander and the Facility Manager/Designee (**FM/D**):

- (1) which areas were swept
- (2) any information gathered during the sweep
- (3) and which areas were unable to be swept

In the event there is not a Facility Representative available at the Command Post, information should be relayed directly to the Incident Commander. The Facility Representative will keep the Incident Commander updated on this and any other information.

HANDICAPPED EMPLOYEE/GUEST EVACUATION

The person who removes the sweep zone tag will identify any employee/guest having a handicap, permanent or temporary, which would hinder their timely evacuation and assure they are evacuated to the assembly area. If emergency responder assistance is required, the assigned assistant shall immediately notify the *APL* so personnel and equipment can be requested immediately through the Incident Commander.

NOTIFICATIONS PROCEDURES

Upon noticing any situation which is perceived to be capable of causing immediate harm to people, property, or the environment, anyone can and should:

- a. Pull the handle on a fire alarm pull box if immediate evacuation of the area seems necessary.

Please: “DO NOT USE PULL BOXES FOR SUSPICIOUS PACKAGES/BOMB THREATS, DIAL 911.”

- b. Instructions:

1. Call 911 if emergency response personnel is needed
2. If a pull box alarm was pulled, call and tell 911 operator why alarm was pulled
3. If building was evacuated due to an automatic alarm, call and give 911 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.)

- c. Bomb Threat:

1. Reference the Bomb Threat Call Checklist (<http://www.lanl.gov/internal/emergency/bombthreat.html>)
2. Evacuate the building
3. On any phone call to 911 (preferably from an office phone, when calling from a cell phone, these calls get routed to Santa Fe or Albuquerque and then get forwarded to the LAPD), 667-7080 Central Alarm Station, or PTLA (TA-64).
If none of these were done, personnel should call EM&R directly at 667-6211. 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 immediately. Otherwise, the responsible Facility Representative will direct personnel when to return.

SHELTER-IN-PLACE

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 Bldg 1690 is the CNLS Conference Room (#102).***

- (1) Upon advisement to shelter-in-place, proceed to the designated shelter-in-place area designated by the Incident Commander, Facility Manager, or designee
- (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)

CNLS-Bldg. 1690 Room Locations



