

**PROCEDURE**

**A. Emergency Warnings**

**Indoor**

<b>Sound</b>	<b>Emergency</b>	<b>Action</b>
Steady Alarm	Fire	Evacuate Building
Voice Instruction	Severe Weather	Follow Voice Instruction
Voice Instruction	Outside Chemical Spill	Follow Voice Instruction

**Outdoor**

<b>Sound</b>	<b>Emergency</b>	<b>Action</b>
Steady Siren	Severe Weather	Report to Shelter, Immediately
Warbling Siren	National Emergency	Report to Shelter, Immediately

**B. Fire and Emergency Evacuation**

- When the FCC fire alarm is activated, evacuate the building using the nearest exit or exit stairwell. Once outside the building, proceed to the grassy area north of the parking lot.
- Exits and exit stairwells are located at the east and west sides, as well as the center rear of the building. **Do not** use the elevator to evacuate.
- The designated evacuation assembly area is the grassy area north of the FCC parking lot. Those who have exited from the rear of the building should assemble at the north grassy area, next to the ditch by the road. In case of inclement weather and/or delayed re-entry into FCC, assembled personnel will be instructed by management to report to their alternate evacuation assembly area. The alternate evacuation assembly area is CDF.
- Personnel should move from the parking lot to the north grassy area in order to provide clear and safe passage for emergency vehicles. Personnel exiting from the east door should be aware of emergency vehicles entering the parking lot from the driveway.
- If the primary evacuation route is blocked, the Emergency Warden will direct personnel to a secondary evacuation route.
- Fire evacuation routes covered by this plan are posted throughout the building.

### **C. Tornado Watch**

- Upon receipt of a Tornado Watch from the Fermilab Com. Center, Emergency Warden/Building Manager must advise personnel to:
  - Be prepared to move to the designated shelter if conditions worsen.
  - Minimize outdoor activities, if appropriate.
  - Close drapes/shades to windows in the event of blowing debris.
  - Close drawer, cabinets, etc. not in use.
  - Turn off equipment not in use or which is susceptible to changes in power.

### **D. Tornado Warning**

- Tornado warnings will be announced at least one of three ways. The primary notification will come from the Communication Center over the speaker system that is simultaneously transmitted over the SAMs, (Safety Alert Monitor) throughout the building. Also, the Primary Warden will wear a 113 pager that will simultaneously receive a signal from the Communication Center stating instructions to head for shelters. If the primary mode of announcement fails over the speaker system from the Communication Center, the Primary Warden will receive instructions over the 113 pager. An announcement will be made over FCC's internal speaker system stating the need for everyone to take shelter.
- When a tornado warning is announced, report to the designated shelter on your floor. Remain in the shelter until the floor warden, under the direction of the Com. Center, states that it is safe otherwise.
- The designated shelters are: first floor - conference room, tape vault (manually shut center doors) and washrooms; second floor - washrooms, conference rooms A & B and center stairwell; and third floor - 343, 355, (Video Conference Lab) and 369 (manually shut doors), center stairwell and washrooms.
- Stay away from glass windows and walls as much as possible while moving toward the shelter.
- The locations of severe weather shelters covered by this plan are posted throughout the building.

### **E. Outside Hazardous Material Release**

- Should an event occur that involves an outside release of hazardous material of the magnitude for an evacuation, a signal will be received from the FCC speaker system, as well as the SAMs and 113 pager.
  - All individuals should listen to the instructions given over the emergency speaker system.
  - If instructed, the Operators and/or Building Manager will turn off the HVAC System.
  - If instructed, building residents may have to move to the upper floors of the building.
  - No one should leave this floor until instructed to do so by the Communication Center or the emergency wardens.

## **F. Other Emergency Events**

- **Personal Injury**

The person discovering the injury should:

- Dial 3131, state his/her name, the location of the injury, and the nature of the injury.
- Have someone go to the main entrance of the facility to await and guide the FFC to the victim.

## **E. Procedure for Persons with Disabilities**

- When a disabled employee has an impairment that may limit effective response to emergencies, the supervisor shall assign "buddy" employees to provide assistance in case of emergencies. The "buddy" employees shall escort the disabled employee to the shelter, area of rescue assistance, or evacuation assembly area during emergencies and drills.
- A service animal trained to do work or perform tasks for the benefit of a person with a disability shall accompany the person to shelters and designated assembly areas.
- When persons with disabilities have physical impairments that substantially impact their mobility, they may be unable to walk down exit stairways. For this reason, the following procedure for fire evacuation shall be followed:
  - a. Persons occupying the ground level shall follow normal evacuation and assembly procedures.
  - b. Persons occupying the second and third floors shall assemble at the closest exit stairwell.
  - c. When the flow of traffic in the exit stairwell has stopped, persons shall move into the stairwell, closing the fire door behind them.
  - d. Persons shall wait on the stairwell landing for emergency response personnel. The "buddy" employees may stay or exit the building.
  - e. Emergency Wardens shall report the location of persons with disabilities waiting in an area of rescue assistance to the Primary Warden. The Primary Warden will collect the information reported by Emergency Wardens and relay this information to the Incident Commander.

## **F. Personnel Accountability Plan**

- In the event of fire and evacuation, the Emergency Wardens will sweep the area and either notify personnel to evacuate the building using the nearest exit or exit stairwell, or to assemble in an area of rescue assistance. Once outside the building, the Emergency Wardens will report that the floor is clear or the names and locations of anyone left in the building to the Primary Warden (designated with green tag on warden hat). The assembly location for the wardens is the northwest

end of the entrance drive on the sidewalk. The Primary Warden will collect the information reported by Emergency Wardens and relay this information to the Incident Commander.

- In the event of severe weather, the Emergency Wardens will sweep the area and direct personnel to the shelters. As soon as it is safe to do so, the Emergency Wardens will report the names and locations of anyone left outside the shelters to their supervisors.
- The Data Center Services computer operations room on the first floor of FCC maintains 24-hour Emergency Warden coverage for its operations personnel. All other areas of FCC are unattended during non-normal working hours, and Emergency Wardens are not present to assist occupants. During non-normal working hours when Emergency Wardens are not present, employees working in unattended areas of FCC are responsible for complying with fire/evacuation and severe weather procedures.