

PROCEDURE**A. Emergency Warnings****Indoor**

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

Outdoor

Sound	Emergency	Action
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 IARC.
- 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.

This procedure is controlled. Hard copies are valid for only the date printed. The most current version can be found on DocDB.

C. Tornado Watch

- Upon receipt of a Tornado Watch from the Fermilab Com. Center, employees should
 - 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/National Emergency Warning

- National Emergencies/Tornado warnings will be announced at least one of two ways. The primary notification will come from the Communication Center over the speaker system which is then simultaneously transmitted over the SAMs, (Safety Alert Monitor) throughout the building. When any announcement is made from the Communication Center, computer room doors leading to shelters, including the mezzanine door will automatically unlock.
- When a tornado warning is announced, report to the nearest designated shelter. Remain in the shelter until the floor warden, under the direction of the Com. Center, states that it is safe otherwise.
- The designated tornado shelters are: first floor - conference room, east end of tape vault (manually shut center doors) and washrooms; second floor - washrooms, conference rooms A & B and center stairwell; and ****third floor** - all third floor residents must evacuate to the mezzanine via the rear stairwell. Once inside the mezzanine, people will need to be instructed to move to the back of the room to permit others to enter. If the mezzanine becomes too full, some people could filter down the east mezzanine staircase and take shelter in the east portion of the tape vault. Individuals could also assemble in the bottom of the rear stairwell while the emergency wardens would make sure that individuals would first fill the mezzanine so not to cause a backup on the rear stairwell. **** Because of the FCC roof type, the third floor areas of this building are not considered safe in a severe weather emergency.**
- The designated air raid shelters are located in the back stairwell, the first floor tape vault and second floor mezzanine.
- Stay away from glass windows and walls as much as possible while moving toward the shelter.
- The locations of shelters covered by this plan are posted throughout the building.

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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.
 - All individuals should listen to the instructions given over the emergency speaker system.
 - If instructed, the 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 FCC 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.

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- 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 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 Incident Commander. The assembly location for the wardens is the northwest end of the entrance drive on the sidewalk.
- 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.
- 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.