

## Assembly

- In a full evacuation of the White Flint Complex with suspected casualties, it may be necessary for the occupants to assemble at an evacuation site away from the buildings to identify missing persons.
- The safest route away from the buildings will be determined by emergency response team personnel at the time of the evacuation.
- When it is not necessary to move away from the building, persons evacuating the OWFN and TWFN buildings for emergencies should assemble on the plaza in front of the buildings. This is the **near assembly location**.
- In emergency situations, when it is important to move away from the buildings, persons will assemble on Citadel Avenue between Marinelli Road and Nicholson Lane. This is the **distant assembly location**.
- Evacuees should remain at their evacuation location until they are accounted for and receive further instructions.
- If you are away from the White Flint Complex and believe that you may be reported as missing, call 1-888-415-4NRC for instructions on how to report your status for accountability purposes.
- Disabled persons who are unable to proceed to the assembly site should report to the nearest security officer, NRC emergency response team member, or civil authority for assistance in moving to a safe location.

## Evacuation Instructions for Disabled Persons

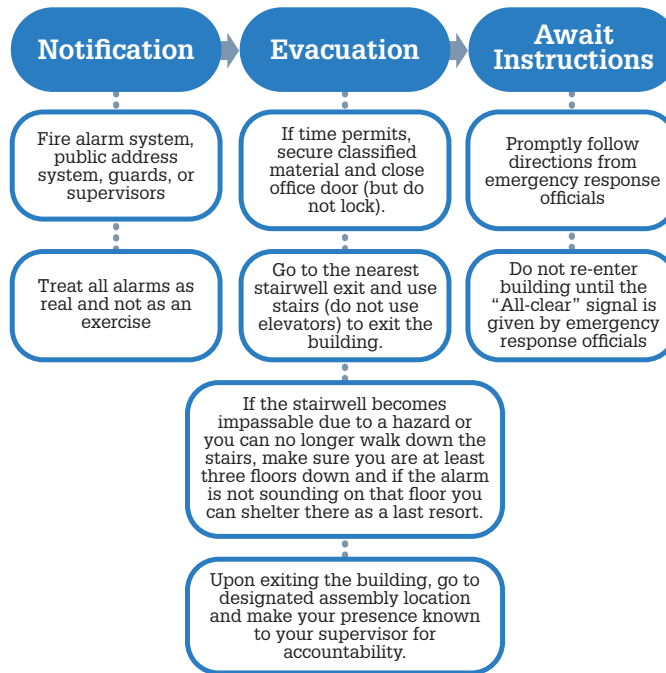
- If there is no smoke or fire, wait at your work station for your Monitor for a short time (about 1 minute or a reasonable time agreed to in advance).
- Go to the nearest stairwell with or without your Monitor. If there is no smoke or fire, you may wait outside the stairwell. Call 9-911 only if you are in immediate danger or unable to get to a stairwell.
- If evacuating at the stairwell, wait until most of the evacuees have passed and then enter the stairwell without wheelchair or motorized cart, if possible, and remain there to be evacuated by the fire department.
- You will be evacuated to a safe area if and when the fire department determines that evacuation is appropriate.



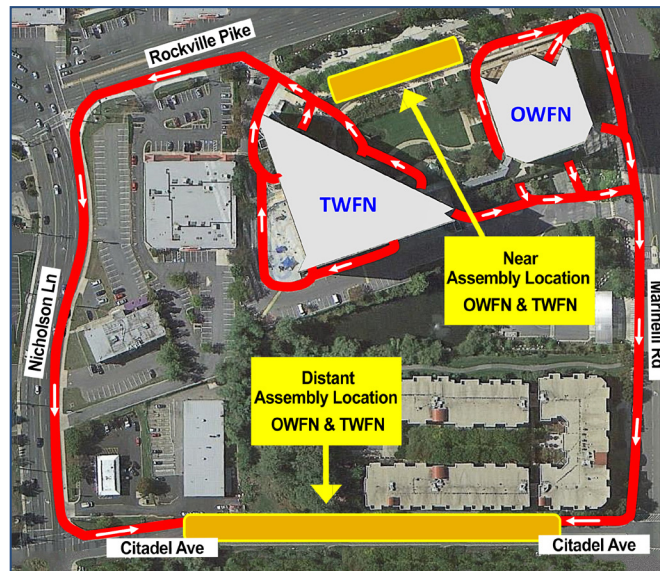
## Emergency Telephone Numbers

Montgomery County Fire, Police, Medical (Emergency)..... 9-911  
 NRC Central Alarm Station (Security 24/7) ..... 301-415-2000  
 CAS—Non-Emergency (Security 24/7) ..... 301-415-2056  
 Division of Facilities and Security..... 301-415-8080  
 NRC Health Center (Normal Work Hours) ..... 301-415-8400  
 Employee Assistance Program ..... 1-800-869-0276  
 Building Operating Status ..... 1-888-415-4NRC

## Occupant Evacuation Process



## Evacuation Routes and Assembly Locations



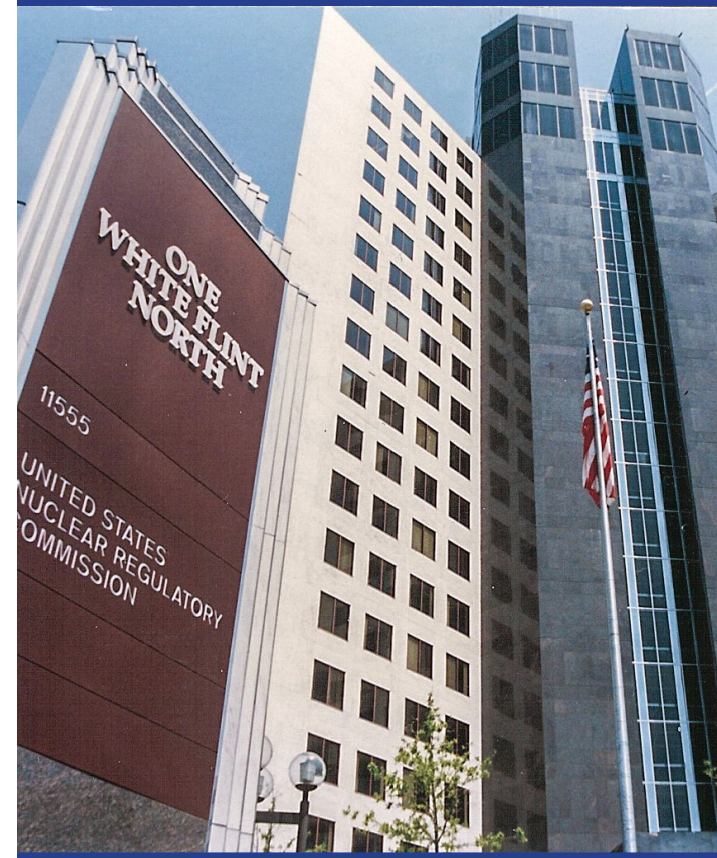
NUREG-1770, Supp.1, Rev.1  
 August 2013



# Occupant Emergency Plan

## Quick Reference Guide

One White Flint North Two White Flint North



11555 Rockville Pike  
 Rockville, MD 20852

11545 Rockville Pike  
 Rockville, MD 20852

## Reporting a Fire

To report a fire, complete the following steps in order:

1. Call out "Fire" as you walk quickly to the nearest stairwell.
2. Pull the handle of the fire alarm box if the alarm is **not** already sounding.
3. Walk down at least three floors or exit the building.
4. Call **9-911** from a safe location and tell the fire department the location and nature of the fire (if possible).
5. Call **415-2000** from a safe location and report the location and nature of the fire (if possible).

## Reporting a Medical Emergency

- Immediately report life-threatening emergencies to **9-911**, then call **415-2000** (24 hours a day, 7 days a week).
- For non-life threatening medical problems requiring attention, call **415-8400** or go to the Health Unit, Room 0-2E13.

## Receiving a Bomb Threat

- Obtain as much information as possible from the caller and keep the caller on the phone as long as possible.
- Use the Telephone Bomb Threat Checklist, NRC Form 211.
- Dial **\*57** immediately after hanging up.
- Immediately notify Security at **415-2000**.

## Reporting Other Emergencies

- In a non-fire emergency, call Security at **415-2000** (24 hours a day, 7 days a week).

## Occupant Response Actions

### Heavy Smoke, Fire, or Explosion Inside the Building

- Evacuate the immediate area.
- If the alarm is not already sounding, pull the handle of the fire alarm box as you exit from the floor.
- Do not attempt to fight fire if you lack the knowledge or skills.
- If smoke inside the building becomes thick, leave the building by the nearest exit. You will be instructed to move upwind and away from the hazardous area.
- Do not reenter the building.
- Call **9-911** from a safe location if you have information on the location or extent of the fire.
- Call Security at **415-2000** to report building conditions or injuries.

### Heavy Smoke, Fire, or Explosion Outside the Building

- If you notice smoke or fire outside the building, remain in the building unless notified by emergency response personnel to take other actions.
- If an explosion occurs, stay away from windows, move to the inside areas of the building, and await instructions. A second explosion may occur.

## Chemical, Biological, or Radiological Spills or Releases

- Evacuate the immediate area.
- Alert others not to enter the area.
- Do not return to the area to retrieve belongings.
- Thoroughly wash exposed skin areas with soap and water.
- Remove contaminated clothing.
- Inform Security at **415-2000** of the release and the location. Briefly describe the accident and any injuries. The Security Officer will call appropriate emergency response personnel.
- Remain nearby to give information to emergency response personnel who will take further decontamination measures if warranted.
- If medical symptoms develop, go to the Health Unit.
- Do not attempt to clean up a spill.
- For spills or releases outside the building, remain inside the building and await further instructions.

## Suspicious Package

- Report any suspicious package or letter to your supervisor.
- Call Security at **415-2000**.
- Avoid touching or handling the item until it can be secured by the appropriate authority.

## Criminal Acts Involving a Firearm

- Immediately evacuate the floor where the shots are being fired. Go in the opposite direction from the gunfire to the nearest stairwell unless directed otherwise by security personnel.
- Disabled persons should evacuate by the elevators, if possible.
- If evacuation is not possible, take cover in a well-concealed location.
- If possible, call **415-2000** and **9-911**, or go to Security, Room O-P1-34, to report conditions.

## Demonstrations or Disturbances Outside the Buildings

- Move away from windows.
- Call Security at **415-2000**.
- Do not engage in verbal or physical confrontation with demonstrators.

## Power Outages

- Call Security at **415-2000**.
- If life-threatening conditions (e.g., smoke or fire) are present, evacuate the immediate area and then call **9-911**.
- Do not use open flames (e.g., matches or candles) for emergency lighting.

## Water Loss

- If a period of water loss is sustained, occupants will be notified by the public address system that they are released to go home and that they should call the NRC recorded announcement at **1-888-415-4NRC** to find out when the buildings will be reopened.
- Occupants parked on the P-1 and P-2 levels will be allowed to leave first.

- Those parked on other levels must wait an additional 20 minutes before departing. This will reduce exhaust gases in the garage caused by idling cars.

## Elevator Entrapment

- A telephone or intercom in each elevator connects directly to Security.
- Pick up the telephone and advise the Security Officer of your entrapment and location.

## Other Emergencies

- Call Security at **415-2000**.
- Unless another emergency follows (e.g., fire, smoke), await instructions that will be provided through the supervisory chain, the public address system, email, or the employee notification number **1-888-415-4NRC**.

## Occupant Responsibilities

### Occupants of NRC headquarters have the following responsibilities:

- Know the procedures in the Occupant Emergency Plan, NUREG-1770, or on the NRC's Intranet at <http://www.internal.nrc.gov/security.html>.
- Know the locations of fire exits, fire alarms, and fire extinguishers for your area.
- Notify your supervisor or Floor Coordinator if you have any special needs or conditions that may be aggravated in an emergency.
- Ensure that visitors are escorted and informed of applicable procedures during an emergency.
- Follow the instructions of designated emergency response personnel.
- Lock up classified information if time permits (if personal safety is not a concern).
- Do not go to the garage in an emergency unless specifically directed to do so.

## Supervisor Responsibilities

### Supervisors have the following additional responsibilities:

- Identify occupants with special needs and assign personnel to emergency response positions (if necessary).
- Serve as Floor Monitors or Stairwell Monitors if designated persons are not available.
- Ensure that your staff is aware of emergency procedures and receives required training.
- Go to designated persons at the evacuation site to assist in identifying missing persons or unaccounted for, if required.

