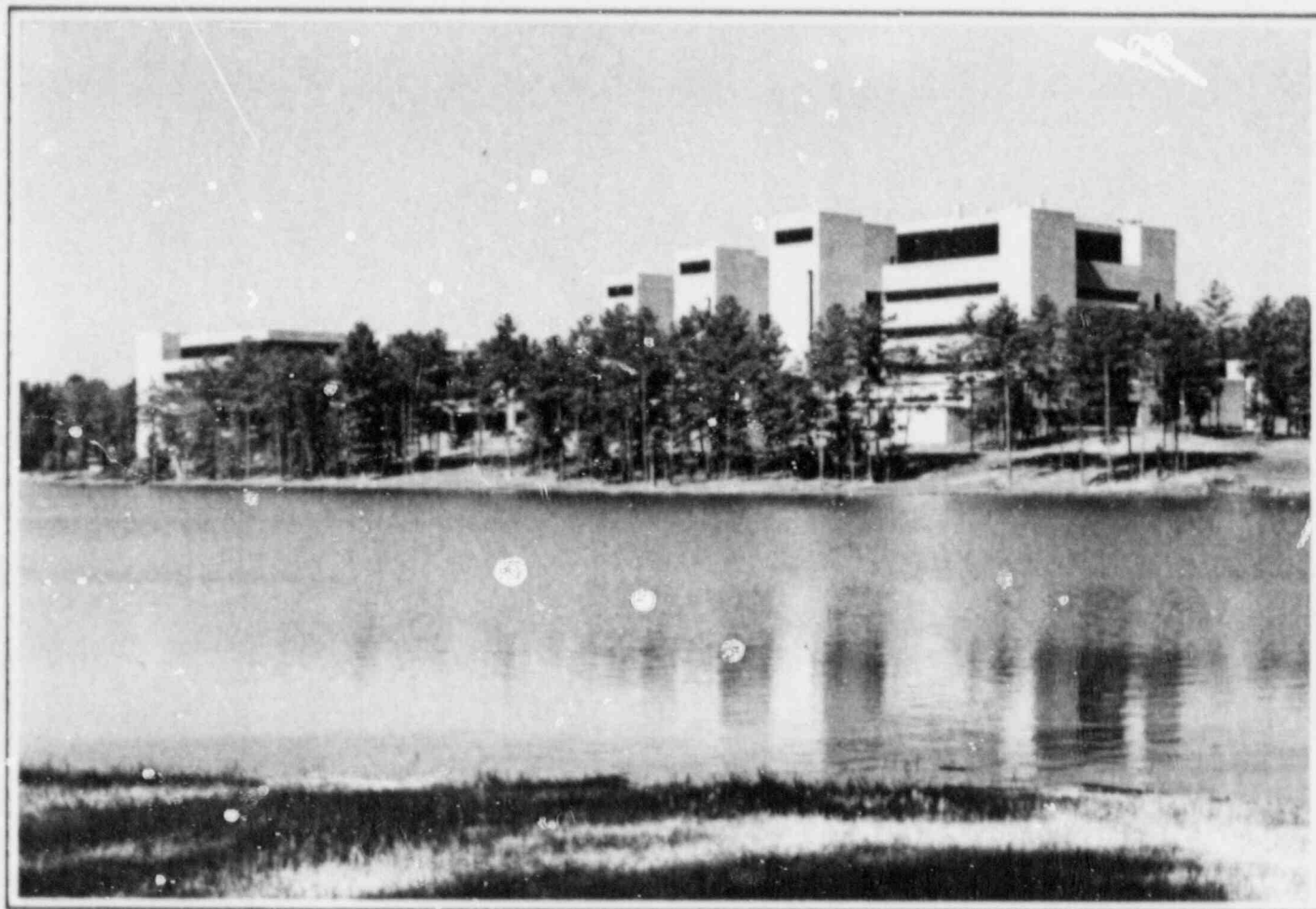


OCCUPANT EMERGENCY PLAN



National Institute of Environmental Health Sciences

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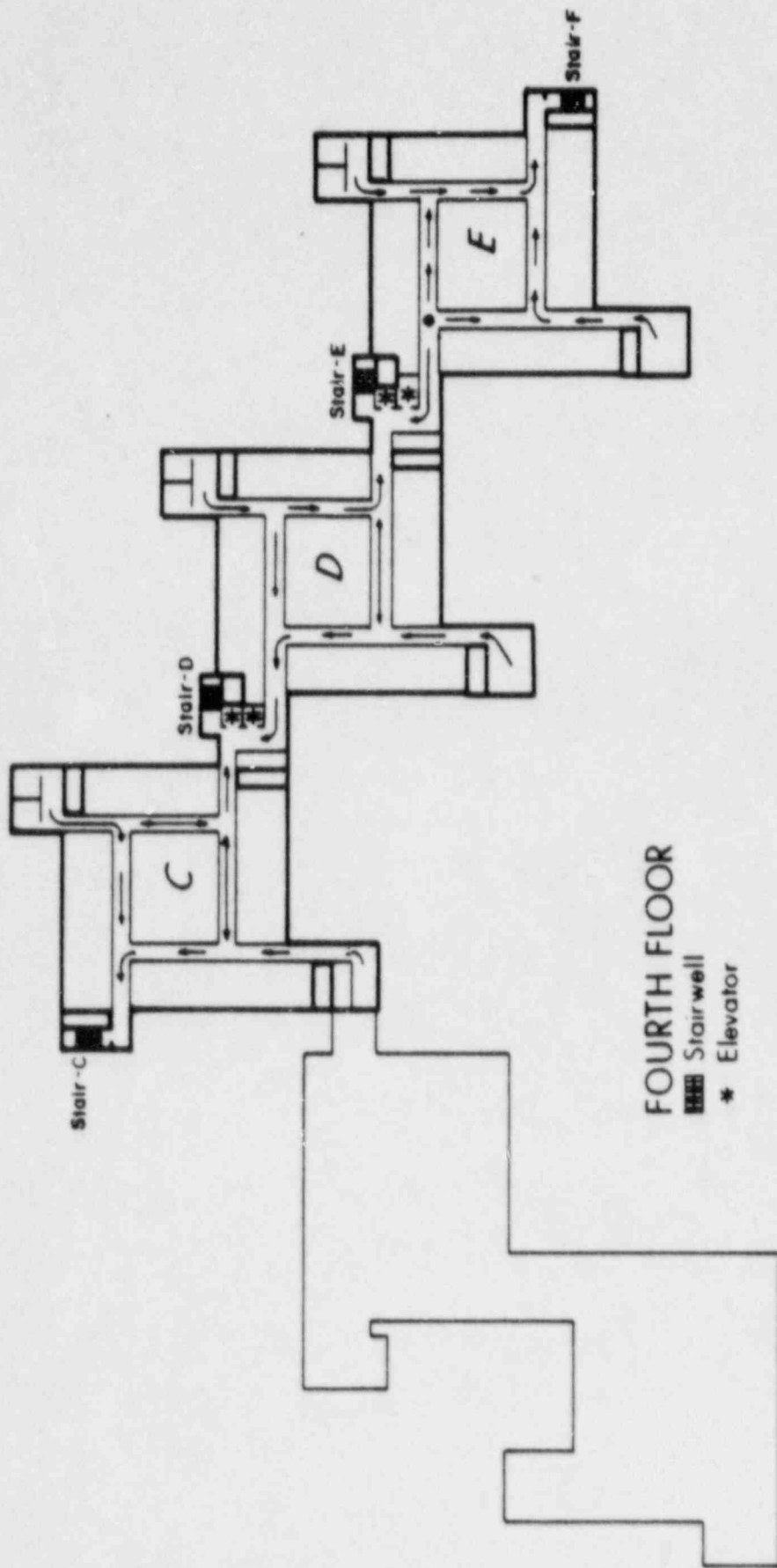
EMERGENCY PHONE NUMBERS

	<u>Location</u>	<u>Phone</u>
All Emergencies		2800
Chemical/Radioactive Spills	C 156	3384/3383
NIEHS Guard Desk-Routine Business	Bldg. 101 (24 hrs)	7515
Health and Safety Manager	C 156	7933
Safety Officer	C 153	3384
Radiation Safety Officer	C 155	3383
Fire Protection Officer	C 154B	3384
NIEHS Health Unit	E 111	4867
Office of Facilities Engineering (OFE)	102	3311
After Office Hours		4809

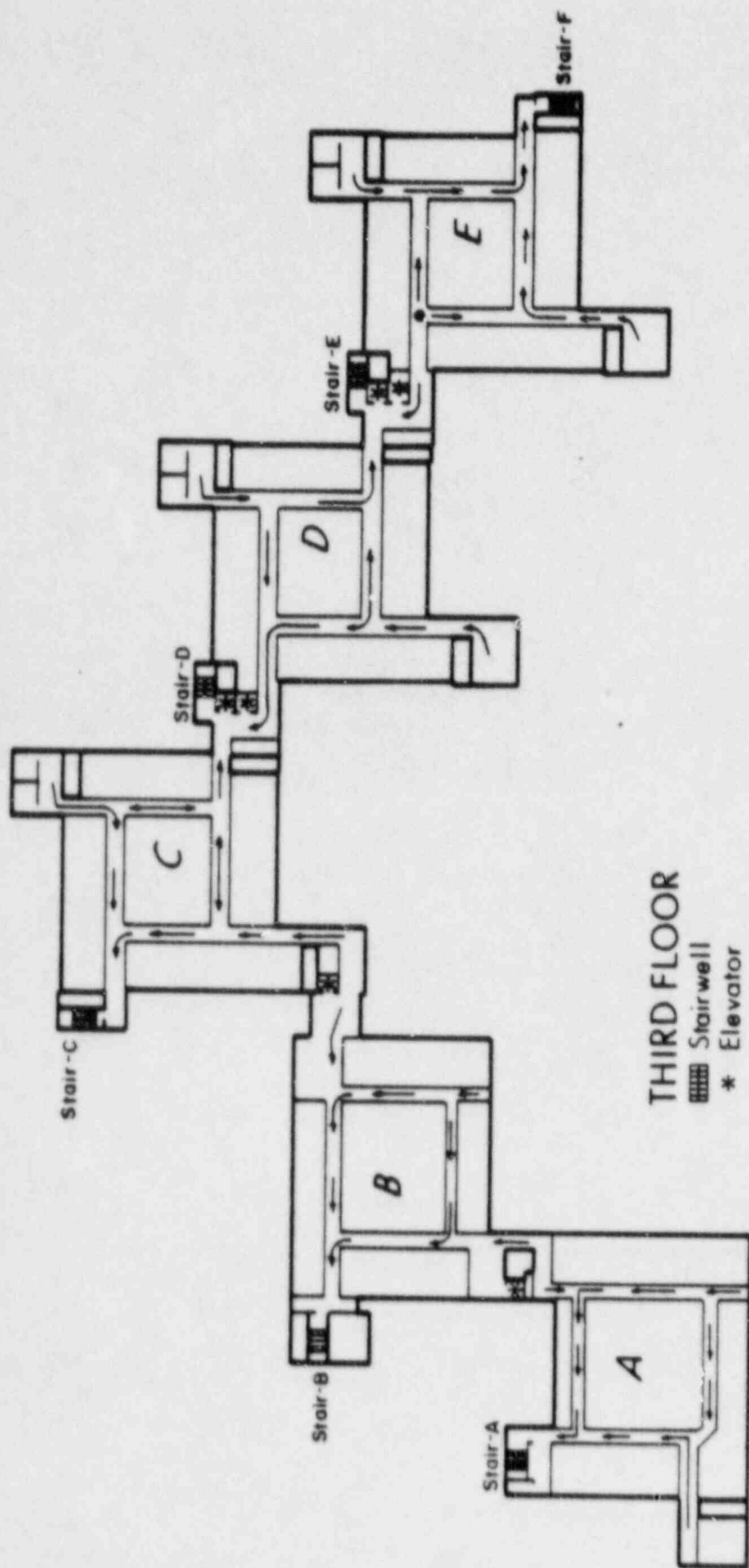
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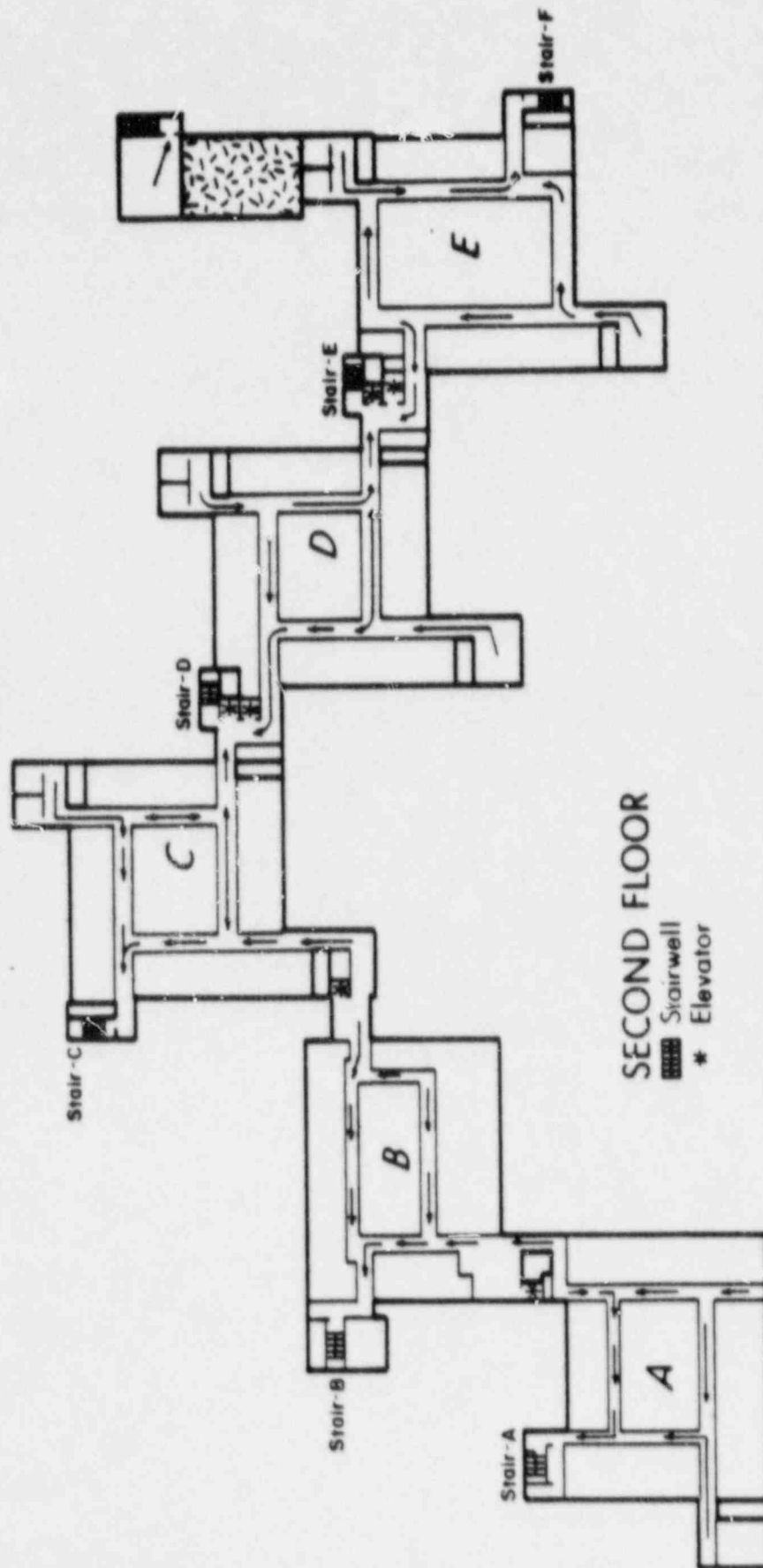
EVACUATION ROUTES



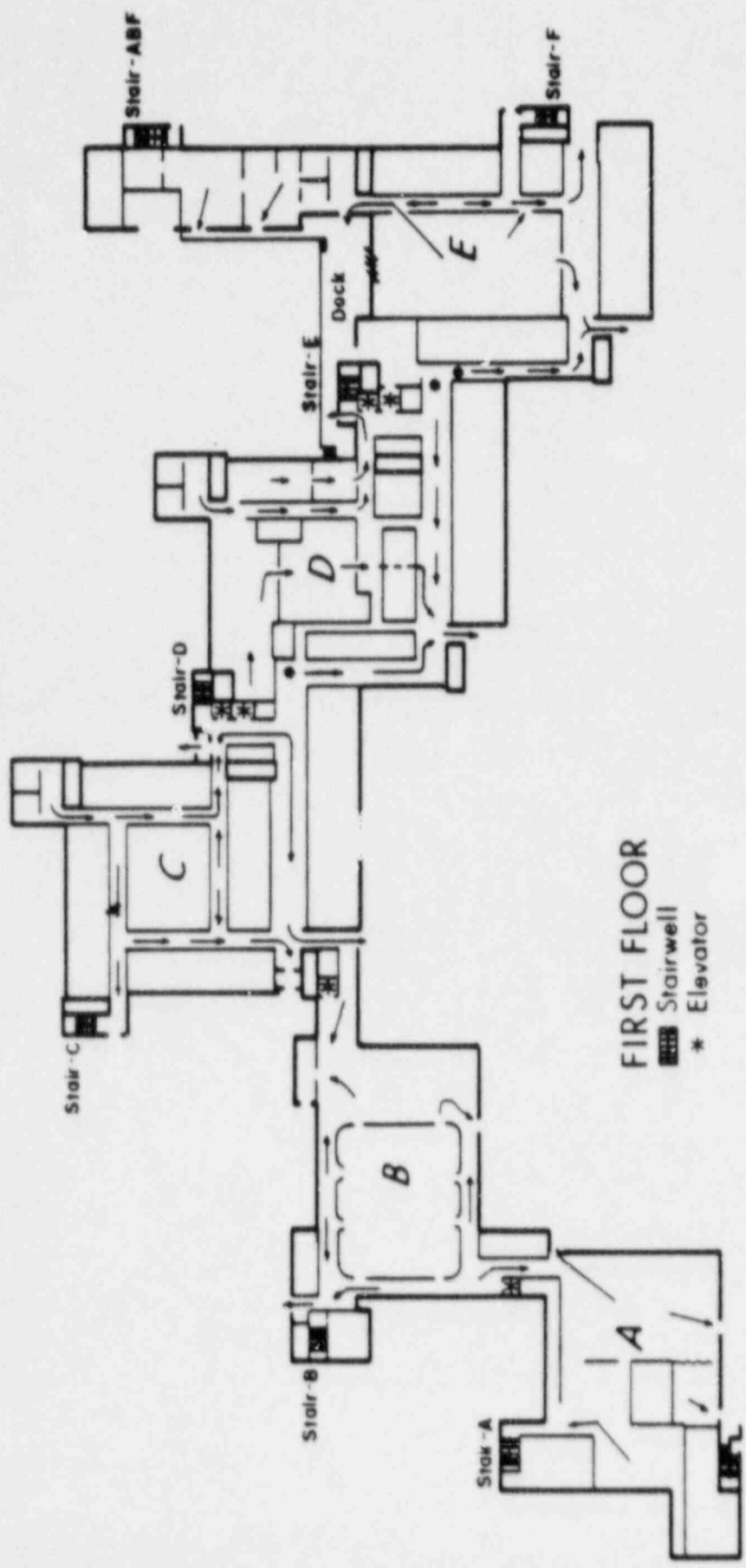
EVACUATION ROUTES




EVACUATION ROUTES



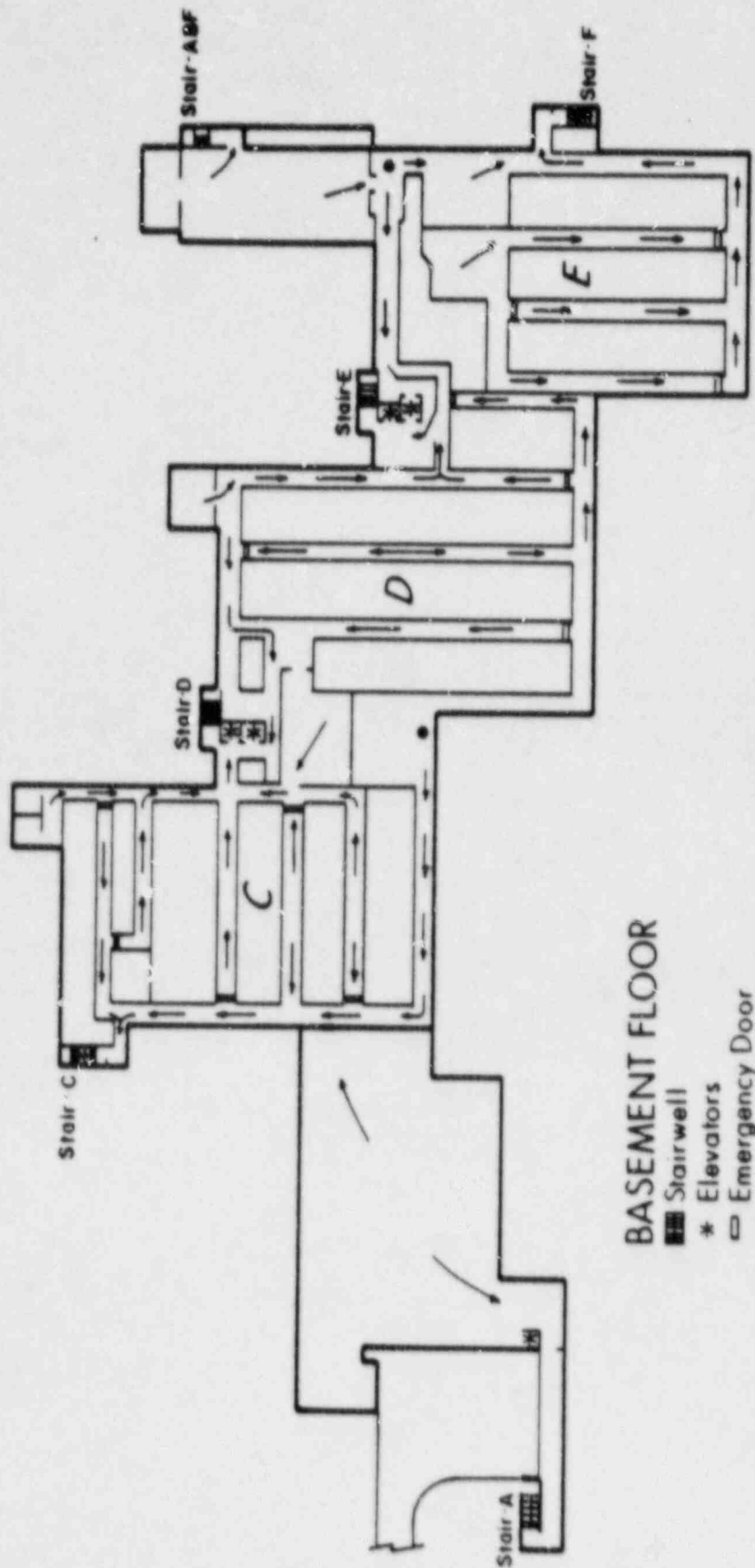
EVACUATION ROUTES



FIRST FLOOR

 Stairwell
 * Elevator

EVACUATION ROUTES



I. EMERGENCY AND EVACUATION PROCEDURES

A. Fire Emergency

Every employee must know the location of fire extinguishers and fire blankets and be familiar with the fire alarm system. The first person to observe a fire should:

1. Immediately sound the fire alarm by activating nearest fire alarm pull station.
2. Report fire to ext. 2800
3. If possible, use available fire extinguishers to extinguish or contain fire. If the fire is fueled by a natural gas or LP gas leak then the gas supply should be shut off prior to extinguishing the fire.
4. Immediately evacuate area should initial fire fighting attempts fail. Shut off gas supplies, etc. Close door to area to contain fire.
5. Follow instructions given over speaker system.

B. Bomb Threats

1. RECEIPT OF A THREAT

- a. Any person receiving a phone call involving a bomb threat or a threat against an individual should attempt to obtain as much information as possible from the caller. This information is invaluable in determining the validity, urgency, and nature of the threat, and consequently, in determining what action is appropriate in response to that threat.
- b. Of utmost importance are the EXACT WORDS of the caller and information concerning the location and expected detonation time of the explosives. Jot down the EXACT WORDS as soon as possible so they will not be forgotten or distorted.
- c. The person making the threatening call could reveal enough information about himself so that the recipient of the call could later identify the caller. There have been cases wherein the caller has described the bombing device, given its location and stated the time that the device was to be detonated or ignited.
- d. Persons receiving such calls should be aware of the following guidelines and suggestions:
 - i. Be calm; be courteous; listen; do not interrupt the caller; jot down notes on any paper available, preferably the bomb threat report form found on page 17 of this plan or in the NIEHS telephone book.

- ii. Try to keep the caller on the line as long as possible in order to obtain as much information or characteristic comments or accents as possible. This can be done by pretending to have a bad connection.
- iii. Ask the caller to repeat the message. Attempt to ascertain the type of device, what it looks like, where it's located, what time it will go off, etc.
- iv. Pay particular attention for any strange or peculiar background noises, such as a motor running, background music and the type of music, train whistle, sirens, jet airplane engines, and any other noises which might provide clues as to the place from which the call was being made.
- v. Listen closely to the voice (male/female) (young/mature) for voice quality, accents, speech impediments, or words/phrases used repeatedly.
- vi. If time permits and the caller is talkative, ask questions such as "Who is this calling, please?", or, "What is your name?". In some instances, the caller may unthinkingly reply with his name.

2. AFTER RECEIPT - WHAT TO DO!

- a. Immediately notify Security at Ext. 2800. This will activate the Bomb Threat Team to search public areas and exit routes.
- b. Immediately after above notification, complete the preparation of the Bomb Threat Report Form as completely and as accurately as possible. If the report form is not available, record as much information as possible on paper.
- c. Notify your immediate supervisor of the fact that you received a threatening phone call and have already notified Security.
- d. After completion of the Bomb Threat Report, remain at your location until the Security Officer arrives. He will interview you regarding the call and take your completed Bomb Threat Report.

3. OCCUPANT SEARCH - PRIOR TO EVACUATION

Building occupants will respond as directed over the public address system (South Campus) or when contacted by Security Personnel or Building Monitors (North Campus). A building search will be instituted and employees in the threatened area will be requested to check their work areas for suspicious objects. If a particular location was not indicated in the threat, then assistance will be requested throughout the building. Evacuation orders will be given after building occupants have checked their areas and exit pathways are known to be safe for travel.

Floor Monitors (South Campus) and Building Monitors (North Campus) should check lobbies, corridors, closets, rest rooms and the like in their respective area (South Campus) or building (North Campus). Building engineers, electricians, etc., will check their respective utility areas. Appropriate instructions will be given to personnel to insure their safety by advising that when suspicious articles are found they should not be touched or disturbed.

Occupants are to post an all-clear sign on their door after it has been checked. Scotch brand "Post-It" note pads are excellent for this, but any sheet of paper will do. The sign should say, "This area (or room) checked". It should then be initialed or signed.

Anything suspicious should be reported to Security, Ext. 2800. Occupants will be notified if there are any building areas which should be avoided during evacuation.

4. DUTIES OF THE BOMB THREAT TEAM

While occupants are checking their areas the Bomb Threat Team (composed of volunteers from the Health and Safety Office, OFE supervisors, and Security personnel) will be searching the public areas, to include all stairwells and grounds surrounding the building. Building engineers will be searching the mechanical areas of the building.

5. EVACUATION PROCEDURES

Evacuation will proceed in the same manner as fire drills. Floor Monitors should report to their Module Monitor and all Module Monitors should report to the Building Monitor. Personnel should take their coats, purses, keys, etc., and exit the building as if they were not returning for the day. All personnel will be told to leave the area and to report for work as normal in 1-1/2 hours or as directed.

Shuttle buses will be provided by Office Services for those who do not have cars available, such as car poolers, conference attendees, and others needing to get to another campus.

Key personnel (Director; Deputy Director; Executive Officer; Scientific Director; Director, TRIP; Director, BRAP and Public Information Officer) will be relocated to other offices. Their telephones are provided with call forwarding so business can continue with as little interruption as possible.

6. HANDLING PUBLIC AND NEWS MEDIA INQUIRIES

- a. The purpose of this provision is to furnish the public and news media with accurate information and to see that additional bomb threat calls are not precipitated by incorrect statements from uninformed sources.

- b. All NIEHS employees are instructed not to discuss the situation with news media or other outsiders. Inquiries should be courteously and tactfully directed to the Public Information Office ext. 3345.

C. Medical Emergency

NIEHS has a program for training personnel in emergency first aid and CPR techniques. All Security personnel are also trained. The Health and Safety bulletin boards have a list of all personnel who have completed CPR and first aid training. NIEHS also has a First Responder Team composed of NIEHS personnel who have received additional first aid/CPR training, NIEHS personnel who are trained EMTs and a full time nurse. Most team members carry a pager. The person observing a medical emergency should:

1. Notify Security at Ext. 2800. Give information as to the nature of the emergency and the exact location. Security will then contact local Emergency Rescue Units and page the NIEHS First Responder Team. **Prompt emergency medical response is dependent upon Security being notified when a medical emergency occurs. In addition to notifying the NIEHS First Responder Team and contacting local rescue units, Security is also responsible for directing the rescue units to the scene of the emergency.
2. If there is a person who has received first aid/CPR training nearby, he/she should be immediately contacted to give assistance.
3. Stay with the injured person and do what you can until medical assistance arrives.

D. Hazardous Materials Spills/Leaks

Procedures for proper clean-up of minor chemical or radioactive spills are contained in individual hazardous chemical or radioisotope use protocols which are reviewed by Institute personnel and approved by the Health and Safety Office. Minor spills should be cleaned up according to these established procedures. The Safety Officer (Ext. 3384) and the Radiation Safety Officer (Ext. 3383) should be contacted for consultation. If after office hours contact Security (ext. 2800). All spills should be cleaned up promptly and access to the contaminated area restricted to clean-up personnel until clean-up has been accomplished. More details concerning procedures for hazardous materials spills are contained in the NIEHS Safety and Health Manual and the NIEHS Radiation Safety Guide.

Larger spills of volatile materials may require evacuation of occupants. Should such a spill occur immediately evacuate the area to a place of safety and:

1. Immediately remove any contaminated clothing, and wash any part of body contacted by chemicals or radioactive materials. Do not track contamination to clean areas.

2. Notify the Health and Safety Office at Ext. 3383 or 3384 or Security at Ext. 2800 if after hours.
3. Follow instructions given by the Health and Safety Office or the Floor Monitor.

E. Natural or LP Gas Leaks

Immediately upon discovery of a gas leak:

1. Do not use light switches or other apparatus likely to produce a spark.
2. Search your immediate area for a source and shut off gas supply if possible.
3. Notify OFE (Ext. 3311 or 4809 after office hours), Health and Safety Office (Ext. 3384 or 7933), Floor Monitor, and Security (Ext. 2800).
4. Evacuate the area.

F. Adverse Weather Conditions

1. During severe weather conditions, personnel should be alert to the possibility of the development of severe storms, tornadoes, etc. The Office of Administrative Management and Security personnel will monitor local radio announcements for tornado or severe weather watches or warnings. When a tornado WARNING has been officially announced, NIEHS will be alerted.
2. When a tornado WARNING has been announced, employees will immediately assure that equipment is secure (i.e. shut off gas, water, high voltage, etc.) and move to the nearest place of safety where they should sit on the floor with backs to a wall as far away from windows as possible. Remain in safe locations until all-clear message is given.
3. During adverse weather conditions such as severe snow or ice storms, employees may be dismissed early. Early dismissal will be ordered only by the the Designated Official and will be announced.

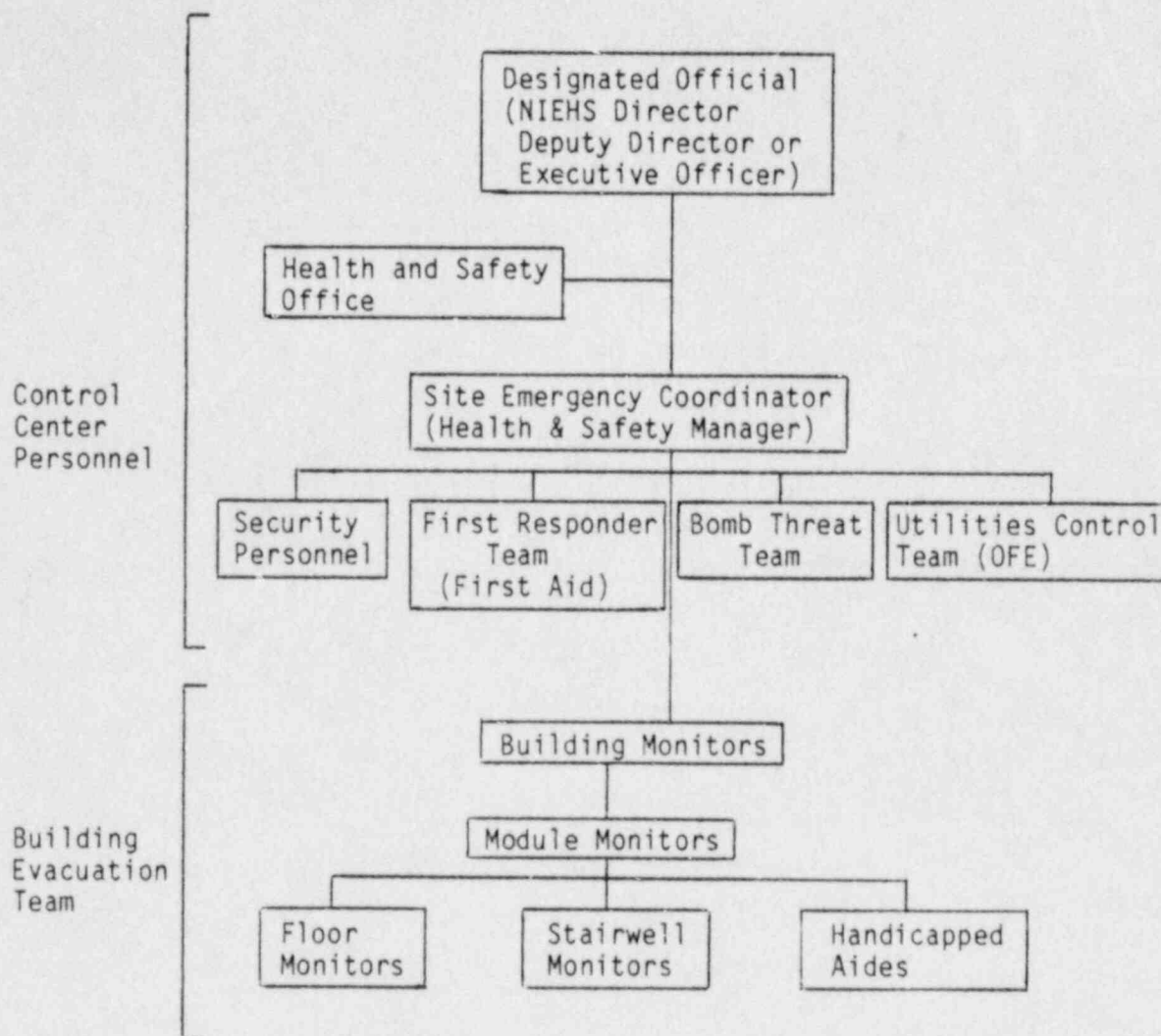
II. NIEHS EMERGENCY ORGANIZATION

A. MISSION

The danger of fire, storms, bomb threats, major hazardous materials spills and/or other threats to life and property make it mandatory that a plan to protect against these hazards be established.

An Occupant Emergency Plan (hereafter called the Plan) has been developed for NIEHS Facilities located in the Research Triangle Park, North Carolina. An important part of the Plan is the NIEHS Emergency Organization (hereafter called the Organization). The Organization is composed of NIEHS management and employees with well defined emergency response responsibilities. The mission of the Organization is to protect life and property by preparing for and carrying out activities to prevent or minimize personal injury and physical damage. This will be accomplished by pre-emergency planning; establishing specific functions for Organization members; training Organizational personnel in appropriate functions; instructing occupants of appropriate responses to emergency situations and evacuation procedures; and the conducting of actual drills.

During emergencies, the Organization will direct and control evacuation of NIEHS buildings. The Organization will take immediate action against disaster effects by extinguishing fires or containing them until outside assistance becomes available and by providing on-the-spot assistance by controlling utilities such as heating and air conditioning systems, electricity, gas supplies and water supplies when and where appropriate. The Organization will respond to medical emergencies by providing immediate first-aid until outside emergency medical assistance is obtained.

B. NIEHS EMERGENCY ORGANIZATION MEMBERS

C. EMERGENCY ORGANIZATION RESPONSIBILITIES

1. Designated Official or Alternate

- a. Must supervise the development of the Occupant Emergency Plan and the staffing and training of the Occupant Emergency Organization.
- b. Serves as Senior Official during actual emergencies. Determines whether to call for general evacuation or take localized actions. Notifies Site Emergency Coordinator of required actions.

2. Health and Safety Office

- a. Develops an effective occupant emergency plan.
- b. Organizes and trains members of NIEHS Emergency Organization.
- c. Establishes working relationships with all appropriate outside emergency response personnel.
- d. Prepares occupants prior to emergencies through information dissemination and appropriate drills.
- e. Works with Office of Facilities Engineering (OFE) to assure operational nature of emergency warning systems and availability of fire protection, communications, and other equipment.
- f. Office staff reports to Command Center and assists Site Emergency Coordinator during emergencies, providing information as to chemical, flammable and explosion hazards in NIEHS facilities.

3. Site Emergency Coordinator or Alternate

- a. On sounding of alarm or notification, reports to Command Center and initiates any actions deemed necessary. Communicates with the Designated Official.
- b. Manages emergencies at designated NIEHS site to guarantee that the Plan operates safely and efficiently during drills and emergencies.
- c. During emergencies manages operations at the Command Center, assuring that appropriate emergency response personnel are requested.
- d. Co-ordinates activities of Building Monitors to assure safe and efficient evacuation of occupants.
- e. Calls meetings of Emergency Organization when necessary.

4. Security Personnel

- a. Responds to emergency calls and ascertains whether or not appropriate emergency services have been contacted. Secures emergency services where appropriate. Notifies members of the Emergency Organization as directed in the Security Personnel Emergency Procedures Manual (SPEPM).
- b. During non-working hours, contacts members of the Emergency Organization to notify of emergency situations as directed in the SPEPM.
- c. During both medical emergencies and evacuations delivers emergency medical supplies to the site or the site Control Center.
- d. Provides necessary first aid and assistance until emergency or rescue unit arrives.
- e. Directs fire and rescue units to appropriate NIEHS site and building.
- f. Once occupants have evacuated buildings, directs them to safe locations and maintains perimeter control.

5. Utilities Control Team

- a. During evacuation or other emergencies, proceeds to site Control Center and reports to Site Emergency Coordinator.
- b. Assists fire department with utilities, fire protection, communications and other equipment in the building.
- c. Maintains emergency call list for utilities.
- d. Works with the Health and Safety Office to assure operational nature of emergency warning systems, fire protection equipment and other emergency equipment.

6. First Responder Team (First Aid Personnel)

- a. Maintains training and certification status in first aid and CPR techniques.
- b. During building evacuations, reports to Site Emergency Coordinator and remains on standby to provide first aid services.
- c. During limited medical emergencies, proceeds to site when requested by Security or other NIEHS personnel. For wide spread medical emergencies, goes to the Site Command Center and reports to Site Emergency Coordinator.

7. Bomb Threat Team
 - a. Composed of volunteers from the Health and Safety Office, OFE Supervisors, and Security personnel.
 - b. In the event of a bomb threat they are responsible for searching public areas - to include all stairwells and grounds surrounding the building - prior to occupants evacuating the building.
8. Building Monitor
 - a. During evacuations, reports to Site Command Center and supervises and directs evacuation of occupants through Module Monitors and Floor Monitors as required by the Occupant Emergency Plan.
 - b. Assures that all floors have been evacuated and advises the Site Coordinator when the building has been cleared.
 - c. Maintains a current list of all Floor Monitors for his/her particular building or module.
9. Module Monitor
 - a. During evacuations, serves as Floor Monitor for his designated area.
 - b. Assures that all floors for his/her particular module have been evacuated then reports to the Building Monitor at the Site Command Center.
10. Floor Monitors
 - a. In their designated area, directs the orderly flow of occupants during drills and actual emergencies along prescribed evacuation routes.
 - b. Checks all washrooms, closet areas, etc. in assigned area for evacuation.
 - c. Reports to the Module Monitor when all occupants in their area have been evacuated.
11. Stairwell Monitors
 - a. Reports to Floor Monitor then controls the flow of personnel into the stairwell.
 - b. If stairwell is not usable, directs personnel to an alternate stairwell.
12. Handicapped Monitors
 - a. Maintains a list of all handicapped persons within their area.

- b. Assists handicapped persons and handicapped visitors during evacuations.
- c. Reports to floor monitor when all handicapped persons are evacuated.

D. COMMAND CENTER LOCATION

South Campus

Building 101 First Floor Control Center,
 Module B, Ext. 2800

Building 102 Office of Facilities Engineering (OFE)
 Room 102/S118, Ext. 3327

North Campus

Building 1, Ext. 3478

BOMB THREAT REPORT

Instructions: Be calm, be courteous. Listen, do not interrupt the caller.

Person Receiving Call and Extension	Time	Date	Extension Call Received On
-------------------------------------	------	------	----------------------------

Exact Words of Caller

--

Pretend difficulty with hearing. Keep caller talking. If caller seems agreeable to further conversation, ask questions like:

When will it go off?	Certain Hour	Time Remaining
Where is it located?	Building	Area
What kind of bomb?	Where are you now?	
How do you know so much about the bomb?		
What is your name and address?		

Caller's Identity

Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Adult	<input type="checkbox"/> Juvenile	Approximate Age (Years)
------	-------------------------------	---------------------------------	--------------------------------	-----------------------------------	-------------------------

Origin of Call

<input type="checkbox"/> Local	<input type="checkbox"/> Long Distance	<input type="checkbox"/> Booth	Internal (From what building?)	
Voice Characteristics <input type="checkbox"/> Loud <input type="checkbox"/> Soft <input type="checkbox"/> High Pitch <input type="checkbox"/> Deep <input type="checkbox"/> Raspy <input type="checkbox"/> Pleasant <input type="checkbox"/> Intoxicated <input type="checkbox"/> Other		Speech <input type="checkbox"/> Fast <input type="checkbox"/> Slow <input type="checkbox"/> Distinct <input type="checkbox"/> Distorted <input type="checkbox"/> Stutter <input type="checkbox"/> Nasal <input type="checkbox"/> Slurred <input type="checkbox"/> Lisp		Language <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Foul <input type="checkbox"/> Other
Accent <input type="checkbox"/> Local <input type="checkbox"/> Not Local <input type="checkbox"/> Foreign <input type="checkbox"/> Race		Manner <input type="checkbox"/> Calm <input type="checkbox"/> Angry <input type="checkbox"/> Rational <input type="checkbox"/> Irrational <input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Emotional <input type="checkbox"/> Righteous <input type="checkbox"/> Laughing		Background Noises <input type="checkbox"/> Factory Machines <input type="checkbox"/> Trains <input type="checkbox"/> Bedlam <input type="checkbox"/> Animals <input type="checkbox"/> Music <input type="checkbox"/> Quiet <input type="checkbox"/> Office Machines <input type="checkbox"/> Voices <input type="checkbox"/> Party Atmosphere <input type="checkbox"/> Airplanes <input type="checkbox"/> Traffic <input type="checkbox"/> Mixed

Action to Take Immediately After Call

Call Security ext. 5555.

Security Officer	Supervisor	Case No. Security Use Only
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