

U.S. GEOLOGICAL SURVEY
Kentucky Water Science Center
9818 Bluegrass Parkway
Louisville, Kentucky 40299 -1906

EMERGENCY PROCEDURES

FIRE † POLICE † AMBULANCE ⇒ 9-911
FBI ⇒ (502) 583-3941
Doug Zettwoch, Safety Officer ⇒ (502) 493-1922
 ⇒ (502) 693-4037 [cell]

NOTE:Emergency Procedures should be read by each employee. A copy is posted on the KY WSC Intranet for easy reference.

March 2008

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Electronic file location of this document:

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First Aid and Medical Care

In the event of injury or illness.....

1. Call 911, if necessary — Give location and nature of illness or injury.
2. ***Do not move person*** unless there is imminent danger.
Stop any bleeding.
Start *artificial respiration* if person is not breathing.
Connect AED and follow instructions.
Start *CPR* if person has no pulse.
Give *FIRST AID* based on your qualifications.
3. *FIRST AID KITS* and *CPR* supplies are located in:

Mail room: Mounted on wall to left as you enter the room.

WQ Lab: Mounted on center of back wall.

Break room: Mounted on wall to left of sink.

Warehouse: Mounted at work table in the middle of the room.

AED is located on the wall outside the mail room.



4. Call for additional help, if needed.
5. Comfort person until assistance arrives.

Fire



In the event of a fire....

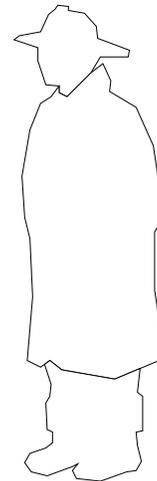
1. Pull **FIRE ALARM** (located at each exit).
The Fire Department will automatically be notified.
2. If possible, call 911 and give location and nature of the fire.
3. Evacuate the building through nearest safe exit (see ***floor plan*** on ***page 11*** of this booklet) and assemble on north lawn. Yellow lines in warehouse indicate exit routes through warehouse. **DO NOT AT ANY TIME block the exit routes.**

Fire extinguishers and alarms

are located at each exit.
See ***floor plan*** on ***page 11*** of
this booklet to familiarize yourself
with exit routes, fire alarms,
and extinguisher locations.

False alarm.....

In the event of a false alarm, follow
all emergency procedures until
the alarm is cancelled.



Hazardous-Material/Nuclear/ Biological/Chemical Threats

In the event of a hazardous material-nuclear-biological-chemical spill or leak or threat outside the building....

Safety Officer or designee will switch on the NOAA weather radio and AM radio at the 1610 frequency to monitor what type of evacuation may be necessary. You will be notified to either:

1. Evacuate to a shelter in place and (a) shut, lock, and tape doors and windows; (b) turn AC/heat/hoods off (anything that can exchange air from the outside); and (c) shut and tape warehouse doors. When clear, open up everything and ventilate. **OR**
2. Evacuate to area as instructed by authorities over AM 1610.

In the event of a hazardous-material spill or leak inside the building....

1. Cordon off affected area.
2. For dangerous or unidentified material, evacuate the affected area.
3. Immediately notify a supervisor, the Safety Officer (Doug Zettwoch – x1922) or Angie Crain – x1943.
4. Determine extent of the hazard.
5. Refer to MSDS (Material Safety Data Sheets) for emergency procedures.
6. Chemical-spill cleanup should be directed by the Chemical Hygiene Officer (Doug Zettwoch).
7. “Spill Kits” are located in the WQ Lab and in each WQ van.
8. If you have any material spilled on your body or clothes:
 - Use the safety shower/eye wash station located in the WQ Lab.
 - Use the eye wash bottle located in the warehouse.
 - Report your involvement to a supervisor.



Employee Emergency Guidance

Employee and manager responsibilities in the event of a natural disaster or nuclear, chemical, or biological threat.

Several publications are available for employees and managers that provide general guidance in the event of significant natural disasters or terrorist warnings or attacks. The Federal Employees Emergency Guide is posted on the Personnel Board in the lunchroom or you may view this and other publications on the Office of Personnel Management (OPM) website at

<http://www.opm.gov/emergency/index.asp#manager>

These publications provide helpful information but they do not specifically address the question: "What am I, as a government employee, supposed to do if a terrorist attack or natural disaster occurs when I am off-duty?"

Answer: The Kentucky Water Science Center has a written Continuity of Operations (COO) Plan that describes what managers and employees need to do in case of a major incident. Several excerpts from the plan are listed below.

During duty hours, if an incident occurs that requires the identification or location or status of employees or visitors, key officials would use the paging system or a portable public-address system to have employees convene at a central location, followed by a room-by-room search. If an immediate evacuation of the building was required, or if a lock-down of facility doors, windows, heating and ventilation systems became necessary, all employees and visitors would be notified by the paging system or portable address system and directed to an appropriate location inside the facility. As directed, physically impaired employees and (or) visitors would be assisted. In the event of an evacuation, employees would convene in the parking lot on the north end of the building and await further instructions from a key official.

During off-duty hours, the Senior Facility Manager (Director or designee) is the responsible person to inform management in the event of an emergency. In the aftermath of an incident or event interrupting operations of the USGS facility, **management would be responsible for communicating with their subordinates in the threat of and (or) aftermath of an attack or emergency. Employees are encouraged to check-in with their supervisor after an incident or emergency.**

In the event that the USGS could not occupy its normal headquarters office space, the Director, designee, and (or) successors would relocate to the Federal Building, 600 Dr. Martin Luther King Place, Louisville, Kentucky 40202. **All other employees would be directed to remain home until contacted by supervisors, managers, or other key officials.**

Earthquake

In the event of an earthquake

1. If you are indoors, stay in the building.
 - Proceed to nearest designated “safe” area (see **floor plan** on **page 11** of this booklet).
 - Take shelter under tables or desks, in doorways, or in corners.
 - Keep away from windows, filing cabinets, and bookcases.
 - Enforce “NO SMOKING” policy inside and outside the building.
2. Activate 2-person teams...
 - One team will check exit(s) with chair or broom handle.
 - One team shuts off gas/water valves (NOT electric).
 - Other teams check for injuries and perform necessary first aid.
3. If you are outside, stay outside.
 - Get into an open area, away from buildings, trees, and power lines.
4. Keep calm — Wait for emergency instructions.

If building is to be evacuated

1. Proceed calmly.
2. Beware of falling debris or electrical wires as you exit.
3. Evacuate the building through the nearest safe exit (see **floor plan** on **page 11** of this booklet).

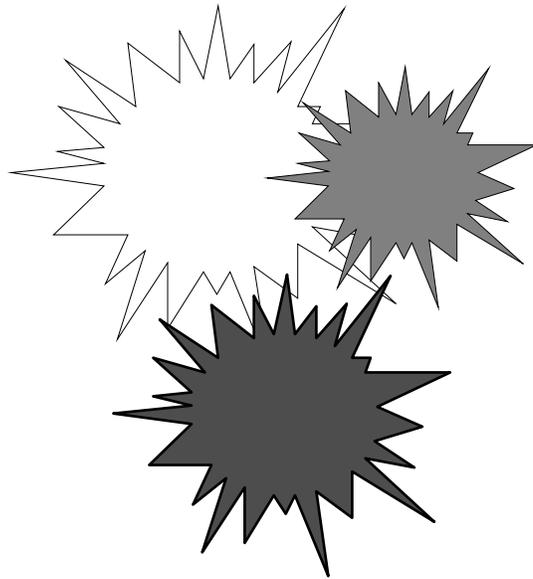


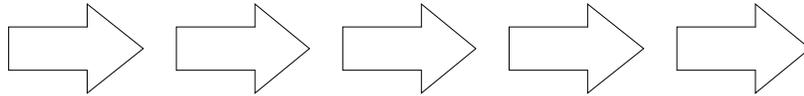
NOTE: There is a chance that the fire alarm could be activated by an earthquake. If the alarm sounds during or immediately after an earthquake, do not evacuate until the shaking stops, unless there is an indication of fire.

Explosion

In the event of an explosion in the building.....

1. Take cover under tables or desks.
 - Protect yourself against flying glass and debris until effects of the explosion have subsided.
 - Call 911 — Give location and details of the explosion.
2. Evacuate the building through nearest safe exit (see ***floor plan*** on ***page 11*** of this booklet).





Evacuation

At the sound of the FIRE ALARM, the building is to be evacuated...

1. Always use nearest emergency exit.
 - Take any personal valuables and coats with you.
 - Help any handicapped persons.
 - See ***floor plan*** on ***page 11*** of this booklet.
 - In the event of an earthquake or explosion, watch for falling debris and live electrical wires (see ***Earthquake*** section on ***page 7*** of this booklet).
2. Everyone should scan their area...
 - To see that no one gets left behind.
 - To spot suspicious packages in a bomb threat.
 - Admin personnel will take sign-in/out book with them as they exit the building.
3. Assemble on the north lawn—along Bluegrass Parkway.
 - Segregate by section so each section can account for missing persons.
 - If you decide to leave, be sure to let people know in your section/unit.
 - Wait for further instructions.
 - Do not re-enter the building until advised by police or fire department personnel.

Tornado Watch

In the event of severe weather, the Safety Officer or designee will stay tuned to NOAA Weather Radio with tone alert and battery backup.

Also, the Safety Officer or designee will tune to AM radio 1610.

An intercom message will be issued to warn you that a tornado watch is in effect, and you should be ready to evacuate to a designated "safe" area (see **floor plan** on **page 11** of this booklet).

Tornado Warning

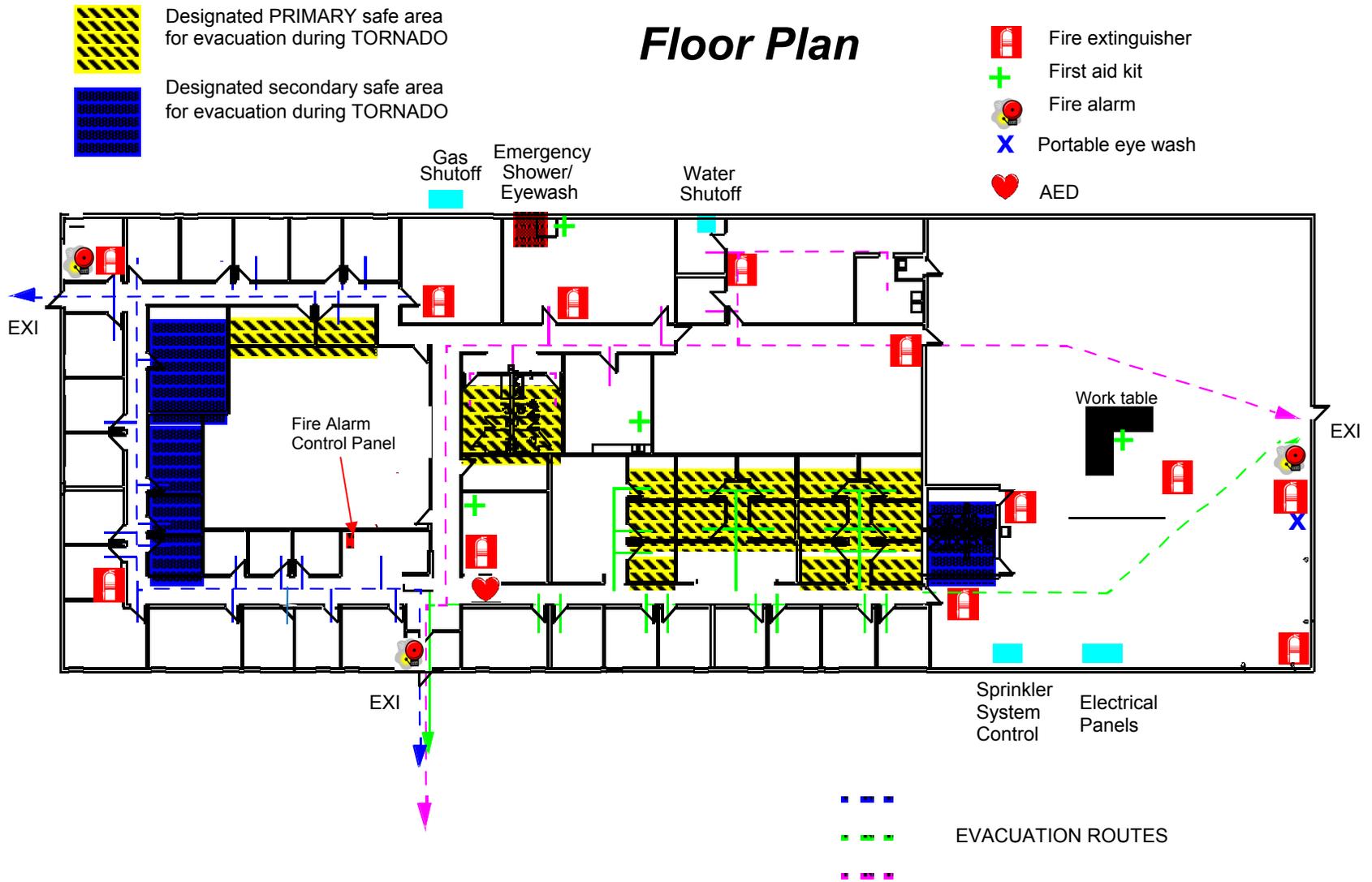
An air horn will be sounded to alert you of approaching tornado.

PLEASE EVACUATE AT THIS POINT TO NEAREST "SAFE" AREA (see **floor plan** on **page 11** of this booklet).

Thunderstorms

Follow procedures for 'Tornado Watch.'

Floor Plan



Field Search Procedures

Everyone doing field work is required to call their supervisor at the beginning of each workday and a designated alternate at the end of every field workday. If your supervisor is not available, call the front desk (502) 493-1907 with information.

Calls to supervisor must be made **before** 9:00 a.m.

Message must include:

- Name of caller
- The day's itinerary, if revised

If someone does not call in by designated time...

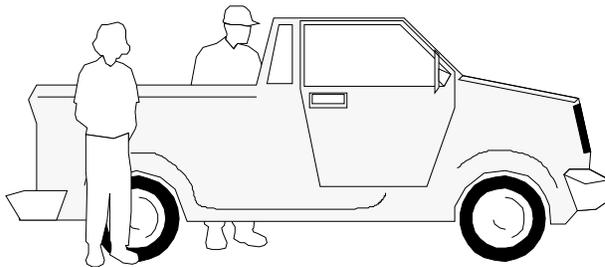
Contact person may call the following, in listed order, until safety of field person is confirmed:

1. Motel
2. Home or emergency contact (as designated by employee)
3. Supervisor or assistant



If "lost" person is found and safe, inform all persons contacted.

If "lost" person is not found, contact local sheriff/police department.



The Homeland Security Advisory System

1. **Low Condition (Green)**. This condition is declared when there is a low risk of terrorist attacks.
2. **Guarded Condition (Blue)**. This condition is declared when there is a general risk of terrorist attacks.
3. **Elevated Condition (Yellow)**. An Elevated Condition is declared when there is a significant risk of terrorist attacks.
4. **High Condition (Orange)**. A High Condition is declared when there is a high risk of terrorist attacks.
5. **Severe Condition (Red)**. A Severe Condition reflects a severe risk of terrorist attacks.

<http://www.dhs.gov/dhspublic>

USGS Homeland Security Operations Center

Main/Secure Phone:.....(703) 648-7588
(STU-III, 24/7 operation)

E-mail:.....GS-HSOC@usgs.gov

Fax:..... (540) 542-2359

What Do You Report to GS-HSOC?

1. **Report requests from anyone for USGS data, information, or assistance**, which is related to any terrorist event or in direct support of any antiterrorist activity or critical infrastructure protection activity.
2. **Report suspicious requests or activity.** It is difficult to define this specifically. Any case in which the information or the requestor is unusual should be reported. Note that if suspicious activity is directly observed, your local security office or law enforcement agency should be notified first.
3. **Report media or congressional requests** for specific information related to terrorist events or anti-terrorist activities. Do not respond to these requests. All media and congressional requests will be forwarded to the USGS Office of Communication for appropriate action.
4. **Report requests for USGS policy** on various related subjects. Some examples have been requests for updated policies on data distribution, security levels, and related items. These will be answered, if possible, or forwarded for further policy development.

Building Security

Security at the Kentucky Water Science Center consists of an intrusion- detection system which, when armed, will send an alarm signal to Alliant Security System whenever one of the protected "zones" has been violated.

On Workdays...

The front door is locked every afternoon at 4:30 p.m.

The last person to leave each day, locks the building and sets the alarm.

The warehouse doors and the wareyard gate should remain closed and locked at all times, unless they are in use.

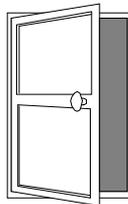
On Weekends and Holidays...

The building is locked, and the alarm is set.

Locking doors...

At the end of each workday, the last employee leaving the ADP room, the WQ I lab, and the warehouse should turn off the lights and lock the door(s) behind them.

ALSO, the two front doors are to be locked and the alarm set as the last employee leaves for the day.



Building Security—Continued

Arming and disarming the alarm...

To ARM...

Ensure all persons are out of the building, and all doors are locked.

The indicator light on the keypad should be green.

Press "away" on the keypad for 2 seconds.

You now have 60 seconds to exit the building.

After 60 seconds the system will arm, and the indicator light will change to red.

To DISARM...

Enter the building through the front door only.

You now have 30 seconds to disarm the system.

Enter the system code.

When the light changes from red to green, the system is disarmed.

FALSE ALARMS...

If you accidentally trip the alarm, ANSWER THE PHONE IN THE MAILROOM when the alarm company calls the office. Give them your name and the password to cancel the alarm. **If you do not answer the phone in time, CALL the alarm company as soon as possible using the preset AutoDial button on the receptionist's phone labeled "Alarm Command Center" (1-800-318-9486) so they will not call the police and (or) USGS personnel.**

Wareyard Security

Security for the Kentucky Water Science Center wareyard...

Consists of an alarm system with electronic beams that will sound a siren and turn on a flashing blue light when tripped.

Key USGS personnel will then be notified by Alliant Security System that the alarm has been tripped. *The* **POLICE WILL NOT BE NOTIFIED AT THIS TIME.**

The alarm will be armed each evening as the last person leaves the office. The alarm will be disarmed each morning as the first person arrives at the office.

Alarm will be armed 24 hours a day on weekends and holidays.

If you accidentally trip the alarm, **ANSWER THE PHONE** when the alarm company calls the office. Give them your name and the password to cancel the alarm.

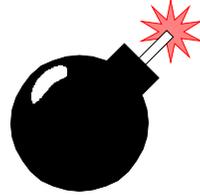
If you do not answer the phone in time, CALL the alarm company as soon as possible at 1-800-318-9486, so they will not call the police and (or) USGS personnel.

You must identify yourself with the password to cancel the alarm.

In case of a valid alarm—when the building has been entered illegally— the police will be automatically notified and the alarm company will call the first available person from the following list to meet the police at the site:

- Doug Zettwoch
- Brian Moore
- Mike Unthank
- Mark Ayers

Bomb Threat



Bomb threat....

Bomb threats are *generally* received by telephone.

They also can be received orally, by mail, or as written messages.

See specific instructions and complete the questionnaire on the following pages.

If a bomb is found....

1. DO NOT TOUCH IT!

Make mental notes of the following:

- Exact location and size of object
- Type of container or wrappings
- Any sound(s) coming from object

2. Evacuate the building through the nearest safe exit (see ***floor plan*** on ***page 11*** of this booklet).

- Pull FIRE ALARM
- Leave doors open
- Call 911 — Give location and details of what you found

How to Handle a Bomb Threat

Oral threat....

This includes persons claiming to be carrying a bomb, as well as those claiming to know that a bomb has been placed.

1. To the extent possible, go through the motions of meeting any demands. Do not offer resistance.
2. Get a good mental picture of the person:
 - Face and hair ✓
 - Clothes..... ✓
 - Speech..... ✓
3. Anyone in background who can move away from area unnoticed:
 - Call 911 — Give location and details of the threat
 - Notify a supervisor

Written threat....



1. Remain calm — Leave message where you found it.
2. Call 911 — Give location and details of the threat.
3. Notify a supervisor.

If threat is imminent....

1. Evacuate the building through the nearest safe exit.
(see **floor plan** on **page 11** of this booklet)
2. Pull **FIRE ALARM**.
3. Call 911 — Give location and details of the threat.

Bomb Threat Questionnaire

KEEP CALM... Do not get excited... Do not excite others...

Time call is RECEIVED _____ TERMINATED _____

DATE _____

YOUR NAME _____

Exact words of caller: _____

_____ (Delay—Ask caller to repeat.)

QUESTIONS to ask:



- At what time is bomb set to explode? _____
- Where is it located? _____ Floor _____ Area _____
- What kind of bomb is it? _____
- Describe the bomb: _____
- Why do you want to kill or injure innocent people? _____

Bomb Threat Questionnaire—Continued

DESCRIPTION OF VOICE:

Male____ Female____ Calm____ Nervous____

Young____ Middle-aged____ Old____

Rough____ Refined____

Accent____ Speech Impediment____

Other description: _____

Unusual phrases? _____

Recognize the voice? _____ If so, who? _____

Did caller indicate knowledge of facility?_____

If so, how? _____

BACKGROUND NOISE:

Music_____ Running motor (type?)_____

Traffic____ Whistles____ Bells____ Horns____ Aircraft____

Tape recorder____ Machinery____ Other_____

Office Phone System Operating Instructions

To retrieve general voice-mail messages:

Dial **493-1899**
Enter ext. **1907 #**
Enter password + '#'

To retrieve night-box voice-mail messages:

Dial **493-1899**
Enter ext. **2099 #**
Enter password + '#'

To retrieve personal voice-mail messages:

Dial **493-1899**
Enter your extension
Enter your password

To send a voice-mail message to all employees:

Dial **493-1899**
Enter ext. **1907 #**
Enter password + '#'
Enter **1**
Record message #
Enter ***5**
Enter **1907 #**
Enter **568 #**
Enter **#**
Enter **2**
Enter **#**

To use phone as Intercom:

Use **PAGE** feature on mailroom phone **or** warehouse phone.