

PREFACE

This document consists of the basic Emergency Management Plan for the National Cancer Institute at Frederick (NCI-Frederick). An emergency is defined as a situation where loss of life, an injury, or loss of property will occur in the absence of immediate action. Although every contingency and variation cannot be foreseen, the guidelines provided by this plan should significantly enhance the response to emergencies at the NCI-Frederick. The principal emergency, an accordance with AAALAC experience, is anticipated to be power loss during hot or cold weather. Many emergency services are provided by United States Army Garrison (USAG) agencies as contained in the Interdepartmental Support Agreement (W23J51-94274-012). Fort Detrick Fire and Emergency Services, Provost Marshal's Office, and Directorate of Installation Services each provide services to the NCI-Frederick. Frederick County provides emergency medical services within the context of the Maryland Emergency Medical Services System. This plan is designed to interface with the plans and procedures of these supporting agencies.

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Date

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I. PURPOSE

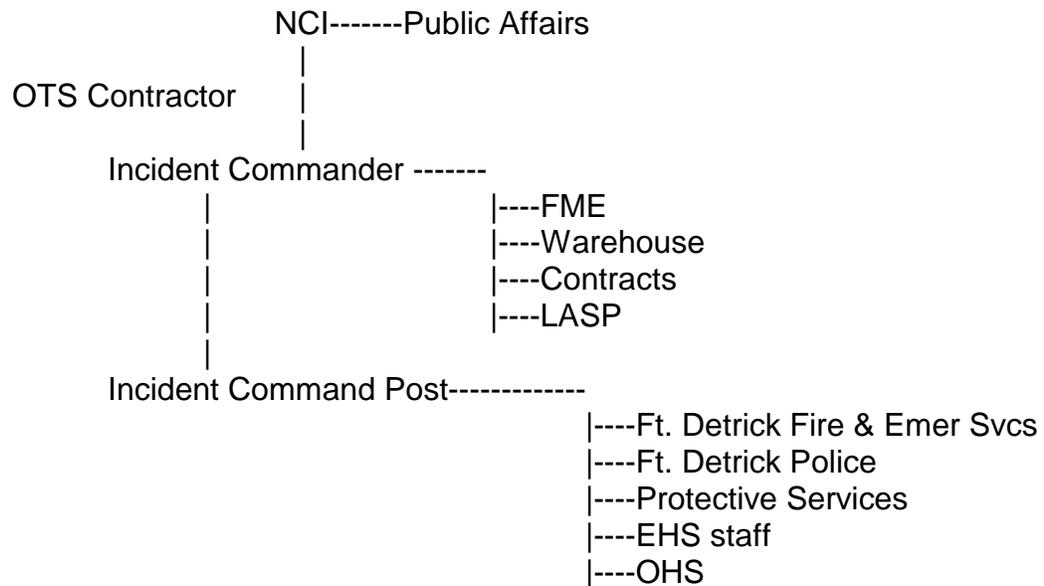
- A. This emergency management plan is intended to serve as a model for planned response to emergencies which may occur on the NCI-Frederick campus.
- B. The intent of this plan is to provide a quick reference document for guidance during emergency situations. The plan is also designed to be useful as a training and evaluation tool.
- C. The plan is composed of the sections on management succession and emergency cadre, external agency interface, emergency action levels, notification procedure, and emergency procedures.
- D. This emergency management plan was developed by representatives from Facilities Maintenance and Engineering, Protective Services, Safety and Environmental Protection Program, Occupational Health Services, Human Resources, Animal Production, Laboratory Animal Science Program Veterinarian, and Basic Research Program.

II. MANAGEMENT SUCCESSION AND INCIDENT MANAGEMENT TEAM

A. Management Succession

Protective Services is notified first using 911. Additional notifications are made by chain of command and formal call lists are on file with Protective Services.

All emergencies require prompt notification of the Associate Director, NCI-Frederick, the Chief, MOSB, and the Chief Government Contracting Officer. Home and emergency contact telephone numbers are listed on Page 29 of this plan and maintained by Protective Services and the appropriate Human Resources department. Incidents which involve multiple contractors will require notification of the NCI Chief Government Contracting Officer as well as the Operations and Technical Support contractor, and NCI management, as appropriate. Within the organization structure of the OTS contractor, emergency issues will involve the Director, Environment, Health and Safety Program (EHS), Director of Contracts and Administration, and the President, OTS Contractor. NCI management is listed under NCI-Office of the Director, NCI-Frederick Management Operations and Support Branch (MOSB).



B. Incident Management Team

The Director, EHS is designated in command of the Incident Management Team (IMT). The IMT is formed to coordinate emergency response. The IMT is comprised of one representative from each of the following areas: Director, EHS, EHS-Protective Services, EHS-Safety, Occupational Health Services, Facilities Maintenance and Engineering, and NCI Management. The IMT will manage emergency situations by initiating a series of notifications and procedural actions that will assemble the necessary resources and provide directions for remedial action. Participants from other areas and/or agencies will be added to the IMT as appropriate to the contingency being managed.

Available to the IMT are the primary Incident Command Center, Building 426 Conference Room #103, and a backup site in the Building 350 Conference Room. These sites are collocated with the Protective Services Communications Center, and the backup site for the Communications Center, the Shift Office in Building 350. Communications support to the IMT is available with radios on reserve in Protective Services and Instrument Shop. NCI-Frederick 1 talk group has been designated for NCI-Frederick site emergencies. POST 1 and POST 2 are designated for postwide emergency use, including coordination with the Fort Detrick Emergency Operations Center in Building 810 (Post Headquarters). For small scale emergencies, individual components of the IMT will meet at an

on-site Command Post which will be established as close as is practical to the incident scene. For site-wide emergencies the IMT may require off-site meeting space in Army facilities, or the main campus of NIH in Bethesda, Maryland.

III. EXTERNAL AGENCY INTERFACE

Building personnel shall use 911 to report an emergency situation.

Interface with external agencies shall be coordinated by an appropriate internal department. Below is a reference list of telephone numbers for the external agencies, and the department which will communicate directly with them.

External Agency	Telephone	Radio	Coordinating Department
Fort Detrick Dir. Of Installation Services	9-301-619-2817/2669	DPW1	FME
Fort Detrick Emergency Operations Ctr	9-301-619-2793	POST1	Protective Serv.
Fort Detrick Fire & Emergency Serv.	9-301-619-2528/7333	FIRE1	EHS
Fort Detrick Police	9-301-619-7114/2200	PMO1	Protective Serv.
Frederick City Police	9-301-619-2100		Protective Serv.
Frederick County Control - EMS	9-911 9-301-694-1603		Protective Serv.
Frederick Co. Sheriff s Department	9-301-694-1046 9-301-694-1729		Protective Serv.
Maryland State Police - also helicopter	9-911 9-301-663-3101		Protective Serv.
NRC Operations Center	8-301-816-5100		Radiation Safety
EPA Emergency Response Center	9-800-424-8802		EHS - EP+WM
MDE - Emergency Response Division	8-410-333-2950 8-410-974-3551		EHS - EP+WM
Frederick County Fire Rescue Coordinator	9-911		EHS
CHEM-TEL - Transportation	9-800-255-3924		EHS

IV. EMERGENCY PROCEDURES

GENERAL INSTRUCTIONS

1. The Emergency Response Procedures contained in this manual provide guidance in various emergency conditions. It is important that all personnel be aware of procedures and policies for responding to emergencies. This manual is intended to provide instructions for the most efficient and effective response to control injury and loss to personnel of the NCI-Frederick.
2. The key element common to each of the procedures is notification of the Protective Services Communications Center (ext. **911 for EMERGENCY** or ext. 1091 non-emergency). The Communications Center will notify the applicable personnel including Fort Detrick Fire and Emergency Services, Police, the Incident Management Team, other key personnel and applicable off-post emergency services such as an ambulance, if required. The mission of the Communications Center is to ensure that the appropriate level of support is made available as quickly as possible for the reported emergency condition.
3. All medical emergencies should be reported by dialing 911. OHS, EHS and Protective Services are all notified simultaneously by utilizing this number.

A. Aircraft Crash

Fort Detrick Fire and Emergency Services will respond to aircraft crashes at the NCI-Frederick campus and will coordinate the response of fire suppression units in accordance with their mutual aid arrangements with Frederick County. Emergency medical services (EMS) will be contacted by Fort Detrick Fire and Emergency Services. Protective Services will serve in a support role. Triage area(s) in close proximity to the crash site will be established by medical command on the scene. The Fort Detrick Fire Chief, or his designee, will be the Incident Commander in primary charge of the crash site until the site is released or turned over to officials of the National Transportation Safety Board (civilian aircraft) or Aircraft Accident Investigation Board (military aircraft). The Incident

Commander will establish an Incident Command Post (ICP) in close proximity to the crash site. The IMT will be summoned to support the Incident Commander as needed.

NCI-Frederick---->Ft. Detrick Fire and Emerg Svcs---->EMS---->NTSB

B. Bomb Threats/Explosions

1. If an employee receives a written bomb threat:
 - a. Do not use radios or cellular telephones as they can trigger a device. Notify the Protective Services Communications Center at **911** immediately.
 - b. Promptly write down everything you can remember about receiving the threat. This information will be needed by the police.
 - c. Remain calm.
 - d. If evacuation is ordered, proceed to the designated assembly area.
 - e. Do not pull a fire alarm to evacuate the building unless the time element requires immediate action. If evacuation is ordered, proceed to an assembly area at least 300 feet away from the building.
2. If you receive a telephone bomb threat:
 - a. Remain calm.
 - b. Listen carefully. Be polite and show interest. Try to keep the caller talking, so that you can gather more information. Ask the location of the bomb and time the bomb will go off. Pay particular attention to accents and background noise.
 - c. If possible, write a note to a colleague to call or, as soon as the caller hangs up, notify the Communications Center at **911**. Do not use a radio or cellular telephone in the area of a suspected device.

- d. Promptly write down as many details of the threat as you can remember. FBI bomb threat information is immediately available on the back of the NCI-Frederick telephone directory.
 - e. Do not discuss the threat with other staff.
 - f. Do not pull a fire alarm to evacuate the building unless the time element requires immediate action. If evacuation is ordered, proceed to an assembly area, at least 300 feet away from the building.
3. If you receive a suspicious parcel, or if you find a suspicious object anywhere on the premises:
- a. Keep anyone from handling it or going near it.
 - b. Notify the Communications Center at **911** immediately. Do not use radios or cellular telephones in the area of a suspected device.
 - c. Promptly write down everything you can remember about receiving the letter or parcel, or finding the object. This information will be needed by the police.
 - d. Remain calm. Do not discuss the threat with other staff members.
 - e. If evacuation is ordered, proceed to the designated assembly area for your fire zone, 300 feet or more away from the building.
4. **Explosions**
- 1. Chemical accidents, leaking gas, or even bombs or falling aircraft could all be the cause of life-endangering explosions.
 - a. Notify the Communications center at **911** (but do not use a telephone in the affected area) or tell a Protective Services Officer if nearby. Give your name, building and room number, and nature of emergency.
 - b. Remain calm.
 - c. Crawl under a table or desk for shelter from falling objects.

- d. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases and electrical equipment which may fall.
- e. Be prepared for possible further explosions.
- f. If evacuation is ordered, exit the building to the designated assembly area for your fire zone.
- g. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
- h. Open doors carefully. Watch for falling objects.
- i. Do not use elevators.
- j. Do not use matches or lighters.
- k. Do not operate electrical switches or mechanical equipment.

C. **Building Alarms and Evacuations**

1. It is the responsibility of all levels of management to ensure that individual staff members familiarize themselves with building evacuation plans, to recognize the audible (sounds) and visual fire alarms for evacuation and if an evacuation is ordered, to proceed to the designated assembly area. The Handicapped Evacuation Plan establishes a person responsible to assist handicapped employees in event of an evacuation. It is strongly advised that staff familiarize themselves with two routes for leaving the building and the location of their designated assembly area. Announced or unannounced fire drills are held annually to familiarize the staff with the sound of fire alarms in their building and with evacuation procedures to be followed. Oxygen deficiency alarms and scientific equipment alarms have distinctive sounds. It may be necessary to assist new staff or visitors in your work area. If your work section has special instructions for securing work in advance of evacuation, you will need to familiarize yourself with these plans.
2. If you hear the evacuation alarm, follow the Evacuation Procedures which are posted in each building. Report to the assigned assembly area.

D. Civil Disorder/Protest Activity

1. Maintain ample distance between activists/protesters and response personnel. Request Publications to video tape the activity for future reference. Protective Services Officers (PSO) will be paired with Fort Detrick Police and other law enforcement personnel in teams. PSOs will provide access and guidance to law enforcement personnel in their team. A Special Deputy U. S. Marshall shall be assigned to each team by Fort Detrick Police in order to assure police jurisdiction is legally binding.

E. Cold Room Alarms/Rescue

Many cold rooms are equipped with push button alarms. Cold room locks are operable from inside of the cold room and are operated from the outside by master keys carried by Protective Services and Fort Detrick Fire and Emergency Services. Cold room panic alarms annunciate outside of the cold room. Fort Detrick Fire and Emergency Services will be contacted for cold room rescue. Once personnel are out reset the alarm by turning the push button one quarter turn.

F. Elevator Safety Instructions

1. Observe basic safety rules when entering, riding and exiting elevators.
 - a. Operational and emergency instructions are posted in the elevator according to ASME Code A17.1 and A17.3.
 - b. Elevators designated as freight only are not intended for passenger use.

Elevator Emergency Instructions

1. **Elevator Car Stops Between Floors or Doors Do Not Open** - Pick up the emergency telephone in the elevator car and hold it to your ear until someone answers. You may need to dial 911 if a dial tone is present. Most elevator emergency telephones automatically dial the Protective Services Communications Center. Explain your situation fully to the Dispatcher. Fort Detrick Fire and Emergency Services provide elevator rescue.

2. **Never Attempt to Exit an Elevator by Yourself When the Elevator is Stalled Between Floors - WAIT FOR QUALIFIED ASSISTANCE!!**
Disregarding this rule can be fatal. Wait for help from FME staff or the Fire and Emergency Services. If the elevator can be moved, it will be moved to the nearest floor to remove trapped persons. **Do Not** listen to untrained persons. If the elevator cannot be moved to a floor landing level, experienced personnel will assist your exit through a hatch in the top of the elevator car. If you are injured and can communicate, be sure to advise the rescuers of your condition.
3. **Sound the alarm bell intermittently.** This serves to call attention of persons passing the elevator shaft and reinforce your call for help. It also facilitates finding the floor(s) at which the elevator car is stalled within the shaft. Please note that continuous ringing may prevent communications with persons outside the elevator who respond to the bell.

G. **Fire**

1. The first person discovering a fire will immediately take the following steps:
 - a. Notify all personnel in the immediate area by shouting "Fire", several times and indicate where the fire is if known.
 - b. Evacuate the immediate area.
 - c. Notify the Ft. Detrick Fire and Emergency Services by alarm and telephone or messenger in the event power is lost or communications have failed.
 1. Alarm - Go to the nearest Fire alarm pull station and activate the alarm by following the instructions on the cover.
 2. Telephone - Dial **911**. Or use an emergency telephone located outside. Give the building number, room number, nature of the fire, and your name.
 3. Messenger - send someone by foot or vehicle to the nearest pull station, Fire and Emergency Services (Building 1504) or Protective Services (Building 426) as appropriate.

- d. Attempt to extinguish the fire only if properly trained and totally familiar with the type of fire and method of extinguishment.
 2. In case of fire, turn off all major or scientific equipment, proceed to the nearest exit as quickly as possible and in as orderly a fashion as possible in accordance with emergency exit plans and routes, and assemble at the predetermined assembly point(s).
 3. Building Personnel
 - a. In the event of a fire, the Occupant Evacuation Coordinator will be in charge until the arrival of the Fort Detrick Fire and Emergency Services.
 - b. The Occupant Evacuation Coordinator will give information to the Fort Detrick Fire and Emergency Services pertaining to any unusual or particular hazard existing in the building.
 - c. In the absence of the Occupant Evacuation a member of EHS may assume those duties.

H. Fire Alarm System Failure

In the event of a fire alarm system failure, Protective Services shall be notified. Protective Services Officers on patrol will be requested to make frequent checks of the affected building(s). Fire alarm failure is normally identified by Fort Detrick Fire and Emergency Services. If a failure is identified by others, Protective Services shall communicate same to the Fort Detrick Fire and Emergency Services. Requests from Fort Detrick Fire and Emergency Services for repair of fire alarm systems shall be communicated to the Protective Services Dispatcher at any time at 301-846-1091. The Dispatcher will notify the FME Trouble Desk during working hours. After normal working hours, the Dispatcher shall notify the FME Support Shop via radio. Support Shop personnel may authorize call in of Instrument Shop personnel for immediate repairs. If immediate repairs are not required, Support Shop personnel shall initiate a trouble call to notify the Instrument Shop of the repair requirement.

I. Flooding and Water Damage

1. Flooding and water damage can occur from a number of causes: burst pipes, clogged drains, broken skylights or windows, or construction

accident. All water damage should be reported to Protective Services and FME. In the event water damage or flooding occurs in a chemical storage area or laboratory with chemicals, the individual should also call **911** to notify EHS.

2. If a water leak occurs, or water damage and/or standing water is visible:
 - a. Report serious leaks using **911**. Advise the exact location, source, and severity of the leak. Indicate whether any part of the building is damaged, or is in imminent danger.
 - b. Notify your supervisor of the extent and location of the water problem, if possible.
 - c. If there are electrical outlets, switches or appliances near the leak, do not touch metal surfaces. If there is any possible danger of electrocution, evacuate the area.
 - d. If you know the source of the water and are confident of your ability to stop it (i.e., turn off the water, unclog the drain, etc.), do so cautiously.
 - e. Be prepared to assist as directed in protecting materials that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage: cover equipment and storage cabinets with plastic sheeting; carefully move small or light materials out of the flood area.
 - f. Call FME Trouble Desk for support with wet vacs or pumping water.

Water Damage

Wet or damaged materials should be reported to FME and the Communications Center using 911. FME personnel will clean up water in order to prevent further damage. FME Labor Shop staff may be called in to operate wet vacs as needed by FME shift personnel.

J. High Wind/Wind Damage

Forecast of expected high wind will be communicated by the Protective Services Dispatcher to the FME shift person on duty. Loose exterior objects which may

become airborne should be secured at that time.

K. Medical Emergencies

1.
 - ! Occupational Health Services (OHS) provides and maintains medical emergency plans and procedures to serve staff and visitors on campus.
 - ! The OHS staff consists of first responder trained medical personnel including nurses and nurse practitioners.
 - ! Services are provided **Monday through Friday, 8:00 AM - 5:00 PM**. The system is activated by dialing **911**.
2. **After hours and weekends**, Protective Services staff respond to medical emergencies on campus. Contact is made by calling **911**. Protective Services Dispatcher calls 9-911.
3. **At off campus sites**, local city or county emergency services will be summoned by dialing **9-911**. OHS should then be notified so that proper follow up can be initiated.
4. The following guidelines will assist those first on an incident or medical emergency scene until more highly trained personnel arrive.
 - a. Personal safety is the first consideration -- do not become another victim by entering an unsafe accident scene.
 - b. Check the victim quickly then call for help.
 - c. Personnel trained to provide first aid or CPR may give emergency care. Untrained staff may render support at the direction of the 911 operator or other trained personnel.
 - d. If the victim is not in a dangerous location, do not attempt to move them. Offer reassurances and what comfort measures you can to keep them calm.
 - e. Avoid contact with blood or body fluids, protective gloves are kept in first aid boxes located in all buildings.

5. NOTE: First Aid Boxes are provided in each building. Managers should notify OHS or the building manager after boxes have been used so that restocking can take place in a timely manner.

L. Moving Animals/Records/Equipment

1. The Director, Laboratory Animal Science Program will authorize the evacuation of an animal holding facility should it be required due to:
 - a. loss of power
 - b. structural damage
 - c. fire
 - d. tornado, earthquake, water, escaping gas, etc.
2. The Director, Laboratory Animal Science Program, will work closely with the Incident commander/incident management team.
3. If feasible, animals will be relocated to another on-site facility as opposed to moving off-site.
4. Fire Department personnel will bring the animals, in their cages, to the exterior of the facility, (receiving area), and then “turn them over” to LASP staff.
5. LASP staff will transfer the animals to the receiving facility, provide treatment as prescribed by the facility veterinarian, change them into clean cages and put them in a separately designated area within the receiving facility.
6. Once the animals have been safely relocated it may be necessary to remove and relocate all related experimental records, any hazardous materials and all equipment which can be readily moved.
7. General Guidelines

HVAC Failure

- a. 8 hours or less – no major problems are anticipated.
- b. 8 – 24 hours – If the facility has an emergency generator it will be

activated automatically. LASP staff will remove the filter paper from the shelf racks to increase air circulation in the cages. The doors to the animal rooms will be propped open. Racks from especially hot areas will be relocated to cooler areas within the facility. If possible, fans will be brought in to increase air circulation. Never-the-less, it is anticipated that temperatures in the animal holding rooms would probably rise to the point where the animals would be stressed and probably some would die. However, it is not anticipated that animals would be relocated to another facility.

- c. Over 24 hours – may require relocation of animals to another facility, either on-site or off-site, especially during times of warmer weather.

Fire

As soon as the Fire Chief/Incident Commander permits, animals would be relocated to another facility.

M. **Moving Freezer Contents/Backup Freezers**

Several backup freezers have been designated in the Building 1066 Freezer Repository for non-radiological samples. These have been established for use in the event a research area does not have adequate backup freezer space within their facility. Contact the appropriate building manager and the 1066 repository staff (from the group call list in the scientific alarm call-in list database) to coordinate backup freezer space and transportation support. Backup storage space for radiological samples must be provided by the program.

N. **Oxygen Deficiency**

1. If an oxygen deficiency alarm is sounded in your area:
 - a. Immediately leave the area when the alarm sounds.
 - b. From another location, notify EHS using **911**.
 - c. Keep unauthorized persons from entering the area and post signs to prevent others from entering the area.

- d. Stay out of the area until re-entry is authorized by EHS.

O. Power (Electrical) Outage

1. Report the outage on 911 if an emergency situation (injury, safety hazard, damage) is created by the outage. Several NCI-Frederick buildings have emergency generators which provide emergency lighting and limited power for other services. Battery powered emergency lights are mounted near all exit paths in other buildings. Emergency lighting is checked regularly under a preventive maintenance schedule. Laboratory buildings without generators should be evacuated due to ventilation outage. In buildings with emergency generators, there will be a delay between the electrical power failure and the transfer of power from the emergency generator. During this time, locations without natural light sources will be in total darkness. In buildings without generators, only exit corridors and stairwells will be lighted. Flashlights should be stored by the programs where they may be needed.
2. The following section is a predetermined plan in the event of a total power outage during normal working hours which will give the Facilities Maintenance Department the ability to survey all facility buildings before, during, and after restoration of power in a timely and effective manner. It will also provide a plan to systematically check primary and secondary building systems and critical equipment after restoration of electrical power to insure proper function. With the following plan we will have an organized team effort with recovery time at a minimum.
3. Assembly of personnel, transportation, and communication devices.
 - a. Electric, HVAC, and Millwright shop personnel and trucks will assemble at Building 324, 1st floor hallway.
 - b. Pipe, Labor, Carpenter, Instrument, and Sheetmetal shop personnel and trucks will return to their shop areas and await further instructions.
 - c. Initial equipment needed includes 9 trucks which can be provided by the three shops involved. 12 radios are needed for the outage and will be brought to the electric shop by the following personnel from the locations listed in priority order (except shift office):

1. 4 @ Instrument shop by Foreman.
 2. 1 @ Support shop by Foreman.
 3. 2 @ Shift office will be used by Instrument Shop staff assigned to monitor BAS at 350.
 4. 1 @ Manager, Maintenance office by Foreman of Millwright Shop.
 5. 5 @ Protective Services by Electric shop assistant.
 6. 3 @ Safety by Electric shop assistant.
- d. Channel 3 (NCI-Frederick-1) shall be used due to the fact that it is the NCI-Frederick campus-wide talkgroup. One radio will be issued to the Electrician of each crew.
4. Assignment of Individual and Team Responsibilities
- a. Building 324 Electric shop will be the Command Center for executing the Outage Response Plan.
 - b. The Electric Shop Foreman will be the Outage Coordinator and be supported by the Millwright and HVAC shop Foreman as Assistant Outage Coordinators.
 - c. The Outage Coordinator will direct all activities at building 324 and in the field.
 - d. The two Assistant Outage Coordinators will keep an accurate log of the status of each building and equipment as information is communicated to and from the field.
 - e. Outage Coordinator will assign one Electrician and one Millwright with radios to check Emergency Generators at buildings 376, 350, 426, 429, 535, 560, 567, 571, 1066, 1073, and 1075. Teams will make sure that generators are running and load has switched to them. If any additional help is required they will notify the Outage Coordinator. When all generators have been checked and confirmed they are running and loaded, return to Building 324.
 - f. The Outage Coordinator and the Assistant Outage Coordinators will assign mechanics to individual crews. Nine crews will be needed to effectively handle the outage, they will be staffed (if

possible) as follows:

1. A Crew: 2 electricians, 2 millwrights, 2 refrigeration
 2. B Crew: 2 electricians, 2 millwrights, 2 refrigeration
 3. C Crew: 1 electrician, 1 millwright, 1 refrigeration
 4. D Crew: 1 electrician, 1 millwright, 1 refrigeration
 5. E Crew: 1 electrician, 1 millwright, 1 refrigeration
 6. F Crew: 1 electrician, 1 millwright, 1 refrigeration
 7. G Crew: 1 electrician, 1 millwright, 1 refrigeration
 8. H Crew: 1 electrician, 1 millwright, 1 refrigeration
 9. I Crew: 1 electrician, 1 millwright, 1 refrigeration
- g. The crews will be assigned to a group of buildings listed on the attached *Building Priority List*. If there is a staffing shortage, crews may be assigned to more than one group buildings. **All crews must work and stay together at all times.**
- h. Instrument shop Foreman will assign 2 staff members to building 350 to monitor BAS systems, utilizing the radios from the Shift office.
5. Primary Survey and Checks/Repair
- a. After receiving radios and assignments, crews will proceed to their 1st priority building. **Mechanics will be informed to keep notes at this time and to keep Outage Coordinator informed of status of failed equipment.**
 - b. Upon arrival at the building on the Primary Check, the **PRIMARY UTILITIES** will be restored first. Consisting of:
 1. Power to Motor Control Center
 2. Air Compressors
 3. Air Handlers
 4. Chillers
 - c. The crews will then proceed to the next highest priority building and complete same maneuver until primary utilities have been restored to all the buildings they are assigned.
 - d. When the crews have confirmed that the utilities to all the buildings

they were assigned are up and running, they will notify Outage Coordinator and proceed back to their 1st priority building to start the Secondary Check/Repair.

6. Secondary Survey and Checks/Repair
 - a. Upon arrival back at the 1st priority building on the Secondary Check, make sure all utilities are still up and running.
 - b. Proceed to the Central Alarm Panel and acknowledge the panel. At this time, record all animal room temperatures and humidity readings that are still on the panel.
 - c. Check condensing units, vacuum pumps, hot & cold water pumps, and sump pumps.
 - d. The crews will complete the same procedure on the rest of the buildings they are assigned following the building priority list.
 - e. The crew should then return to their 1st priority building again to start the final survey and check/repair.
7. Final Survey and Checks/Repair
 - a. After all building utilities and associated equipment have been restored, proceed back to first priority building and recheck animal rooms to see if they have cleared or are stabilizing. Then recheck alarm panel for any existing alarms and repair if possible.
 - b. A general walk through of the building will be made to check for audible alarms to hood blowers, walk in boxes, freezers, lab equipment, etc. All remaining alarms whether audible or on the panel will be written down and turned into the Outage Coordinators. Complete same maneuver for remaining buildings.
8. Team Debriefing
 - a. When all buildings and equipment are up and running (if possible) all mechanics will return to building 324 to go over notes with the Outage Coordinators to make sure nothing was overlooked and to inform Outage Coordinators of any equipment that may need

monitoring until a repair can be made.

- b. All radios will be returned to their original locations by the same person who picked them up.

9. Equipment Repair and Monitoring Contingencies

- a. Outage Coordinator will then notify Support shop of any equipment, animal rooms, or utilities still in alarm or needing to be monitored and how long they will be disregarded. The Support shop (Shift Crew) will then pass the information on to Protective Services. Facility Managers will be consulted about equipment still in alarm, its operational status, and the possible need for a project initiated trouble call.
- b. A blanket Work Order will be issued for the outage and all failed primary utilities.

BUILDING PRIORITY LIST

Group	1st Priority	2nd Priority	3rd Priority
A	1063 E. Gen 1040 BAS	1021-1049 BAS (note 1) 1075 BAS. E. Gen	1061-1072
B	539 376 BAS, E. Gen	321 BAS 322	371 378
C	560 BAS, E. Gen (note 7) 426	558 559	362 244
D	1074	1066 BAS, E. Gen	1050-1052
E	469	434 433	432 431
F	571 BAS, E. Gen	567 BAS, E. Gen (note 6)	576
G	538 BAS (note 4)	535 BAS 550	549 BAS (note 2) 542

Group	1st Priority	2nd Priority	3rd Priority
H	325	472	314 315
I	429	459 BAS, E. Gen (note 5) 430 BAS (note 3)	427 428

- NOTES:
1. APA, buildings 1023, 1036, 1037, 1048, and 1049 only.
 2. 549 new addition only.
 3. 430 new addition only.
 4. 538 condenser and chilled water pumps, cooling tower.
 5. 459 has it's own local BAS.
 6. 567 new addition only
 7. 560 chillers, cooling tower, chilled water and condenser pumps.

P. Scientific Alarm System Failure

In the event of scientific alarm system failure, it will be necessary for Protective Service personnel to make frequent drive-by checks of all scientific alarm panels and yellow lights which indicate an active scientific alarm. FME shift personnel will have to monitor building automation systems (BAS) frequently in order to detect alarms on those systems. Protective Services personnel shall log hourly checks of each panel. In cases where staffing is limited to one Protective Services Officer on patrol, additional staff shall be called in.

Q. Sewer Cut-Off

Sewer cut-off will normally require water to be shut off as well. This is done to prevent water entering the sewer lines which are incapable of moving the water into the sewer system. See the procedure for water outage if the water is shut off.

R. Site Evacuation Plan

Site evacuation is accomplished through notification of all staff personnel through the supervisory chain of command. Broadcast e-mail is also available for rapid notification of the entire NCI-Frederick campus. Most personnel will wish to utilize personal vehicles for site evacuation. Congestion at the gates will

be minimized through manual traffic direction to be provided by Fort Detrick Police. Additional transportation requirements will be provided in accordance with the Transportation Evacuation Plan, Annex R, Fort Detrick Emergency Preparedness Plan.

S. **Snow Emergency**

Snow emergency and snow removal plans are maintained by FME and DIS, USAG, Fort Detrick. Refer to NCI-Frederick Policy and Procedure 112.1 for delayed opening or closing of the NCI-Frederick. Fort Detrick is responsible for snow removal from all roads and parking lots. FME is responsible for snow removal from sidewalks, exterior steps, and building entrances. FME shift personnel will monitor sidewalks and entrances and shall initiate call-in of FME crews. DIS shall monitor roads and lots and shall provide snow removal services for these areas. The snow removal plan identifies key areas, such as the Warehouse and animal facilities which must receive priority snow removal. Center closure is announced on local radio stations.

T. **Spills (Biological, Chemical, Radiological)**

Spills shall be handled in accordance with the Contingency Plan (January, 2000) for most chemical spills, or the Spill Prevention, Control and Countermeasures Plan (SPCC Plan, May, 1997) for oil spills.

1. **Biological Spill Procedures**

- a. In the event of a spill involving an agent worked with under BL-3 conditions, lab personnel should immediately leave the area, close the door/entrances, and insure that others do not enter. If possible, during departure spill containment materials (e.g., spill pillows, spill snakes) should be utilized to reduce the severity of the contamination. Personnel should immediately notify the Biological Safety Officer (ext. 1451), the lab supervisor, the lab director and the facilities manager. Unless dictated by an emergency, such as a known exposure of personnel, do not attempt clean-up until after discussion with EHS. Decontamination may be performed by EHS personnel or by lab personnel under the direction of EHS or per the lab protocol as follows:

- (1) Leave and post a spill warning sign to ensure no one enters the area. Notify the lab supervisor, lab director, facility

manager and Biological Safety Officer.

- (2) Allow a minimum of 30 minutes for aerosols to dissipate.
 - (3) Don heavy-weight, puncture resistant gloves over latex gloves, water resistant overalls, and water resistant shoe covers during the decontamination and clean-up.
 - (4) Use absorbent materials (e.g., spill pillows, spill snakes, vapor seal sheets, paper towels, bath towels, etc.) to blot up the spill. Apply these carefully to avoid creating aerosols.
 - (5) Spray a mist of 10% Lysol or other approved disinfectants above the spill and allow the disinfectant to "settle" over the spill. Continue to mist with disinfectant until the absorbent materials and perimeter are saturated. Allow this to sit 30 minutes to allow virus inactivation/bacterial disinfection.
 - (6) Place the absorbent material into a pan for autoclaving and swab the entire spill area with an approved disinfectant. Continue to clean and disinfect until all laboratory surfaces have been disinfected and cleaned.
 - (7) Autoclave the contaminated clean-up materials. The heavy-weight gloves can be decontaminated with approved disinfectants and reused if holes or other damage are not present.
- b. In the event of personnel exposure the following steps should be taken immediately post-exposure:
- (1) Remove contaminated garments as quickly as possible to reduce skin contamination and dispose of properly. Take appropriate precautions and action to neutralize the contaminated areas according to established procedures and protocols.
 - (2) Wash exposed skin with disinfectant soap and water - this is best accomplished by showering.
 - (3) If an eye exposure is suspected, flush eyes with copious

volumes of water from the eye wash station.

- (4) In case of parenteral exposure (cut or puncture), cleanse the wound with a povidone-iodine soaked brush. If a brush is not available use a sterile pad or irrigate.
- (5) Exposed personnel should then report to Occupational Health Services to determine what if any additional steps should be taken.

c. Supervisors are responsible to know the location of, maintain adequate stocks of and to know the proper operation of all emergency supplies and equipment including, but not limited to, absorbent materials, disinfectants, autoclave pans, gloves and water resistant outer garments.

d. An spill response record MUST be filled out for every spill. The form is available from EHS. NOTE: a spill occurring inside a functioning laminar flow hood or other containment device, although undesirable, does not constitute a reportable spill. Any procedure or protocol which seems to routinely produce conditions that result in biological safety cabinet contamination should be reported to the lab manager so that the procedure can be evaluated and modified to reduce exposure risks.

2. Chemical Spill Procedures

- a. To protect themselves in the event of a chemical spill or release, employees must understand potential chemical hazards present in their work area and have risk mitigation steps in place. In the event of a spill or release, employees must immediately evacuate the hazard area. The spill volume, toxicity, and volatility will affect the size of the hazard area. For relatively low-hazard spills such as oils or most aqueous solutions, preventing direct contact with the spilled material provides sufficient protection.

For hazardous chemicals such as solvents, employees should evacuate the laboratory or room where the spill occurred, closing the door behind them. Spills or releases of poisonous or corrosive gases (chlorine, phosgene) or poison-inhalation hazards (hydrogen fluoride) require extreme caution, and may necessitate evacuation

of the building.

- b. EHS staff have the training and equipment to respond to the majority of chemical spills at the NCI-Frederick. EHS maintains a contractual relationship with an external spill response organization to respond to spills that exceed the resources available to EHS. An employee who discovers a spill should immediately contact EHS unless the employee has received appropriate training and is absolutely certain that they are capable of cleaning up the spill safely. If an employee cleans up a spill, he or she must contact EHS on ext. 1451 or 5718 for proper disposal of spill debris.
- c. In the event of a spill or release which has the potential to expose people to hazardous chemicals, do the following:
 - (1) Evacuate all personnel to an area removed from effects of the spill, close all entrances to the spill area, and prevent others from entering the affected area. If possible without creating undue risk:
 - (a) Shut down equipment that, if allowed to run, may create a hazard or cause damage if unattended.
 - (b) For flammable spills, eliminate potential sources of ignition such as lights, motors, Bunsen burners, etc.
 - (c) For liquids, prevent spills from reaching drains by using absorbents or other available means.
 - (2) If properly trained, provide emergency first aid for employees who are injured or contaminated.
 - (a) Notify Occupational Health Services (using **911**) if injured employees require medical attention.
 - (b) Assist contaminated personnel to the nearest eyewash or emergency shower.
 - (c) Flush contaminated skin with water for at least 15 minutes while removing any contaminated clothing.

- (d) If the eyes are affected, hold the eyelids open while flushing for at least 15 minutes.
 - (3) Notify EHS (using **911**) that a spill has occurred and provide the following information:
 - (a) Location of the spill.
 - (b) The chemical name(s) and amount spilled, if known.
 - (c) Injuries or special circumstances.
 - (4) EHS personnel will respond to the spill in accordance with the Contingency Plan or the NCI-Frederick Spill Prevention, Control and Countermeasures Plan and perform the following actions upon arrival at the scene:
 - (a) Ascertain that all personnel have been evacuated from the hazard area, that entry to the area has been restricted, and that all serious injuries have received medical attention.
 - (b) As necessary, notify the Fort Detrick Fire and Emergency Services and/or Federal, State, and Local authorities in accordance with the Contingency Plan or the SPCC Plan.
 - (c) Clean up the spill, properly dispose of contaminated debris, and inform personnel when it is safe to re-enter the area.
 - (d) Refer potentially affected employees for medical consultation in accordance with the Chemical Hygiene Plan.
 - (e) Investigate the cause of the incident, document findings and response actions, and submit any follow-up reports necessary.
3. Radiological Spills Procedures

- a. The following general procedures shall be followed when radioactive material is spilled:
 - (1) Provide necessary emergency first aid to all serious injuries.
 - (2) Evacuate all personnel to an area removed from effects of the spill and close all entrances to the spill area.
 - (3) If airborne radioactive materials are suspected, close all doors. Turn off laminar flow hoods.
 - (4) Call the Program Principal Investigator and the Radiation Safety Officer (using **911**).
 - (5) Keep all persons known or suspected of being contaminated confined to one area to prevent the further spread of contamination. Do not allow other persons to enter this area.

- b. The Radiation Safety Officer will immediately dispatch personnel and necessary equipment to the scene of the incident and shall perform the following upon arrival at the scene:
 - (1) Ascertain that all personnel have been evacuated from the hazard area, ensure that entry into the area has been restricted, and ensure that all serious injuries have received medical attention.
 - (2) Monitor all personnel and the areas involved in the incident to determine the extent of the contamination. The Radiation Safety Officer will initiate necessary personnel decontamination procedures. The Principal Investigator or other knowledgeable person may monitor immediately if deemed essential and shall report the results of this monitoring to the Radiation Safety Officer.
 - (3) Supervise the decontamination of the contaminated area.
 - (4) Investigate the cause of the incident and report to the Radiation Safety Committee on the cause as well as actions taken to prevent such an incident in the future.

- e. The Radiation Safety Officer will prepare and produce any reports required by 10 CFR part 20, NRC license conditions, and/or NCI-Frederick operational protocols.

U. Tornado

1. Tornado watches and warnings issued by the National Weather Service will be communicated to all personnel via broadcast e-mail and other technologies which become available. Personnel will be directed to seek shelter inside the lowest level of their building away from windows. Personnel in trailers will be directed to seek shelter on the lowest level of an adjacent building away from windows.
2. In the event of a tornado strike, injured personnel will be triaged and treated by OHS staff. If the number of injured exceeds the capability of OHS staff, Frederick County EMS will be summoned by Protective Services Communications Center, the alternate communications center, or Fort Detrick Fire and Emergency Services. A triage location will be established near the location of the tornado strike by the IMT in coordination with Frederick County EMS. Fires will be extinguished by Fort Detrick Fire and Emergency Services. Staging areas for responding off-post fire companies will be designated by the Fire Chief, Fort Detrick Fire and Emergency Services or his designee. Structures will be declared as damaged by EHS. Personnel will not be permitted to enter damaged structures until assessed by FME to determine structural integrity prior to occupancy. EHS will authorize re-entry after the structural examination shows that the building is safe to enter and other safety hazards have been mitigated.

V. Ventilation Outage

1. Any unscheduled outage shall be reported to the Trouble Desk during working hours and to the Protective Services Dispatcher after hours.
2. All hazardous work in the outage area must be suspended. All chemicals inside a chemical fume hood must be covered, and if possible, placed in an alternate storage site. Solvents can go into a flammable storage cabinet. Bulk chemicals can go back on the shelves once covered. Biological samples must be covered, and if possible, placed into a refrigerator or freezer.

3. When the area is deemed safe by EHS, employees will be allowed to resume work.

W. **Water Outage**

1. The water outage must be reported. A scheduled outage will be reported to all involved prior to the event through a memorandum from FME. An unscheduled outage which causes an emergency situation (injury, safety hazards, property damage) shall be reported to EHS using **911**.
2. All hazardous work in the outage area must be suspended. All chemicals inside a chemical fume hood must be covered, and if possible, placed in an alternate storage site. Solvents can go into a flammable storage cabinet. Bulk chemicals can go back on the shelves once covered. Biological samples must be covered, and if possible, placed into a refrigerator or freezer.
3. Any work requiring the availability of emergency showers and eyewashes will be suspended until the water supply is restored. It is up to the discretion of the supervisor if the employee is to be sent home and his time charged to administrative leave. It may be possible for the employee to perform non-hazardous work, such as paperwork during the water outage.

