PROCEDURE 5 - OCCUPANT EMERGENCY PLAN

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Synopsis

The National Weather Service (NWS) is promulgating this Occupant Emergency Plan procedure to provide requirements related to responding and mitigating the potential consequences of an emergency at NWS sites. This procedure applies to all NWS facilities, work locations and employees, including NWS operations that are located on another agency's facility.

<u>Initial Implementation Requirements:</u>

- **Analyze Site Operations versus Procedure Requirements**
- **Develop/Obtain Documentation/Information required for Site**
  - Prepare site-specific Occupant Emergency Plan (OEP) *(5.3.1)*
    - Prepare Site-Specific Emergency Route Maps *(5.3.9)*
    - Develop/Review/Negotiate/Coordinate Emergency Response Agreements (ERA) *(5.3.9 NOTE)*
    - Designate assembly areas and list emergency personnel names and phone numbers. *(5.3.11b)*
    - Prepare emergency procedures for potential emergency situations. *(5.3.6)*
    - Prepare procedures for notification of backup stations for weather forecast services.*(5.3.10e)*
    - Develop procedures for key employees required to remain and operate critical equipment.*(5.3.10d)*
    - Describe types of evacuations needed for the different types of emergencies. *(5.3.10)*
- **Designate Person to Administer OEP Procedure Requirements**
- **Provide Local Training for Site Personnel**
  - Training of site personnel on OEP procedures *(5.3.15)*
  - Training for site personnel to assist the DRO and Occupant Emergency Coordinator in safe and orderly emergency evacuation of employees. *(5.3.16a)*
  - Training for Emergency Systems Shutdown *(5.3.16b)*
- **Inventory Material/Equipment (Procure as required)**
  - Emergency Notification/Alarm Systems. *(5.3.11a)*
  - Personal Emergency Kit for SIP (5.3.12)

<u>Recurring and Annual Task Requirements:</u>

- **Review/Update Documentation/Information required**
  - Update site-specific Occupant Emergency Plan (OEP) *(5.3.1)*
- **Provide Refresher Training for Site Personnel (If Applicable)**
- **Conduct Safety Exercises/Drills**
  - Plan/Conduct annual Emergency and SIP Drills. *(5.3.13)*
  - Conduct drills effectiveness evaluations and prepare after action reports (5.3.13, 5.3.14)
- **Inspect/Replace/Maintain Material/Equipment**
  - Emergency Notification/Alarm Systems. *(5.3.11a)*
  - Personal Emergency Kit for SIP (5.3.12)

Occupant Emergency Plan Checklist

Requirements	Reference	YES	NO	N/A	Comments
Is initial and annual review of this procedure conducted and documented?	5.4.2				
Has an OEP been developed and implemented to comply with this procedure?	5.3.1, 5.3.2,				
Does the OEP identify the Emergency Operations Team?	5.3.8				
Has an Emergency Coordinator been designated?	5.3.8b				
Does the OEP require the site to post and designate routes and assembly areas for emergencies?	5.3.1a(1)				
Are there postings of emergency numbers and points of contact throughout the facility?	5.3.9				
Are facility emergency drills conducted at least annually?	5.3.13				
Are evaluations conducted and after action reports developed after drills and actual emergency events?	5.3.13, 5.3.14				
Does the OEP address emergency procedures for personnel with special needs?	5.3.11d				
Are procedures developed for notification of backup stations and coordinated with emergency escape procedures?	5.3.10e				
Are emergency evacuation procedures in place for key employees who are required to remain to operate critical equipment?	5.3.10d				
Does the OEP contain a site personnel accountability method?	5.3.11e				

Requirements	Reference	YES	NO	N/A	Comments
Does the OEP designate floor/area monitors to account for personnel during an emergency?	5.3.11c				
Does the OEP address adequately trained employees to perform rescue and medical duties, if required?	5.3.16a,8				
Does the OEP include Emergency Response Agreements (ERA) with outside agencies who would be relied upon to provide services during an emergency, if applicable?	5.3.9, NOTE				
Are detailed explanations of rescue tasks and medical first aid duties included in the OEP or referenced by the plan and placed in a separate document?	5.3.9				
Does the OEP address alarm systems to notify employees of various types of emergencies in the work area?	5.3.11				
Does the OEP contain different types of evacuation methods that will be used for various types of emergencies?	5.3.10				
Is sufficient number of personnel trained to assist in the safe and orderly emergency evacuation of employees and to assist the Emergency Coordinator?	5.3.16a				
Are adequate number of qualified personnel trained to assist in equipment and facility protection in the event of emergencies?	5.3.16b				
Is the site-specific OEP reviewed with all employees annually?	5.3.15				

5 OCCUPANT EMERGENCY PLAN

5.1 Purpose and Scope

This Occupant Emergency Plan (OEP) procedure replaced the Emergency Action Plan (EAP) procedure which was prepared to meet OSHA standards only. The OEP procedure incorporates additional regulatory and Department of Commerce requirements. An OEP is an essential part of an emergency management program. A properly developed plan can reduce the risk to personnel, property, and other assets while minimizing work disruption in the event of an emergency. Personnel safety is the primary concern of any OEP. It is also important to protect the facility, property, equipment, and information. This procedure applies to all NWS facilities, work locations and employees, including NWS operations that are located on another agency's facility.

5.2 Definitions/Abbreviations

Designated Responsible Official (DRO). The highest ranking manager at an NWS site, such as the Meteorologist-in-Charge (MIC), Official-in-Charge (OIC), or Hydrologist-in-Charge (HIC). At facilities or sites with more than one NOAA DRO (i.e., Seattle NOAA complex), which share a common boundary and/or security arrangement, the highest ranking - senior NOAA official of the common area will act as DRO responsible for the complex OEP.

Evacuation. Evacuation is a temporary but rapid removal of people in an orderly fashion, from a building(s) or disaster (or threatened) area as a rescue or precautionary measure.

ERA (Emergency Response Agreement). A formal or informal agreement between the NWS and a response organization which outlines the basic agreement for cooperation during an emergency situation. This agreement should be in writing, if possible.

Facility Security Level (FSL). A categorization based on the analysis of five security-related facility factors, which then serves as the basis for implementation of certain protective security measures specified in other Interagency Security Committee standards. This replaces the previous Department of Justice hazard ranking system.

Field Office. A Field Office may include the following: Weather Forecast Office (WFO), River Forecast Center (RFC), Weather Service Office (WSO), and a Data Collection Office (DCO).

Floor/Area Monitor. A person designated to assist the Emergency Coordinator during an emergency. These activities include ensuring evacuation of their floor or area, assisting with accountability, etc.

Occupant Emergency Coordinator. The person in charge of the NWS site during an emergency. This may be the DRO or someone appointed by the DRO to fulfill the functions of this position.

Operating Unit. For the purpose of this procedure, Operating Unit includes the National Centers for Environmental Prediction (NCEP), National Data Buoy Center (NDBC), NWS Training Center (NWSTC), National Reconditioning Center (NRC), Radar Operations Center (ROC), or the Sterling Field Support Center (SFSC).

Shelter-in-Place (SIP). Shelter-in-Place is a protective action that is voluntary (unless mandated by local law enforcement or public health authorities) to ensure public safety. A SIP action is taken inside the building with doors and windows closed to minimize chance of injury. Examples of SIP events include: severe weather (tornados, hail, etc.), civil unrest, accident chemical release or hazardous materials incident. Other less likely scenarios include: biological, chemical or radiological attack.

Station Manager. For the purpose of this procedure, the Station Manager shall be either the NWS Regional Director; Directors of Centers under NCEP (Aviation Weather Center, NP6; Storm Prediction Center, NP7; and Tropical Prediction Center, NP8; Space Weather Prediction Center, NP9); Directors of the NDBC, NWSTC, and Chiefs of NRC, ROC and SFSC facilities; or MIC, HIC, or OIC.

5.3 Procedure

Regulatory Requirements and Department of Commerce Authority

- The Code of Federal Regulations, Title 41, Chapter 102 Federal Management Regulations (FMR), Part 102-74 (41 CFR 102-74.230 – 102-74.260) requires that OEP are prepared for all federally occupied facilities. The General Services Administration (GSA) is responsible for overseeing this requirement for GSA-owned and leased Federal buildings.
- The Department of Labor, Occupational Safety and Health Administration (OSHA) sets forth requirements for emergency planning in 29 CFR 1910.38-39, Employee Emergency Plans and Fire Prevention.
- The Department of Commerce's (DOC) Manual of Security Policies and Procedures contains requirements regarding the development of an OEP found in Section I, Security Administration, Chapter 7 - Occupant Emergency Plans and Procedures. Periodic DOC Anti-Terrorism Risk Assessments of NWS facilities include review and implementation of the OEP and its compliance with the DOC manual. In addition, annual DOC self-assessment surveys are conducted to ensure the OEP's compliance.

5.3.1 In accordance with federal regulations and DOC procedures, an Occupant Emergency Plan (OEP) shall be developed and implemented at each site, facility, or campus. An OEP is required for each individual occupied NWS building located on site. The OEP for each building should be incorporated into one larger facility OEP plan. This will ensure that consideration is given to communications compatibility and component standards where the entire campus may be impacted. The Designated Responsible Official (DRO) is responsible for oversight and compliance of the overall OEP. An up-to date OEP must be readily available to all station employees and visitors (e.g., web site or hard copy).

NOTE: The OEP replaces the Emergency Action Plan (EAP) prepared to meet OSHA requirements. The OEP incorporates OSHA mandated requirements addressed in the EAP as well as additional emergency and Shelter-in-Place procedures mandated by "DOC Manual of Security Policies and Procedures."

5.3.2 Each OEP must be site-specific and reflect local conditions. Suggested OEP template (developed based on Department of Homeland Security template and tailored to NWS facilities)

can be found on the NWS Environmental and Safety web page: Safety Manual Checklists, Forms, Templates. It should be modified as applicable to local conditions. **Attachment A** to this procedure can be used as a self-evaluation checklist to ensure compliance with "DOC Manual of Security Policies and Procedures."

NOTE:	Relevant emergency procedures addressed in the weather forecast office Station Manual should be consistent with the OEP procedures. Continuity of Operations Plan (COOP) will be invoked, if required, in accordance with NWSI-10-2202.

5.3.3 If the NWS office is a tenant in multi-government agency facility, the government agency having the largest number of personnel residing in the building/facility is the primary occupant agency. As such, the highest ranking senior government official of the primary agency will be identified as DRO. He/she will be responsible for development, coordination, activation and maintenance of the OEP in accordance with 41 CFR 102, Federal Management Regulations. The senior NWS official or DRO will ensure that an OEP plan developed by other agency is evaluated based on DOC guidelines. If it is determined the plan is inadequate and the other agency will not make necessary adjustments, the DRO will supplement the overall OEP as necessary. Any supplement will be prepared as an appendix to the other agency's OEP and will be distributed to NWS occupants as appropriate.

5.3.4 An NWS facility located on institutional, state government, or private property that has a standing emergency response plan will follow that plan's requirements. The NWS DRO will ensure that an NWS-specific supplement is developed to comply with DOC Manual of Security Policies and Procedures, if applicable.

5.3.5 Facility Security Level I facility. FSL I facilities (e.g., 100 or fewer occupants, 10,000 square feet or less, low mission criticality, low symbolism and low volume of public contact), are allowed to use GSA Form 3415 to document emergency information. These facilities can also follow more comprehensive guidelines published in the "DOC Manual of Security Policies and Procedures" (e.g., Weather Service Offices (WSO) typically fall under the FSL I facility definition). An example Form 3415 is located in **Attachment B**. A copy of Form 3415 developed for each Level I facility should be included as an attachment to the main OEP if applicable. Since the GSA Form 3415 does not include a SIP procedure, it should be added and attached to the form.

NOTE:	Upper Air Inflation and Radar Data Acquisition buildings that have intermittent occupancy will be incorporated as part of a comprehensive OEP prepared for WFO or WFO/RFC. These buildings should have emergency response procedures and contacts posted in a conspicuous place.

5.3.6 All other NWS Facilities. Facilities other than FSL I shall prepare OEP plans following guidelines published in the "DOC Manual of Security Policies and Procedures." The plan shall include introduction describing the purpose, scope and general content of the plan and address at the minimum the following topics:

- Building and Tenant information
- The Emergency Organization/Team
- Emergency Contact Numbers
- Medical Assistance/Rescue

- Persons with Special Needs
- Fire Emergencies
- Bomb Threats
- Hazmat Incidents
- Natural Disasters
- Demonstrations and Civil disorders
- Evacuation Procedure (Full or Partial if Applicable)
- Shelter in Place Procedure
- Workplace Violence
- Hostage Situations
- Reporting Suspicious activities
- Other high risk NWS activities that require more specific emergency planning (e.g., critical operations, extended power loss, structure climbing/ descending, and lightning safety, etc.)

Emergency procedures for all potential emergency situations must be developed and included in the OEP. The procedures shall define what actions are to be taken in each type of emergency and by whom.

5.3.7 For multiagency facilities, emergency operations will be directed by emergency organization composed of tenant agency representatives. For stand alone NWS facilities the OEP will identify an Emergency Operations Team. The Emergency Operations Team should be made up of site personnel designated to undertake certain responsibilities during emergencies to ensure that occupants are moved quickly to safety, damage to property is minimized, and the proper authorities are notified. All emergency operations are directed from the Command Center staffed by Emergency Operations Team members.

5.3.8 Command Center. A Command Center location (centralized place for all emergency response personnel to manage emergency situation) and staffing must be identified in the plan. An alternate off-site Command Center location should be also considered to be used in the event the emergency situation prevents use of the primary site. The Command Center should be equipped with communication devices, preferably portable/wireless such as radios and cell phones. A method of communication with occupants and with other Emergency Operations Team members should be established and described in the plan. These personnel must know when and how to report to the Command Center. Command Center should be staffed with, but not limited to, the following Emergency Operations Team members:

a. DRO responsible for coordination, activation, and maintenance of the OEP plan.

b. Occupant Emergency Coordinator(s) may be appointed by the DRO (one for each shift) to assist during emergencies.

NOTE:	The DRO may act as an Occupant Emergency Coordinator unless the function is delegated to another person at the facility.

c. Technical personnel familiar with the buildings utilities, mechanical, and electrical systems, who can advise the DRO/Occupant Emergency Coordinator

during emergency situation.

d. Other personnel, as designated by the DRO.

Additional Emergency Operations Team members may include:

e. Floor/Area Monitors appointed to sweep the assigned floor or area(s) to ensure that all personnel have evacuated. At least one monitor shall be on duty during hours of operations, including the night shift.

f. Assistants ("buddies") to the persons with special needs. If assistance is required for personnel with special needs, it is recommended to designate two "buddies" for each person.

g. Volunteers to perform medical, rescue and post emergency duties, if applicable.

5.3.9 Emergency Personnel Postings. A list of the site emergency operations personnel and emergency telephone numbers shall be posted throughout the facility. It is recommended that a quick emergency procedures reference guide be developed and provided for building occupants.

NOTE: If volunteers are to perform rescue and medical First Aid/CPR duties, they must be identified and provided with adequate training. A list of training that these volunteers have been trained to perform shall be included in the plan or referenced by the plan if placed in a separate document. If outside agencies are relied upon to provide these services, Emergency Response Agreements are recommended to be developed with these agencies as described in NWS Occupational Safety and Health Procedure 23, "Emergency Response Agreements." Emergency Response Agreements related to the Occupant Emergency Plan (e.g., Fire Department) should be included as attachments to the plan, reviewed annually, and updated as necessary.

5.3.10 OEP Activation.

The DRO or other personnel, as assigned by DRO, can activate an evacuation or Shelter-in-Place and must be listed in the OEP. The DRO or designee must evaluate each type of emergency and consider the following scenarios and actions to be taken:

a. Total evacuation may be considered during serious emergencies, such as a large fire, explosion or gas leak.

b. Partial evacuation may be considered when a small emergency is contained to a certain section of the facility and it will not place the safety of others located in a different part of the facility in jeopardy. Examples would be a water leak in the ceiling of a conference room or a small fire in another section of the building separated by a fire-wall.

a. Shelter-in-Place may be chosen when the hazard is external to the building and personnel are safer staying in the facility than evacuating. Examples would include tornados, chemical/HAZMAT incident from a nearby facility, transportation accident, or a terrorist threat.

b. Operation of Critical Equipment. Procedures for personnel required to remain at the facility to operate critical equipment, if applicable, shall include items such as:

(1) What equipment to shut down and in what sequence.

(2) Inventory and locations of utilities that need to be shut off, such as closing the gas valve or the main power to the building during an emergency. Necessary tools (if needed) should be available near by.

c. Procedures for emergency notification of backup forecast stations and associated actions should be coordinated with emergency evacuation procedures.

d. Emergency Evacuation

5.3.11 Emergency Evacuation

a. Emergency Notification/Signals: The method of notifying occupants to evacuate may vary depending on the building layout and alarm system installed. An employee notification/alarm system (e.g., intercom, telephones, fire alarm, public announcement system, etc.) must be established in accordance with section 6.3.4 of the NWS Occupational Safety and Health Procedure 6, "Fire Protection." To ensure that alarms, signals, radios or other methods of communication are in working order, a periodic test of the system should be conducted without actual evacuation. Prior notification on such tests should be provided to all occupants.

NOTE:	If the site fire alarm is not connected to the local fire department, the method of contacting the department shall be specified in the plan.

b. Evacuation routes and assembly area(s): When an evacuation of the building or an area is announced, the occupants and visitors must leave their workstation (unless they have to stay behind to operate critical equipment) and go to the designated assembly area(s). Emergency escape route maps showing the nearest emergency exits shall be conspicuously posted in the work areas. Evacuation assembly area(s) must be designated on the postings and included in the OEP. Assembly area(s) can be parking lots, neighboring buildings, nearby fields, streets, etc.

c. Floor/Area Monitors shall sweep the assigned area(s) or floor to ensure that all personnel have evacuated. Floor/Area Monitors should communicate to Command Center on the status of occupant evacuation and any problems encountered during the evacuation. If applicable, Floor/Area Monitors or buddies should report on the evacuation status of personnel with special needs.

d. Special Needs Personnel. Specific evacuation procedures for individuals with special needs (personnel and visitors) must be developed.

e. Accounting for personnel. Each organizational unit at the facility must have a system in place to account for its employees and visitors once they have evacuated the building.

Building Re-entry: Members of the Emergency Operations Team as designated will ensure that occupants do not re-enter evacuated areas until determined safe and only after the approval of the DRO/Occupant Emergency Coordinator.

5.3.12 Shelter-in-Place (SIP). Some emergency situations may require that the building is not evacuated because it may be safer to stay inside. SIP events may last up to 24 hours, but are expected to last only 2-4 hours. It is recommended that all occupants maintain a personal supply of non-perishable food items and a personal emergency kit (information on personal emergency kits can be found in Appendix S-6 of the "DOC Manual of Security Policies and Procedures": https://www.ops1.nws.noaa.gov/Secure/env_new.htm). While planning for SIP the following must be considered:

a. SIP declaration. Building occupants may be directed by a DRO or a designee to shelter-in-place. Alerting/notification method chosen for building occupants to shelter-in-place should be easily distinguishable from the one used for an emergency evacuation. Participation in the SIP is voluntary. When emergency conditions permit, an advance notice should be provided to occupants before activation of SIP procedures, if possible.

b. Selection of SIP meeting areas. Interior meeting areas for building occupants should be selected away from exterior openings such as windows and doors. The room(s) should have adequate space for everyone to sit down.

c. Floor /Area Monitors. These personnel should assist DRO(s), Occupant Emergency Coordinator, and supervisors in assembling of personnel in the designated SIP areas and accounting for personnel.

d. Securing the building for SIP event. Exterior doors and windows should be closed. In the event of an airborne threat, qualified technical personnel familiar with building's mechanical systems shall ensure fans and heating/air conditioning systems are turned off with the exception of the Equipment Room Liebert Units since this is a closed-loop system and does not draw in outside air. If turned off in summer, the AWIPS system can potentially overheat and shut down. All windows, doors, and vents should be blocked with plastic sheeting and duct tape.

5.3.13 Drills. To be effective, an OEP must be tested. Exercising emergency procedures enables Emergency Operations Team members to become familiar with their duties and gives occupants an opportunity to experience evacuation and SIP.

a. A full-scale simulated emergency evacuation and SIP drills will be conducted at least annually. Unannounced drills are more effective as they can test actual emergency preparedness.

b. Drills effectiveness will be evaluated by Emergency Operations Team immediately after drills completion. An after action report will be developed including comments, observations, weaknesses, and recommendations for improvement as determined by drill results.

c. The DRO/Emergency Coordinator or their designee(s) will maintain written records for all drills. These records should include:

- Date/time
- Scenario used

- Participants involved
- Action taken by the participants
- An after action report to include any corrective actions or improvements that are necessary.

5.3.14 Actual Emergency Events and False Alarms. Like drills, actual emergency events or false alarms that result in either an SIP action or an evacuation of the building, allow Emergency Operations Team to test OEP plan effectiveness.

a. Each evacuation or SIP event must be followed by an evaluation of its effectiveness by Emergency Operations Team. After action report that includes after action comments, observations, weaknesses, and recommendations as determined by the event must be prepared.

b. The DRO/Emergency Coordinator or their designee will maintain written records for all evacuations and SIP actions. These records include:

- Date/time
- Scenario used
- Participants involved
- Action taken by the participants
- An after action report to include any corrective actions or improvements that are necessary.

5.3.15 OEP review. OEP shall be reviewed:

a. With all NWS personnel at each facility when the plan is initially developed and annually thereafter.

b. When a new employee begins duty at a site or facility.

c. When an employee's responsibilities or duties under the plan change, the plan will be reviewed with that employee again.

d. When the plan is changed such that facility personnel will be affected (e.g., change of assembly area(s), change in method of communication, etc.).

5.3.16 OEP Training Requirements.

a. A sufficient number of personnel (Floor/Area Monitor, buddies, and volunteers) shall be trained to assist the DRO and Emergency Coordinator in the safe and orderly emergency evacuation of employees and in the SIP event. Training shall include:

(1) Identification of potential emergency situation and associated hazards.

(2) The designation and location of primary and alternate assembly areas as well as safe areas within the building for Shelter-in-Place events.

(3) Primary and alternate evacuation routes of egress and use of floor plans to locate Assembly Area(s).

(4) Methods of evacuation sweeps for the entire assigned building area.

(5) Procedures to account for all employees in the Assembly Area(s).

(6) Methods of communication with Command Center and accountability tasks.

(7) Procedures to assist personnel with special needs.

(8) Rescue and medical duty (CPR/First Aid), if required.

b. The OEP shall include training for technical personnel involved in equipment and facility protection in the event of emergencies. Training shall address the following:

(1) Personnel notification of backup stations and associated equipment shutdown.

(2) Protection of equipment and facilities to prevent freezing of pipes and equipment that contain freezable liquids in the event of an extended power loss.

(3) Proper sequential equipment shut down procedures to prevent electrical strain on backup and battery sources and to prevent damage to sensitive equipment from electrical surges during restoration of power to the facility.

(4) Proper shut down of specific utilities during severe weather episodes.

5.4 Responsibilities

5.4.1 Regional or Operating Unit Environmental/Safety Coordinators

a. Will monitor and promote compliance with the requirements of this procedure at field offices or Operating Unit facilities.

b. Will ensure that applicable procedures are implemented at regional headquarters or Operating Unit facilities.

5.4.2 Station Manager

a. Will review or delegate review of this procedure on an annual basis to ensure that the facility is complying with its requirements. Confirmation of this review shall be forwarded to the Regional or Operating Unit Environmental/Safety Coordinator.

b. Will have oversight over the implementation of this procedure, and ensure that the requirements of this procedure are followed by individuals at the NWS facility.

c. Will act as the Designated Responsible Official and the Emergency Coordinator unless that function is delegated to another person at the facility.

d. Will respond to an annual OEP self-assessment survey conducted by DOC.

e. Will ensure that Emergency Operations Team has sufficient number of trained volunteers.

f. Will ensure all affected personnel have reviewed this procedure and are aware of their responsibilities as related to the plan.

5.4.3 NWS Headquarters (NWSH)

a. Will provide assistance to Regional Headquarters, Operating Units, and field personnel to ensure that NWS facilities comply with requirements of this procedure. NWSH will coordinate with NOAA, as necessary, regarding compliance issues related to this procedure.

b. Will distribute the annual OEP self-assessment survey, monitor and review the submissions, and provide updates to NOAA and DOC.

5.4.4 Safety or Environmental/Safety Focal Point

a. Will ensure that any responsibilities delegated to them by the Station Manager are implemented in accordance with the requirements of this procedure.

5.4.5 Employees

a. Individual employees affected by this procedure are required to read, understand and comply with the requirements of this procedure.

b. Employees will participate in all drills and report their special needs (if any) that need to be considered in OEP to DRO.

c. Report unsafe or unhealthful conditions and practices to their supervisor, safety or environmental/safety focal point.

5.5 References

The following list of references is incorporated in whole or in part into this procedure. These references can provide additional explanation or guidance for the implementation of this procedure.

5.5.1 Public Contracts and Property Management, 41 CFR 102, Federal Management Regulation (FMR), Part 102-74 (41 CFR 102-74.230 – 102-74.260).

5.5.2 U.S. Department of Commerce Manual of Security Policies and Procedures, Section I – Security Administration, Chapter 7 – Occupant Emergency Plans and Procedures.

5.5.3 U.S. Department of Labor, Occupational Safety and Health Administration, 29 CFR 1910.38-39, Employee Emergency Plans and Fire Prevention.

5.5.4 U.S. Department of Labor, Occupational Safety and Health Administration, 29 CFR 1960, Basic Program Elements for Federal Employees, (29 CFR 1960.34, General Provisions).

5.5.5 National Weather Service Policy Directive 50-11, Safety and Environmental, Occupational Safety and Health.

5.5.6 U.S. Department of Commerce Occupational Safety and Health Manual.

5.5.7 National Fire Protection Association, NFPA 101: Life Safety Code, Fire Exit Drills.

5.5.8 National Weather Service Occupational Safety and Health Procedure #6, “Fire Protection.”

5.5.9 National Weather Service Occupational Safety and Health Procedure #23, "Emergency Response Agreements."

5.6 Attachments

Attachment A. DOC "Occupant Emergency Plans and Procedures Vulnerability Review Checklist"

Attachment B. GSA Form 3415

ATTACHMENT A
DOC "Occupant Emergency Plans and Procedures Vulnerability Review Checklist"

"Occupant Emergency Plans and Procedures" Vulnerability Review Checklist

This electronic checklist (excel spreadsheet) will assist the OSY with evaluating the status of each Occupant Emergency Plan (OEP) for each DOC/GSA occupied and unoccupied facility. Your responses will provide us with information necessary to determine the status of each OEP, ascertain OEP viability and assess the risk of the facility occupants. Please check the appropriate block/response that applies to your facility.
The Comment block is provided for additional detail or explanation.
Refer to Chapter 7 and Appendix S, OSY Security Manual, for additional guidance on developing an OEP for your facility.

For DOC Level 1 Facilities using GSA Form 3415 (Facility 1 is identified as a facility with 10 or fewer federal occupants), please complete Sections A, B, F and G of the checklist.
All other facilities must complete Sections A, and C - G of the checklist.

DOC Facility Number:

Evaluation Date:

Evaluator:

DOC Security Level:

Ownership of the Facility:

Location:

Lead/Primary Bureau within Facility:

Section A

Establishment of OEP

Question	YES	DATE	NO	N/A	Comments
Has your facility developed and implemented an OEP?					

Section B

GSA Form 3415

Level 1 Facility Only (GSA Form 3415 only) ```

Question	YES	DATE	NO	N/A	Comments
1. Is Form 3415 is authorized in this facility?					
2. If Form 3415 is in use, is it up-to-date, complete and communicated effectively to all occupants.					
3. Has an Evacuation exercise been conducted within the past 12 months? If so, give the date.					
4. Has a Shelter-in-Place drill been conducted within the past 12 months? If so, give the date.					

Section C

Establishment of OEP

Level II, III, or IV Facility or a Level I Facility (not using GSA Form 3415)

"Occupant Emergency Plans and Procedures" Vulnerability Review Checklist					
Question	**YES**	**DATE**	**NO**	**N/A**	**Comments**
1. Is the OEP available to be seen by all occupants?					
2. Are the persons responsible for executing the OEP known to the employees?					
3. Are emergency notification procedures accomplished via EBS, PA system, IT network or a combination of these?					
Section D					
OEP Emergency Organization (IAW Chapter 7)					
Building and Tenant Information:					
Question	**YES**	**DATE**	**NO**	**N/A**	**Comments**
1. Does the OEP contain information about the building's construction, fire prevention/protection systems, and tenant information?					
2. Are floor plans with evacuation routes clearly marked and readily available?					
3. Are emergency procedures in place to control elevators, air handling systems, and other critical facility components?					
4. Have arrangements been made to address the restoration of services?					
5. I the building is leased, is the responsibility of the owner/leaser defined?					
6. Are authorities defined for contract guards, if applicable?					
Emergency Organization:					
Question	**YES**	**DATE**	**NO**	**N/A**	**Comments**
7. Has the DOC Designated Official or DOC senior level manager been identified?					
8. Are the emergency procedures easy to implement rapidly in a crisis situation?					
9. Has a command center been identified and established?					
10. Are communications in the command center adequate?					
11. Do emergency organization members know under what circumstances they are to report to the command center?					
12. Are employees without specific duties excluded from the command center?					
Emergency Contact Numbers:					
Question	**YES**	**DATE**	**NO**	**N/A**	**Comments**
13. Are emergency phone numbers posted in the command center and throughout the building?					

"Occupant Emergency Plans and Procedures" Vulnerability Review Checklist					
14. Are emergency phone numbers published and readily available?					
15. Are emergency phone numbers updated regularly?					
16. Do all personnel in the facility know whom to contact in case of an emergency?					
Available Emergency Services:					
Question	**YES**	**DATE**	**NO**	**N/A**	**Comments**
17. Does the OEP identify, with phone numbers, the services required for each emergency as well as capabilities, limitations and response times of each service.					
Section E					
OEP Emergency Procedures (IAW Chapter 7)					
Medical Assistance/Rescue:					
Question	**YES**	**DATE**	**NO**	**N/A**	**Comments**
1. Have medical assistance and rescue resources surrounding the facility been identified?					
2. Do all occupants know how to obtain first aid, CPR, or AED devices if necessary?					
3. Do occupants know how to report a serious illness or injury?					
Persons with Special Needs:					
Question	**YES**	**DATE**	**NO**	**N/A**	**Comments**
4. Have persons with special needs been identified?					
5. Has an Individual Emergency Plan been developed to address each of their needs during an emergency?					
Fire Emergencies:					
Question	**YES**	**DATE**	**NO**	**N/A**	**Comments**
6. Are all occupants aware of what to do in the event a fire alarm is announced?					
7. Are all occupants familiar with the procedures for reporting a fire?					
8. Is there a written plan to manage fire emergencies?					
9. Have fire emergency plans been developed that coordinate internal and external resources?					
Bomb Threats:					
Question	**YES**	**DATE**	**NO**	**N/A**	**Comments**
10. Are there written plans for reporting bomb threats and explosions?					

"Occupant Emergency Plans and Procedures" Vulnerability Review Checklist					
11. Do occupants know what procedures to follow should they receive a telephone bomb threat?					
12. Are procedures for reporting and responding to a bomb threat spelled out in the plan?					
Hazardous Materials (HAZMAT) Incidents:					
Question	**YES**	**DATE**	**NO**	**N/A**	**Comments**
13. Is there a plan to address and manage hazardous material incidents?					
14. Has a hazard communication program been implemented in accordance with 29 CFR 1910.1200?					
15. Has a comprehensive inventory of all hazardous materials used in the facility been compiled?					
Natural Disasters:					
Question	**YES**	**DATE**	**NO**	**N/A**	**Comments**
16. Is guidance provided for severe weather and/or natural disasters?					
Demonstrations and Civil Disorders:					
Question	**YES**	**DATE**	**NO**	**N/A**	**Comments**
17. Is there a written plan to deal with demonstrations or civil disorders?					
18. Do occupants know what procedures to follow in the event of demonstrations of civil disturbances?					
Workplace Violence:					
Question	**YES**	**DATE**	**NO**	**N/A**	**Comments**
19. Are procedures in place to address workplace violence and/or hostage situations?					
Hostage Situations:					
Question	**YES**	**DATE**	**NO**	**N/A**	**Comments**
20. Is there a written plan to manage hostage situations?					
21. Has the plan been coordinated and approved by appropriate law enforcement agencies?					
Suspicious Activities and Unlawful Acts:					
Question	**YES**	**DATE**	**NO**	**N/A**	**Comments**
22. Have written procedures been established for occupants to report any suspicious person/activity, unlawful act, or other incidents requiring a response?					
23. Do occupants know how to report unlawful acts?					

"Occupant Emergency Plans and Procedures" Vulnerability Review Checklist					
Emergency Communications Systems:					
Question	**YES**	**DATE**	**NO**	**N/A**	**Comments**
24. Does the facility have a system to rapidly communicate information to occupants during emergency situations?					
25. How often is this system validated?					
26. When was it last tested?					
Evacuation:					
Question	**YES**	**DATE**	**NO**	**N/A**	**Comments**
27. Are evacuation plans clearly communicated?					
28. Are exit paths identified?					
29. Are assembly areas a safe distance away from the building identified?					
30. Are occupants aware of the procedures to follow during an evacuation?					
31. Is employee/contractor accountability addressed?					
Shelter-In-Place:					
Question	**YES**	**DATE**	**NO**	**N/A**	**Comments**
32. Are SIP plans clearly communicated?					
33. Do the occupants know the SIP areas available to them?					
34. Are occupants aware of the procedures to follow during a SIP?					
35. Is employee accountability addressed?					
36. Are occupants aware of the methods available to announce a SIP event?					
Section F					
Annual Evacuation and Shelter-in-Place Tests, Training and Exercises					
Question	**YES**	**DATE**	**NO**	**N/A**	**Comments**
1. Does the plan undergo a scheduled internal review annually?					
2. Are regularly scheduled drills held to evaluate specific portions of the plan?					
3. Provide date of last evacuation or evacuation drill/training exercise. If no evacuation or drill was conducted within the last 12 months, identify "No" and explain why not.					
4. Provide date of last SIP or SIP drill/training exercise. If no SIP or SIP drill was conducted within the last 12 months, identify "No" and explain why not.					

"Occupant Emergency Plans and Procedures" Vulnerability Review Checklist					
Section G					
Agency Self-Assessment					
Question	**YES**	**DATE**	**NO**	**N/A**	**Comments**
1. Has your facility conducted an annual OEP self-assessment (See Chapter 7, Appendix S-3 Vulnerability Review Checklist)? If yes, provide the date of last self-assessment.					
2. Based on the last self-assessment of the facility OEP, is the OEP in compliance with Chapter 7 regulations? If no, provide brief comment on noncompliance of OEP.					

ATTACHMENT B
GSA Form 3415

NOTE: It is not recommended to open windows during tornado event (see "severe weather" block of the From 3415 and make correction on printed hard copy).

OCCUPANT EMERGENCY PLAN (Abbreviated)

(This form is provided as a suggested guide for storefront and/or ground level small office space)

DATE

AGENCY

ADDRESS

NAMES AND TELEPHONE NUMBERS OF EMERGENCY CONTACTS

NAME	OFFICE PHONE	OTHER PHONE
Fire Department		
Police Department		
Medical Assistance		
Federal Protective Service		
Building Manager/Lessor		
Official in Charge		
Bomb Squad		

EMERGENCY ORGANIZATION INFORMATION

(Coordinator, Monitors, and Bomb Search Officer)

	NAME	DUTY	OFFICE PHONE	OTHER PHONE
1.				
2.				
3.				

EMERGENCY PLAN GUIDANCE

IMPORTANT! Know Evacuation Routes. Know the Plan of Action. Be prepared to assist the handicapped.
Bomb Threat Checklist on Reverse Side

FIRE OR SMOKE

- [ ] Sound building alarm.
- [ ] Call Fire Department.
- [ ] Notify Official in charge.
- [ ] Notify Building Manager/Lessor.
- [ ] Notify Federal Protective Service.
- [ ] Assist Fire Department.
- [ ] Evacuate area immediately.
- [ ] Close windows and doors *(Do not lock)*

HAZARDOUS MATERIAL

- [ ] Do not handle the substance.
- [ ] Do not clean the substance.
- [ ] Isolate employees.
- [ ] Keep employees calm.
- [ ] Notify Federal Protective Service
- [ ] Notify Fire Department.
- [ ] Shut off the HVAC.

CIVIL DISTURBANCES

- [ ] Notify Official in charge.
- [ ] Secure all doors.
- [ ] Notify Police.
- [ ] Notify Building Manager/Lessor.
- [ ] Notify Federal Protective Service.

BOMB THREAT

- [ ] Record information on back of this form.
- [ ] Notify Official in charge.
- [ ] Notify Police.
- [ ] Notify Building Manager/Lessor.
- [ ] Notify Federal Protective Service.
- [ ] Search immediate area and public areas for any suspicious packages or objects.

If suspicious package or bomb is found:

- [ ] Do not touch.
- [ ] Notify Bomb Squad
- [ ] Evacuate the area.

SEVERE WEATHER

- [ ] Secure objects outside building.
- [ ] Prepare to move to place of safety.
- [ ] Stay away from large windows.
- [ ] For tornado, open windows.
- [ ] Know location of utility shutoff valves and switches.
- [ ] Stay tuned to weather reports.
- [ ] Standby for further instructions.

EARTHQUAKE

- [ ] Take cover under a table, desk, or in a doorway.
- [ ] Do not run outdoors.

GENERAL SERVICES ADMINISTRATION PREVIOUS EDITION IS NOT USABLE GSA FORM 3415 (REV. 9/2001)

TELEPHONE BOMB THREAT CHECKLIST
Important: REMAIN CALM

SECTION I - INSTRUCTIONS

Follow instructions received from your supervisor, Federal Protective Officer, or the designated official.

If you are ordered to evacuate, take with you any drafts, forms, or reports you may have prepared regarding the threat.

SECTION II - PERTINENT DATA

TIME BOMB/EVENT IS SET TO EXPLODE *(AM or PM)*

DESCRIPTION OF BOMB OR PACKAGE

EXPLAIN WHY CALLER WISHES TO INJURE OR KILL INNOCENT PERSONS *(Use exact words of caller)*

PRESENT LOCATION OF BOMB OR PACKAGE

BUILDING | FLOOR

AREA

WHAT WILL CAUSE THE BOMB TO EXPLODE

DID CALLER INDICATE KNOWLEDGE OF THE FACILITY?

☐ NO ☐ YES *(Explain)*:

SECTION III - DESCRIPTION OF CALLER'S VOICE

☐ MALE ☐ FEMALE ☐ MIDDLE-AGE
☐ YOUNG ☐ OLD ☐ REFINED
☐ CALM ☐ NERVOUS ☐ ROUGH
☐ ACCENT ☐ SPEECH IMPEDIMENT

DESCRIPTION OF VOICE

DO YOU RECOGNIZE VOICE?

☐ NO ☐ YES

IF YES, WHOSE VOICE IS IT?

SECTION IV - BACKGROUND NOISE

☐ TRAFFIC ☐ HORNS ☐ AIRCRAFTS ☐ OTHER *(specify below)*:
☐ MUSIC ☐ BELLS ☐ MACHINERY
☐ TAPE RECORDER ☐ WHISTLES ☐ RUNNING MOTOR *(Type)*

SECTION V - TELEPHONE LINE DATA

LINE ON WHICH CALL WAS RECEIVED?

WAS THE LINE A?

☐ LISTED NUMBER? ☐ UNLISTED NUMBER?

IS THIS A NIGHT NUMBER

☐ NO ☐ YES

IF YES, WHOSE ASSIGNED NUMBER?

HAS A BOMB THREAT CALL BEEN PREVIOUSLY RECEIVED ON THIS NUMBER?

☐ NO ☐ YES

IF YES, EXPLAIN

SECTION VI - REPORTING OF THREAT
(Caution: DO NOT TALK TO OTHERS about incident.)

NAME OF PERSON RECEIVING CALL

DIVISION

TELEPHONE NUMBER

TIME CALL RECEIVED | DATE CALL RECEIVED

REPORT THREAT TO:

☐ FEDERAL PROTECTIVE SERVICE

☐ BUILDING MANAGER/LESSOR

PREVIOUS EDITION IS NOT USABLE **GSA** FORM **3415** (REV. 9/2001) **BACK**