



FEMA

INSTRUCTION

Number NETC 6900.2	Date October 25, 2007	Organization FA
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Occupant Emergency Plan

The Occupant Emergency Plan provides guidance to individuals in dealing with emergencies on the National Emergency Training Center (NETC) campus. The instruction is applicable to all individuals employed at, in attendance at authorized activities, or visiting NETC.

The Plan has been developed in accordance with FEMA Instruction 6900.2, "Occupant Emergency Program," and the General Services Administration's Federal Property Management Regulations.

Ronald P. Face, Jr.
Director
NETC Management, Operations,
and Support Services

Distribution:
All NETC Staff
FEMA HQ DMS

TO REPORT AN EMERGENCY: Call campus Security at:

911 (from a campus phone)
(301) 447-1492 (from a cell phone)

IN ALL INSTANCES, THE CALLER SHOULD STATE THAT HE/SHE IS REPORTING AN EMERGENCY. TELL THE OFFICER THE LOCATION AND TYPE OF EMERGENCY.

FIRE: If you see fire or smoke, you should activate the fire alarm located by each of the stairwell exit doors. (See alarm activation directions below.) Once you have reached a safe campus phone, you should call:

911 (from a campus phone)
(301) 447-1492 (from a cell phone)

(The building fire alarm system does not automatically notify the local fire department.)

BOMB THREAT: If you receive a telephonic bomb threat, immediately call:

911 (from a campus phone)
(301) 447-1492 (from a cell phone)

Then complete a Security Office Bomb Threat Report available at Security.

The leader of the Reconnaissance, Evacuation, and Coordination Team (REACT) should call the Alternate Designated Official (Director, NETC Management, Operations, and Support Services Division (MOSS)) to receive authorization to evacuate the building, if necessary.

TO ACTIVATE FIRE ALARM:

- RAISE PLASTIC COVER
- PULL DOWN ON LEVER
- RELEASE LEVER BACK TO “UP” POSITION

AFTER HOURS

The Ranking Security Shift Officer (RSSO) will act in place of the REACT Leader on holidays, weekends and after regular working hours. This Officer is responsible for initiating procedures and notifying occupants to evacuate a building, if necessary.

If the emergency poses an immediate threat to life, the RSSO should begin evacuation procedures. If time permits, the RSSO should notify the REACT Leader and the Alternate Designated Official/Implementing.

A fire alarm ringing at any time should be treated as an order to begin evacuating.

OCCUPANT EMERGENCY PLAN

TABLE OF CONTENTS

	Page
To Report an Emergency	Inside Cover
GENERAL GUIDANCE	
I. INTRODUCTION	1
II. RESPONSIBILITIES	1
III. GENERAL INSTRUCTIONS TO BE FOLLOWED BY ALL PERSONNEL DURING AN EMERGENCY	3
ORGANIZATION	
IV. EMERGENCY ORGANIZATION	4
SPECIFIC EMERGENCIES	
V. GUIDANCE FOR SPECIFIC EMERGENCIES	4
A. Guidance for Fire Emergencies	4
B. Guidance for Medical Emergencies	5
C. Guidance for Phone Bomb Threats	6
D. Guidance for Suspicious Packages/Objects (Possible Bombs)	6
E. Guidance for Explosions	7
F. Guidance for Car Bombs	7
G. Guidance for Severe Weather	7
H. Guidance for Hazardous Substance Releases	9
I. Shelter-in-Place	11
J. Power Failure	13
K. Elevator Failure	13
L. Violence in the Workplace	14
M. Radiological or Biological Release	14
N. Death at NETC	16
O. Emergency Evacuation of St. Joseph's Provincial House	16
Map of Designated Assembly Areas-NETC	17

TABLE OF CONTENTS
(Continued)

Page

APPENDICES

A.	Duties of the Reconnaissance, Evacuation, and Coordination Team	A-1
B.	Reconnaissance, Evacuation, and Coordination Team Procedures	B-1
C.	Duties of Building and Floor Monitors	C-1
D.	Bomb Threat Checklist	D-1

OCCUPANT EMERGENCY PLAN

I. INTRODUCTION

This publication provides guidance to individuals on the National Emergency Training Center (NETC) campus in the event of an emergency. It is, in effect, an Occupant Emergency Plan (OEP) for NETC in accordance with the General Services Administration's (GSA) Federal Property Management Regulations. The GSA regulations instruct each Federal agency to develop methods for positive and orderly action to safeguard life and property during facility-specific emergencies. The regulations assign the highest-ranking official of the occupant agency the responsibility for developing an OEP, establishing and staffing the plan, and activating the plan in all emergencies.

II. RESPONSIBILITIES

A. Designated Official

The FEMA Assistant Administrator for the U.S. Fire Administration is the "Designated Official" (DO) with overall responsibility for emergency planning and activities. The Director, NETC Management, Operations, and Support Services Division (MOSS), is the "Alternate Designated Official" (ADO) who will also act as "Implementing Officer" for emergency planning and activities. The "Alternate Implementing Officer" is the individual acting for the Director, NETC MOSS, to carry out the responsibilities of the "ADO/Implementing Officer" in the absence of the Director, NETC MOSS.

B. The ADO, as the Implementing Officer, has been tasked with:

1. Issuing policy guidance on occupant safety, including an OEP.
2. Designating and training staff to implement the OEP.
3. Holding periodic emergency drills and obtaining after-action reports on:
 - The amount of time required to evacuate.
 - Observed deficiencies and how they can be corrected.
 - Plans for improvement.
4. Implementing the OEP whenever one or a combination of any specified emergency events occurs or other situations which require the activation of the Reconnaissance, Evacuation, and Coordination Team (REACT).

5. Activating REACT via any communications method available.
6. Activating the Command Center and directing all emergency responses from the Command Center.
7. Developing, posting, and maintaining floor plans and evacuation information for all buildings at NETC.
8. Ensuring that copies of the OEP are in every dormitory room and are posted conspicuously on each floor of each building.
9. Providing the coordinator of each special group with a copy of the OEP.
10. Briefing all participants at the start of each new special group activity on the OEP. The briefing shall consist of:
 - Information on emergency notification and evacuation procedures.
 - Information on emergency response resources and services for NETC as identified in the student information package.
 - A summary of recommended procedures that students should follow during specific emergencies.
 - Obtaining from the Special Group Coordinator/POC, a roster of all participants in the special group activity for use by the Security Office in case of an emergency.
11. Ensuring that there is a current roster of students in each class and providing a copy to the appropriate school.
12. Ensuring there is a current roster of students in each building/dorm (by room number) and having those rosters readily available for the Security Office in case of an emergency.

C. Alternate Implementing Officer will:

1. Implement the OEP in the absence of the Implementing Officer.
2. Upon implementing the OEP, activate REACT via any communications method available.
3. Activate a Command Center and direct all emergency responses from the Command Center.

III. GENERAL INSTRUCTIONS TO BE FOLLOWED BY ALL PERSONNEL DURING AN EMERGENCY

- A. FIRE ALARM BELLS WILL BE USED FOR ALL EMERGENCIES REQUIRING THE EVACUATION OF ALL OR PART OF A BUILDING. When the alarm sounds, everyone should evacuate the building immediately. Do not assume it is a drill. Any alarm should be treated as a true emergency. All personnel should follow the directions of the Floor Monitors and should become familiar with these general instructions.**
- B.** The fire alarm is a local alarm serving only that building. If an alarm is inoperative for whatever reason, Building/Floor Monitors can vocally signal an evacuation. When an evacuation is ordered, promptly take the following steps:
1. Terminate all telephone conversations, meetings, and conferences immediately.
 2. Ensure that everyone in the immediate area is evacuating the building.
 3. Turn off all electrically operated equipment, if time permits.
 4. Pick up personal valuables quickly. Do not carry large items outside in an evacuation.
 5. Close all windows and corridor doors as you leave your office or classroom.
 6. Do not use elevators.
 7. Use only the designated exits that lead to the outside of the building. Each one has the word "Exit" written in red.
 8. Walk to the nearest designated fire exit using the evacuation route as directed by the assigned Floor Monitor. Be alert, pay attention to the Floor Monitor's evacuation instructions.
 9. Remain calm. Do not run, push, smoke, or carry liquids. Descend stairs carefully.
 10. In case of fire, if exits are blocked or unreachable, reenter a room, close the door, try to block any smoke or gases, and try to attract the attention of firefighters or building evacuees.
 11. Go to the designated assembly area for that building. Stay away from roads that provide access to emergency responders. Report your presence to the appropriate Building or Floor Monitor.
 12. Do not interfere with the emergency response operations.

13. Do not reenter the building until the Building or Floor Monitor gives the OK.

IV. EMERGENCY ORGANIZATION

The following organization of designated employees is established to provide NETC with personnel trained to implement the emergency activities specified in the OEP. The responsibilities of employees designated to serve on the emergency response organization are enumerated in Appendix A.

Reconnaissance, Evacuation, and Coordination Team (REACT)

In the event of an emergency, an emergency response organization will be activated to take specified emergency actions. This organization, REACT, consists of the following:

REACT Leader

Alternate Leader

Security & Medical Section

Damage Control/Recovery

Impaired Persons Coordinator

Building Monitor Coordinator

Building Monitors/Assistant Building and Floor Monitors

Assigned staff will serve as Building Monitors and contractors, where applicable, will serve as Assistant Building and Floor Monitors, as directed by the Building Monitor. An emergency may occur when monitors are not in the building. In such a case, the staff and contractors present in the building will serve as *de facto* monitors, assuring that all visitors and students are evacuated from the building.

V. GUIDANCE FOR SPECIFIC EMERGENCIES

A. Guidance for Fire Emergencies

All personnel should become familiar with fire emergency procedures for the specific building they occupy. Evacuation information identifying exits and suggested routes of travel from particular floors of each building is prominently displayed on every floor of each building. The building fire alarm system does not automatically notify the local fire department. Any person detecting a fire, smoke, or activated smoke detector or sprinkler system will immediately take the following actions:

ACTION:

1. Activate the nearest alarm pull station.
2. From the nearest safe phone, report the situation by dialing Security at

911 (from a campus phone)
(301) 447-1492 (from a cell phone)

Use the following language:

- **“I want to report a fire on the ____ floor of Building ____.”**
- **“My name is _____.”**
- **Advise the dispatcher that you have left or will be leaving the building.**

B. Guidance for Medical Emergencies

Emergency medical services are provided by members of the campus security force who are trained and certified emergency medical technicians. Follow-up and support emergency services are provided by local ambulance companies, rescue squads, and advanced life support units. Any person encountering an emergency requiring immediate medical attention should take these actions:

ACTION:

1. Contact the Security Office by dialing

911 (from a campus phone)
(301) 447-1492 (from a cell phone)

Use the following language:

“There is a medical emergency on the __ floor of Bldg ____.” Be as specific as possible.

- **Give your name and your call-back phone number.**
 - **Stay on the line in case emergency medical instructions are given.**
2. Give first aid, only if you are trained to do so.
 3. Remain at the scene until you are released by emergency responders.

4. Do not interfere with emergency medical services operations.

C. Guidance for Phone Bomb Threats

Experience shows that nearly all telephoned bomb threats are hoaxes. BUT some are for real. React as if this one were the real thing. If you receive a bomb threat, take the following action (see Appendix D, Bomb Threat Checklist):

ACTION:

1. Keep the caller on the line as long as possible. Try to write down every word of the message. Ask the caller to repeat the message if necessary.
2. Ask where the bomb is located and time of detonation.
3. Pay particular attention for any strange or peculiar background noises, such as motors running, music, etc., that could be a clue as to where the call originated.
4. Listen closely to the voice for quality, accent, or speech impediment and whether it is male or female.
5. If you have a display phone, write down the number displayed. **DO NOT** tell the caller you have this information. (With Caller ID, this may give investigators critical information).
6. Immediately after the caller hangs up, call Security at

911	(from a campus phone)
(301) 447-1492	(from a cell phone)
7. Next, go to the Security Office for debriefing. Bring written notes with you. Do not spread word of the bomb threat.

D. Guidance for Suspicious Packages/Objects (Possible Bombs)

A suspicious package can be anything, from a box, a purse, an out of place fire extinguisher, to a brief case. A suspicious package is anything that appears out of place or unusual. Those in a position to determine if something is out of place or unusual are employees who work in the area.

If you see a suspicious package/object on the NETC campus **DO NOT ATTEMPT TO MOVE OR OPEN IT.** Signs of a dangerous package/object might include: excess tape, excess postage, leaking substances, sticky substances, powdery substances, discoloration, misspelled names or addresses, wires, or odors.

REPORT ALL SUSPICIOUS PACKAGES TO SECURITY IMMEDIATELY
AT:

911 (from a campus phone)
(301) 447-1492 (from a cell phone)

Await further instructions from Security or the Building Monitor.

E. Guidance for Explosions

If an explosion occurs in the building you are in, follow the general evacuation guidance and any specific guidance the Building or Floor Monitors may give.

If an explosion occurs in another building of the NETC campus, remain where you are. Your Building or Floor Monitor will provide you with guidance as soon as possible.

F. Guidance for Car Bombs

A frequently reoccurring source of terrorist bombings is by use of a car bomb, next to or under a building. The measures to deal with a car bomb incident are the same as for any fire or explosion. The best measures to take to prevent a car bombing are increased security and blockading of streets and garages during periods of increased terrorism threat level. **Be aware of the possibility of a second explosion following an initial explosion.**

G. Guidance for Severe Weather

When the National Weather Service issues a severe storm advisory, campus occupants will be notified via the campus warning system. If the adverse weather necessitates an early dismissal from classes or the need to evacuate to a designated shelter within the building (e.g., basement), Building and Floor Monitors will inform students and other personnel. Students should follow the directions of the Floor or Building Monitors, close windows and blinds, and avoid rooms with large roof spans. The campus warning system is under construction and is not yet available in all buildings. (Note: this is not to be confused with the siren used to call volunteers to the local fire department.) Instructions will be issued by facsimile or campus local area network to employees and other personnel located at NETC prior to and during one of the below events.

1. Winter Storms

Winter storms vary in size and intensity. A storm may affect only a part of a State or many States and may be a minor ice storm or a full blown blizzard. Winter storms normally do not require an evacuation; however, conditions may dictate an early dismissal.

2. Hurricanes

The National Weather Service issues warnings when hurricanes appear to be a threat to the United States mainland. As soon as conditions intensify to the tropical storm level---even though it is a thousand miles or more from the mainland---the storm is given a name and the Weather Service begins issuing advisories. The weather service tells where the storm is located, the intensity of its winds, and the speed and direction of movement. The main hazard in this area would be high winds and flooding from heavy rains.

3. Thunderstorms and Tornadoes

Thunderstorms are a combination of lightning and heavy rain with the possible addition of high winds and/or hail. Thunderstorms are generally preceded by a darkening of the clouds and increasingly strong winds.

Tornadoes are violent local storms with whirling winds of tremendous speed that can reach 200 - 400 mph. They are always associated with severe thunderstorms. The individual tornado appears as a rotating, funnel-shaped cloud which extends toward the ground from the base of a thundercloud. It varies from gray to black in color. The tornado spins like a top and may sound like the roaring of an airplane or locomotive. These small, short-lived storms are the most violent of all atmospheric phenomena and, over a small area, are the most destructive.

The width of a tornado path ranges generally from 200 yards to one mile. They travel 5 to 50 miles along the ground at speeds of 30 to 75 mph. Tornadoes sometimes double back or move in circles, and some remain motionless for a while before moving on.

4. Floods

Except in the case of flash flooding from thunderstorms, coastal storms, or dam failure, the onset of most floods is a relatively slow process, with adequate warning. NETC does not have a history of recurring floods. However, Tom's Creek, which runs through the facility in the log cabin area at NETC, is in the 100-year flood plain. Tom's Creek is not located near any NETC buildings which are normally occupied.

DEFINITIONS

Winter Storm Watch - Indicates severe winter weather conditions may affect the area (freezing rain, sleet, or heavy snow may occur either separately or in combination of the three forms of precipitation).

Winter Storm Warning - Indicates severe winter weather conditions are imminent.

High Wind Watch - Indicates sustained winds of at least 40 mph, or gusts of 50 mph or greater, are expected to last for a least 1 hour.

Heavy Snow Warning - Indicates snowfalls of at least 4 inches in 12 hours or 6 inches in 24 hours are expected.

Blizzard Warning - Indicates sustained wind speeds of at least 35 mph accompanied by considerable falling and/or blowing snow. Visibility is dangerously restricted.

Travelers' Advisory - Indicates that falling, blowing, or drifting snow, freezing rain or drizzle, sleet or strong winds may make driving difficult.

Hurricane Watch - Indicates that: (1) the hurricane is a threat to coastal areas; and (2) everyone in the area covered by the watch should listen for further advisories and be ready to take precautionary actions including evacuation if directed.

Hurricane Warnings - Issued when the full, effects of a hurricane will be felt by a particular section of the coast within 24 hours. It indicates that winds of 74 mph or higher or a combination of dangerously high water and very rough seas are expected.

Tropical Storm Warnings - Indicates gale force winds (greater than 40 mph) are expected for an area.

Severe Thunderstorm - Indicates the possibility of frequent lightning and of damaging winds of greater than 50 mph, hail 3/4 inch or more in diameter (about the size of a dime), and heavy rain.

Severe Thunderstorm Watch - Indicates the possibility of tornadoes, thunderstorms, frequent lightning, hail, and winds greater than 75 mph.

Tornado Watch - Indicates that tornadoes could develop in the indicated area.

Tornado Warning - Indicates that a tornado has actually been sighted in the area or is indicated by radar.

H. Guidance for Hazardous Substance Releases

If NETC is advised that a spill has occurred, REACT will disseminate information and guidance provided by the local emergency organization responding to the spill.

Discovery of a Hazardous Substance Release

The building alarms do not provide automatic notification to the local fire

department or to other buildings. Therefore, any person detecting a hazardous substance release will immediately:

1. Avoid action to contain or control the substance that will cause personal harm.
2. Evacuate the immediate area.
3. If time and safety permit, close doors as you exit the area.
4. Report the situation to the Security Office by dialing

911 (from a campus phone)
(301) 447-1492 (from a cell phone)

in an area away from any contact with potentially toxic vapors or substances.

- * Say "I want to report a hazardous substance release on the _____ floor of Building _____.
- * My name is _____ and my call back number is _____.
- * Provide any information that you can in regards to the name of the product or products, type of release (leak or spill), form of material (liquid, gas, or solid), color, type of container, and extent of damage to the container and area.

Material Safety Data Sheets (MSDS) are maintained by the maintenance contractor in Building I, Room 116, and are also located by the chemical.

Evacuation in the Event of an Interior Hazardous Substance Release

If you are alerted to the possibility of a hazardous substance release by a fire alarm or verbal notification, you should take the following actions:

1. Follow the evacuation procedures for your building based on the location of the hazardous materials release.
2. Ensure that those in your immediate area have evacuated the building.
3. Provide assistance in evacuating to those who require it.
4. If all exits are blocked by the release or are untenable, re-enter a room, close the door, place towels or sheets around the doorway, try to block the release, try to signal or attract the attention of firefighters or building evacuees.

5. Assemble at least 300 feet upwind and uphill from the release to minimize contamination. The supervisor for each area, the instructor, or a Security Officer should make sure all individuals are accounted for and report to the next level supervisor.
6. Do not interfere with emergency operations.
7. Do not re-enter the area until instructed to do so by the supervisor or Security Officer.

I. Shelter-in-Place

What Shelter-in-Place Means:

Shelter-in-place is a temporary measure to protect employees from hazards until the surrounding area has been determined to be safe. Reasons for shelter-in-place may include civil disturbance, severe weather or the release of chemical, biological, or radiological contaminants into the environment (either accidentally or deliberately.)

Rooms for shelter-in-place would be in the interior of the building with no windows. Building Coordinators, Floor Monitors, and employees would monitor TV, radio and input from Security to determine when it would be safe to terminate the incident.

Shelter-in-Place Locations

Consider the differing sheltering options for all specific emergencies that might occur: elevated for floods and some chemical incidents, well-sheltered or underground for tornadoes or nuclear incidents, away from windows for storms or civil disturbances.

1. The Building Coordinator will identify individuals to carry-out specific tasks for shelter-in-place including sealing the building, ensuring HVAC is turned off, and monitoring safety (heat stress) in each shelter room.
2. Identify potential hazards specific to your location (use specific emergency incidents in this document as a guide) and build them into your planning (example: a highway close to your location could be a potential source of a hazmat spill).

Elements of Shelter-in-Place

1. Close the facility and implement security measures, including locking doors, windows and exterior openings such as garage doors.
2. If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave.

3. Besides turning off HVAC, measures to isolate the rooms should be considered, including closing shades, blinds, or curtains and sealing doors or windows with tape and plastic.
4. Rooms might have to change as the situation continues to evolve or last in duration.
5. Note that sheltering-in-place is a voluntary action, unless mandated by law enforcement or public health officials.

Communications

1. Because a shelter-in-place may delay departure from work, employees may want to call their emergency contact to let them know where they are and that they are safe.
2. Change phone messages or call-forwarding devices to indicate what is happening.
3. Communications can be enhanced with hard-wired phones because cell-phone circuits may be overwhelmed. In all cases keep calls short to preserve circuits.
4. Obtain a TV or radio to monitor the situation.
5. In the event that your room is isolated from others, call Security and notify them who is in your room.
6. If you decide to evacuate instead of sheltering-in-place, follow your office procedures to advise your supervisor or a co-worker before you leave.

BE AWARE THAT ONCE YOU HAVE LEFT THE BUILDING, BASED UPON THE CIRCUMSTANCES AND SUSPECTED NBC AGENT, YOU MAY NOT BE ALLOWED BACK INTO THE FACILITY (or be limited to one room of the facility) UNTIL YOU ARE DECONTAMINATED OR DETERMINED NOT TO POSE A RISK TO OTHER EMPLOYEES.

Heat Stress and Shelter-in-Place

In the event that a shelter in place decision is reached and the HVAC is turned off, be aware that the air in the building could rapidly become stale.

1. In the summer time, with a prolonged shelter-in-place scenario, there could be a significant increase in temperatures resulting in heat stress (and emotional stress).
2. Measures should be taken to reduce heat stress including loosening clothes, staying away from sun-lit areas, turning off heat-generating electrical

equipment or lights, drinking water, and limiting activity.

3. First Aid providers and all employees should watch their co-workers for signs of heat exhaustion or dehydration.
4. Floor monitors should survey the building for rooms where the temperature is lower to relocate individuals subject to heat stress. Summer temperatures in the building can vary by 60 degrees.

J. Power Failure

Types of Power Failure Emergencies

Power failures may include: internal, external (local, neighborhood, city or regional), long-term or short-term. In most cases, outages are short-term, requiring re-direction of power grids or replacement of wires or transformers. Long-term or widespread outages might cause disruption of water supplies (therefore firefighting capability), health care, communications, traffic control devices and refrigeration. All of these factors should be considered in emergency planning and decisions to relocate. Before resuming normal operations, ensure that power won't face further interruptions and voltage is stable.

Preparing for the Emergency

1. NETC owns emergency power generators. The maintenance contractor fuel and test these on a regular basis in specific buildings so emergency power crossover can be accomplished as soon as possible.
2. Protect critical electronic equipment with surge protectors and Uninterruptible Power Supply (UPS) systems.

K. Elevator Failure

An elevator failure is any elevator malfunction that effects normal operations, which can be an elevator not operating, doors not shutting, the elevator opening with the floor above or below the elevator floor (the two floors are not parallel with each other), or the doors do not open when an item crosses the light beam to prevent the doors from coming closed on someone.

Any elevator failure occurring with employees or others "trapped" is by definition a rescue, and warrants special attention.

Use the emergency call button or the emergency call phone located in the elevator. If reporting from other than the elevator car, report the situation to Security at:

911	(from a campus phone)
(301) 447-1492	(from a cell phone)

Security will follow make the proper notifications and coordination.

L. Violence in the Workplace

Violence in the workplace can take many forms to include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm; intimidating behavior, suicidal threats, injury or the threat of injury to persons or property; fist fights, shootings, stabbings, sexual assault or unwanted sexual advances, hostage taking, or the unauthorized use of deadly weapons and explosives.

Emergency Determination

Threats may be statements of intention or expressions of strong emotion. They can be direct or indirect, verbal or nonverbal. Shaking a fist or pounding the desk, throwing things, and showing a weapon or things that could be used as a weapon are all examples of nonverbal threats. Verbal threats may be indirect expressions of frustration or anger directed toward a person or office or they may be direct statements of the intention to harm. These situations are complex, and it is not expected that individuals will be able to assess whether the threat is serious and might actually lead to harm. However, it is expected that DHS employees consider any threat or display of hate as potentially serious.

Most people who commit violent acts exhibit warning signs. It is important to take seriously any of the behaviors or words discussed above as potential threats and to consult appropriate trained personnel to assess the risk and plan interventions.

From the nearest safe phone, report the situation to Security at:

911	(from a campus phone)
(301) 447-1492	(from a cell phone)

Security will follow make the proper notifications and coordination.

M. Radiological or Biological Release

A radiological incident might include: power plant accidents, transportation accidents, misplacement of radioactive materials, deliberate contamination, explosion of a nuclear weapon, or explosion of a radiological dispersion device (RDD).

A biological incident might include the release of a biological substance covertly or visibly. There may be no indication that an incident has occurred until medical symptoms have developed.

Details on Radiological and Biological Incidents

1. If a radiation or biological release occurs, it may only be detected later after medical symptoms occur and the area is tested with radiation survey meters or biological swabs. The area should be decontaminated before being reoccupied.
2. Individuals who might have been exposed will need to be examined and treated. It is important to keep track of who visited the location of the release. Logs, security video and employee recollections should be reviewed to identify these individuals.
3. Instant awareness of a biological event might only be possible if a suspicious substance is seen. Fortunately, in some diseases, symptoms appear fast enough among the initial patients, to allow antibiotics to be given before the negative effects of the pathogens can take effect.
4. Radioactive materials emit Alpha and Beta radiation which can be blocked by skin or clothing. Beta can cause skin burns. The greatest danger of Alpha and Beta radiation is ingestion into the stomach or lungs.
5. The most dangerous form of radiation is Gamma rays. It can cause radiation sickness and can penetrate through people and most building materials except for several inches of dense metals (like lead) or several feet of earth or concrete.
6. Radiation can easily be detected by survey meters, dosimeters and new technology warning detectors in use by Homeland Security agencies.
7. Protection from radiation can be provided by shielding, distance from the source, decreasing the time exposed or allowing time to pass – during which many forms of radiation will decrease (or decay).
8. Although radioactive materials - power plant fuel, weapons, and medical waste, are transported around the country, the chances of an accident are low because of procedures, route restrictions and structural integrity of the transport vehicles.
9. Nuclear weapons create damage through blast, (with disintegration), heat and fire, enormous air pressure (causing structural collapse and propelling fires, debris and broken glass), Electro-Magnetic Pulse (or EMP which damages electronic equipment and communications), direct radiation and fallout.

10. If there is warning before an explosion, time can be used to improvise shelter. If evacuation is chosen, be aware people might panic and be caught in traffic or caught in the open.
11. The first sign of a detonation will be a bright flash of light. Hit the ground, and “duck and cover.” Try to get under a heavy piece of furniture, behind solid structure, head downstairs and get away from windows. This will reduce the chance of injury from the blast, heat, wind and flying debris; which will quickly follow.
12. Shelter versus evacuate decisions will be based upon adequacy of shelter (including shielding, ability to improve shielding, food and water) versus means to evacuate (considering roads, debris, traffic and available vehicles). In either case, decision factors will include blast size, proximity, casualties, wind speed/direction and estimated arrival time and quantity of fallout.
13. Dirty bombs create significantly less blast and radiation than nuclear weapons. The area of radiation will be smaller but will still require decontamination.

N. Death at NETC

In the event of a death at NETC, immediately secure the area and notify Security at:

911	(from a campus phone)
(301) 447-1492	(from a cell phone)

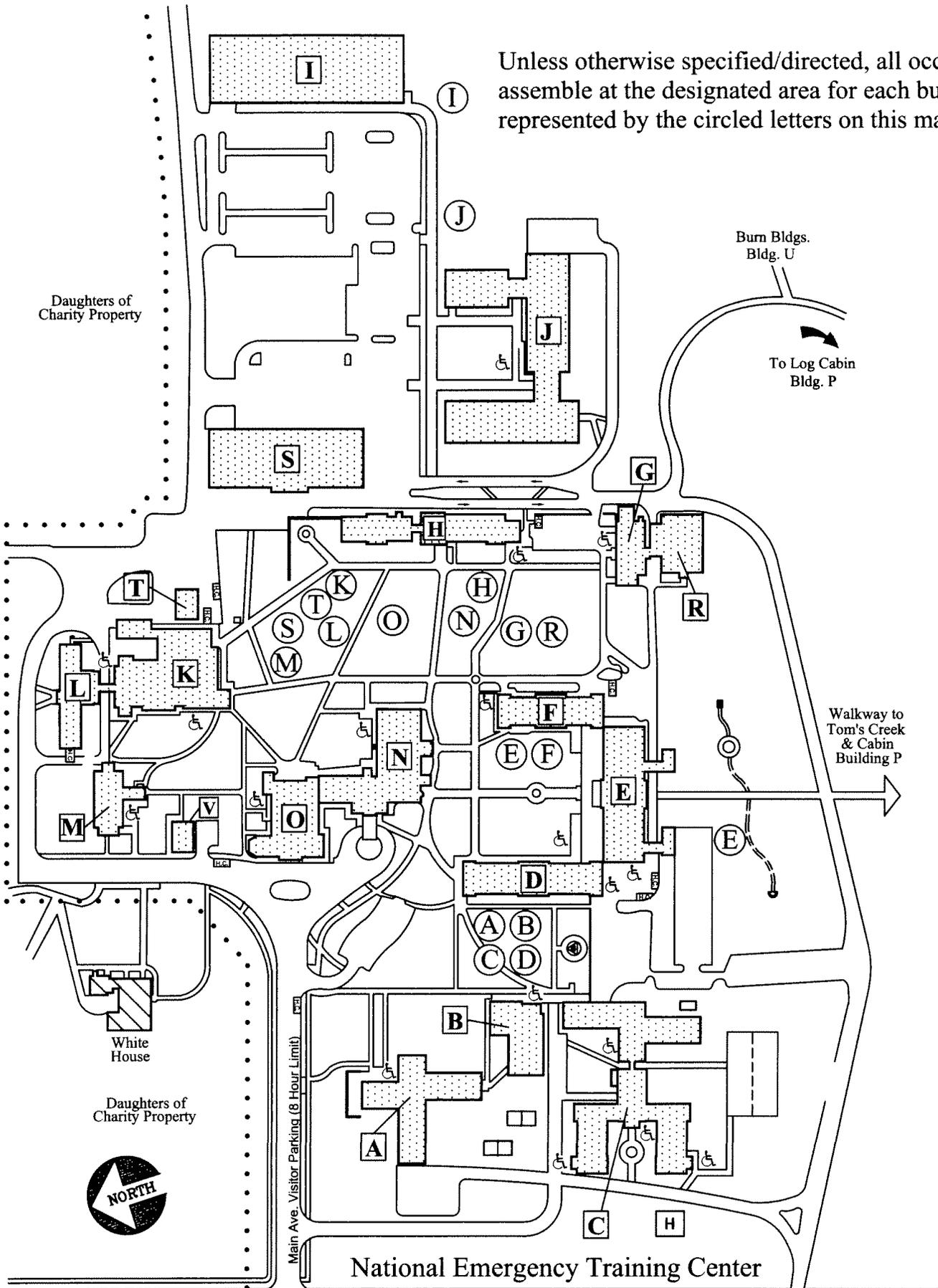
Allow no one to enter until Security arrives unless approved by Ronald P. Face, Jr., Barry A. Thoma, Pam Kemenyas, or the Security Contract Manager. Give no information to anyone unless approved by Ronald P. Face, Jr., Director, NETC MOSS. The NETC MOSS Division will notify the Associate General Counsel for General Law, Human Resources Division, the Office of the Inspector General, the Office of Security at Preparedness and local emergency services. Follow any additional instructions given by those listed above.

O. Emergency Evacuation of St. Joseph’s Provincial House

St. Joseph’s Provincial House is located next door to NETC at 333 South Seton Avenue. If the house should require an emergency evacuation, REACT will provide appropriate assistance, including the loan of beds and vans to transport residents to alternate shelters. NETC will provide temporary lodging shelter.

Map of Designated Assembly Areas

Unless otherwise specified/directed, all occupants will assemble at the designated area for each building represented by the circled letters on this map.



← To Emmitsburg Business Rt. 15

South Seton Ave.

To U.S. 15 →

APPENDIX A

DUTIES OF THE RECONNAISSANCE, EVACUATION, AND COORDINATION TEAM (REACT)

All emergency operations are directed from the Command Center, which will be determined by the type of emergency, or the alternate Command Center (Security Building).

REACT is composed of two sections: Damage Control/Recovery, and Security. The responsibilities associated with REACT are as follows:

A. Designated Official/Alternate

1. Selects, organizes, and trains an adequate staff.
2. Develops emergency plans.
3. Ensures that information about NETC and its responsibilities in emergencies is made available to both staff and students.
4. Appoints Designated Official (DO)/Alternate Designated Official (ADO) Building Coordinator, and the Impaired Persons Monitor.

B. REACT Leader/Alternate

1. Reports to the DO or ADO.
2. Assists DO and represents him/her during any absences.
3. Develops emergency plans.
4. Maintains an up-to-date list of all team personnel.
5. Directs movement of occupants during emergencies.
6. Briefs agency officials responding to emergency.

C. Damage Control and Recovery Section Leader

1. Reports to the REACT Leader.
2. Identifies utilities, fire protection, communications, and other emergency equipment located throughout the NETC facility.

3. As directed by the REACT Leader, turns off appropriate utilities when required by an emergency situation.
4. Maintains emergency call list for utilities and hazardous substances.

D. Security Section Leader

1. Reports to the REACT Leader.
2. Secures area or building where incident is occurring.
3. Clears area or building of personnel if danger exists.
4. Controls crowds at incident site.

E. Impaired Persons Monitor

1. Reports to the REACT Leader.
2. Oversees identification and evacuation of impaired employees.

F. Medical Coordinator

1. Reports to the REACT leader.
2. Identifies available medical emergency services.
3. Directs campus Emergency Medical Technician (EMT) and First Responder Services.
4. Maintains EMT and first aid equipment.
5. Arranges CPR and first aid training.

G. Building Coordinator

1. Reports to the REACT Leader.
2. Appoints the Building Monitors, after consultation with pertinent building staff.
3. Reviews and approves building evacuation plans drawn up by the Building Monitors.
4. Maintains current listing of the Building and Floor Monitors.

5. Conducts an annual familiarization and

H. Building Monitor

1. Appoints the Floor Monitors, where needed.
2. Draws up building evacuation plan for approval by the Building Coordinator.
3. Gives periodic briefings on evacuation procedures to building occupants.
4. Ensures that evacuation information is prominently displayed throughout the building.
5. Directs evacuation of the building and regrouping in the designated assembly area.
6. Takes a roll-call at the assembly area to account for all building occupants.
7. Reports evacuation results to the REACT Leader.

I. Floor Monitor

1. Reports to the Building Monitor.
2. Places evacuation information on prominent display on his/her floor.
3. Coordinates emergency activities on assigned floor.
4. In the event of fire, ensures that the alarm is sounded.
5. Directs and ensures the complete evacuation of the assigned area.
6. Restricts use of elevators, where applicable.

APPENDIX B

RECONNAISSANCE, EVACUATION, AND COORDINATION TEAM PROCEDURES

A copy of the Reconnaissance, Evacuation, and Coordination Team Procedures are on file and may be reviewed in the office of the NETC Safety and Security Specialist, Building I, Room 232.

APPENDIX C

DUTIES OF BUILDING AND FLOOR MONITORS

I. DUTIES AND RESPONSIBILITIES

- A. Building Monitor is the person assigned to a designated area in the building and on the grounds, who is responsible for:
1. Reporting the evacuation status of his/her assigned area to the REACT Leader, Command Center.
 2. Receiving the evacuation status of each floor from the assigned Floor Monitors.
 3. Advising the Floor Monitor(s) when it is safe to reenter the building.
 4. Conducting a yearly meeting with building members to go over procedures.
- B. Floor Monitor is the person assigned to clearing his/her designated floor and is responsible for:
1. Immediately encouraging people to leave the building upon hearing the alarm.
 2. Checking rooms in their assigned area to ensure that the area is fully evacuated.
 3. Reporting any unusual events or circumstances to the Building Monitor.
 4. Advising people to turn off all electrical equipment, close windows and doors, collect personal belongings, and quickly leave the building.
 5. Ensuring that all windows and doors are closed. Doors should not be locked during an emergency evacuation.
 6. Checking all possible building exits and advising the Building Monitor of the floor evacuation. Providing the following information: whether all employees have exited the building, the extent of damage to their assigned area, etc.
- C. Impaired Person Monitor (IPM) is a volunteer designated to provide assistance to an impaired person and is responsible for escorting an impaired person to safety, remaining until assistance arrives. All IP's are under the supervision of their respective Floor Monitor.

II. INSTRUCTIONS FOR BUILDING MONITORS OR REPORTING PERSON

- A. The Building Monitor or Reporting Person is assigned to a specific reporting point on the grounds. The Building Monitor must read this handbook thoroughly and become familiar with his or her area of responsibility. He/she should be able to identify the Floor Monitors and alternate Monitors assigned to their area.
- B. Upon hearing the sounding of the alarm, the following instructions are to be used by the Building Monitor to evacuate occupants from the building(s).
 - 1. Building Monitor should immediately depart his/her work area with the assigned Building Monitor identification.
 - 2. The Building Monitor shall place himself/herself in an open area to be quickly identified/located by the Floor Monitors and REACT members.
 - 3. The Building Monitor shall report the evacuation status to the REACT Leader or alternate.
 - 4. Unless otherwise advised, the Building Monitor shall return to the same area to give the “all clear” to reenter the building(s).

III. INSTRUCTIONS FOR FLOOR MONITORS

- A. All Floor Monitors are assigned to specific floors or corridors. They should read this handbook thoroughly and become familiar with their responsibilities.
- B. The Floor Monitors should be aware of any impaired person(s) in their area who may need assistance during the evacuation of the building. Encourage others to volunteer to escort and assist a fellow employee who may be temporarily impaired.
- C. Upon hearing the sounding of the alarm, the Floor Monitors should follow these instructions to evacuate occupants from the building:
 - 1. Evacuate personnel in your assigned area, or assist in the evacuation of the building and floor where you are at the scene of the alarm.
 - 2. Ensure that IPM’s are in place performing assigned duties.
 - 3. Ensure that the proposed exit route is safe for evacuation. If the route is not clear, assess the situation and direct personnel to an alternate route. Ensure that elevators are not being used, and advise personnel to exit on the appropriate floor.

4. Accompany and assist impaired staff, students, and/or visitors to an area of refuge on the floor and await further instructions.
5. Be calm and instruct employees to leave in an orderly manner. Do not permit pushing, running, smoking, carrying of liquids, or loud noises.
6. Check all rooms in your sections, including bathrooms, making sure all employees have departed the area.
7. As soon as your area is cleared, notify your Building Monitor that everyone has evacuated your assigned area.
8. During a bomb threat, immediately report suspicious packages to the Building Monitor or the REACT Leader directly, if feasible. Information relayed to you by the evacuees should also be reported.

**IV. INSTRUCTIONS FOR IMPAIRED PERSONS MONITORS (IPM's)
(MONITORS ASSISTING IMPAIRED PERSONS)**

- A. All IPM's are under the supervision of their respective Floor Monitor. These IPM's are assigned to specific employees at the time of the emergency and assist them in exiting the building or leading them to a safe room.
- B. When the alarm is sounded, the IPM will:
 1. Go to his/her assigned post.
 2. Accompany and assist impaired persons to a safe area of refuge and await further instructions from the Floor Monitors.
 3. Call the Command Center through the Security Office, to notify the staff that he/she is with an impaired person.
 4. Be calm and give assurance to impaired person(s) that every effort will be made to evacuate them in a safe and orderly manner.

APPENDIX D

BOMB THREAT CHECKLIST

- *Remain calm, be courteous, listen to and DO NOT interrupt the caller*
- Get the attention of another person - give them a note saying,

“CALL SECURITY - BOMB THREAT”

- If your phone has caller ID display, record the number of the incoming call
- Write down the EXACT WORDS of the caller and the threat
- Don't hang up the phone - leave the line open
- Notify a supervisor
- Try to keep the caller on the phone, even if you have to pretend to have difficulty hearing. If the caller seems agreeable to further questions, ask:

1. When is the bomb going to explode?

2. Where is the bomb right now?

3. What does it look like?

4. What kind of bomb is it?

5. What will cause it to explode?

6. Did you place the bomb?

7. Why did you place the bomb or how do you know so much about the bomb?

8. What is your address?

9. What is your name?

DESCRIPTION OF CALLER (check all that apply)

Sex: Male ___ Female ___ Unknown ___

Age: Adult ___ Child ___ Approx. Age ___

Exact Wording of Threat

<p>Voice</p> <input type="checkbox"/> Clean <input type="checkbox"/> Distorted <input type="checkbox"/> Intoxicated <input type="checkbox"/> Loud <input type="checkbox"/> Muffled <input type="checkbox"/> Nasal <input type="checkbox"/> Pitch- High <input type="checkbox"/> Pitch- Medium <input type="checkbox"/> Pitch-Low <input type="checkbox"/> Pleasant <input type="checkbox"/> Raspy <input type="checkbox"/> Smooth <input type="checkbox"/> Soft <input type="checkbox"/> Squeaky <input type="checkbox"/> Tape <input type="checkbox"/> Recording <input type="checkbox"/> Unclear <input type="checkbox"/> Other	<p>Speech</p> <input type="checkbox"/> Deliberate <input type="checkbox"/> Distinct <input type="checkbox"/> Fast <input type="checkbox"/> Hesitant <input type="checkbox"/> Lisp <input type="checkbox"/> Slow <input type="checkbox"/> Stuttered	<p>Behavior</p> <input type="checkbox"/> Agitated <input type="checkbox"/> Anxious <input type="checkbox"/> Angry <input type="checkbox"/> Blaming <input type="checkbox"/> Calm <input type="checkbox"/> Coherent <input type="checkbox"/> Fearful <input type="checkbox"/> Incoherent <input type="checkbox"/> Laughing <input type="checkbox"/> Nervous <input type="checkbox"/> Righteous	<p>Language</p> <input type="checkbox"/> Educated <input type="checkbox"/> Foreign <input type="checkbox"/> Foul <input type="checkbox"/> Intelligent <input type="checkbox"/> Irrational <input type="checkbox"/> Rational <input type="checkbox"/> Slang <input type="checkbox"/> Uneducated <input type="checkbox"/> Unintelligible If foreign, describe: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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Background Noises

Airport Animals Baby Bar Noises Birds Children
 Factory Guns Firing Gymnasium Machinery Music
 Office Machines Party Quiet Restaurant Talking/Voices
 Television Traffic Trains Typing Water/Wind

Describe:

Name of Employee Receiving Call: _____

Date: _____ Time Received: _____ Length of Call _____

Phone # Threat Received On: _____

Name of Possible Suspect: _____