



AMES  
LABORATORY

EMERGENCY PLAN IMPLEMENTATION PROCEDURE  
46300.010, REVISION 16



*Creating Materials & Energy Solutions*  
U.S. DEPARTMENT OF ENERGY



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<b>Contact Person</b>	<a href="#">Terry Herrman</a>	<b>Revision</b>	16
<b>Document</b>	Procedure 46300.010	<b>Effective Date</b>	04/01/2016
		<b>Review Date</b>	04/01/2019

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## EMERGENCY PLAN IMPLEMENTATION PROCEDURE

The Emergency Plan Implementation Procedure contains detailed directions, procedures and checklists for use in the Emergency Management Program as described in the [Ames Laboratory Emergency Plan](#). This information is of importance to all members of the Emergency Response Team. All Emergency Team members and their alternates are expected to be familiar with its content.

### 1.0 APPROVAL RECORD

- Reviewed by: Documents Control Coordinator (Hiliary Burns)
- Reviewed by: Manager, Environment, Safety, Health & Assurance (Sean Whalen)
- Approved by: Manager, Facilities & Engineering Services (Doug Hoenig)
- Approved by: Chief Operations Officer (Mark Murphy)

The official approval record for this document is maintained by Training and Documents, 105 TASF.

### 2.0 REVISION/REVIEW INFORMATION

The revision description is available from and maintained by the author.

### 3.0 PURPOSE/SCOPE

The purpose of the Emergency Plan Implementation Procedure is:

- To establish and document the actions, procedures and emergency responses to minimize the impact of unusual situations which might threaten, disrupt, or adversely influence effective operations, and to provide for the protection of personnel and physical assets during an emergency.
- To assign responsibilities and summarize actions necessary under emergency conditions.
- To maintain current information regarding contacts and responsible parties.

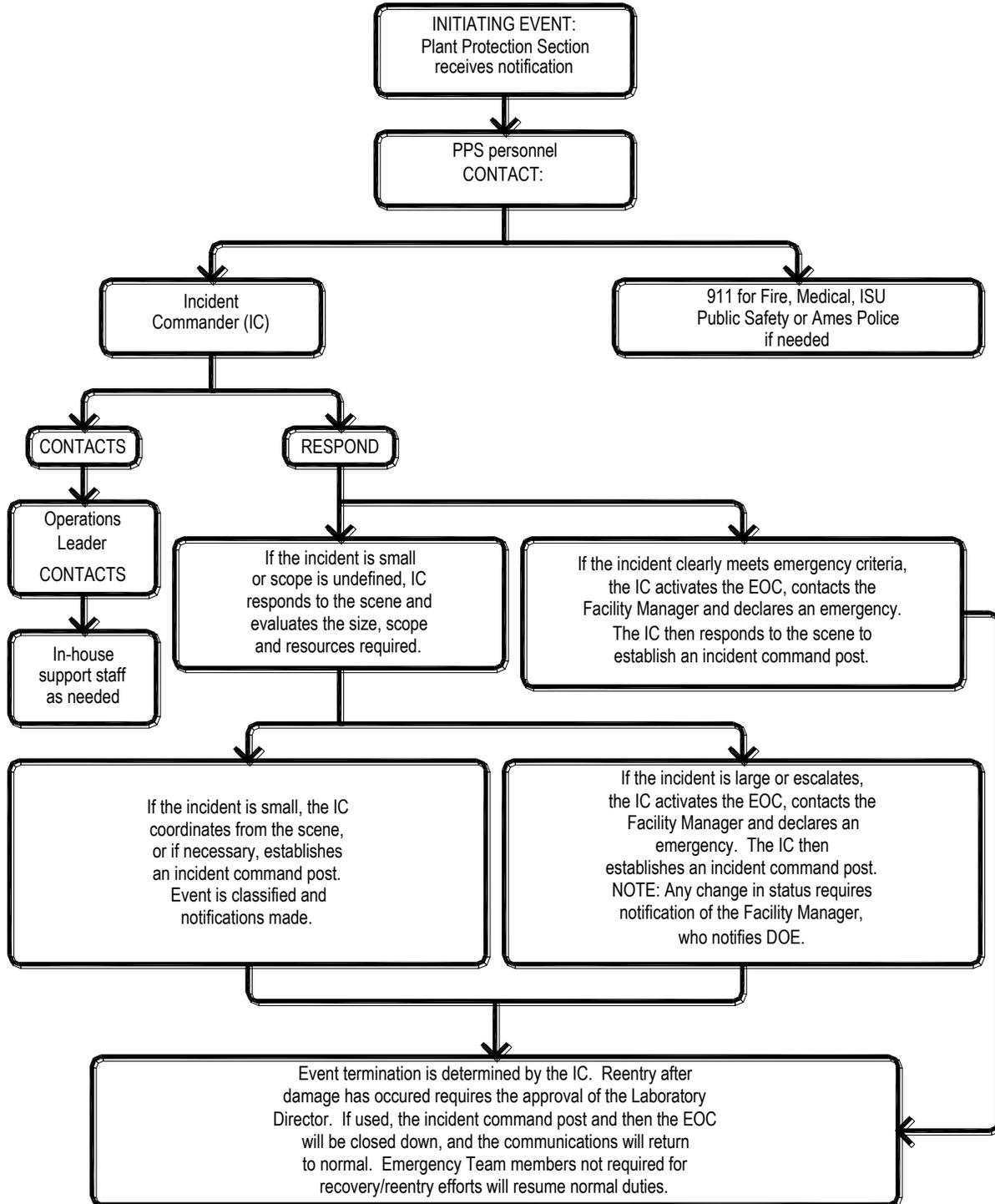
The procedure is designed to provide specific guidelines and procedures for the credible events that have been identified for this site. It also provides general guidelines for unforeseen events that do not have a specific procedure. The procedure encompasses operational (not energy or continuity of government) emergencies that may be encountered in day-to-day operations of the Laboratory. No credible hazardous material events have been identified that rise beyond the level of alert.

The procedure also provides guidance for events that are less severe than events categorized as an emergency per DOE O151.1C. In many cases these are situations which have the potential to become emergencies if not properly dealt with (e.g. a fire alarm or small fire).

### 4.0 PREREQUISITES ACTIONS & REQUIREMENTS

The guidance for the actions and procedures in this document are contained in the [Ames Laboratory Emergency Plan](#).

**5.0 PERFORMANCE**  
**5.1 Consequence Assessment Chart**





**Contact Person** [Terry Herrman](#)  
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## 5.2 DOE Occurrence Reporting/Emergency Notifications Summary

Category	DOE Oral Notification	Time Limit	Written Report	Comments
Non-reportable event	Notification is not mandated, but FYI call to Ames Site Office.	No mandated time but ASAP during working hours	Not required	Events evaluated but not reportable  Notification by Occurrence Reporting Officer
SC4* Some Impact	Ames Site Office & HQ EOC for some types	2 hours	Required- Short form only	Notification by Occurrence Reporting Officer
SC3 Minor Impact	Ames Site Office & HQ EOC for some types	2 hours	Required	Notification by Occurrence Reporting Officer
SC2 Moderate Impact	Ames Site Office & HQ EOC for some types	2 hours	Required	Notification by Occurrence Reporting Officer
SC1 Significant Impact	Ames Site Office & HQ EOC	2 hours	Required	Notification by Occurrence Reporting Officer
Operational Emergency -Health and Safety -Environmental -Safeguards & Sec. -Offsite Transp.	HQ-EOC (emergency) Ames Site Office Manager	Within 30 minutes of declaration of emergency	Required	No hazardous material release e.g. Fire/explosion w/ structural damage Terrorist/malevolent action Tornado strike w/ structural damage Offsite accident evacuating lab Mass casualty event  Notification by Facility Manager

\*DOE Occurrence Reporting Significance Categories (SC) as defined per DOE O232.2



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### 5.3 Emergency Contact Call List

<i>ASSIGNMENT</i>	<i>NAME</i>	<i>OFFICE #</i>	<i>PRIMARY OFFSITE #</i>	<i>ALTERNATIVE OFFSITE #</i>
<b>Director</b>	<b>Adam Schwartz</b>	<b>515-294-2770</b>	<b>925-785-0660</b>	<b>925-785-8285</b>
<i>First Alternate</i>	Tom Lograsso	515-294-5772	515-290-1281	
<i>Second Alternate</i>	Mark Murphy	515-294-3979	515-975-3713	515-975-3712
<i>Third Alternate</i>	Duane Johnson	515-294-9649	217-419-1326	

#### EMERGENCY RESPONSE OPERATIONS TEAM

<b>Facility Manager</b>	<b>Mark Murphy</b>	<b>515-294-3979</b>	<b>515-975-3713</b>	<b>515-975-3712</b>
<i>First Alternate</i>	Doug Hoenic	515-294-0930	563-449-2241	563-271-9583
<i>Second Alternate</i>	Shawn Nelson	515-294-9769	515-964-5056	515-314-4853
<b>Incident Commander</b>	<b>Terry Herrman</b>	<b>515-294-7896</b>	<b>515-708-6090</b>	<b>515-292-4968</b>
<i>First Alternate</i>	Mike Vaclav	515-294-7891	515-233-2296	515-232-8343
<i>Second Alternate</i>	Shawn Nelson	515-294-9769	515-964-5056	515-314-4853
<i>Third Alternate</i>	Doug Hoenic	515-294-0930	563-449-2241	563-271-9583
<b>Operations Coordinator</b>	<b>Mike Vaclav</b>	<b>515-294-7891</b>	<b>515-233-2296</b>	<b>515-232-8343</b>
<i>First Alternate</i>	Vince Dahl	515-294-1746	515-236-0099	515-230-4414
<i>Second Alternate</i>	Dale Meyer	515-294-3614	515-224-0687	515-979-1474
<b>Safety Officer</b>	<b>Shawn Nelson</b>	<b>515-294-9769</b>	<b>515-964-5056</b>	<b>515-314-4853</b>
<i>First Alternate</i>	Jeff Bartine	515-294-4743	641-750-4669	641-483-2393
<i>Second Alternate</i>	Ken Ewing	515-294-7926	515-310-2714	
<i>Third Alternate</i>	Julia Sager	515-294-4322	515-451-9169	
<b>Logistics Coordinator</b>	<b>Mike McGuigan</b>	<b>515-294-7922</b>	<b>515-520-2350</b>	<b>515-708-2636</b>
<i>First Alternate</i>	Dale Meyer	515-294-3614	515-224-0687	515-979-1474
<i>Second Alternate</i>	Steve Carter	515-294-7889	515-233-5367	
<b>Public Affairs</b>	<b>Steve Karsjen</b>	<b>515-294-5643</b>	<b>515-450-2964</b>	
<i>First Alternate</i>	Laura Millsap	515-294-3474	515-708-4050	515-296-1493
<i>Second Alternate</i>	Kerry Gibson	515-294-1405	515-450-8651	

#### EMERGENCY OPERATIONS CENTER

Communications/Logistics Center	515-294-3483 ( <i>PPS 24 hours/day</i> )	515-294-6472
Command Center	515-294-2153	
FAX ( <i>Occupational Medicine</i> )	515-294-1967	



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**IN-HOUSE TECHNICAL SUPPORT**

<i>RESPONSIBILITY</i>	<i>NAME</i>	<i>OFFICE #</i>	<i>OFFSITE #</i>
<b>Spill Response</b>	<b>Sarah Morris-Benavides</b>	<b>515-294-7923</b>	<b>785-317-0504</b>
<i>First Alternate</i>	Dan Kayser	515-294-4965	515-321-1842
<i>Second Alternate</i>	Mike McGuigan	515-294-7922	515-520-2350
<i>Third Alternate</i>	Julia Sager	515-294-4322	515-451-9169
<b>Biohazard/Chemical Exposure</b>	<b>Julia Sager</b>	<b>515-294-4322</b>	515-451-9169
<b>Radiation Safety</b>	<b>Mike McGuigan</b>	<b>515-294-7922</b>	<b>515-520-2350</b>
<i>First Alternate</i>	Ken Ewing	515-294-7926	515-310-2714
<i>Second Alternate</i>	Drew Fullerton	515-294-9277	515-298-1236
<b>Computer Protection</b>	<b>Diane DenAdel</b>	<b>515-294-1061</b>	<b>515-233-4607</b>
<i>Network Related</i>	Doug Stephens	515-294-6102	515-708-6752
<i>Server Related</i>	Bill Sears	515-294-3590	515-257-6177
<b>Safeguards &amp; Security</b>	<b>Jeff Bartine</b>	<b>515-294-4743</b>	<b>641-750-4669</b>
<i>First Alternate</i>	Shawn Nelson	515-294-9769	515-314-4853
<b>Occupational Medicine</b>	<b>Margaret Evans</b>	<b>515-294-2056</b>	<b>515-554-8927</b>
<i>First Alternate</i>	Kori Grooms	515-294-6837	641-485-8957
<b>Purchasing</b>	<b>Andrea Spiker</b>	<b>515-294-6738</b>	<b>515-450-3113</b>
<i>First Alternate</i>	Andy Saxton	515-294-4191	515-291-7215
<i>Second Alternate</i>	Nancy Moore	515-294-1787	515-520-7977
<b>Transportation</b>	<b>Sallie Spencer</b>	<b>515-294-5548</b>	<b>603-397-7084</b>
	Andrea Spiker	515-294-6738	515-450-3113
<b>Human Relations</b>	<b>Lynnette Witt</b>	<b>515-294-5740</b>	<b>515-291-4706</b>
	Mallory Schon	515-294-8062	515-460-6300

**ENHANCED 9-1-1 AMES LABORATORY BUILDING LOCATIONS**

**ADDRESS**

Spedding Hall	2416 Pammel Drive
Metals Development	2415 Pammel Drive
Technical and Administrative Services Facility (TASF)	2408 Pammel Drive
Wilhelm Hall	2332 Pammel Drive
US DOE Warehouse	2437 Kooser Drive
Mechanical Maintenance	2419 Kooser Drive



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Paint and Air Conditioning	2343 Kooser Drive
Maintenance Shops	2409 Kooser Drive
Construction Storage	2401 Kooser Drive

**NUMBERS FOR OFFSITE CONTACTS**

**City of Ames**

**Fire/Medical/Police Response**

**911**

City Manager, Ames	515-239-5101	515-239-5142 FAX
Fire Department, Station #1	515-239-5109	
Mary Greeley Medical Center	515-239-2011	
Ambulance Dispatch (MGMC)	911	
Ames Police Department	515-239-5133	
Public Works	515-239-5160	515-239-5404 FAX
Electric Department	515-239-5240	(for power outage)
Water Pollution Control Plant	515-232-7423	

**Iowa State University**

Department of Public Safety, Police	515-294-4428	515-294-0383 FAX
Facilities Planning & Mgmt	515-294-5100	(trouble calls)
Power Plant Operator	515-294-4926	
Environmental Health & Safety	515-294-5359	515-294-9357 FAX
Telecommunications	515-294-8565	(24 hour/trouble) 4-4000 FAX
Parking Division	515-294-3388	515-294-6586 FAX

**Story County**

Sheriff (Dispatch)	515-382-6566	
Emergency Management Agency	515-382-7315	515-382-7328 FAX

**State of Iowa**

Iowa State Patrol	800-525-5555	(non-emergency)
Homeland Security & Emergency Mgmt	515-725-3231	515-725-3260 FAX
Dept. of Natural Resources (DNR)	515-725-8200	515-725-8201 FAX
DNR Spill Notification	515-725-8694	
Dept. of Transportation	515-239-1101	
Poison Control Center	800-222-1222	

**Federal Bureau of Investigation (FBI)**

Omaha Office (24 hours)	402-493-8688	
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**Spill Notification**

Iowa DNR	515-281-8694	515-281-7229 FAX
Story Co Emergency Mgmt Agency	515-382-7315	
National Response Center	800-424-8802	

**Other**

Union Pacific Railroad	800-848-8715	(to report grade crossing obstructions or damage)
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FEMA Regional Office 816-283-7061  
EPA Region VII Office 800-223-0425  
National Weather Service 515-270-2614 (*Johnston, Iowa location*)

**DEPARTMENT OF ENERGY**

**DOE Ames Site Office**

	<u>Work</u>	<u>DOE</u>	<u>Mobile</u>
Cynthia Baebler	630-252-1563	630-330-5751	630-417-2825
Bruce Goplin (Fac. Rep.)	515-294-8037		630-549-9831
Jennifer Stricker	630-252-2408		
FAX	630-252-2855		

**DOE-ISC (Chicago)**

DOE-ISC Emergency	630-252-5731	<i>(Argonne Security at Central Alarm Station)</i>	
Radiological Assistance Prog.	630-252-4800		
Safeguards & Security	301-903-0334		
ES&H Division Director	630-252-2243	630-252-5731	
Public Affairs	630-252-2423		
Noelle Kostecki, Em Prep	630-252-2398	708-246-2505 (H)	815-483-3553

**DOE Headquarters**

DOE/HQ EOC	202-586-8100
DOE/HQ EOC e-mail	doehqeoc@oem.doe.gov
DOE/HQ EOC FAX	202-586-0265





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**IDENTIFY HAZARDS/ POTENTIAL HAZARDS**

- |   |                                     |   |  |
|---|-------------------------------------|---|--|
| <input type="checkbox"/> Fire             | <input type="checkbox"/> Smoke      | <input type="checkbox"/> Toxic Gases    | <input type="checkbox"/> Oxygen Deficiency |
| <input type="checkbox"/> Explosion        | <input type="checkbox"/> Entrapment | <input type="checkbox"/> Phys. Hazard   | <input type="checkbox"/> Radioactivity     |
| <input type="checkbox"/> Electric         | <input type="checkbox"/> Steam      | <input type="checkbox"/> Confined Space | <input type="checkbox"/> Structural        |
| <input type="checkbox"/> Chem Spill       | <input type="checkbox"/> Flood      | <input type="checkbox"/> Environmental  | <input type="checkbox"/> Weather           |
| <input type="checkbox"/> Press. Cylinders | <input type="checkbox"/> Terrorists | <input type="checkbox"/> Bomb Threat    | <input type="checkbox"/> Other _____       |

**EMERGENCY RESPONSE**

- Request additional offsite response \_\_\_\_\_
  
- Additional evacuation/relocation needed \_\_\_\_\_
- Request in-house support:     Spill team     Ops. Coor     Safety Liaison
  
- Other \_\_\_\_\_
  
- Categorize the Event
  - Operational Emergency—Request for Hazmat Team/hazardous material spill
  - Operational Emergency—Fire/Explosion/Natural Phenomena w/ structural damage
  - Operational Emergency—Terrorist/Credible Bomb Threat/Mass Casualty
  
  - Operational Emergency—Other: \_\_\_\_\_
  - Occurrence Report Evaluation Required
  - Not Reportable
  
- Set up incident command location—coordinate location with off-site responders
- Declare Emergency/Activate EOC      Time: \_\_\_\_\_
- Get information to Facility Manager for initial notifications.
- Secure the scene. Establish initial perimeter. Post at building entrances, including tunnels. Block streets (DPS) and parking as required maintaining a safe perimeter distance.
- Establish and maintain contact with responders at the scene.
- Contact Plant Protection Section (PPS) to forward information to responders en route.
- Assign someone to meet and direct off-site responders.
- Assess conditions (e.g. false alarm, trapped victims, evacuation completed) if safe to enter area (Safety Liaison), otherwise, wait for off-site responders and be prepared to offer assistance.
- Support and coordinate activities with off-site responders.
- Once the location is secure, have PPS keep a log of personnel entering and exiting the scene.
- Verify the safety of evacuees. Request accountability information if needed.
- Request utility shut-off if necessary: gas, electricity, steam, water, etc.
- Review/update hazards and ensure that response is adequate.
- Analyze the response plan and develop contingency plans.
- Provide/request regular updates between Incident Command Post and EOC Command Post.
- Direct media inquiries to the Press Center (normally 111 TASF). Provide escort if possible.
- Maintain log of actions.
- Gather information regarding the area, contents, and operations, including chemical inventory, Safety Data Sheets, floor plan, occupants, personnel involved, group safety coordinator etc.
- Assign Operations Coordinator to ICP before relocating to EOC Command Post.

**REPEAT THE FOLLOWING:**

- Review/update hazards and ensure that response is adequate.
- Analyze the response plan and consider contingency plans.



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- Provide/request regular updates between Incident Command Post and EOC Command Post.
- Initiate regular updates of status to Ames Lab personnel.
- Evaluate evacuation arrangements. Building closure/send home decisions must be confirmed by the Director.

### **SECURING FROM EMERGENCY STATUS**

- The conditions creating the emergency condition have been controlled
  - Fire/explosion extinguished & undamaged area ready to be re-occupied
  - Natural phenomena over and undamaged area ready to be re-occupied
  - Hazmat team is demobilizing
  - Threat of criminal/terrorist action is controlled
- Check the EOC Status Board/Sheet.
- Injured personnel have been cared for, released or transported for further care.
- There are no indications of secondary events which would initiate another emergency condition.
- All emergency notifications have been made.
- Affected areas, operations or facilities are secured for recovery operations.
- Check for unresolved accountability issues.
- Obtain Director's approval if required—reoccupying damaged facilities/bomb threat area.
- Close the incident command post, if one was established.
- Notify all team members that the emergency is terminated.
- Notify Ames Site Office.
- Terminate EOC operations.

### **DEBRIEFING**

- As soon as possible after the emergency, conduct a debriefing/evaluation with the personnel involved.
- Collect log information.
- Look for possible problems, lessons learned, and opportunities for improvement.
- Prepare a written report of the emergency response.



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### 5.5 Emergency Notification Form

Ames Laboratory  
Iowa State University  
Ames, IA 50010

EOC 515-294-3483  
515-294-2153  
515-294-1967 FAX

DATE: \_\_\_\_\_ REPORTED BY: \_\_\_\_\_

DECLARED AT: (date & time) \_\_\_\_\_

INCIDENT COMMANDER: \_\_\_\_\_

LABORATORY DIRECTOR NOTIFIED

DESCRIPTION OF EVENT:

Location: \_\_\_\_\_

Description: \_\_\_\_\_

Injuries: \_\_\_\_\_

Damage: \_\_\_\_\_

Haz-mat:  
Release \_\_\_\_\_

Offsite Response:  Fire Department  Hazmat  Ambulance  
 Law Enforcement  Other \_\_\_\_\_

Actions Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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CONTACT LOG

HQ EOC  
 202-586-8100  
 E-mail - doehqoc@oem.doe.gov  
 202-586-8485 FAX

Contacted: \_\_\_\_\_  
 Date/Time: \_\_\_\_\_  
 Follow-up Fax Sent

Questions/: \_\_\_\_\_  
 Follow-up \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Ames Site Office Facility Representative  
 Bruce Goplin  
 515-294-8037  
 630-549-9831 Mobile

Contacted: \_\_\_\_\_  
 Date/Time: \_\_\_\_\_  
 Follow-up Fax Sent

(See call list for alternates)

Questions/: \_\_\_\_\_  
 Follow-up \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Keith W. Morgan  
 Story County Emergency Management  
 515-382-7315  
 515-382-6566 Sheriff Office (dispatch)  
 515-382-7328 FAX

Contacted: \_\_\_\_\_  
 Date/Time: \_\_\_\_\_  
 Follow-up Fax Sent

Questions/: \_\_\_\_\_  
 Follow-up \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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TERMINATION OF EMERGENCY

Ames Site Office  
Cynthia Baebler  
630-252-1563  
630-417-2825 Mobile  
630-252-2855 FAX  
(See call list for alternates)

Contacted: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Follow-up Fax Sent

Status: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Questions/  
Follow-up

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TERMINATION OF EMERGENCY

Keith W. Morgan  
Story County Emergency Management  
515-382-7315  
515-382-6566 Sheriff Office (dispatch)  
515-382-7328 FAX

Contacted: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Follow-up Fax Sent

Status: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Questions/  
Follow-up

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## 5.6 Severe Weather Procedures

As soon as severe weather alert has been issued:

- 1) If the watch occurs during normal working hours, PPS Officers will notify the **Incident Commander** and **ESH&A Manager**. Type & duration of watch. PPS Officer will clearly announce the watch. The Incident Commander will begin monitoring weather information and will locate at the PPS Guard Desk when warnings are anticipated. The Incident Commander may exercise judgment based on local storm tracking for sheltering instructions for warnings. If the storm danger area clearly does not threaten the Laboratory, the Incident Commander may decide not to relocate personnel to shelters. If the Incident Commander is not on site, PPS Officers will initiate announcements of watches received and will make sheltering announcements based on warnings. If meteorologists report wind speeds less than 70 mph, relocation is not required for a severe thunderstorm warning.
- 2) Announcements will be made on the Public Address System and the radio system. The alert tone will be used on the Public Address System prior to making the announcement.
- 3) Make the repeat announcements every 10 minutes while personnel are sheltered to keep people updated and to inform personnel who enter the building after the first announcement.
- 4) If present, the Incident Commander will confirm the all clear announcement. If the Incident Commander is not present, the PPS Officer will make the all clear announcement based on information from broadcast television, the weather radio, or National Weather Service web sites.
- 5) If damage has occurred, the damaged areas must be secured before people are released from the shelter areas into the buildings which sustain significant damage.

### Severe Thunderstorm Watch (repeat)

"YOUR ATTENTION PLEASE; YOUR ATTENTION PLEASE. A Severe Thunderstorm watch has been issued for Story County until \_\_\_\_ (time). Please be alert for threatening weather and be prepared to take immediate shelter if a warning is issued."

### Tornado Watch (repeat)

"YOUR ATTENTION PLEASE; YOUR ATTENTION PLEASE. A tornado watch has been issued for Story County until \_\_\_\_ (time). Please be alert for threatening weather and be prepared to take immediate shelter if a warning is issued."

### Severe Thunderstorm Warning w/no Relocation (repeat)

"YOUR ATTENTION PLEASE; YOUR ATTENTION PLEASE. A severe thunderstorm warning has been issued for Ames/Story County (choose best description). The warning is in effect until \_\_\_\_ (time). Please stay indoors and be prepared to relocate to your designated shelter area if conditions worsen."

### Severe Thunderstorm Warning - Take Shelter (repeat)

"YOUR ATTENTION PLEASE; YOUR ATTENTION PLEASE. This is a severe thunderstorm



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warning. Take cover immediately in your designated shelter area. This is a severe thunderstorm warning. Take cover immediately in your designated shelter area. The warning is in effect for Ames/Story County (choose best description) until \_\_\_\_\_(time).  
(Re-announce once every 10 minutes while personnel are sheltered)

Tornado Warning – Take Shelter (repeat)

"YOUR ATTENTION PLEASE; YOUR ATTENTION PLEASE. This is a tornado warning. Take cover immediately in your designated shelter area. This is a tornado warning. Take cover immediately in your designated shelter area. The warning is in effect for Ames/Story County (choose best description) until \_\_\_\_\_(time).  
(Re-announce once every 10 minutes while personnel are sheltered)

Severe Thunderstorm Watch - ALL CLEAR

"YOUR ATTENTION PLEASE; YOUR ATTENTION PLEASE. The severe thunderstorm watch for Ames has been canceled. I repeat; the severe thunderstorm watch for Ames has been canceled.

Tornado Watch - ALL CLEAR

"YOUR ATTENTION PLEASE; YOUR ATTENTION PLEASE. The tornado watch for Ames has been canceled. I repeat; the tornado watch for Ames has been canceled.

Severe Thunderstorm Warning - ALL CLEAR (when personnel are sheltered)

"YOUR ATTENTION PLEASE; YOUR ATTENTION PLEASE. The severe thunderstorm warning for Ames has been canceled. You may return to your normal work areas. I repeat; the severe thunderstorm warning for Ames has been canceled. You may return to your normal work areas.

Severe Thunderstorm Warning - ALL CLEAR (personnel not sheltered)

"YOUR ATTENTION PLEASE; YOUR ATTENTION PLEASE. The severe thunderstorm warning for Ames has been canceled. I repeat; the severe thunderstorm warning for Ames has been canceled.

Tornado Warning - ALL CLEAR

"YOUR ATTENTION PLEASE; YOUR ATTENTION PLEASE. The tornado warning for Ames has been canceled. You may return to your normal work areas. I repeat; the tornado warning for Ames has been canceled. You may return to your normal work areas.

**General Information:**

A NOAA weather radio is located in the Plant Protection Section area to alert the Plant Safety Patrol Officers in the event of a weather alert. If an alert is issued, the Incident Commander will monitor conditions through the National Weather Service, local television, weather web sites and the local spotters network, and will track the storm's progress. **NOTE:** Winter storms are not generally as urgent. In the event of a winter storm watch, warning, or advisory, the Incident Commander will prepare an announcement to be read over both Public Address System and radio system.

Ames Laboratory personnel in non-Ames Lab ISU buildings will follow the ISU



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notification and relocation procedures that are in place in those buildings.

If the watch is upgraded to a warning (as indicated by the National Weather Service radio, local radio or TV, storm spotters report, or Outdoor Warning System), the PPS Officers will sound the warning immediately via the Public Address System and radio systems as outlined above under Warning Procedures. The Incident Commander, Operations Coordinator and Logistics Team Leader will assemble at the PPS Central Station. All other Emergency Team members will immediately take shelter and then check-in with their leaders and give their location. The PPS Officers and Emergency Team personnel will continue to monitor for storm updates and will provide periodic status reports to shelter personnel, advising them of the anticipated duration of the alert and the direction and intensity of the storm. When the alert is over (as determined from the National Weather Service reports or scanner information, and visual confirmation), the Incident Commander will authorize the Plant Safety Patrol Officers to sound the all-clear as outlined above under Warning Procedures. If no damage has occurred, Logistics prepare an incident report for the Emergency Coordinator. If damage has occurred, the Incident Commander will activate the EOC (if necessary) and contact the Facility Manager who will make the required off-site notifications. Personnel will be released from shelter areas into undamaged areas. All Operations personnel should check in with the Operations Coordinator before leaving the premises in case they are needed for cleanup or damage assessment (see Emergency-Related Early Dismissal Procedures). If damage has occurred, the Safety Liaison and ESH&A Response personnel should stand by to assist in evaluating the damage and containing any hazardous material spills; Operations should assist in the evacuation and secure the affected areas, conduct a damage assessment, and take actions to prevent further damage; and the Information Officer should document the damage with photos and begin preparing news releases.

**NOTE:** Re-entry into damaged areas ***must*** be approved by the **Director**.

## 5.7 Public Address System Operations

### **Using the building public address system**

1. Leave the handset in the cradle and push **ALL PAGE**.
2. A message will appear asking for a **TONE**.
3. Select **TONE # 4**, which is the emergency alert tone. Keep the button depressed for 3 seconds.
4. When the tone is completed, a paging message will appear. Use the system as follows:
  - a. Push the **PUSH TO TALK** button and speak into the upper right hand corner of the console. Release the **PUSH TO TALK** button when the message is complete, **OR**
  - b. Pick up the handset and use it like a telephone. End the message by pressing the **CANCEL** button ***prior*** to replacing the hand set.

**NOTE:** Speak up slightly to compensate for the conference rooms being included.

### **Alternate notification procedures for Public Address System**

The Ames Laboratory Public Address System is on standby power. In the event of a



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power outage, the Public Address System would not be operational for 10 to 15 seconds until the standby diesel generators come on line. If for some reason the standby power failed, or the Public Address System was not functional, the following alternate Ames Laboratory space notification procedure will be used for weather-related emergencies:

**NOTE:** If the Public Address System does **not** come back on automatically after a power outage or 'dip', turn it off for a few seconds to clear it and then turn it back on. If it **still** does not work, proceed as follows:

1. Phone or radio the Facilities & Engineering Services (FES) Office (158 Development), who will see that personnel in the Development Building **and** the Service Areas are notified. **NOTE:** If the phones **and** radio base are out, use a hand-held radio or a runner.
2. Send a runner (preferably an officer or ESH&A employee) to notify personnel in Wilhelm.
3. Notify personnel in TASF and Spedding (preferably by an officer or ESH&A employee).

**NOTE:** See below for alternate procedures if the radio and/or paging system are out of service.

If the radio and/or pager systems fail, but the phone system is working, the Plant Safety Patrol Officer will contact the following individuals or places, identify themselves, and give the appropriate watch or warning message. If the phones are **not** working, runners shall be used. **NOTE:** Runners will **not** be able to make notifications in a timely or safe manner for a warning, so occupants should be alerted during the Watch period to monitor AM/FM radios for announcement of a warning as well as the all clear.

**PHONE NUMBER**

Incident Commander	See List
ESH&A Manager	See List
FES Office	4-3756
Physics Office	4-5440
Chemistry Office	4-6342
Haz. Waste Storage Room	4-7927

**NOTE:** The "ALL CLEAR" is to be given using the same phone call or notification sequence.

**5.8 Emergency-Related Dismissal**

In the event of inclement weather or other emergency, the University President or other designated representatives may declare one of the following emergency situations to be in effect:

- Classes are canceled. Classes will not be held but the university will operate and staff will be expected to be on duty.
- The university is closed. Classes are canceled and staff members may leave



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campus. Faculty, Professional, and Scientific staff members whose responsibilities are not based upon a specific work schedule will be expected to make appropriate adjustments in their activities in consultation with their organizational unit. Other staff members will be expected to utilize compensatory time, vacation, or leave without pay.

In addition, when it has been determined that early dismissal of Ames Lab employees may minimize the impact of severe or threatening weather conditions, the **Incident Commander**, with the approval of the **Director** or his alternate, will notify all Laboratory personnel via the building alert procedure that this decision has been made. (The same procedure of notification within Ames Lab will be followed if ISU decides to close the entire institution-see above excerpt from the ISU Office Procedure Guide.)

Those persons wishing to take early dismissal may do so at their own risk and must elect to use compensatory time, vacation, or leave of absence without pay. This early dismissal option does not apply for actual warnings that occur during normal working hours, which require that all employees take cover immediately in their designated shelter area. However, if the warning is extended beyond the end of a normal shift, employees, after checking in with their supervisor or the shelter coordinator, may leave the shelter and the Laboratory at their own risk. Those employees wishing to stay in the shelter until the all clear will not be eligible for overtime compensation unless they are required to stay for post-emergency cleanup activities.

## 5.9 Fire Alarm Procedures

- When alarm notification is received at the Plant Protection Section (PPS) the PPS Officer (Base 2) will:
  - Note the location of the alarm.
  - Call the Ames Fire Department through the ISU Department of Public Safety (DPS) (911). (NOTE: If the alarm originates from the SIF, DPS will receive the alarm and respond accordingly.)
  - Dispatch a PPS Officer to the site if available. (May not be possible for SIF alarm)  
Call the Incident Commander to inform him of the location of the alarm, confirm the Fire Department has been called (or responded, as for the SIF), and provide the name of the PPS Officer who has been dispatched.
- The Incident Commander will initiate the emergency team response and monitor radio contact with Base 2 for status information.
- If a PPS Officer is not available, the Incident Commander will authorize other personnel to investigate.
- The Operations Coordinator (OC) and Facilities team will secure the area, post personnel at all entrances to the building, including tunnels, and flag emergency vehicles. (This action will not be necessary if the alarm originates from the SIF.)
- PPS Officers and off-site responders (Ames Fire Department, ISU DPS, or Ames Police Department) are pre-authorized to enter. The Incident Commander must authorize entry of any other personnel.



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- Authorized personnel who enter the building must log in via radio to Base 2 and log out with Base 2 upon leaving the building. Emergency Team personnel will log in off-site responders.
- The PPS Officer (and/or personnel authorized by the Incident Commander) will investigate the alarm to determine the cause of the alarm. If there is indication that there is an active fire, such as heat, smoke or flame, the investigating personnel will evacuate the building and wait for the arrival of the Fire Department. If the Fire Department is on the scene, this will be done jointly.
- Any information on the cause of the alarm (e.g. active fire, dust at smoke detector, etc.) will be forwarded through Base 2 to ISU to relay to the Fire Department.
- NOTE: In the event of a false alarm, Ames Laboratory will **NOT** request that the fire department response be canceled, or silence the bells or re-occupy the building prior to the arrival and concurrence of the Fire Department.
- The Incident Commander will coordinate Emergency Team support with the Fire Department response as follows:
  - Locate the person responsible for the area involved to be on standby to provide pertinent information.
  - Gather facility condition and hazard information.
  - Confirm current status.
  - Retrieve all keys necessary for access to the involved area.
  - Brief the Fire Department of the situation upon their arrival.
  - Escort or direct the Fire Department to the location of the alarm.
- With all building entrances secured and the concurrence of the Fire Department, the bells can be silenced for the response team entry.
- At the recommendation of the Fire Department that the building is safe to re-occupy (e.g. a false alarm is confirmed or the fire is out and the building is safe) the Incident Commander will authorize building occupants to re-enter the building. (see note if the fire caused structural damage).

NOTE: In the event of a fire causing structural damage, the Incident Commander will declare an emergency situation and activate the Emergency Team. The Facility Manager must make the appropriate notification within 30 minutes (15 minutes with hazardous material release). After such a fire, only the Director can authorize reoccupying the building. In the event of a fire in G34 TASF, the PPS Officers will relocate to 158 Metals Development Building, taking sensitive items with them.

### 5.10 Sprinkler Activation Response Procedure

A zone sprinkler flow alarm will be treated the same as any other fire alarm ( i.e., call 911 for the Fire Department and then initiate the Ames Laboratory Emergency Team response). NOTE: It is imperative to dispatch personnel as soon as possible to investigate and verify each sprinkler activation so in the event of a false alarm, the sprinkler head can be shut down as quickly as possible in order to minimize water damage. All Facilities Services Engineers, Managers, and Lead Persons are trained in where and how to shut off sprinkler flow, which can be done by floor and zone in each building. In the event of an actual fire, the Fire Department will determine when to shut-off the sprinklers (which will register a change-of-state alarm at G34 TASF). In the event of a false alarm (i.e., sprinkler flow with no fire as determined by the officer or



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Emergency Team personnel who respond to the alarm), the sprinkler valve can be shut-off with the approval of the Incident Commander or senior Emergency Team person on site. Unless the verification of a false alarm happens before the Fire Department is called, do not cancel the Fire Department. Go ahead and shut off the sprinkler flow and let the Fire Department check out the head when they arrive. NOTE: Shutting a sprinkler valve will be similar to silencing the alarm bells (i.e., a fire watch of either Plant Protection Section or Facilities Services personnel must be in effect in the area (zone) which has been shut-off, so start the Facilities Services call-back as soon as the sprinklers have been shut-off).

In the event of a main flow alarm without an accompanying zone alarm, the PPS Officer should attempt to reset the alarm. If the officer is able to reset the alarm, the fire department will not be called. The officer will note the occurrence and PPS should notify the Emergency Coordinator the next workday. If the officer is not able to reset the alarm, then it should be treated like a zone sprinkler flow and the officer will call 911 to notify the fire department.

When a Facilities Services employee is doing construction or maintenance work on the sprinkler system, the workers will radio PPS, informing them of the system they are working on, and requesting that the alarms be bypassed. If an alarm is received by the central station, PPS will radio the workers to verify that they have caused the flow condition and that a head has not been activated. If a worker accidentally activates a sprinkler head, they should call the Plant Protection Section officers immediately (preferably via radio) giving their location and letting them know that they have activated a sprinkler head. Authorized personnel should not call 911, but should dispatch personnel to verify the situation. The Facilities Services personnel should immediately shut off the sprinkler valve and then walk the zone with the Protection Section personnel to ensure that no other heads have been activated (preferably leaving someone with a radio standing by the shut-off valve in the event that the sprinklers need to be turned back on). However, if the authorized personnel receive anything other than a zone flow alarm and the accompanying main building flow alarm (i.e., sprinkler flow in zones other than the one the Facilities Services personnel reported from, or smoke or fire alarms from any other sensor), then they should call 911 and follow the normal fire procedure. In the event of a false alarm or a defective sprinkler head, reactivation will be done after the defective head has been repaired or replaced.

### 5.11 Spill Procedure

If a call comes into the Plant Protection Section regarding a hazardous material spill in the Laboratory, the officer on duty records the location of the spill, material involved, name of the caller, date and time of the call, whether anyone has been injured, whether the spill has or is expected to result in a fire or explosion, who the group leader is for the area, and any other pertinent information provided by the caller. The officer then contacts ESH&A to initiate the Laboratory's Spill Response Team. After contacting ESH&A, the officer then calls the Incident Commander to inform him of:

- The location of the spill,
- Status (i.e.; fire, explosion, etc.), and
- The name of the ESH&A team member who was contacted to respond to the spill.



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If necessary, the Incident Commander and Operations Coordinator will secure the area and post personnel at all entrances to the building. Operations personnel will stand by to assist the Spill Response Team as required. If the spill is beyond the capability of the Spill Response Team, the hazardous material team from the Ames Fire Department will be called for assistance by calling 911. If the hazardous material team is called in, the Incident Commander will declare an emergency condition, activate the emergency team, and initiate notification.

Further information regarding the Spill Response Team is contained in the [Waste Management Contingency Plan](#).

**5.12 Emergency Operations Center Procedure**

The Emergency Operations Center (EOC) is activated by the Incident Commander whenever an emergency situation exists which cannot be coordinated at the scene from an incident command post.

Unless otherwise directed by the Incident Commander, the Ames Laboratory EOC is designated as G34/G40 TASF. G34 TASF is the location of PPS Post 1 (Base 2) (monitored 24 hrs/day) and is the communication center for EOC operations. G40 TASF is the ESH&A office suite adjacent to G34 and is the EOC Command Center. Depending on the severity, duration and complexity of the event, G34 may be the only area used. Alternate locations are 158 Metals Development Building (Base-3) and the Campus Warehouse (Base-4). If all of these locations are un-available, (e.g. if total evacuation of all Ames Laboratory Facilities is required) Ames Laboratory EOC will contact ISU and co-locate with the ISU EOC. The Logistics Coordinator will oversee the communications center and PPS Officers will act as primary communications operators. The Incident Commander will oversee the command center. If the Incident Commander is located at the Incident Command Post at the scene of the incident, then the Facility Manager will oversee the command center.

ACTIVATION/OPERATION

- To activate the EOC, the Incident Commander will initiate a call-up of the individuals who are assigned to the Emergency Team.
- PPS Officer will contact a member of each team. Inform them of the emergency and activation of the EOC. See Call List. This call-up will be via radio, telephone and/or Public Address System.

Facility Manager: \_\_\_\_\_

Operations: \_\_\_\_\_

Logistics: \_\_\_\_\_

Safety Officer: \_\_\_\_\_

Public Affairs: \_\_\_\_\_



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- The Facility Manager will report to the EOC to coordinate notifications. The EOC will be considered staffed when the Incident Commander or Facility Manager, the Logistics Coordinator, and a PPS Officer are present. Maximum time for activation is 15 minutes during working hours and two hours after hours.
- Once the EOC is staffed, the Incident Commander and/or Facility Manager will have a staff briefing on the initiating event and activate the EOC.
- Log communications.
- Monitor ISU DPS channel on handheld multichannel transceivers.
- Maintain a status board/sheet. Include status of:
  - Emergency declarations
  - Incident Commander
  - Evacuations/relocations/areas restricted
  - Logged reentry
  - Off-site responders
  - Incident Command Post—location, and incident commander
  - Injuries--#’s, names, on-site/transported, in hospital/released
  - Notifications
  - Responsible team leaders
- Post signs suspending normal operations for G34/G40. Post personnel if needed to prevent interruptions.
- The following radio announcement will be made:  
**“This is Base 2. An emergency situation is now in progress (describe). Please limit radio traffic to emergency use only.”** The description will be provided or approved by the Incident Commander/Facility Manager. Repeat as necessary if routine radio traffic disrupts emergency response.
- The following Public Address announcement will be made:  
**“An emergency situation is now in progress. (describe) Please be prepared to take protective actions as directed by emergency response personnel. Please postpone routine activities that would interrupt emergency response personnel.”** The description will be provided or approved by the Incident Commander/Facility Manager. Repeat as necessary to update the conditions or if there are too many interruptions from routine activities.
- After the EOC has been activated, the radio operator will establish positive contact with the Incident Commander, Operations Coordinator, Safety Officer, and any others as directed by the Incident Commander or Logistics Coordinator.
- Contact and mobilize In-house Technical Support personnel as directed by the Incident Commander.



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- The Facility Manager will make all of the required initial notifications (see notification call sheet) and make timely follow-up notifications when conditions change.
- The Facility Manager will keep the director informed of the status.
- Periodically re-establish contact with Emergency Team members/Incident Command Post to verify communications and update status
- Logistics Coordinator may redirect non-critical radio communications to a secondary channel to reduce clutter on the primary channel.

#### SECURING FROM EMERGENCY OPERATIONS

- Verify all conditions on the Status Board.
- Get/verify any approvals needed from the Director.
- Review status board with Incident Commander and Emergency Team.
- Close Incident Command Post.
- Incident Commander declares emergency terminated.
- Notify Emergency Team personnel that the emergency is terminated and direct them to begin recovery efforts as needed.
- Make off-site notifications of the termination of the emergency.
- Make the following announcement on the Public Address System:  
**“YOUR ATTENTION PLEASE. The emergency situation is over and operations are returning to normal (update status/restrictions). All personnel should resume normal duties. Thank you.” (repeat)** The description of status/restrictions will be provided or approved by the Incident Commander/Facility Manager.
- Assemble documentation and begin debriefing/evaluations process.

#### **5.13 Bomb Threat Procedures**

In the event a bomb threat call is received by or relayed to PPS, (see Bomb Threat Call Checklists), Iowa State University DPS is contacted immediately, and the Incident Commander is notified as soon as possible. The available information is evaluated and a decision is made as to the validity of the threat. If the threat appears valid, the Director's Office has given standing approval to evacuate the affected building(s). If the threat appears to be false, the Director's Office must approve a decision not to evacuate. The affected building(s) will be evacuated via fire alarms or Public Address System.

During evacuation, the Incident Commander will:

- Notify ISU DPS via 911 (DPS will notify Ames PD).



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- Designate a relocation/personnel accountability area. Notify personnel via runners.
- MAINTAIN A SECURE PERIMETER OF AT LEAST 100 YARDS.
- Notify the FBI (402) 493-8688 and the Ames Site Office.

While ISU DPS and Ames PD are en route, the Incident Commander, with the help of the Operations Coordinator, will start assembling a team to assist with:

- Securing entrances (**NOTE:** Secure tunnel access to affected buildings).
- Disconnecting or shutting off utilities to affected buildings.
- Searching the area (if applicable).
- Rescuing the injured, assessing the damages, and in the event that a device was detonated, boarding up openings.

Upon their arrival, Ames PD and ISU DPS will assist in securing entrances and, if applicable, blocking roadways in order to maintain a safe, secure perimeter. The ranking on-site law enforcement organization will be considered the Authority Having Jurisdiction.

At the recommendation of the Authority Having Jurisdiction and with the approval of the Director's Office, a search of the affected building(s) will be conducted. Ames Laboratory personnel will assist the Authority Having Jurisdiction in the search on a voluntary basis:

**NOTE:** Electronic devices (radios, pagers, cellular phones, elevators, etc.) should not be used during the search due to the potential for premature detonation of an electric initiator (blasting cap). Do not change the environment of the search area (i.e., don't turn on or off lights, adjust thermostats, etc.).

- Emergency Team members (i.e., PPS, ESH&A and Facilities personnel) will check their areas for suspicious items AND with an on-site training/orientation will assist in the actual search. The Authority Having Jurisdiction and the Incident Commander will conduct the training in accordance with the ATF Bomb Threats and Bomb Search Techniques.
- Non-emergency team members may be asked to accompany a trained searcher on a voluntary basis in order to identify suspicious or out-of-place items in their areas.

If no device is found, if the time of detonation (if provided) expires, or if the threat is determined to be false, at the recommendation of the Authority Having Jurisdiction and with the approval of the Director's Office, the all-clear will be given and the occupants will be allowed back into the building.

If a device is located, the location will be noted, all Emergency Team personnel will evacuate the area, and the location will be reported to the Authority Having Jurisdiction. If the Authority Having Jurisdiction does not have the capability to remove or disarm the device, the Ames Site Office, Office of Science Integrated Support Center (Chicago office) or DOE Headquarters EOC will be contacted for additional resources and advice.



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IF A DEVICE DETONATES: Assist any injured personnel, assess the damages, and board up any damaged areas as required to prevent access and to prevent further damage. NOTE: Be alert for follow-up explosions (the "cluster" effect) and perform rescue and damage assessment functions accordingly. Re-entry and reoccupation of the affected building(s) must be approved by the Director's Office. As always, any and all information should be released by the Public Information Officer after clearing it with the Facility Manager.

The best offense is a good defense. Be alert to suspicious looking individuals or suspicious looking packages.

**APPROACH BOTH WITH CAUTION! DO NOT UNDER ANY CIRCUMSTANCES TOUCH OR OTHERWISE DISTURB A PACKAGE OR DEVICE WHICH IS SUSPECT. CLEAR THE AREA AND CONTACT THE PLANT PROTECTION SECTION PERSONNEL TO ACTIVATE THE EMERGENCY PLAN.**



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**CHECKLIST WHEN YOU RECEIVE A BOMB THREAT**

Time and Date Reported: \_\_\_\_\_

How Reported: \_\_\_\_\_

Exact Words of Caller: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Questions to Ask:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb right now? \_\_\_\_\_
3. What kind of bomb is it? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. Where did you place the bomb? \_\_\_\_\_
6. Where are you calling from? \_\_\_\_\_

Description of Callers Voice: \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Young \_\_\_\_\_ Middle Age \_\_\_\_\_ Old \_\_\_\_\_ Accent \_\_\_\_\_

Tone of Voice \_\_\_\_\_ Background Noise \_\_\_\_\_ Is Voice Familiar? \_\_\_\_\_

If so, whom did it sound like? \_\_\_\_\_

Other Voice Characteristics: \_\_\_\_\_

Time Caller Hung Up: \_\_\_\_\_ Remarks: \_\_\_\_\_

Name, Address, Telephone # of Recipient: \_\_\_\_\_

\_\_\_\_\_



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**Suggested form to be completed by investigators following BOMB THREAT CALLS**

Type of Complainant:  
\_\_\_ School \_\_\_ Hospital \_\_\_ Industrial Manufacturing Company \_\_\_ Business \_\_\_ Other

Business Name of Complainant: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Name of Person Reporting Complaint: \_\_\_\_\_

Telephone Number that Call was Received on: \_\_\_\_\_

Date and Time of Call: \_\_\_\_\_

Name of Person who Talked to the Caller: \_\_\_\_\_

Exact Words Said by Caller: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Background Noises (i.e.; street sounds, baby crying, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Information About Caller: \_\_\_ Age \_\_\_ Sex \_\_\_ Race \_\_\_ Accent \_\_\_ Educational Level

Speech Impediments (Drunk, Lisp, etc.): \_\_\_\_\_ Attitude (Calm, Excited, etc.): \_\_\_\_\_

Any Suspects? \_\_\_ Yes \_\_\_ No

Have Previous Calls Been Received? \_\_\_ Yes \_\_\_ No If Yes, Approximately How Many? \_\_\_\_\_

Has the Telephone Company Security Department Been Notified? \_\_\_ Yes \_\_\_ No

Was any Incendiary or Explosive Device Found? \_\_\_ Yes \_\_\_ No

Number of Threats Received Thus Far During Calendar Year: \_\_\_\_\_



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#### 5.14 **Confined Space Rescue Procedures**

Confined space entries must comply with the Ames Laboratory Confined Space Entry procedures as described in the [Environment, Safety, Health and Assurance Program Manual Section 5.18](#). In-house rescue attempts in the event of an emergency involving a permit required confined space (with potential for hazardous atmosphere) will consist of self-rescue or retrieval only. No rescues within these spaces will be attempted by Ames Laboratory personnel. In the event that self-rescue and/or retrieval are not sufficient, the attendant at the scene will immediately call Base 2 via radio or call 911 and notify them of the emergency situation. Base 2 will phone 911 and request immediate assistance from the Ames Fire Department Confined Space Rescue Team. Then Base 2 will notify (phone or radio) the Incident Commander to initiate the Ames Laboratory Emergency response. Ames Laboratory Emergency Team personnel will standby to assist the Ames Fire Department as required outside the confined space. This will include ventilating the space and providing our confined space air measurements to the Fire Department. Once the individual has been rescued from the confined space, they will be treated at the scene or transported to a medical facility depending on the extent of their injuries.

For non-permit required confined spaces, where there is no potential to develop a hazardous atmosphere, personnel can enter to assist an employee as long as the proper hazard assessment is done and procedures followed.

#### 5.15 **Annual Emergency Management Program Assessment**

A self-assessment of the Emergency Management Program will be completed annually and tracked in the ALCATS system. The Emergency Coordinator will oversee the self-assessment. Verification of the self-assessment will be done by ESH&A. The following list will be used as a guide to direct the assessment activities:

- Update contact information in Emergency Plan and Implementation Procedure annually.
- Conduct a complete review of Emergency Plan and Implementation Procedure every three years.
- Update contact information for off-site responders and verify presence of MOU's with off-site responders.
- Hazard review update.
- Completion of drills and exercises (e.g., fire drill, severe weather drill, & annual communication test).
- Annual refresher completed for Emergency Team.
- Emergency Readiness Assurance Program submission.

#### 5.16 **Hazard Review and Hazards Survey**

The hazard review will be updated annually. The following form will be completed by the Emergency Coordinator to document a summary of the update. The results of the survey and changes in the hazards will be summarized for each type of hazard. The Hazard Survey Update Summary will be submitted to the Ames Site Office as an attachment to the Emergency Readiness Assurance Program submission. The Hazards Survey, as defined by DOE Order 151.1C, Attachment 2, must be updated every three years and prior to significant changes to the site/facility or to hazardous material inventories.



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**Hazard Review Update Summary Form**

Date:

<b>Hazard</b>	<b>Review</b>	<b>Notes</b>
Fire/Explosion		
Terrorist/Malevolent Action		
Natural Phenomenon e.g. severe weather		
Chemical release		
Radiological Hazards		
Offsite events, fixed or transportation, with onsite consequences		
Hazards in ISU facilities impacting Ames Laboratory operations or facilities.		
New Activities		

The following resources may be used to provide input for the hazard survey update.

- The Fire Safety Committee will be utilized to assess any changes in the risk of fire/explosion in Laboratory facilities that have the potential to create an emergency incident (structural damage or mass casualty event).
- Information from local law enforcement agencies, Story County Emergency Coordinator, and the Safeguards and Security Committee may be utilized to assess the hazards from terrorists/malevolent actions.
- Facilities and Engineering Services personnel may be utilized to assess changes in the facilities that could affect vulnerability to fire/explosion, terrorist/malevolent actions, or natural phenomenon.
- The Industrial Hygienist, ESH&A will be utilized to assess chemical release hazards. An updated chemical inventory will be requested and reviewed. Quantities will be compared to Threshold Planning Quantities.
- Changes in the radiological hazards will be reviewed by the Radiation Safety Liaison, ESH&A.
- The Story County Emergency Coordinator may be utilized regarding changes in offsite hazards, fixed or transportation, which could impact the Laboratory from an emergency preparedness perspective.
- Information will be requested from ISU regarding hazards in ISU space that could impact the Laboratory from an emergency preparedness perspective.
- Information from the Safety Review Committee and the Readiness Review Process will provide information on new activities.

The Hazard Survey Update Summary will be submitted to the Ames Site Office as an



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attachment to the Emergency Readiness Assurance Program report.

**6.0 Post Performance Activities**

After the event is terminated, Emergency Team members will be debriefed, log information will be collected, and evaluation of the event and the response will be done. Information and input will be sought from off-site responders. The Emergency Coordinator is responsible for generating a written report of emergency response activities. Non-emergency events will be reported through [Event Reporting Plan](#). Serious deficiencies will be identified and tracked through the Ames Laboratory Corrective Action Tracking System (ALCATS).

**7.0 Additional Information**

- Ames Laboratory Emergency Plan (Plan 46300.001)
- Waste Management Contingency Plan (Plan 10200.017)
- Event Reporting Program (Plan 10200.002)
- Ames Laboratory Public Affairs Emergency Procedures
- ESH&A Program Manual (Manual 10200.002)