

Occupant Emergency Plan

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Table of Contents

Introduction -- Purpose of the Occupant Emergency Plan

Duties and Responsibilities

Emergency procedures

Building Evacuation Procedures

Fire Emergency Procedures

Earthquake Emergency Procedures

Hazardous Materials Spill Emergency Procedures

Bomb Threat Emergency Procedures

Biological Threat Evacuation Procedures

INTRODUCTION

A. PURPOSE OF THE OCCUPANT EMERGENCY PLAN

The purpose of the **Occupant Emergency Plan (OEP)** is to minimize the danger to life and Government property at the Kilauea Field Station and active field camps in the event of an emergency. The OEP describes procedures to be followed during prescribed emergencies such as a natural disaster, fire, hazardous material release, terrorist activity, and bomb threat.

B. SCOPE OF THE OCCUPANT EMERGENCY PLAN

The U.S Geological Survey employees have a responsibility to assist in emergency situations. The programs set forth in the OEP are applicable to all employees and visitors within Federal Facilities located at the Kilauea Field Station within the Hawai'i Volcanoes National Park.

C. AUTHORITY

General Services Administration (GSA), through the Federal Property Management Regulations, Subchapter D, part 101-20.103-4, requires the highest ranking official of primary occupant agencies in GSA or GSA leased buildings to establish and maintain **Occupant Emergency Plans** for each building.

The responsibility for the establishment and maintenance of the OEP for the Kilauea Field Station has been delegated to Station Leader, hereafter known as the **Designated Official**.

The authority to implement provisions of the OEP normally will be exercised by the **Designated Official** or the acting **Designated Official**. However, imminent life threatening situations may require implementation without prior consultation with the **Designated Official**.

In order to carry out the emergency procedures contained in the OEP, operational responsibilities during emergencies have been assigned to the **Designated Official**. The authority of the **Designated Official** in the OEP shall not supersede other federal or local fire or law enforcement officials who may assume command.

DUTIES AND RESPONSIBILITIES

- A. Employees have a responsibility to carry out emergency procedures as described in Section 3.0. Employees are urged to escort interns, visitors, contractors or confused individuals out of the building and ensure those individuals are accounted for through their management structure to Station Personnel.
- B. Designated Official (DO).
- a. The **Designated Official** is the Field Station Leader. In his or her absence, the official designated to act for him or her will assume control of the emergency situation until properly relieved by a more senior authority or federal or local law enforcement officials.
 - b. **Designated Official** duties and responsibilities for an emergency situation include:
 - 1) Authority to evacuate the building and grounds or any part thereof.
 - 2) Authority to order reentry of the building.
 - 3) Ensures that the emergency plan is developed and occupants are prepared in the event of emergencies.
 - 4) Ensures all personnel are properly trained to perform their assigned tasks during an emergency.
 - 5) Ensure that public is informed as needed, and that proper authorization and review is conducted of all press releases concerning the emergency.
 - 6) Identifies potential hazardous or unsafe situations related to the incident.
 - 7) Exercises emergency authority to stop and prevent unsafe acts.
 - 8) Ensures appropriate Federal, State and Local agencies (i.e. Hawai'i Volcanoes National Park) are notified.
 - 9) Serves as the USGS liaison with the outside responding agencies (i.e. Fire Department, Police, Federal Protective Services, Etc.)

EMERGENCY PROCEDURES

A. Introduction.

To permit immediate and appropriate response to an emergency, it is important that all employees be familiar with the procedure in advance of an emergency.

B. Emergency Contacts and Communications at KFS.

- a. During working hours at KFS, all emergency communications *except fire* should be routed through the **Designate Official** to minimize issuance of conflicting information and avoid tying up phone lines. The employee who first becomes aware of an emergency situation *other than fire (see Section 5)* should alert others in the vicinity who might otherwise be in immediate danger and report the situation to the **Designated Official**. In the event of a medical emergency requiring immediate care, follow standard first aid/CPR procedures of sending for assistance and then administer proper first aid/CPR treatments.
- b. On weekends and after working hours, any employee observing a situation requiring outside assistance (police, medical, fire, etc) should alert authorities directly, and also notify others in the vicinity that might otherwise be in immediate danger. After notifying the outside assistance, the employee should notify the **Designate Official**. In the event of a medical emergency requiring immediate care, follow standard first aid/CPR procedures of sending for assistance and then administer proper first aid/CPR.
- c. To report an emergency:
 1. During working hours, the **Designate Official** will report any emergency by dialing 911.
 2. After hours or on weekends, dial 911 and report the emergency. Give the dispatcher the direct inward dial number of the phone from which you are calling (i.e. 967-7396 ext xxx) so that she/he can call back if necessary. Then report the emergency to the **Designated Official**.

C. **Emergency Contacts and Communications at field camps.** All field camps should have emergency contact and communications procedures as part of the field camp's Safety Program. These procedures are listed within the individual camps Safety Manual. All employees working at these field camps will be familiar with the pertinent contact procedures. In the event of an emergency at a field camp, the responding field supervisor will notify the **Designated Official** as soon as practical.

BUILDING EVACUATION PROCEDURES

- A. Employees may be ordered to evacuate a building by verbal order or by use of a building fire alarm in response to any of several emergencies, including fire, bomb threat, or hazardous materials spill. In some emergencies there may be adequate time to notify building occupants concerning the nature of the emergency and any special precautions to be observed. If no advance information is given, follow the general procedure outlined below.
- B. General Evacuation Procedure.
- a. If the door to your room is closed, feel the door for heat. If the door is warm or flames are apparent outside of the room, leave the door closed and use the window to escape or summon help.
 - b. If safe, exit the room, closing the door behind you. Note conditions between you and the closest exit from the building (see floor plans), and leave the building. If smoke is present, stay low to take advantage of cleaner air near the floor. If possible during your evacuation, check offices with open doors for occupants and close the doors if unoccupied.
 - c. If the path to the nearest exit is blocked by flames or heavy smoke, seek another exit, or, if on the bottom floor, return to the room, close the door and exit through a window.
 - d. After exiting the building, proceed to the assembly area, which is located in front of the Resources Management Administration Office (Building 322) for a head count.
 - e. If you are out of your office but in the area of the office buildings and hear the alarm, proceed to the general assembly area for a head count.
 - f. No one shall enter the evacuated building without permission of the **Designate Official** or other person in charge until an "all clear" has been issued.
- C. Project leaders or supervisors utilizing field camps will establish evacuation procedures and inform all employees of those procedures. Procedures should take into account fast spreading wild fires while employees are in camp.

FIRE EMERGENCY PROCEDURES

- A. In the event of a fire, the first priorities are to ensure employee safety and contact the Fire Department. Anyone discovering a building or wildfire on Station grounds during working hours should immediately alert all occupants and phone 911. If the fire is in or near buildings 343/344 or 216, activate the fire alarm after calling **911**.
- B. After working hours or at field camps, anyone discovering a fire should alert all occupants and contact the Fire Department by calling **911**.
- C. Attempts to fight a fire or save property or data are secondary to reporting and employee safety. The Station does not have a designated trained fire brigade, and no one will be ordered to fight a fire against his or her will. An employee who has received fire extinguisher training may elect to fight a fire that is containable in her or his judgment. The lab area is an exception to this general policy. In the event of a fire there, immediately notify all occupants and vacate the building.
- D. In the event of a building evacuation, all employees will assemble in front of the Resources Management Administration Office (Building 322) for a head count.
- E. In the event of a fire that makes the office buildings unusable, the Station's Business Recovery Plan will be put into effect.

EARTHQUAKE EMERGENCY PROCEDURES

- A. In the event of an earthquake, do not try to exit the building. Take cover under a desk or heavy furniture or stand against an inside wall away from the possibility of breaking windows. Avoid walls with bookshelves or pictures that may fall.

- B. After a major earthquake in which parts of the building have been damaged, all employees will assemble in front of the Resources Management Administrative Office (Building 322) for a head count.

- C. In the event of an earthquake that makes the office buildings unusable, the Business Recovery Plan will be put into effect.

HAZARDOUS MATERIAL SPILL EMERGENCY PROCEDURES

- A. Because of the small size of the Station, the low usage of hazardous material and the small volumes of most qualifying materials that are used, KFS does not maintain a hazardous materials spill response team. However, the potential does exist for a spill of highly flammable (e.g., gasoline), toxic or corrosive (e.g., battery acid), or environmentally damaging (e.g., diesel) materials.
- B. No employee will work with a hazardous substance unless familiar enough with the characteristics of the substance so as to be able to quickly evaluate the hazards associated with potential spills of varying size. Required data are provided in the Material Safety Data Sheet (MSDS) for the substance, one copy of which should be kept by the user and another kept on file by the Facility and Safety Manager (See Chapter XII of the Safety and Health Program, Hazard Communications Program)
- C. If a spill occurs, the user will immediately decide, based on prior knowledge of the hazards associated with the substance and the volume spilled, whether the spill can safely be cleaned up without specific equipment (respirators, etc.) or precautions (opening windows, eliminating sources of ignition, etc.). If clean up can be done safely, the user will clean up the spill and dispose of the material according to instruction on the MSDS.
- D. If the user believes that the spill poses a hazard to others in the building or that it cannot be cleaned up safely without special equipment and precautions, or if the user is uncertain as to hazards and cleanup requirements, the user will:
 - a. Order an immediate evacuation of the affected area
 - b. Contact the **Designated Official**. A copy of the MSDS maintained by Facility and Safety Manager will be used to determine the necessary course of action to minimize hazards to employees and property and to clean up and decontaminate the area.
 - c. If possible, when an indoor spill involves a volatile substance that could result in an explosion, the user should open windows to ventilate the room, leave light on to avoid electrical arcing, and close and seal the door upon leaving the room.
- E. In the event of a chemical spill that makes the office buildings unusable, the Stations' Business Recovery Plan will be put into effect.

BOMB THREAT EMERGENCY PROCEDURES

A. BOMB THREAT RECEIVERS ACTON.

- a. The building occupants receiving a bomb threat by telephone should try to obtain as much information about the bomb threat as possible (i.e., location, kind, size, detonation time, etc.). Information about the caller should be obtained (i.e., vocal idiosyncrasies, race, sex, group affiliation, background noises, etc.)
- b. The receiver should fill out a Telephone Bomb Threat Questionnaire immediately to capture all pertinent data. A copy of the Questionnaire follows this section and should also be kept in close proximity to each phone within the building at all times.
- c. The receiver should notify their immediate **Designated Official** immediately.
- d. The receiver may receive an indirect threat from another person or a suspicious letter or package. The receiver will exercise all cautions. Under no circumstances is a parcel to be moved or disturbed once suspected.

B. BOMB THREAT EVACUATION DECISION FACTORS

- a) The safest course of action in any bomb threat situation may appear to be evacuate. However, continued bomb threats followed by automatic evacuation could cripple operations. Therefore, the **Designated Official** makes the decision whether or not to evacuate.
- b) Following is a list of factors that would be considered in making this decision, if time permits:
 - Did caller specify place and/or time the bomb was to explode?
 - What relation does specified time have to regular or office closing times?
 - What percentage of bomb threats in the area have been false alarms?
 - What have been the reactions to bomb threats received by private industry and other Government agencies in the area?
 - Has recent activity of dissident groups been directed against Government Agencies? Has this activity been peaceful or violent?

(Local law enforcement agencies should be contacted to determine the character and consequence of previous bomb threats in the area).

C. TELEPHONE BOMB THREAT QUESTIONNAIRE

In the event of a telephone bomb threat, the person receiving the call should attempt to take down the exact words of and obtain as much information as possible from the caller.

EXACT WORDS OF CALLER:

SUGGESTED QUESTIONS TO ASK (should circumstances allow):

What is your name? _____
When is the bomb going to explode? _____
Where is the bomb right now? _____
What kind of bomb is it? _____
What does it look like? _____
What will cause it to explode? _____
Why did you place the bomb? _____
Why are you reporting this to me? _____
What organization do you belong to? _____

IDENTIFICATION OF THE CALLER

Circle one of the following selections:

Voice: Deep or High Pitch

Indication of being under the influence: Yes/No

Approximate Age: Young/Middle/Old

Sex: Male/Female

INFORMATION PERTAINING TO RECEIPT OF THE CALL

Time call received: _____ AM/PM Duration of call: _____ minutes

Call received on telephone/extension number: _____

Person who received the call: _____

After the caller has terminated the call, immediately notify the Designated Official.

D. EVACUATION PROECDURES

- a) Contact **Designated Official** immediately to provide specifics. Follow instruction received. Avoid telling others about the incident.
- b) **Designated Official:** Make decision whether to evacuate. If the decision is made to evacuate, follow general evacuation procedures. Notify Park law enforcement rangers.

BIOLOGICAL THREAT EMERGENCY PROCEDURES

A. BIOLOGICAL THREAT RECEIVERS ACTION (i.e., Anthrax)

- a) Building occupants receiving a biological threat by telephone should try to obtain as much information about the threat as possible (i.e., location, kind, size, biological agent release time, etc.) Information about the caller should be obtained (i.e., vocal idiosyncrasies, race, sex, group affiliation background noises, etc.).
- b) The receiver should fill out a Telephone Biological Threat Questionnaire immediately to capture all pertinent data. A copy of the Questionnaire follows this section and should also be kept in close proximity to each phone within the building at all times.
- c) The receiver should contact the **Designated Official** to provide specifics and follow instructions received.
- d) The receiver may receive an indirect threat from another person or a suspicious letter or package. Receiver will exercise all cautions. Under no circumstances is a parcel to be moved or disturbed once suspected. (See Chapter 22 – MAIL HANDLING PROCEDURES – of the KFS Health and Safety Manual).
- e) The **Designated Official** will make the decision whether to evacuate. If the decision is made to evacuate, follow Building Evacuation Procedures. The **Designated Official** will notify Park law enforcement rangers.

B. BIOLOGICAL THREAT EVACUATION DECISION FACTORS

- a) The safest course of action in any biological threat situation may appear to be evacuation. However, continued biological threats followed by automatic evacuation could cripple operations. Therefore, the **Designated Official** makes the decision whether or not to evacuate.
- b) The following is a list of factors that should be considered in making this decision whether or not to evacuate.
 - Did the caller specify place and/or time the biological threat was to be released?
 - What relation does specified time have to regular or office closing times?
 - What percentage of biological threats in the area have been false alarms?
 - What have been the reactions to biological threats received by private industry and other Government agencies in the area?
 - Has recent activity of dissident groups been directed against Government Agencies? Has this activity been peaceful or violent?

C. CHEMICAL/BIOLOGICAL THREAT CHECKLIST

REMAIN CALM

When receiving a chemical/biological threat:
Stay calm and courteous and report the threat immediately to the **Designated Official**.

Time Call Received _____ **Incoming Extension Number** _____
Exact words of caller:

Suggested Question to Ask:

- What chemical or biological agent is it? _____
- When is the agent going to be released? (Date) _____ (Time) _____
- Where is it right now? Building _____ Room _____
- Who put it there? _____
- What does it look like? _____
- What will cause it to spread? _____
- What will trigger it? _____
- Where did you get the agent? _____
- Why are you doing this? _____
- What is your name? _____
- What is your phone number/address? _____

Identification of the Caller:

Circle One of the following selections:

Sex: Male/Female/Unknown

Age: Young/ Middle Age/Old/Unknown

Voice: Calm/Excited/Refined/Accent/Slang/Rough/Nervous/Impaired/Local

Where there any background noises? Yes/No

If So, Describe:

D. EVACUATION PROCEDURES

- a) Contact **Designated Official** immediately and follow instructions received. Avoid telling others about the incident.
 - b) **Designated Official**: Make decision whether to evacuate. If the decision is made to evacuate, follow building Evacuation Procedures. Inform Park law enforcement rangers.
1. Suspicious powder/substance (not associated with the opening of a letter or package).
- a) If an employee discovers a suspicious powder or substance that is of unknown origin, they should clear the area and immediately alert the **Designated Official**. The employee should stay in the vicinity to answer any questions that responding officials may have and to keep others out of the area.
 - b) The **Designated Official** will call the Park law enforcement rangers and have the area of the suspect material secured.