

USGS OCCUPANT EMERGENCY PLAN

West Virginia Water Science Center

11 Dunbar Street Charleston, WV 25301

EMERGENCY PROCEDURES

FIRE - POLICE - AMBULANCE

* 911

Homeland Security Federal Protective Service (Local)

* 304-347-5126

Homeland Security Federal Protective Service (Philadelphia, PA)

*1-800-525-5726

Water Science Center

* 304-347-5130

Monsignor Sadie

* 304-342-8175

GSA Space

*304-347-5155

Office of Surface Mining

* 304-347-7158

** Mark R. Bennett

* 540-286-0486 (home)

* For all numbers, dial 9 to access a line. For local numbers dialed from the office, dial the area code followed by the 7 digit number. For long distance calls, dial 1, the area code, and the 7 digit number.

Note: Emergency Procedures should be read by each employee and a copy retained at each employee's desk and in the glove compartment of each Government vehicle for easy reference.

Revised March 5, 2014

Approved by Mal R. Bennett, Director

Date: 4/17/14

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First Aid & Medical Care

IN THE EVENT OF AN ILLNESS OR INJURY....

1. Check the scene of the accident to see if it is safe to approach any victims.
2. If safe, check all victims for responsiveness.
3. Have someone call 911, if necessary--Give location and nature of illness or injury.

~DO NOT MOVE person unless there is serious, imminent danger.

~If victim is unresponsive (heart attack), start CPR (chest compressions).

~Start ARTIFICIAL RESPIRATION if person is not breathing.

~Retrieve DEFIBRILLATOR UNIT FOR CERTIFIED USERS housed in mounted box
in hallway between USGS/OSM offices beside "EMERGENCY PHONE."

~Stop any bleeding.

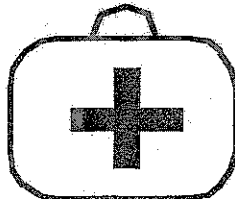
~Give FIRST AID based on your qualifications.

4. FIRST AID KITS and CPR supplies are located at:

~General Office Area: Cabinet mounted beside mail boxes.

~ Lab: Mounted on front wall just inside and right of combination lock door.

5. Call for additional help, if needed.
6. Comfort person until assistance arrives.



FIRE



IN THE EVENT OF A FIRE ...

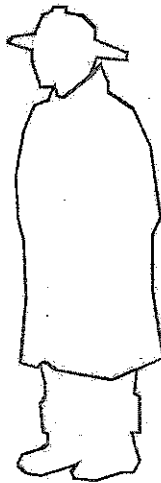
1. Pull FIRE ALARM located at each exit). The Fire Department will automatically be notified.
2. Evacuate the building through nearest safe exit (see floor plan on page 16) and assemble on the opposite side of Dunbar Street at entrance to Government parking lot about 100 ft from Kanawha Boulevard.
3. Do not evacuate if there is a fire at the Catholic High School. Please stay inside and wait until the Fire Department advises us if and when we are to leave.
4. **DO NOT BLOCK EXIT ROUTES AT ANY TIME.**

FIRE EXTINGUISHERS AND ALARMS ...

These are located at various places throughout our area. See floor plan on page 16 to familiarize yourself with exit routes, fire alarm and extinguisher locations.

FALSE ALARM ...

In the event of a false alarm, follow all emergency procedures until the alarm is cancelled. If the fire alarm system cannot be cancelled, pull switch in electric closet near front glass door and contact Gara Summers (GSA Space Representative) at 304-347-5155, so she can contact local vendor (Buchanan Sound & Electronics, Inc.) at 304-766-7444 or 304-766-8309.



HAZARDOUS MATERIALS

IN THE EVENT OF A HAZARDOUS MATERIAL SPILL OR LEAK OUTSIDE THE BUILDING ...

Safety Officer or designee will switch on any of the following commercial broadcast stations: ~AM 580 kHz ~FM 100 ~FM 107.3 ~FM 96.1 MHz to monitor type of evacuation needed. You will be notified to either:

1. Evacuate to a shelter in place and:

~shut, lock, and tape doors and all windows.

~turn AC/heat/hoods off (anything that can exchange air from the outside). ~shut and tape warehouse doors. Once over, open up everything and ventilate.

Or

2. Evacuate to area as instructed by authorities over emergency broadcasting stations.

IN THE EVENT OF A HAZARDOUS MATERIAL SPILL OR LEAK INSIDE THE BUILDING ...

1. Cordon off affected area.
2. For dangerous or unidentified material or spills larger than 18 inches in diameter, evacuate the affected area and call Charleston Fire Department HAZMAT team (911).
3. Notify a supervisor and the Environmental Program Coordinator/Safety Officer (Melvin Mathes x-225) immediately.
4. Determine extent of the hazard.
5. Refer to MSDS (Material Safety Data Sheets) for emergency procedures. One set is kept in the District Water-Quality Lab and another set is kept near the sign in board at the main office entry door.
6. Chemical spill cleanup should be directed by the Environmental Program Coordinator/Safety Officer. Only spills smaller than 18 inches in diameter will be cleaned up by USGS personnel.
7. "Spill Kits" are located in the Science Center Water-Quality Lab and in the warehouse.
8. If you have any material spilled on your body or clothes ...
 - ~ Use the safety shower located in the WQ Lab.
 - ~ Eye wash stations are located in the WQ Lab, at the garage door, and in the warehouse.
 - ~ Report your involvement to a supervisor.

EARTHQUAKE

IN THE EVENT OF AN EARTHQUAKE ...

1. If you are indoors, stay in the building ...

- ~ Proceed to nearest designated "safe" area (get under tables in conference room).
- ~ Take shelter under tables or desks, in doorways or corners.
- ~ Keep away from windows, filing cabinets, and bookcases.
- ~ Enforce "NO SMOKING" policy inside and outside of building.

2. Activate 2-person teams ...

- ~ One team will check exits(s) with chair or broom handle (Mark Board and Allison Hughart).
- ~ One team shuts off gas/water valves (NOT electric) (Melvin Mathes and Jeremy White).
- ~ Other teams check for injuries and perform necessary first aid.

3. If you are outside, stay outside ...

- ~ Get into an open area, away from buildings, trees, and power lines.

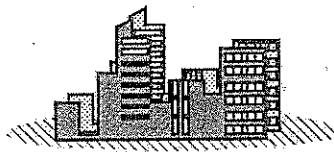
4. Keep calm -- Wait for emergency instructions. Listen for instructions from the Safety Officer via bullhorn.

IF BUILDING IS TO BE EVACUATED ...

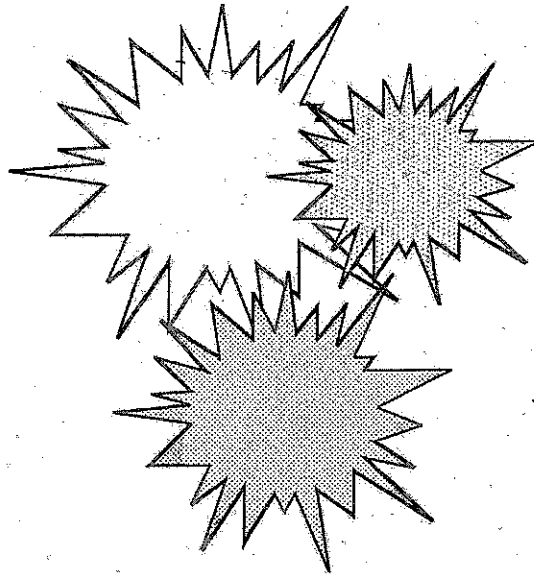
1. Proceed calmly.
2. Beware of falling debris or electrical wires as you exit.
3. Evacuate the building through the nearest safe exit (see floor plan on page 16).

NOTE: There is a chance that the fire alarm could be activated by an earthquake.

If the alarm sounds during or immediately after an earthquake, do not evacuate until the shaking stops, or unless there is an indication of fire.



EXPLOSION



IN THE EVENT OF AN EXPLOSION IN THE BUILDING ...

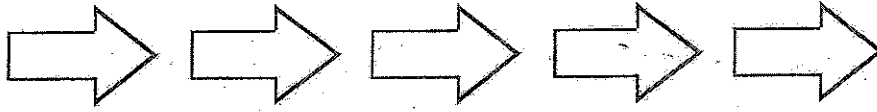
1. Take cover under tables or desks.

~ Protect yourself against flying glass and debris until effect of the explosion has subsided.

2. Evacuate the building through nearest safe exit (see floor plan on page 16).

3. Call 911 from a cell phone once safely away from the building.

EVACUATION



AT THE SOUND OF THE FIRE ALARM, THE BUILDING IS TO BE EVACUATED ...

1. Always use nearest emergency exit.

~ Help any handicapped persons.

~LEAVE YOUR DOOR OPEN AND YOUR LIGHTS ON.

~ Utilize evacuation plan shown on page 16.

~ In the event of an earthquake or explosion, watch for falling debris and live electrical wires (see Earthquake section on page 4).

2. Everyone should scan their area ...

~To see that no one gets left behind.

~To spot suspicious packages in the event of a bomb threat.

3. Mark Board and Melvin Mathes (Science Center Fire Wardens) will search the entire work area to ensure all occupants have departed. They will search each room and close the door after they are certain it is not occupied.

4. Assemble on the opposite side of Dunbar Street at entrance to Government parking lot about 100 feet from Kanawha Boulevard.

5. Segregate by section so each section can account for missing persons. Section Chiefs should do a scan of all his/her employees as to their whereabouts to ensure all persons are accounted for. Communication among supervisor and section employees is essential.

~ If you decide to leave, be sure people in your section/unit know about it. ~Wait for further instructions.

~ Do not re-enter the building until advised by police/ fire department personnel. ~ If drill is a test, one of the Science Center Fire Wardens will give the "all clear".

NOTE: There is a chance that the fire alarm could be activated by an earthquake. If the alarm sounds during or immediately after an earthquake, do not evacuate until the shaking stops or unless there is an indication of fire.

TORNADO WATCH

IN THE EVENT OF SEVERE WEATHER ...

The Safety Officer or designee will stay tuned to NOAA Weather Radio with tone alert and battery backup. Charleston area information found on WXJ -84 (162.400 MHz) FM; other surrounding areas may be reporting on 7 settings from 162.400 to 162.550 MHz at .25 increments.

Also, the Safety Officer or designee will tune to AM and FM commercial broadcasting stations for information. Listen for nearby city emergency sirens. The safety officer will monitor internet and cell phone for tornado warnings.

An intercom message will be issued to warn you that a tornado watch is in effect, and you should be ready to evacuate to a designated "safe" area (see floor plan on page 16). Listen for instructions from the Safety Officer via fog horn or intercom.

TORNADO WARNING

AN INTERCOM MESSAGE WILL BE ISSUED OR A Bull HORN WILL BE used TO ALERT YOU OF AN APPROACHING TORNADO ...

~PLEASE EVACUTE AT THIS POINT TO NEAREST "SAFE" AREA (under the tables in the conference room).

THUNDERSTORMS

SAME PROCEDURE AS FOR TORNADO WATCH. PLEASE ENSURE THAT DURING SEVERE LIGHTNING STORMS THAT ALL COMPUTERS ARE TURNED OFF TO AVOID DAMAGE DUE TO POWER SURGES.

FLOODS

In the event of a major flood, use extreme caution when traveling in the State. REFER TO YOUR COPY OF THE WEST VIRGINIA SCIENCE CENTER FLOOD PLAN. THE SCIENCE CENTER FLOOD COORDINATOR IS SHAUN WICKLEIN, home phone 804-550-2803. The State phone number to contact about the status of highway conditions is 1-877-982-7623 or 304-558-2889 and/or online at www.wvdot.com by clicking on road conditions near the top of the page.

FIELD TRIP PROCEDURES

Prior to departure on field trips, employee doing solo fieldwork or one employee representing a field party should leave a detailed itinerary with supervisor, showing where they will be staying each night. This is very important if supervisor needs to contact them.

Employee or someone representing a field party should make a daily call to their section chief each morning. At this time they will report on trip progress and relate changes in trip itinerary. At this time employee or party representative may receive further instructions.

IF DESIRED, employees may wish to call their designated contact at a mutually specified time each night to advise them that they are safe. Please ensure that this designated contact is aware of the proper procedure to follow if they are not contacted as arranged (see page 9). Employees **MUST** check in at the end of each field day by either SPOT message, text, or email, at the discretion of the immediate supervisor.

SAFETY CALLS SHOULD BE MADE TO THE APPROPRIATE SECTION CHIEF ...

West Virginia Water Science Center Director: MARK BENNETT

Office No: 804-261-2643

Home No: 540-286-0486

Administrative Services Section: ALLISON HUGHART

Office No: 304-347-5130 ext. 222

Home No: 304-964-3669

Hydrologic Investigations & Surveillance Section: SHAUN WICKLEIN

Office No: 804-261-2605

Home No: 804-399-9929

Computer Services Section: MARK BOARD

Office No: 304-347-5130 ext 287

Office Cell No: 304-590-1357

Charleston Field Office Chief: JEREMY WHITE

Office No: 304-347-5130 ext 246

Office Cell No: 304-542-0095

OPTIONAL:

IF EMPLOYEE DOES NOT CALL THEIR DESIGNATED CONTACT BY SPECIFIED TIME ...



Designated contact should call the following, in listed order until safety of field person is confirmed:

~Motel

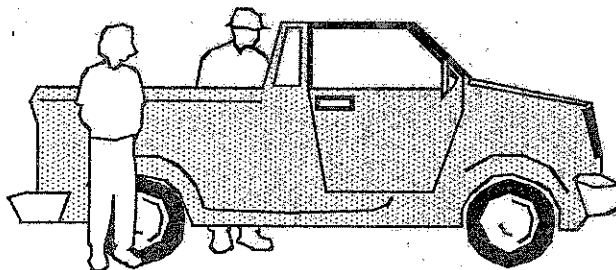
~ Immediate section supervisor (see page 8) or Acting Section Chief.

~Science Center Director if these persons are not available.

If "lost" person is found and safe, inform all persons they have contacted.

If "lost" person is not found contact local sheriff/police department. Science Center Director is to be notified of any such searches.

Employee should provide their designated contact a list of phone numbers of appropriate Section Chief, Acting Chief, and Science Center Director. Employees should ensure their designated contact is provided a copy of pages 8 and 9 and be familiar with the procedure.



BUILDING & PARKING LOT SECURITY

Security at the West Virginia Water Science Center consists of an intrusion-detection system which, when armed will send an alarm signal to Homeland Security in Philadelphia, PA whenever one of the protected "zones" has been violated.

ON WORKDAYS ...

- ~The first person entering the front door each morning should be sure to disarm the Alarm System for the workday.
- ~The front door will remain locked during the day. Entrance will be provided to employee by use of employee's government credential which is held against the front door scanner until a green light appears.
- ~ At the end of every workday, the last employee leaving the building should turn off lights, coffee pots, manually lock the front door of the building, and set the alarm.

ON WEEKENDS & HOLIDAYS ...

- ~ Building is locked and the alarm is set.

SECURITY FOR THE SCIENCE CENTER's PARKING LOT ...

- ~ The parking lot at intersection of Kanawha Boulevard and Dunbar Street is to be kept closed after each usage.
- ~A motion sensor light will illuminate the parking lot.
- ~Do not park inside or outside the GSA lot in a manner that deters access via the "manual gate" at any time. This gate is to be used in the event of a malfunction of the automatic gate requiring a remote control or push button access. A standard USGS Master Key (2640) is used to lock/unlock the manual gate.
- ~Be aware of strangers entering the lot and approaching you.
- ~Be aware of motorists exiting the parking lot behind the Catholic High School and proceeding the wrong direction on Dunbar Street.

ARMING & DISARMING THE SECURITY SYSTEM

TO ARM ...

ENSURE THAT ALL PERSONS ARE OUT OF THE BUILDING AND ALL DOORS ARE LOCKED.

- ~The Command Center Display should read **USGS IS OFF**.
- ~ Enter your passcode and press the **ENT** key. (The Command Center briefly displays **ARMING** with a ("BEEP" sound).
- ~You now have 40 seconds to exit the building through the **FRONT ENTRANCE DOOR** only.
- ~ Lock the front entrance door as you leave.
- ~ After 40 seconds, the system will arm.

TO DISARM ...

- ~ Enter building through **FRONT ENTRANCE DOOR** only.
- ~The Command Center Display should read **DISARM NOW** ("BEEP" sound).
- ~ You now have 30 seconds to disarm system.
- ~Enter your passcode and press the **ENT** key. (You must press the **ENT** key within 8 seconds of entering your passcode or the passcode entry will be invalid),.

FALSE ALARMS ...

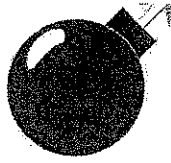
If you mistakenly set off the alarm, **DISARM** system and call Homeland-Security at 9-1-215-597-1603 immediately and provide the following information:

- ~Your Name, Agency and Location.
- ~Passcode (assigned or changed).
- ~ USGS Password (If you do not know the Password, please check with your supervisor immediately).
- ~GSA Account Number WV-8028.

Change Passcodes ...

Information on changing assigned passcode numbers was distributed to each employee. If you need a copy of the instructions for changing your passcode, please check with the Administrative Officer.

BOMB THREAT



BOMB THREAT ...

Bomb threats are generally received by telephone. However, they can also be received:

- ~orally.
- ~by mail.
- ~or as written messages.

See specific instructions and questionnaire on the following pages.

IF A BOMB IS FOUND ...

1. DO NOT TOUCH IT !!

Make mental notes of the following:

- ~ Exact location and size of object.
- ~Type of container or wrappings.
- ~ Any sound(s) coming from the object.

2. Evacuate the building through the nearest safe exit!! (see floor plan on page 16).

~ Pull **FIRE ALARM**.

~ Leave doors open.

~Call 911 -- Give location and details of the find. Also contact Homeland Security Federal Protective Police-(Jeff Estep) at 304-342-4059 office, or 304-989-0545 cell.

HOW TO HANDLE A BOMB THREAT

ORAL THREAT ...

This includes persons claiming to be carrying a bomb, as well as those claiming to know that a bomb has been placed.

1. As far as possible, go through the motions of meeting any demands. Do not offer resistance.
2. Get a good mental picture of the person:
 - ~ Face and hair
 - ~Clothes
 - ~Speech
3. Anyone in background who can move away from area unnoticed:
 - ~Call 911. Give location and details of the threat.
 - ~ Notify a supervisor.

WRITTEN THREAT ...

1. Remain calm. Leave message where found.
2. Call 911. Give location and details of the threat.
3. Notify a supervisor.

IF THREAT IS IMMINENT ...

1. Evacuate the building through the nearest safe exit (see floor plan on page 16).
2. Pull **FIRE ALARM**.
3. Call 911. Give location and details of the threat.

BOMB THREAT QUESTIONNAIRE

KEEP CALM. ..

Do Not Get Excited...

Do Not Excite Others...

Delay--Ask the caller to repeat...



TIME THAT THE CALL IS RECEIVED _____

TIME THAT THE CALL IS TERMINATED _____

DATE OF CALL _____

YOUR NAME _____

EXACT WORDS OF THE CALLER: _____

QUESTIONS TO ASK THE CALLER:

At what time is the bomb set to explode? _____

Where is it located? _____

Floor _____

Area _____

What kind of bomb is it? _____

Describe the bomb: _____

Why do you want to kill or injure innocent people? _____

(more on next page)

BOMB THREAT QUESTIONNAIRE

(continued)

DESCRIPTION OF VOICE

Male _____ Female _____ Calm _____ Nervous _____

Young _____ Middle-Aged _____ Old _____

Rough _____ Refined _____ Accent _____ Speech Impediment _____

Other Description: _____

Unusual Phrases? _____

Recognize the Voice? _____ If so, Who? _____

Did Caller Indicate Knowledge of Facility? _____

If so, How? _____

BACKGROUND NOISE

Music _____ Running Motor (type) _____

Traffic _____ Whistles _____ Bells _____ Horns _____

Aircraft _____ Tape Recorder _____ Machinery _____

Other _____
