

EMERGENCY ACTION PLAN

The purpose of this plan is to describe the emergency action that needs to be taken when the emergency is not generated by the Hanford Nuclear Reservation.

FIRE EMERGENCY

CORNER STATION

When the fire bell or the fire siren for the FM 200 fire suppression agent sound off they signal that there may be a problem. The Hanford Fire Brigade also receives this signal.

When the fire alarm sounds, "gong" or siren, all employees are asked to evacuate the building immediately through the nearest safe exit. The evacuation should be orderly and at a brisk pace. As the employees leave, they should turn off the light to their office and close the door behind them. Do not turn off the lights for the common areas.

After evacuation all employees shall proceed to the staging area at the blue LIGO water tower, located northeast from the corner station. At that time, the site manager shall take a head count by inquiring from all people present as to who may still be in the building. In case of the site manager's absence, the most senior person present shall perform the head count. When the fire brigade arrives, the approximate location and the number of people who may be left in the building will be given to the brigade captain.

After the fire alarm sounds off, no individual shall stay in the building to fight the fire or try to perform any rescue operations. A fire extinguisher may be used, but only until the fire alarm sounds. The fire brigade shall perform the fire fighting and rescue operations. All employees shall remain at the water tower until the fire brigade silences the alarm and gives an all clear signal.

MID and END STATIONS

Evacuation procedures for the Mid and End Stations shall be the same as the corner station, except the staging area will be on the road to the chiller yards.

HANFORD NUCLEAR EMERGENCY

For Hanford Nuclear Reservation generated emergencies, please see the display outside of the secretary's office

PERSONAL MEDICAL EMERGENCY

Incase of a medical emergency call 911. In the event there are no telephones as in the Mid and End Stations, pull the fire alarm located at each exit. The fire brigade will arrive.

FIRE PREVENTION PLAN

FIRE DETECTION SYSTEM

CORNER STATION

The Corner Station LVEA is provided with smoke detectors and there are pull stations located at every exit. In the event the sensors detect smoke, the fire alarm will sound in the Corner station and at the Hanford Fire Brigade for the 400 area. The tape storage, control room, visiting scientist room and the communications rooms are also provided with FM 200 which is a Halon substitute. When the FM 200 system detects smoke, an alarm will go off and unless the manual override is depressed within 20 seconds, the FM 200 agent will release into the rooms. The FM 200 agent is not harmful to humans, but if it is released everybody should evacuate the building. There are also two hose reels located in the office areas for the fire department use only. Evacuate the building and do not use this equipment.

MID and END STATIONS

The Mid and End Stations are only provided with smoke detectors in the rooms, and pull stations at all exits.

EQUIPMENT MAINTENANCE

It is the site manager's responsibility to make sure that the fire detecting equipment and suppression equipment is properly maintained.

FIRE HAZARDS

PACKING MATERIALS

The primary fire hazard is the accumulation of packing material. It is therefore requested that all packing material that is to be saved for future use be placed in the designated C-Container. All other packing material needs to be discarded on a daily basis in the trash bin located by the fire water tower. Since the janitorial service picks up trash on Wednesday and Saturdays only, it is requested that the packing debris is not left to accumulate in the buildings. It is everyone's responsibility to remove their own packing material. In case of a debris fire evacuate the building.

SOLVENTS

Solvents that may be used in the optics lab, vacuum prep lab and the LVEA and VEA's may be a fire hazard. These solvents should be kept in a fire safe cabinet in the Hazardous Storage Areas. Amounts used in one day should be stored in the building in a fire safe container. In case of a solvent fire evacuate the building.

PAPER ACCUMULATIONS

Paper accumulated in the office areas is a source of fire hazard. Since the waste paper baskets are emptied only twice a week, please take out your own trash if the basket becomes full before Wednesday evening or Friday evening. It is everyone's own responsibility not to let his or her paper and trash create a fire hazard. In case of a paper fire evacuate the building.

FACILITIES MAINTENANCE

A maintenance contractor maintains the facilities and all maintenance are performed according to the manufacture's recommendations.

OTHER EMERGENCIES

BRUSH FIRE

In the event of a brush fire, stay indoors until the Head of the facility or the Site Manager assess the situations. In the event you inadvertently caused the brush fire and you put the fire out immediately, still call the fire department.

EARTHQUAKE

In the event of an earthquake of sufficient magnitude to make items move on the desktops, follow the same procedure as for a fire emergency.

BOMB THREATS

In the event of a bomb threat that you receive directly on the telephone, fill out the check list by your telephone, notify the Hanford Patrol on 911 and notify the LIGO Head or Site Manager.

EXTREME WEATHER

Listen to the Hanford radio broadcast and MAKE YOUR OWN DECISION whether you can make it to work. You know your own capabilities and YOU SHOULD ALWAYS ACT ACCORDINGLY.

HOSTAGE OR BARRICADE

Notify the Hanford Patrol on 911 and notify the LIGO Head and Site Manager.