

## FESHM 2040: EMERGENCY MANAGEMENT PROGRAM

### Revision History

<b>Author</b>	<b>Description of Change</b>	<b>Revision Date</b>
Dave Esterquest	<ul style="list-style-type: none"><li>• Replaced ESH&amp;Q with ES&amp;H</li><li>• Removed any reference to DOE Orders</li><li>• Added the Local Area Plan language to include active threat/active shooter</li></ul>	June 2019
Jim Niehoff	Added statement regarding applicability to leased spaces.	December 2017
Dave Esterquest	<ul style="list-style-type: none"><li>• Edited chapter to include Incident Command System (ICS) language.</li><li>• Removed following sections:<ul style="list-style-type: none"><li>○ “Emergency Condition” Responsibilities.</li><li>○ “Event Classification/Categorization.”</li><li>○ “Emergency Operation Center.”</li><li>○ “Recovery Efforts”</li></ul></li><li>• Reformatted “Procedures” section and updated references.</li></ul>	September 2014

## Table of Contents

1.0	INTRODUCTION .....	3
2.0	DEFINITIONS.....	3
3.0	RESPONSIBILITIES .....	4
3.1	<i>ES&amp;H Emergency Manager</i> .....	4
3.2	<i>EOC Manager</i> .....	4
3.3	<i>Incident Commander (IC)</i> .....	4
3.4	<i>D/S Head that serves as landlord of an occupied facility</i> .....	4
3.5	<i>D/S Building Manager</i> .....	5
3.6	<i>D/S Emergency Warden</i> .....	5
4.0	PROGRAM DESCRIPTION.....	5
5.0	PROCEDURES .....	6
5.1	<i>Local Area Plans (LAP)</i> .....	6
5.2	<i>Local Drill Requirements</i> .....	7
5.3	<i>Drill Critiques</i> .....	7
5.4	<i>Reporting Requirements</i> .....	7
6.0	REFERENCES.....	7

## 1.0 INTRODUCTION

This chapter provides a general description of Fermilab's Emergency Management program. Detailed information regarding the program and processes can be found in the Fermilab Comprehensive Emergency Management Plan ([CEMP](#)) and local emergency plans and procedures.

This chapter only applies to the Fermilab site. Leased spaces will follow the rules and regulations set forth by the partnering institute and/or state or local codes and standards.

## 2.0 DEFINITIONS

### **Comprehensive Emergency Management Plan (CEMP)**

An emergency planning document that focuses on an all-hazards approach in the management and coordination of activities before, during and after an emergency or disaster.

### **Communication Center**

This is the Security Communication/Dispatch Center that communicates with the Fermilab Fire and Security Departments and triages on-site emergency (X-3131) calls.

### **Emergency Operations Center (EOC)**

The EOC is located on the ground floor of Wilson Hall and is staffed by Fermilab personnel who have completed the Incident Command System (ICS) course training. EOC titles and roles are compliant and consistent with the National Incident Management System (NIMS). The EOC supports the resource needs of the Incident Commander (IC), provides reports to the authorities, and develops and implements a disaster recovery and re-entry program. EOC staff maintains communication with the IC and off-site agencies through radio, phone and email pathways.

### **Emergency Response Organization (ERO)**

The ERO is the structured organization with overall responsibility for initial and ongoing emergency response and mitigation. The primary ERO consists of the Fermilab EOC and Fire and Security Departments.

### **Emergency Planning Hazard Survey (EPHS)**

The EPHS is the formal analysis of potential threats to Fermilab and potential negative impacts. This document serves as the basis for the CEMP.

### **Facility Information Reporting Utility System (FIRUS)**

FIRUS is the lab-wide system that monitors building fire alarm systems and provides alarms at the Communications Center in Wilson Hall.

### **Incident Command System (ICS)**

ICS is the standardized all-hazards approach to incident management. ICS is designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the

combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents.

### **National Incident Management System (NIMS)**

NIMS provides a consistent nationwide template to enable Federal, State, tribal, and local governments, nongovernmental organizations, and the private sector to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents regardless of cause, size, location or complexity to reduce the loss of life and property and harm to the environment.

## **3.0 RESPONSIBILITIES**

The responsibilities below are specific to the emergency management program. Responsibilities of the EOC and ERO personnel are outlined in the CEMP and respective appendices.

### **3.1 ES&H Emergency Manager**

- Develops and maintains the Emergency Planning Hazard Survey (EPHS) and Comprehensive Emergency Management Plan (CEMP) and support documents.
- Administrates functions associated with monitoring and tracking local area drills and emergency plans.
- Develops and implements annual EOC exercises and critiques associated with EOC exercises.
- Ensures that the EOC and its personnel are prepared for, and trained to, respond to an event or emergency.
- Conducts assessments of the emergency management program.

### **3.2 EOC Manager**

- Coordinates EOC activities, in collaboration with the on-scene Incident Commander, to support the emergency response.
- Ensure that incidents are properly classified and required notifications are made within the prescribed time limits in accordance with DOE Orders and the CEMP.

### **3.3 Incident Commander (IC)**

- Responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources.
- Has overall authority and responsibility for conducting incident operations.
- Responsible for the management of all incident operations at the incident site.

### **3.4 D/S Head that serves as landlord of an occupied facility**

- Identifies personnel to serve as a primary and alternate Emergency Warden for facilities under their control. For larger buildings, multiple wardens and backups are required.
- Ensures that Emergency Wardens receive initial training from the landlord D/S, yearly refresher training, or as necessary when the layout, mission, or function of the facility undergoes major changes.
- Asks tenant D/S for personnel to be assigned as Emergency Warden(s).

- Ensures that Local Area Plans are developed, revised, maintained and approved for occupied facilities under their control.
- Ensures that all local drill issues, problems or findings are entered into iTrack for accountability, tracking, trending and resolution.
- Ensures that local drills are conducted and reported to the ES&H Emergency Manager as required.
- Ensures that hazard maps are prepared and maintained per FESHM 6016.
- Understands their responsibilities for emergency planning and response as described in the CEMP.

### 3.5 D/S Building Manager

- Manages the facility emergency preparedness program.
- Develops a working knowledge of, and maintain access to, current emergency preparedness information including:
  - Emergency warden designation.
  - Exiting and evacuation plans.
  - Location and readiness of emergency shelters. This includes ensuring access to the designated shelter is uninhibited or compromised in any way.
- Develops a working knowledge of, and maintain current information regarding, hazards and hazardous materials and areas within the building or facility.
- Manages building/facility Sitewide Emergency Warning System (SEWS) equipment such as Tone Alert Receivers (TAR's) and/or Safety Alert Monitors (SAM's).
  - The sitewide TAR's and SAM's are tested on the first Tuesday of each month. It is the responsibility of building managers to report both positive and negative feedback to the ES&H Emergency Manager within two days of the test.
- Also refer to FESHM 2050 for additional responsibilities.

### 3.6 D/S Emergency Warden

- Reports an emergency by calling extension 3131.
- Activates the fire pull station in the event of smoke or fire.
- Ensures personnel in affected areas have been alerted of the hazard.
- Evacuates the affected area upon hearing the alarm.
- Participates in annual drills.
- Wears the Emergency Warden cap during all emergencies & drills.
- Reports pertinent information to the Incident Commander.

## 4.0 PROGRAM DESCRIPTION

In accordance with the Fermilab Comprehensive Emergency Management Plan, Fermilab has developed a comprehensive emergency management program that is based on an analysis of potential natural and manmade hazards, both in and around the site. The hazards are identified in the Emergency Planning Hazard Survey (EPHS). Due consideration was given to guidance provided by DOE and other organizations.

The CEMP outlines the procedures and conditions under which management and emergency response personnel function during abnormal events. It relies on the execution of both laboratory and local procedures in order to mitigate, respond and recover from abnormal situations.

## 5.0 PROCEDURES

In an emergency, the initial call for assistance is generated through the activation of a local alarm (smoke detector, FIRUS, Fire alarm pull-station) or through someone placing a telephone call to the Communications Center at ext. 3131.

- Once informed of the situation, the Communications Center will dispatch Fermilab Fire and Security Departments to the scene. If the notification was through the FIRUS system, the Communications Center will, after dispatching Fire and Security, make additional notifications as listed in the FIRUS message.
- Locally, the D/S emergency wardens for the affected area(s)/building(s) take steps to clear the structure, consolidate personnel in an assembly area, and await the arrival of the Fermilab Fire Department (FFD).
  - Upon the arrival of the FFD, the emergency warden provides information on personnel status and details of the emergency to the IC.
- For all fire and non-security incidents, the senior FFD representative assumes the role of IC. The IC is responsible for the tactical management of all fire and security units at the scene.
- For all security and law enforcement incidents, the senior Fermilab Security Department representative assumes the role of IC. The IC is responsible for the tactical management of all security and fire units at the scene.
- The IC has the authority to call for, and utilize, off-site support as provided through various local agreements and mutual aid assistance programs for fire, medical, hazardous materials, law enforcement and emergency management support.
  - If off-site agencies are requested, the IC will request that the Communication Center notify the Fermilab Fire Chief and the Fermilab Security Chief.

Information is exchanged between the emergency warden(s) and the IC as to status of personnel and the nature of the emergency. Negative accountability is achieved through the emergency warden(s) verifying to the best of their knowledge that the area has been swept and personnel do not remain inside the facility.

### 5.1 Local Area Plans (LAP)

For all facilities that are designated “Occupied,” a Local Area Plan will be required. Buildings that are classified as residential (i.e., single family, multiple family or dorms) or are considered unoccupied (i.e., barns, sheds, refrigeration buildings) are exempt from this requirement. However, it is recommended for residential facilities that an information sheet on emergency signals and procedures be prepared and provided to the residents. At a minimum, the LAP must include: the warning signals of the building, specific procedures to be followed in case of fire, tornado, active threat/active shooter or personal injury as well as any additional, credible threat posed by the facility or processes taking place within the facility.

## 5.2 Local Drill Requirements

The responsible D/S is required to conduct a minimum of two drills per year in all occupied buildings. These are normally the annual Tornado Evacuation Drill and the Fire Evacuation Drill. Participation may range from tabletop discussions to the actual movement of personnel to evacuation/shelter locations. Buildings that are classified as residential (i.e. single family, multiple family or dorms) or are considered unoccupied (i.e. barns, sheds, refrigeration buildings) are exempt from physically participating in annual drills.

It is recommended that during the course of the year, occupied facilities should make an effort to conduct a drill based on other threats within the facility such as a personnel injury or chemical spill. Actual events occurring within a facility may count for drill credit as long as a drill critique sheet is completed and forwarded to the ES&H Emergency Manager.

## 5.3 Drill Critiques

Drill critique forms can be found at: <https://eshq.fnal.gov/atwork/forms/#emforms> Prior to the drill review the form for requirements to ensure proper coordination.

- Using the form, record the start of the drill, and the significant times and events which take place, to the point at which the drill is officially terminated.
- Collect comments from the participants, responders, other evaluators and controllers.
- Consolidate all comments onto one form with the specific times and significant events, issues, problems or issues.
- All findings are to be entered and assigned in iTrack.
- There is no requirement for personnel other than those in the ERO to record participation in a drill into the TRAIN database.

## 5.4 Reporting Requirements

Exercise/drill critiques are to be reviewed by the Division Safety Officer (DSO), where applicable, and forwarded to the ES&H Emergency Manager within five days of the exercise/drill. If the DSO chooses to collate and summarize multiple drill/exercise into one critique, this summary critique is forwarded to the Emergency Manager within thirty days from the first exercise/drill. Any findings identified in the drill are to be placed into iTrack.

EOC drills and exercises will follow the guidance provided in the CEMP on collecting, processing and reporting the results of the drill/exercise including the tracking of any issues.

## 6.0 REFERENCES

- [Comprehensive Emergency Management Plan](#)
  - CEMP Appendix G - Division/Section Drill and Exercise Guidance
  - CEMP Appendix H - Warden Training
  - CEMP Appendix J - Local Area Plan Development
- Fermilab Emergency Planning Hazard Survey (EPHS)
- [FESHM 2050, Building Manager Program](#)