

FESHM 2040: EMERGENCY MANAGEMENT PROGRAM

Revision History

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

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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 and security systems, ODH alarms and flammable gas systems. FIRUS is monitored and alarms dispatched through the Security 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

70
71 single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the
72 combination of facilities, equipment, personnel, procedures, and communications operating within a
73 common organizational structure, designed to aid in the management of resources during incidents.
74

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

76 NIMS provides a consistent nationwide template to enable Federal, State, tribal, and local
77 governments, nongovernmental organizations, and the private sector to work together to prevent,
78 protect against, respond to, recover from, and mitigate the effects of incidents regardless of cause,
79 size, location or complexity to reduce the loss of life and property and harm to the environment.
80

81 **3.0 RESPONSIBILITIES**

82
83 The responsibilities below are specific to the emergency management program. Responsibilities of the
84 EOC and ERO personnel are outlined in the CEMP and respective appendices.
85

86 **3.1 ES&H Emergency Planner**

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

96 **3.2 EOC Manager**

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

101 **3.3 Incident Commander (IC)**

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

106 **3.4 D/S Head that serves as landlord of an occupied facility**

- 107 • Identifies personnel to serve as a primary and alternate Emergency Warden for facilities
- 108 under their control. For larger buildings, multiple wardens and backups are required.
- 109 • Ensures that Emergency Wardens receive initial training from the landlord D/S, yearly
- 110 refresher training, or as necessary when the layout, mission, or function of the facility
- 111 undergoes major changes.
- 112
- 113
- 114

115

- 116 • Asks tenant D/S for personnel to be assigned as Emergency Warden(s).
- 117 • Ensures that Local Area Plans are developed, revised, maintained and approved for
- 118 occupied facilities under their control.
- 119 • Ensures that all local drill issues, problems or findings are entered into iTrack for
- 120 accountability, tracking, trending and resolution.
- 121 • Ensures that local drills are conducted and reported to the ES&H Emergency Planner as
- 122 required.
- 123 • Ensures that hazard maps are prepared and maintained per FESHM 6010 Appendix B.
- 124 • Understands their responsibilities for emergency planning and response as described in
- 125 the CEMP.

126

127 **3.5 D/S Building Manager**

- 128 • Per FESHM 2050 the Building Manager is responsible for the facility emergency
- 129 preparedness program. This can be accomplished in collaboration with Emergency
- 130 Management.
- 131 • Develops a working knowledge of, and maintain access to, current emergency
- 132 preparedness information including:
 - 133 ○ Emergency warden designation.
 - 134 ○ Exiting and evacuation plans.
 - 135 ○ Location and readiness of emergency shelters. This includes ensuring access to
 - 136 the designated shelter is uninhibited or compromised in any way.
- 137 • Develops a working knowledge of, and maintain current information regarding, hazards
- 138 and hazardous materials and areas within the building or facility.
- 139 • Manages building/facility Sitewide Emergency Warning System (SEWS) equipment such
- 140 as Tone Alert Receivers (TAR's) and/or Safety Alert Monitors (SAM's).
 - 141 ○ The sitewide TAR's and SAM's are tested on the first Tuesday of each month. It
 - 142 is the responsibility of building managers to report both positive and negative
 - 143 feedback to the ES&H Emergency Planner within two days of the test.
- 144 • Also refer to FESHM 2050 for additional responsibilities.

145

146 **3.6 D/S Emergency Warden**

- 147 • Complete drill critique form(s) and submit to respective D/S DSO.
- 148 • Reports an emergency by calling extension 3131.
- 149 • Activates the fire pull station in the event of smoke or fire.
- 150 • Ensures personnel in affected areas have been alerted of the hazard.
- 151 • Evacuates the affected area upon hearing the alarm.
- 152 • Participates in annual drills.
- 153 • Wears the Emergency Warden cap during all emergencies & drills.
- 154 • Reports pertinent information to the Incident Commander.

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156 **4.0 PROGRAM DESCRIPTION**

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

163

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

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168 **5.0 PROCEDURES**

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

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

192

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

197

198 5.1 Local Area Plans (LAP)

199 Per FESHM 2050, the respective D/S Building Manager is responsible to manage the facility
200 emergency preparedness program and/or develop a working knowledge of and maintain access
201 to current emergency preparedness information including emergency warden designation,
202 exiting and evacuation plans, and the location and readiness of emergency shelters. For all
203 facilities that are designated “Occupied,” a Local Area Plan will be required. Buildings that
204 are classified as residential (i.e., single family, multiple family or dorms) or are considered
205 unoccupied (i.e., barns, sheds, refrigeration buildings) are exempt from this requirement.
206 However, it is recommended for residential facilities that an information sheet on emergency
207 signals and procedures be prepared and provided to the residents. At a minimum, the LAP
208 must include: the warning signals of the building, specific procedures to be followed in case
209 of fire, tornado, active threat/active shooter or personal injury as well as any additional,
210 credible threat posed by the facility or processes taking place within the facility.

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212 5.2 Local Drill Requirements

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

219

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

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225 5.3 Drill Critiques

226 Drill critique forms can be found at: <http://esh.fnal.gov/xms/ESHQ-Emergency-Management>

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- 228 • Prior to the drill, Emergency Wardens should review the form for requirements to ensure
229 proper coordination.
- 230 • Using the form, record the start of the drill, and the significant times and events which take
231 place, to the point at which the drill is officially terminated.
- 232 • Collect comments from the participants, responders, other evaluators and controllers.
- 233 • Consolidate all comments onto one form with the specific times and significant events,
234 issues, problems or issues.
- 235 • Participant rosters will be retained at the D/S level.
- 236 • All findings are to be entered and assigned in iTrack.
- 237 • There is no requirement for personnel other than those in the ERO to record participation
in a drill into the TRAIN database.

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5.4 Reporting Requirements

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Exercise/drill critiques are to be reviewed by the Division Safety Officer (DSO), where applicable, and forwarded to the ES&H Emergency Planner 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 Planner within thirty days from the first exercise/drill. Any findings identified in the drill are to be placed into iTrack.

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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.

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6.0 REFERENCES

250

- [Comprehensive Emergency Management Plan](#)

251

- CEMP Appendix G - Division/Section Drill and Exercise Guidance

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- CEMP Appendix H - Warden Training

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- CEMP Appendix J - Local Area Plan Development

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- Fermilab Emergency Planning Hazard Survey (EPHS)

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- [FESHM 2050, Building Manager Program](#)