

Occupational Health Laboratory
Laboratory Information Management System
Standard Operating Procedure (SOP)

OHL2009S002 Version 1.0

Emergency Evacuation Plan for LESS Facilities

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Contents

1. General Statement
2. Purpose
3. Scope
4. Definitions (where applicable)
5. Responsibilities
6. Tasks
7. Appendices (where applicable)
 - 7.1 First Appendix

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1.0 General Statement

1.1 **Emergency Situation – Fire.** The following steps are basic protocol for handling a fire or fire-related situation in the laboratory:

- 1.1.1 Pull the fire alarm.
- 1.1.2 Call 9-911 from a safe location. If there are any injuries call 9-911.
- 1.1.3 Notify the laboratory director and/or the safety officer.
- 1.1.4 Evacuate and congregate near the LESS sign near the Southwest corner of the parking lot.

1.2 Emergency Situation – Tornado warning

- 1.2.1 Use the intercom to alert staff in LESS to assemble in the break room.
- 1.2.2 Take portable radio if available.

1.3 Emergency Situation – Bomb threat or suspicious package

- 1.3.1 Notify the laboratory director and/or the safety officer.
- 1.3.2 Call 9-911 from a safe location.
- 1.3.3 Evacuate and congregate near the LESS sign near the Southwest corner of the parking lot.

1.4 Emergency Situation – Hazardous Chemical Spill. If the spill is of ...

- 1.4.1.1 high toxicity or flammability
- 1.4.1.2 or you are unsure how to proceed
- 1.4.1.3 or there is more than one liter (this depends on the chemical nature of the spill, e.g., water vs. carbon disulfide) execute the following:
- 1.4.2 Remove ignition sources and shut down equipment. Unplug or de-energize all electrical equipment in the near vicinity.
- 1.4.3 Evacuate the spill area and close doors to the room where the spill occurred.
- 1.4.4 Notify the laboratory director and/or the safety officer.
- 1.4.5 Call 9-911
- 1.4.6 If possible establish exhaust ventilation to the outside of the building only. Turn on exhaust equipment.
- 1.4.7 Evacuation of the building is mandatory if chemicals or contaminants could enter the air circulation system of a building. Assemble near the LESS sign near the Southwest corner of the parking lot.

2.0 Purpose

2.1 The purpose of this Emergency Evacuation Plan is to prescribe procedures for response to immediate life-threatening situations that would likely involve LESS employees and their visitors. The immediate life-threatening situations discussed in this plan focus around fire, tornado, hazardous chemical spills and placement of explosive devices or bomb threat calls. Adherence to this Emergency Evacuation Plan will reduce the element of risk that employees and visitors are exposed to while they are here. However adherence to this Emergency Evacuation Plan does not necessarily guarantee total physical safety while here. This plan will work only with your cooperation and good judgment.

3.0 Scope

3.1 This SOP covers LESS in the 7707 Rickle Street location.

4.0 Definitions

- 4.1 Facility Manager: Department of Management and Budget designated building manager for LESS.
- 4.2 Head Monitor: a role designated by DMB; for our purposes it is the LESS safety officer.

- 4.3 Proper authorities: in the context of a bomb emergency it is those authorities recognized by management, usually the police
- 4.4 LESS: Laboratory and Equipment Services Section
- 4.5 DMB: Department of Management and Budget
- 4.6 Lab Director: The laboratory director for LESS.
- 4.7 OHL: Occupational Health Laboratory

5.0 Responsibilities

- 5.1 Lab Director: assures that the evacuation plan is in place, is sufficient, and is implemented.
- 5.2 Safety Officer: monitors the safety system of LESS including the evacuation plan to assure effectiveness and compliance by all staff. Informs lab director of the status on a regular basis. The SO will also monitors the safety of the responders.
- 5.3 Staff: comply with this SOP, pass information on quickly and effectively, and observe the environment they are working in for hazardous situations.
- 5.4 LESS Liaison: acts as relay between LESS and emergency services affecting the building such as the fire department. They are not contacted in the case of health emergency such as a 911 call. This position should be established beforehand and will serve as the incident commander until command is transferred to first responders.
- 5.5 Facility Manager: is responsible for warning LESS management of related emergency issues such as tornado warnings.

6.0 Tasks

6.1 General Instructions

- 6.1.1 The following steps must be satisfactorily accomplished by LESS management before an emergency occurs:
 - 6.1.1.1 Assure that all employees in LESS are informed of their primary and secondary escape routes. Put simply, a primary escape route is the nearest approved exit from the floor or the structure. A secondary escape route is any of the next closest approved escape routes out of the building.
 - 6.1.1.2 Assure that all aisle ways, passageways, and corridors leading to exits be kept clear at all times. If assistance is needed to assure clear exit passages, contact the lab director or designee.
 - 6.1.1.3 Make certain that designees are aware of key absences such as lab director, safety officer, LESS emergency response team during vacations, three-day weekends, training seminars, sick leave, out-of-town or out-of-building work assignments. Also assure that the designees are aware of any handicapped individuals including pregnancy.
 - 6.1.1.4 Alert management and staff of any safety equipment failures or obstructed exits, for examples, fire alarm or intercom malfunctions.
 - 6.1.1.5 When it is necessary to evacuate the building instruct staff and visitors to assemble near the LESS sign in the Southwest corner of the parking lot. Once there the lab director, safety monitor, or designee shall conduct a head count. This includes the visitor sign clipboard retrieved by the lab director, safety monitor, or designee.
 - 6.1.1.6 Once the hazard has been determined to be no longer present as determined by the emergency responders, i.e., the fire department or police, the lab director, safety monitor, or designee may communicate to the staff and visitors that all is clear and that they may reenter the building.

6.1.1.7 When LESS is evacuated, the occupants of the non-lab section (North end) of the building shall be notified of the hazardous circumstance by the lab director, safety monitor, or designee.

6.2 Specific Instructions - FIRE

6.2.1 Should a fire be discovered in LESS the absolute first action that any employee should take is to assure that all occupants of the building are advised of the emergency. This means activating the fire alarm system. LESS has an approved fire alarm system installed. Because a fire alarm system is a mechanical device, it is subject to failure. Therefore, once the fire alarm system is activated, a back-up telephone call advising of the fire to 9-911 IS REQUIRED. If any injuries are noted 9-911 must be called at this time. Your telephone call or message must include your name, location, and the nature and extent of the fire. The call should be made from the entryway phone or from outside on a cell phone.

6.2.1.1 Also alert the occupants of the front part of building after alerting the LESS staff.

6.2.2 If handicapped persons are present in the building, they should be immediately assisted from the building

6.2.3 Once all of the preceding details have been accomplished the individual discovering the fire and available members of management will meet to determine the status of LESS. The status will be reported to the LESS liaison. Proceed outside along with the other employees. At this point a briefing will take place (outside the facility) advising staff of the situation.

6.2.4 A Word about Fighting Fire

6.2.4.1 Portable fire extinguishers are distributed throughout each floor in the building. They are intended for use on incipient (beginning to come into being or to become apparent) fires only, and are not considered to be a significant fire fighting aid. People will often be lulled into thinking that adequate distribution of portable fire extinguishers is all that is necessary for good fire safety. Portable fire extinguishers:

- 6.2.4.1.1 have a limited supply of extinguishing agent,
- 6.2.4.1.2 are subject to theft or misplacement,
- 6.2.4.1.3 are not automatic (require a human element to operate),
- 6.2.4.1.4 use can be affected by smoke or heat generated, hindering close approach to fire,
- 6.2.4.1.5 may have an extinguishing agent that will not support life or is an irritant to respiration, and
- 6.2.4.1.6 may be too heavy for use by some persons.

6.2.4.2 For the above reasons, actual fire fighting efforts and techniques are not addressed or included as part of this evacuation plan. The use of a fire extinguisher is intended to create a route for safe exit.

6.3 Specific Instructions - Tornado

6.3.1 The DMB designated Facility Manager monitors the National Weather Service radio frequencies continuously. Should weather conditions warrant, the

Facility Manager will notify the LESS lab director or designee of a watch or warning. You will be advised of tornado watches by telephone. Should the National Weather Service issue a tornado warning, or a tornado be sighted by observers, the area Civil Defense sirens will be activated. (Also, be prepared for the possibility that no warning will be given. Not all tornados are sighted in time to give warning.) The Civil Defense (CD) siren is a signal to direct employees to the designated shelter. Other sources of information may be necessary since the CD siren can not always be heard from within the building. LESS has acquired an "All Weather" emergency radio. If radio alarm goes off, listen to the nature of the impending alarm and inform the lab director and/or the safety officer. Some examples of other sources are warning calls from the facility manager or staff outside of the LESS, other building tenets, radio alerts, internet weather services, and/or calls from family and friends. The designated shelter is break room or the conference room if the break room is not available.

6.3.2 Management's duties will remain essentially the same as in a fire evacuation. The major difference is that employees and visitors are to be directed to break room/conference room.

6.3.3 When LESS has been thoroughly searched, individuals with disabilities and visitors accounted for, proceed to the designated shelter area. Situations of persons refusing to evacuate are to be reported to the lab director or designee.

6.4 Specific Instructions - Bombs

6.4.1 Should an object be discovered that is perceived to be an explosive device, or information be received that an explosive device is somewhere in the building, all employees shall notify the lab director, safety monitor or designee immediately. *Due to the nature of in-house explosive chemicals it is imperative that the lab director or designee assess the situation before any further action is taken.*

6.4.2 If an object is perceived to be an explosive device the lab director, safety monitor, or designee shall evacuate the building in the same manner as in a fire evacuation and call MSP (9-373-0190) and the building manager.

6.4.3 If information is received that there is an explosive device in the building the lab director, safety monitor, or designee shall evacuate the building in the same manner as in a fire evacuation and call MSP (9-373-0190) and the building manager. LESS staff or visitors shall not search for such a device(s).

6.5 Chemical Spills

6.5.1 BASIC STEPS FOR EMERGENCY AND SPILL RESPONSE (*taken from the LESS chemical hygiene plan*)

6.5.2 Release of hazardous substances that pose or cause a significant threat to health and safety or that, by their very nature, require an emergency response regardless of the circumstances surrounding the release or other mitigating factors, are emergency situations. The following scenarios designate an emergency situation: The situation is unclear to the person causing or discovering the spill; The release requires evacuation of persons. Conversely, releases that do not pose significant safety or health hazards to person(s) in the immediate vicinity or to the person(s) cleaning the release, or do not have the potential to become emergencies within a short time frame are not emergency situations. The following situations **ARE NOT** emergency situations:

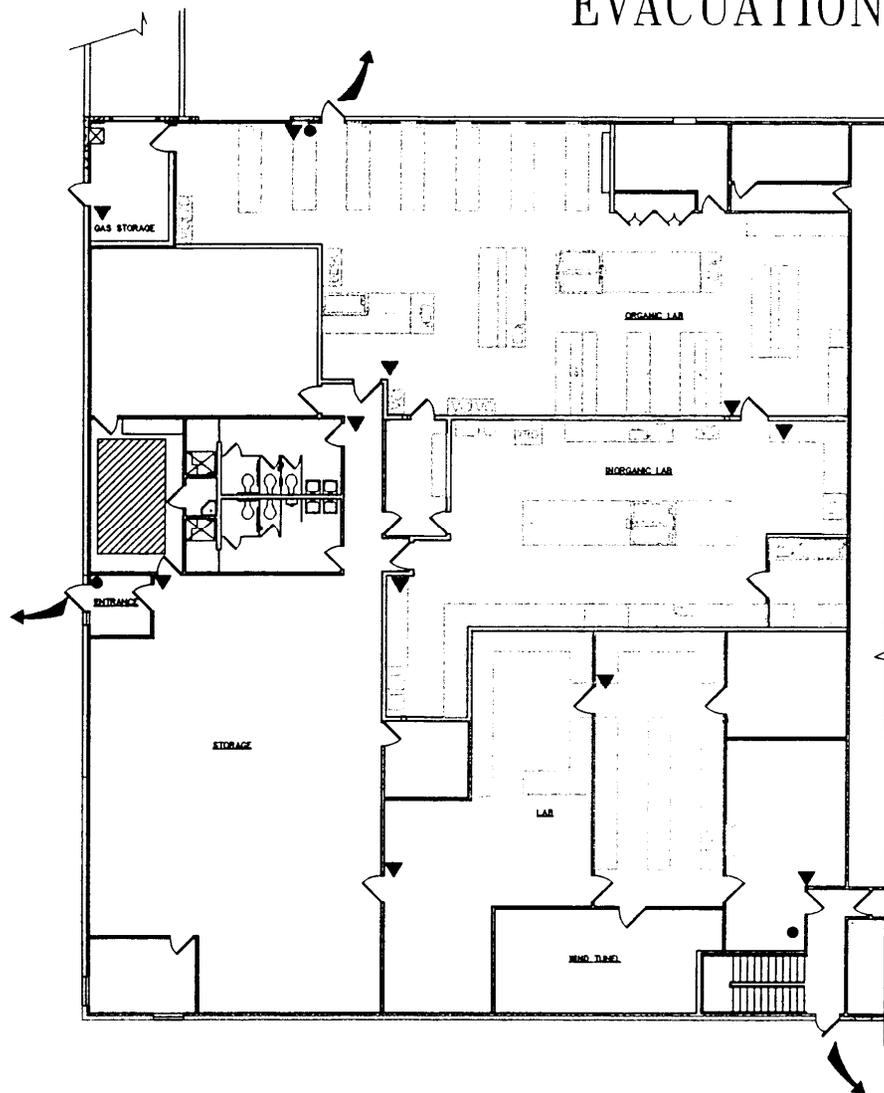
- 6.5.2.1 1. The person causing or discovering the release understands the properties and can make an informed decision as to the exposure level.
 - 6.5.2.2 2. The release can be appropriately cleaned up by the lab personnel using authorized (certified) spill kits.
 - 6.5.2.3 3. The materials are limited in quality, exposure potential, or toxicity and present minor safety or health hazards to persons in the immediate work area or those assigned to clean up activity.
 - 6.5.2.4 4. Incidental releases of hazardous substances that are routinely cleaned up by OHL staff outside the immediate release need not be considered an emergency.
- 6.5.3 Should a hazardous spill warranting an emergency response be discovered in LESS, the absolute first action that any employee should take is to assure that all occupants of the building are advised of the emergency.
- 6.5.4 Conduct the evacuation similar to a fire evacuation.

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7.0 Appendices

7.1 LESS floor plan and evacuation route.

EVACUATION PLAN



TORNADO WARNING

1. DO NOT leave the building.
2. Proceed to the shelter area within the building.
3. Return to work stations only after the "All Clear" has been officially announced.

FIRE ALARM

1. Leave IMMEDIATELY, via the nearest exit.
2. Move a minimum distance of 100' from the building.
3. Do NOT re-enter the building until the "All Clear" has been officially announced.

- ▼ Fire Extinguisher
- Fire Alarm Pull Station
- ↘ Exits
- ▨ Shelter Area

