

**Building 203
Emergency Plan**

Date Prepared: July 2004

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Emergency Plan Building 203

Note - this copy of the Building Plan may be out of date. The official Plan is on the World Wide Web at <http://www.phy.anl.gov/div/esh/bldpln/bpcover.htm>

1. Introduction

This emergency plan for Building 203 provides you with information about the building that you need to know during an emergency. It also serves other functions.

- It provides the Fire Department and other emergency responders with information about the building. Information from the plan is maintained in the Emergency Services Pre-plan (ESP) database.
- It documents that emergency preparedness in the building has been considered and is reviewed annually.

The management of site-wide emergencies is described in the Comprehensive Emergency Management Plan (CEMP), available from EQO-Emergency Management and from Tom Mullen, the Building 203 Area Emergency Supervisor. Tom is in room R-210. Or, you can see the latest version of the CEMP on the World Wide Web at this address: <http://www.aim.anl.gov/manuals/emerg/index.html>

The Fire Department Incident Commander is in charge of all emergency responses.

This plan contains emergency response information specific to building 203. The emergency personnel listed in the plan will assist the Incident Commander when there is an emergency in the building. During an emergency it is important that you follow the directions of the building's emergency personnel (identifiable by the yellow or orange hats they will be wearing.)

2. Emergency Personnel in Building 203

| Area Emergency Supervisor | ANL Ext. | Pager | Home |
|--|-----------------------|----------------|----------------|
| Tom Mullen | 2-2879 | 4-1317 | (630) 964-9793 |
| Alt. Area Emergency Supervisors | | | |
| Don Phillips | 2-5359 | (630) 314-1628 | (708) 301-2557 |
| Dave Peterson | 2-3924 | (630) 314-4045 | (708) 403-3422 |
| Building Manager | | | |
| Jim Nelson | 2-4002 | | (630) 972-0863 |
| Building Monitors | See Appendix C | | |

3. Building Description

Building 203 is a brick, two-story building housing laboratories and offices. Some laboratories contain radiation control areas. The building consists of fifteen alphabetically designated wings.

4. Hazards Checklist

Several potential hazards are present in building 203. They are listed below. You should only work with hazardous materials if you are fully trained in their use and understand how to handle them safely. Hazards which you may encounter include:

- Radiation or radioactive materials
- Chemicals
- Carcinogens
- Special Nuclear Materials
- Flammable metals (sodium, lithium, cesium, or others)
- Cryogenic liquids
- Toxic gasses
- Asphyxiants
- Electrical hazards
- Magnetic fields

5. Hazards Description

Several areas within the building either contain radioactive materials or experience radioactive fields. These areas are identified by a distinctive "Radiation Area" sign on the entry. To enter such an area, you must either have received radiation worker training or be escorted by someone who has. You also need to read and follow the requirements listed on the signs.

Building 203 houses the ATLAS and Dynamitron facilities. Their locations are shown on page 13. Both facilities house accelerators which may be the source of prompt radiation. Both facilities also use SF₆ as an insulating gas. SF₆ is an asphyxiant.

Compressed gasses are also used in several places within the building. The building has a compressed gas storage area where both filled and empty compressed gas cylinders are kept. The location of that storage area is shown in Appendix B, page 13.

6. Assembly and Relocation Areas

If the building is evacuated, occupants are to assemble in the areas shown in Appendix B, on pages 12 and 13.

7. Control Point

The building control point is the Lunchroom (R001). If appropriate, the AES, alternates, and/or building monitors will meet at the control point.

8. Emergency Communications and Instructions

All injuries, illnesses, fires, explosions, chemical accidents, and any unsafe or unstable conditions are to be reported by calling 911.

- Any telephone in the building can be used to call 911 - except those which are specifically labeled **NOT FOR 911**. These are located in ATLAS and are only capable of reaching other phones in the ATLAS facility.
- Cellular telephones can be used by calling 252-1911.
- A pay telephone is located in the Auditorium lobby; it can also be used for 911 calls. Occupants are not to use private cars to transport co-workers who are injured or ill.

Building 203 is connected to the site-wide public address system.

- The Com Center operator will issue tornado watches and tornado warnings over this system. A warning tone precedes all emergency announcements. If you hear the warning tone, stop what you are doing and listen to the announcement which follows.
- The AES or alternate may also make announcements on the building's public address system. That system is located in room R202 (the Physics Division office).

Hand held radios are kept in the offices of the AES and alternate AES's in case telephone service is lost.

9. Loss of Telephones

On occasion, telephone communications have been lost site-wide. If normal telephone communications are not available, the AES will establish a control point in the lunchroom on the service floor (R001). The AES and alternate AES's have radios available for emergency communications with the Fire Department. Non-emergency radio transmissions should be avoided under these conditions. Building occupants are instructed to seek assistance from the AES at the control point in the event that they need 911 assistance. Alternate AESs and building monitors can assist in notifying building occupants if the building public address is not functional. Any emergency conditions involving the building should be reported to the Fire Department.

Pay telephones may work when normal telephones are out of service. There are also telephones on separate exchanges in selected locations (non-PBX telephones). Calls to 911 can be made on pay telephones; the caller should state that the call is from Argonne National Laboratory. The dispatcher will direct the call to the Argonne Fire Department. Cellular telephones may also be used to reach the Fire Department by calling 252-1911.

10. Loss of Power

If power is lost to a building or group of buildings, the AES determines whether activities should continue in the building. If loss of ventilation threatens the safety of workers, they should be evacuated from the area or from the building. Special consideration should be

given to hoods and the potential for radiological or chemical exposures. Also, the adequacy of lighting should be considered in deciding whether areas should be occupied or work continued.

Decisions to close the Laboratory due to site conditions are made by the Emergency Response Center Manager only. Instructions to dismiss staff are given over the public address system if available; if not, the site-wide radio network might be used. The AES may ask people to leave the building and/or relocate to another building if loss of power makes the building unsuitable for occupancy. The Fire Department will be notified of such a decision.

11. Warning Signals/Alarms

Building 203 is equipped with fire alarms. The alarm system is divided into several zones. If an alarm sounds, you should do one of several things, depending on where you are relative to the alarm which is sounding.

- If an alarm in your area is sounding, leave the building immediately and gather at the meeting areas shown in Appendix B, on pages 12 and 13. Alternatively, you may move to a wing in which an alarm is not sounding.
- If an alarm in another area of the building is sounding, listen for instructions.
- If there appears to be smoke, odors, or fire, leave the building immediately no matter where the alarm is sounding, and gather at the meeting areas shown in Appendix B, on pages 12 and 13.

The back cover of the Argonne Phone Book discusses the site-wide alarms and emergency procedures. Each employee should be familiar with the information shown there.

12. Emergency Shutdown Procedures

In the event of building evacuation or tornado warning, the ATLAS and Dynamitron accelerators will be shut down according to the procedures developed for each.

13. Personnel Accountability

Following an evacuation, the AES, alternates, and building monitors will perform a sweep of their assigned areas to search for any occupants who have not left the building. The sweep shall be performed so as to not compromise the safety of those performing it. After exiting the building, employees shall report to the meeting areas shown in Appendix B, on pages 12 and 13. Members of the building emergency team (the building monitors, AES and alternates) will determine whether anyone appears to be missing.

If you notice someone is missing from the gathering area who you believe is at the Laboratory, point that fact out to a wing monitor, the AES or an AES alternate so they can check the other areas. The AES will report any missing personnel and/or areas that were not swept to the incident commander, who will conduct a search of the employee's work

area, if appropriate. If necessary, the AES will assist the incident commander in searching the building.

14. Specific Procedures

Upon receipt of a notification of a tornado watch, all special nuclear materials are to be secured in their storage area. Also, any classified materials shall be secured when a tornado watch is issued.

In the event of a fire alarm, personnel working with classified material should secure the material if this can be done quickly and safely and then leave the area. However, if the area is threatened by smoke or fire, personnel should leave the area immediately. Securing classified material is of secondary importance in such a situation.

15. Tornado Shelters

Tornado shelters are located on the Service Floor as shown in Appendix A, page 9. All occupants are to move to the nearest tornado shelter when a warning is issued and are to remain there until the all clear is given. There is no smoking in tornado shelters.

16. Emergency Exercises

Building 203 holds a tornado drill each spring and a fire drill each fall. All building occupants who are present at the time of the drills participate in them.

17. Training of New Occupants

Supervisors are responsible for ensuring that new building occupants under their supervision know the location of exits, tornado shelters and meeting areas, and how to call 911. Training for all building occupants is required annually.

18. Training of the AES and alternates

The AES and alternates receive training provided by EQO-Emergency Management. Training is required annually.

19. Building Drawings

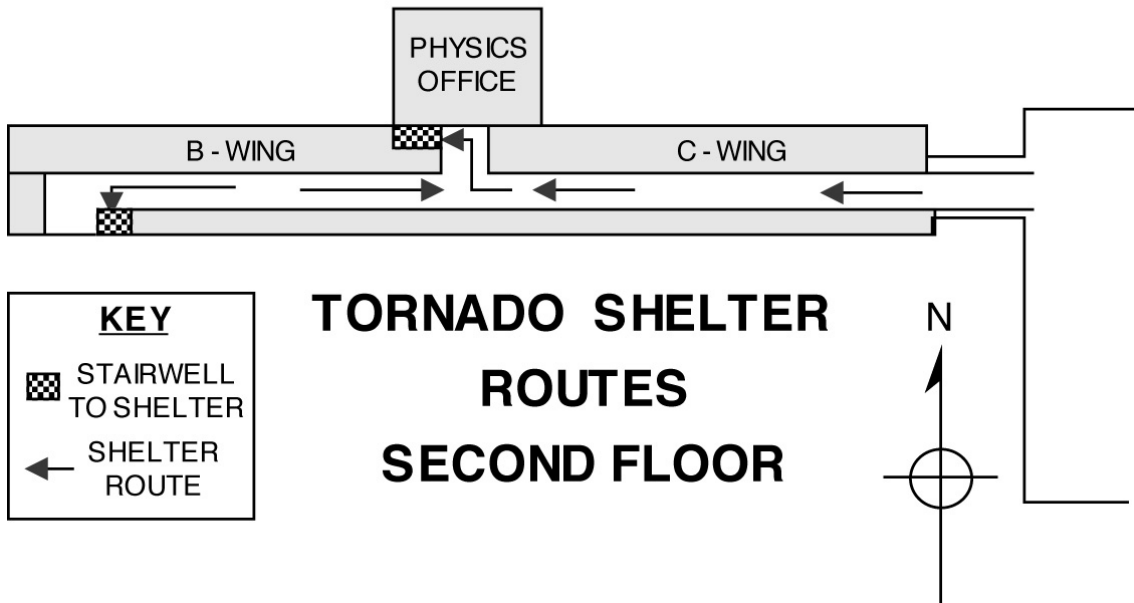
The routes to tornado shelters are shown in Appendix A on pages 7, 8 and 9. The shelter locations are shown on page 9.

The routes to the building's fire exits are shown in Appendix B on pages 11, 12 and 13. The assembly areas used during building evacuation are also shown on pages 12 and 13.

Study these drawings so you know the correct routes and areas to use in the event of an emergency.

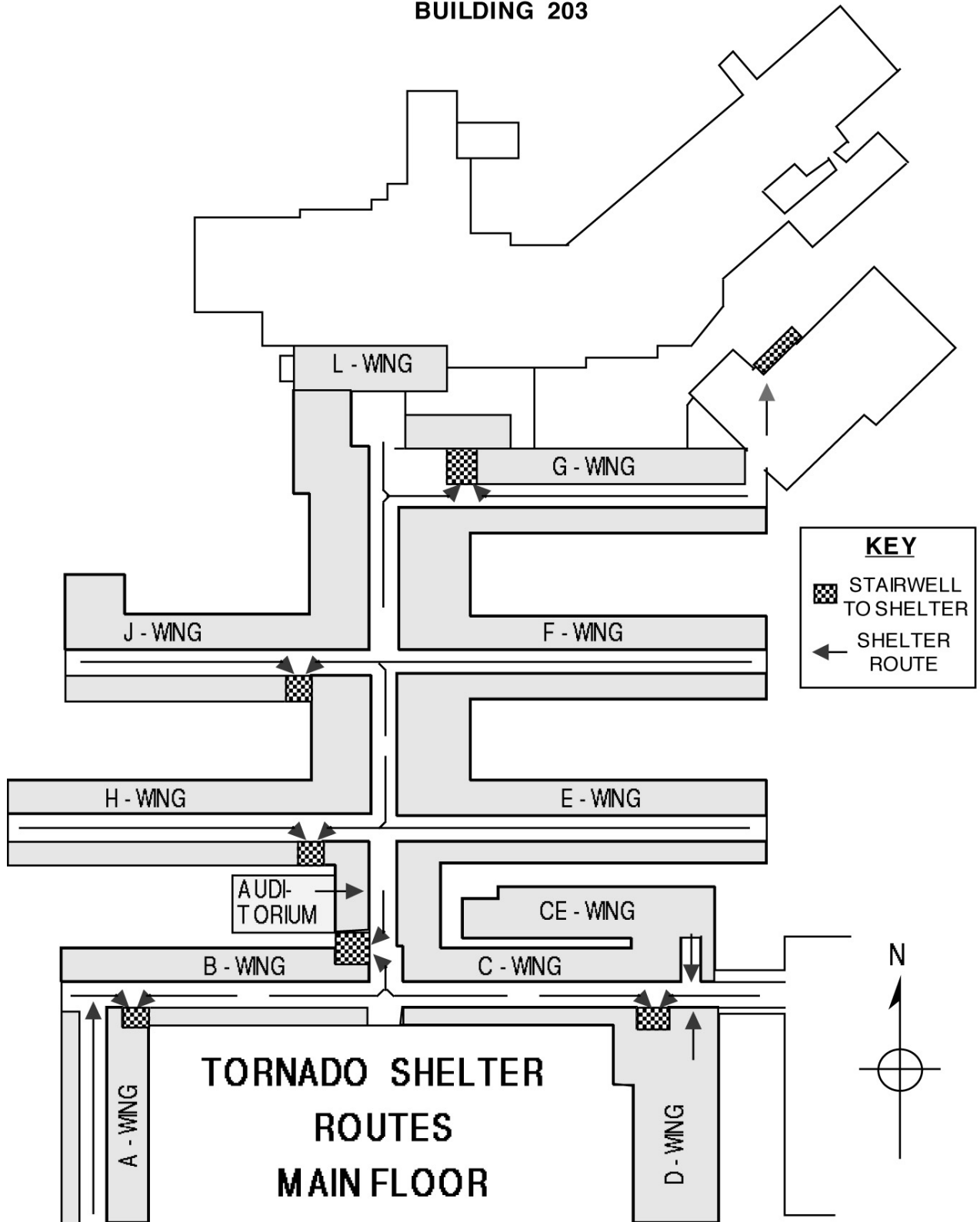
APPENDIX A

TORNADO SHELTER ROUTES BUILDING 203

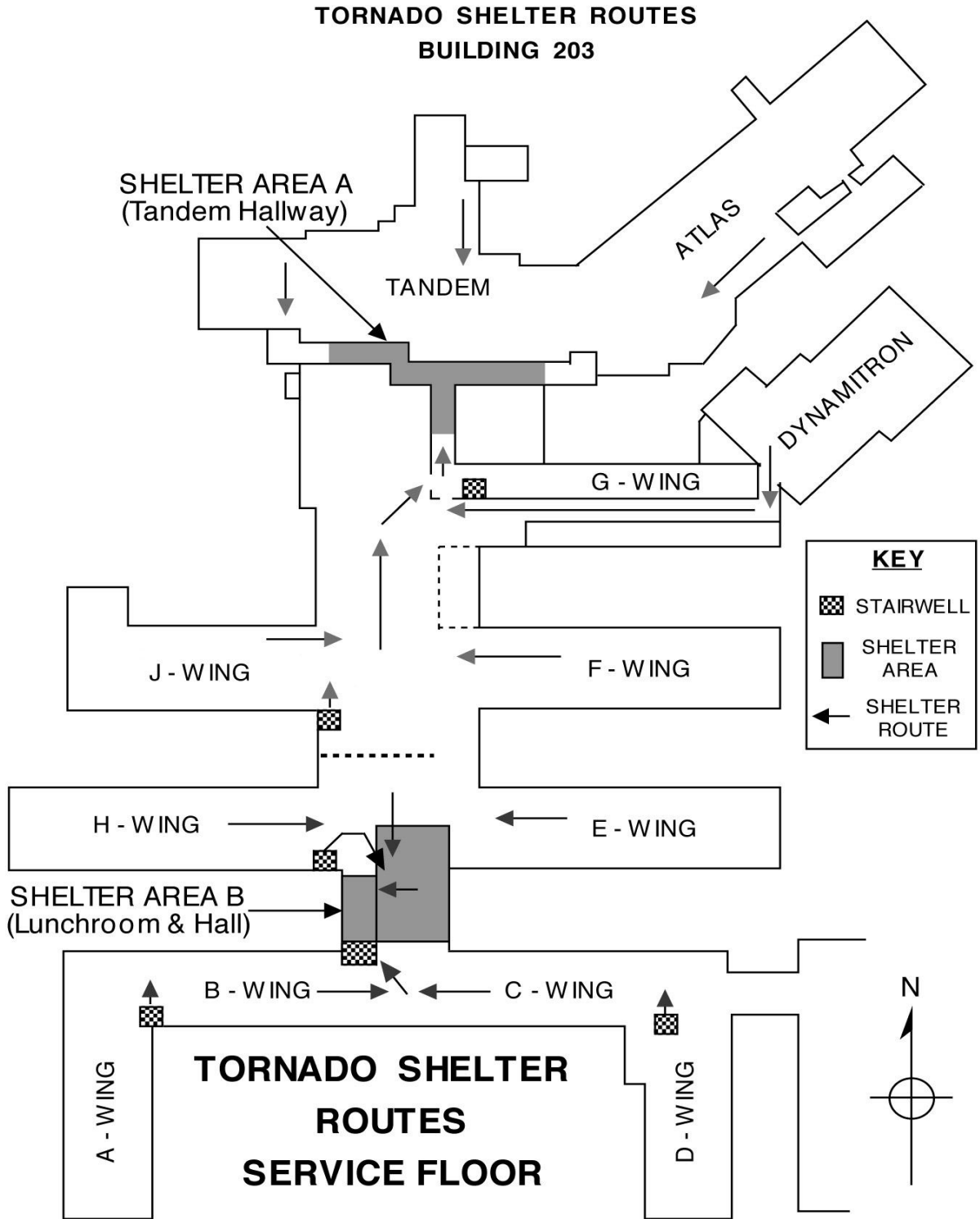


APPENDIX A

TORNADO SHELTER ROUTES BUILDING 203

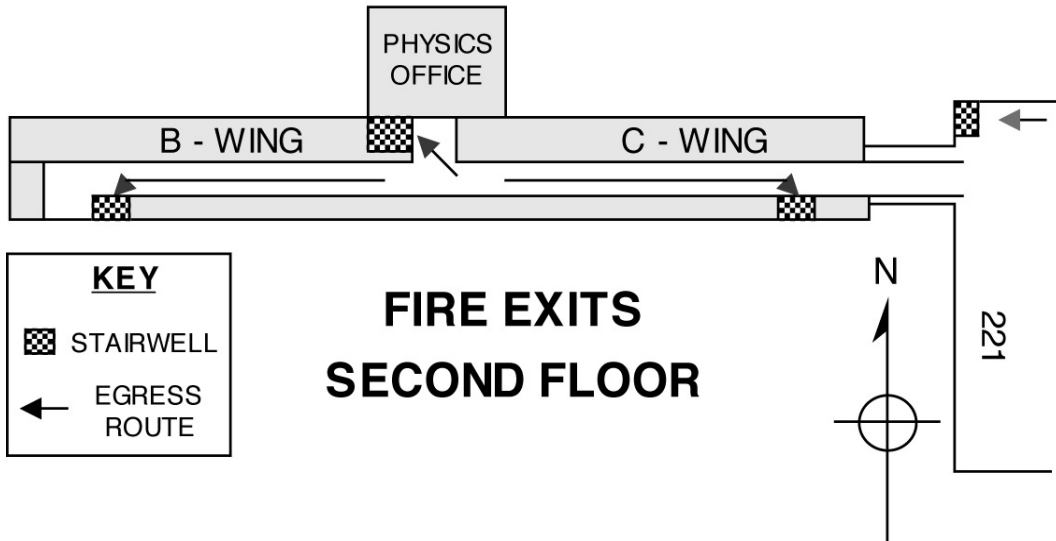


APPENDIX A



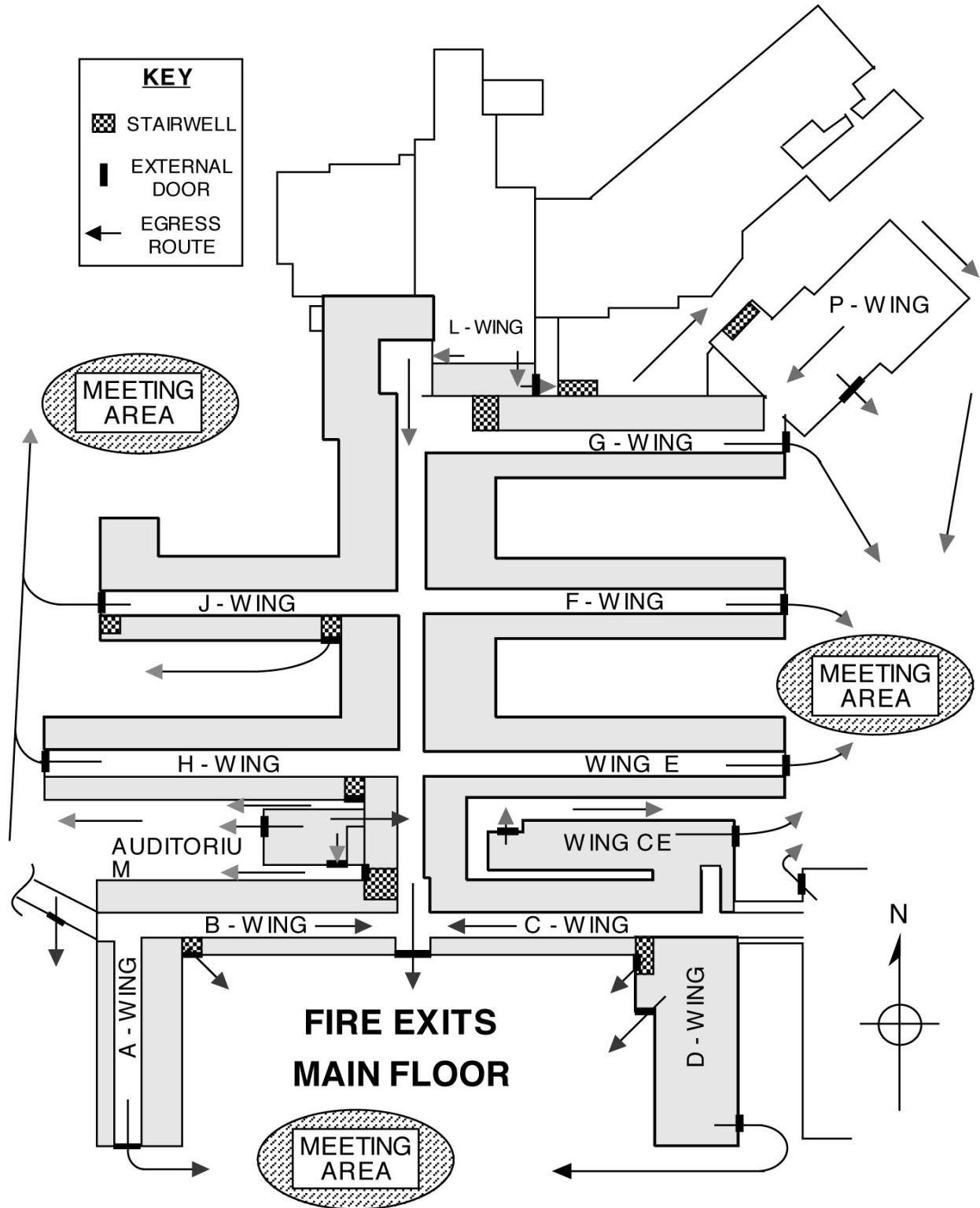
APPENDIX B

**FIRE EXITS
BUILDING 203**



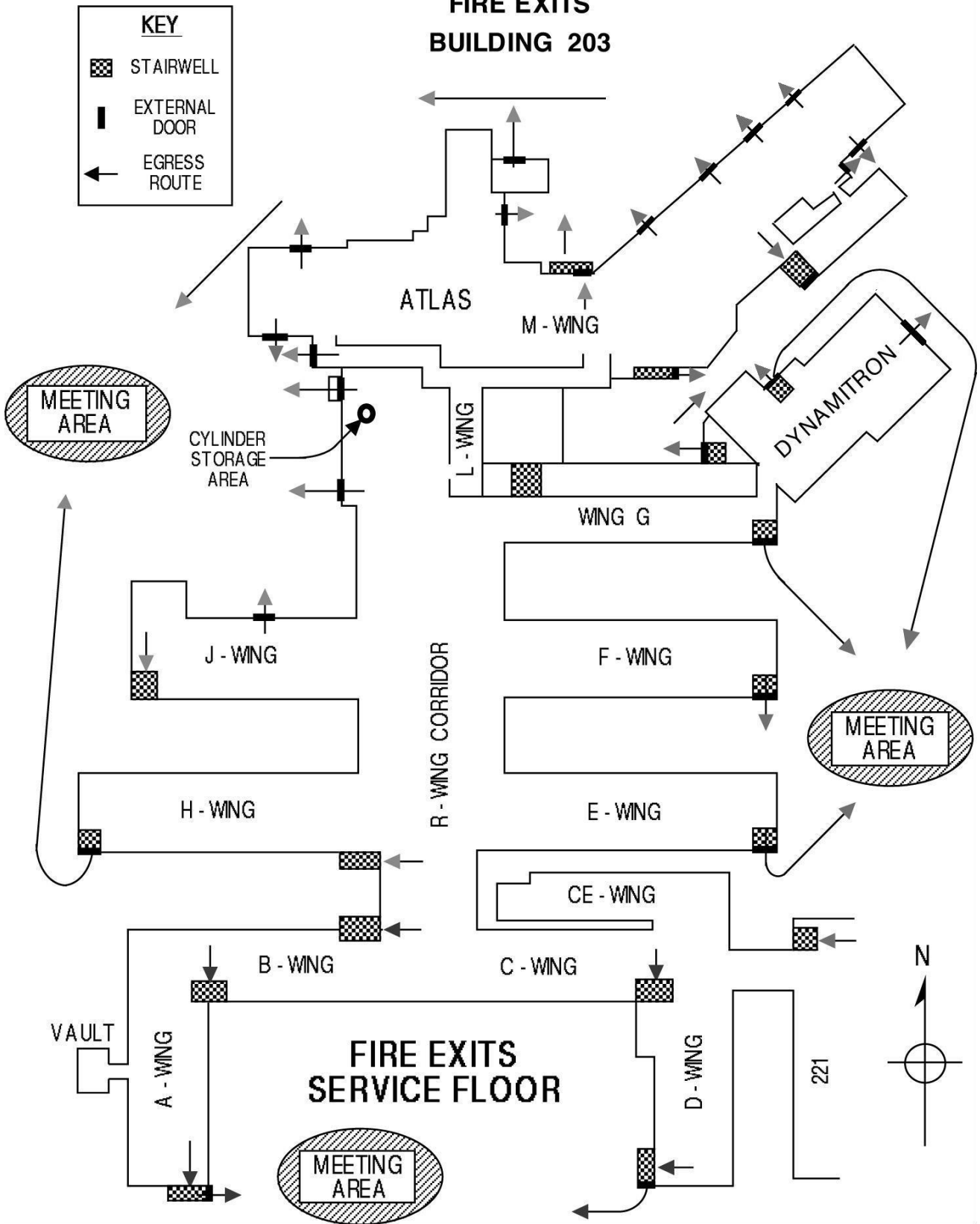
APPENDIX B

FIRE EXITS BUILDING 203



APPENDIX B

FIRE EXITS BUILDING 203



**APPENDIX C
WING MONITORS**

| Wing | Floor | Name |
|-------------|--------------|---|
| A | MAIN | JORGE ALVARADO |
| B | MAIN | CANDICE ROSE CLYDE DENNIS |
| | SECOND | TOM O'CONNOR STEVE PIEPER |
| C | MAIN | LAURIE CULBERT PAUL FENTER |
| | SECOND | DONNA NELSON DEBBIE MORRISON |
| CE | MAIN | MARY ALICE BUCKLEY |
| D | MAIN | GARY DAVIDOFF |
| E | MAIN | MIKE MILLER KENT ORLANDINI |
| F | MAIN | COLLEEN TOBOLIC JANET BERGMAN |
| G | MAIN | BARBARA WELLER JEANNIE GLOVER |
| | SERVICE | PHIL STRICKHORN FLOYD MUNSON |
| H | MAIN | DAVE PETERSON KAY PETERS |
| J | MAIN | MIKE RITSCHKE TIM MARTIN |
| | SERVICE | LAUREL CHAPMAN DOUG SISTERTON |
| L | MAIN | BRUCE NARDI |
| M | ATLAS | JOHN ROHRER SCOTT GERBICK GARY ZINKANN MARK KEDZIE |
| P | MAIN | BOB POPE DEON ETTINGER |
| | SERVICE | ART RUTHENBERG |
| R (NORTH) | MAIN | DON SUTTER PHIL WILT |
| R (SOUTH) | MAIN | EMILY WORTZ DIANE KURTZ |

Building/Facilities Safety Orientation Exam Building 203

Circle the correct answer for each question. A passing grade requires that the first two questions and 80% of the remainder be answered correctly.

1. To report an emergency:

- a. call the Building Manger
- b. tell your supervisor
- c. dial 911
- d. none of the above

2. Who is the person in charge of the response to emergencies that occur in Building 203 before the Fire Department arrives?

- a. The Area Emergency Supervisor
- b. The Building Manager
- c. The Building 203 Fire Department Representative
- d. The employee's supervisor

3. Who has the responsibility for insuring that a new employee knows the location of the tornado shelters?

- a. The Area Emergency Supervisor
- b. The Building Manager
- c. The employee
- d. The employee's supervisor

4. List some hazards you may encounter in Building 203.

- a. radiological and electrical
- b. chemical and cryogenic
- c. criticality and biological
- d. answers a. and c.
- e. answers a. and b.

5. The tornado shelters in Building 203 are located:

- a. on the main floor
- b. on the service floor
- c. in the Auditorium and Auditorium Lounge
- d. at the Dynamitron accelerator

6. The Area Emergency Supervisor for Building 203 is:

- a. Don Phillips
- b. Dave Peterson
- c. Tom Mullen
- d. Jim Nelson

7. The Alternalte Area Emergency Supervisors for Building 203 are:

- a. Don Phillips and Tom Mullen
- b. Dave Peterson and Don Phillips
- c. Tom Mullen and Don Phillips
- d. Building 203 does not have any Alternate Area Emergency Supervisors

8. The Building Manager for Building 203 is:

- a. Don Phillips
- b. Dave Peterson
- c. Tom Mullen
- d. Jim Nelson

9. Tornado Drills and Fire Drills are held:

- a. every month
- b. four times a year
- c. annually
- d. once every 3 years

10. If the fire alarm sounds in your wing, what is your correct response:

- a. leave the building through the nearest exit
- b. move to a wing in the building in which the fire alarm is not sounding
- c. stop all work, shut down all equipment and wait for further instructions from your wing monitor
- d. answers a. or b. above

11. The emergency information on the back cover of the Argonne phone directory includes the following:

- a. emergency phone numbers
- b. evacuation instructions
- c. site wide emergency signals
- d. all of the above
- e. none of the above

12. Occupants of Building 203 are responsible for knowing the location of:

- a. the first aid station
- b. the tornado shelters
- c. the gathering area for evacuations
- d. all of the above
- e. answers b. and c. above

13. If a non-ANL fire department answers a 911 call, the visiting senior fire officer is the incident commander.

- a. true
- b. false

Please sign below and return to your Division Office.

Name Badge No. Date