

# Building 362 Emergency Plan

Date Prepared: January 2008

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Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
G. Winner Emergency Management Officer

### NOTICE:

The version of this document available as a read-only document on the ES Division home page is the only controlled version of the document. It is accessible to all ES personnel. All other copies (electronic or paper) must be reviewed against that version. The original signed version is in the ESH Coordinator's office.

## 1. Introduction

This emergency plan for Building 362 has been prepared to:

1. Provide the Fire Department and other emergency responders with information about the building.
2. Provide building occupants with information about the building that they need to know during an emergency.
3. Document that emergency preparedness in the building has been considered and is reviewed annually.

Site-wide emergency management is described in the Comprehensive Emergency Management Plan (CEMP). In addition, ANL also has an Emergency Plan Implementing Procedure (EPIP) EPIP 1.4, Building Emergency Plans, and EPIP 3.9, Protective Action Implementations, available on the Emergency Management SharePoint Site, which is secure and can only be accessed by those authorized.

All emergencies at ANL are managed under the incident command system, regardless of the nature of the emergency or where it occurs. The Fire Department incident commander is in charge of the emergency response. Until the Fire Department arrives, the Area Emergency Supervisor (or Alternate, if applicable) may order any reasonable protective or precautionary action deemed necessary. The emergency personnel listed in this plan will assist the incident commander as needed when there is an emergency in the building. When the ANL Fire Department is already responding to another incident, the Fire Department will attempt to send one person to the scene to act as an escort for the incoming fire department. If this escort is not available, the AES staff will need to provide guidance and support to the responding fire department personnel. As with the ANL Fire Department, the senior fire officer functions as Incident Commander and AES personnel need to take direction from him/her.

## 2. Responsibilities

The responsibilities of emergency personnel are located in the Emergency Plan Implementing Procedure (EPIP) 2.2.1 available on the Emergency Management SharePoint Site, which is secure and can only be accessed by those authorized.

**Division Directors** with more than 10 employees in the building have the responsibility for:

1. Assuring that building-specific emergency plans are prepared and approving those plans for all buildings where division personnel reside.
2. Assuring that drills are performed to test the effectiveness of the emergency plan.
3. Appointing an area emergency supervisor.

The **Area Emergency Supervisor** has responsibility for:

1. Writing, reviewing and updating the building emergency plan.
2. Assuring, where appropriate, that the criteria for classification of Emergency Actions Levels (EALs) and events emanating from a building or operation are properly documented and transmitted to the Emergency Management Officer for incorporation in EPIP 2.7, emergency Action Levels.
3. Planning and conducting sheltering and evacuation drills on an annual basis.
4. Assuring improvements are made in the emergency planning process, if necessary, from lessons learned during the drills.
5. Assuring that building occupants are trained regarding their role in the emergency plan.
6. Fulfilling the requirements of EPIP 2.2.1, "Area Emergency Supervisors."

### 3. Emergency Personnel in Building 362

<u>Area Emergency Supervisor</u>	<u>Location</u>	<u>ANL Ext.</u>	<u>Nextel # or Pager</u>
Bryan Wozny	F-353	2-7659	630-417-9552
<u>Alt. Area Emergency Supervisors</u>			
Amy Harris	F-349	2-0484	DC# 111*3452*555
Dan Prokop	B-325	2-7730	
<u>Building Manager</u>			
Felicia King	E-385	2-3724	
<u>Building Monitors</u>	See Appendix A		

### 4. Building Description

Building 362 is a three-story building, with a brick first floor and aluminum siding over steel frame thereafter, housing laboratories and offices. It is occupied by about 300 people. The building houses four divisions, Energy Systems (ES), High Energy Physics (HEP), Nuclear Engineering (NE) and X-ray Science Division (XSD).

There is a natural gas engine test facility within Building 362 high bay. The natural gas engine test facility is a single story block construction structure occupying approximately 3,325 square foot within the south side of Building 362 High Bay. This facility houses three independent test cells which consist of a natural gas fueled single cylinder and a multi-cylinder diesel stationary combustion engine, a laser lab, and a future test cell. Experimental operations in this facility are primarily related to performance and exhaust emissions evaluation of natural gas fueled stationary combustion engines.

There is an indoor flammable gas storage area in C-105. This houses all flammable gas cylinders for the building.

### 5. Hazards Checklist

<u>Hazard</u>	<u>Present</u>
Radiation or radioactive materials	Yes
Chemicals	Yes
Carcinogens	Yes
Special nuclear materials	No
Sodium or lithium metals	No

### 6. Hazards Description

#### A. Radioactivity

1. Ni-63 sealed sources located in Gas Chromatographs in Lab C-316 & E-316.
2. Sealed Reference Calibration Isotopes (Am241, C0-57, Co-60, CS-137, Ru-106, and Sr-90) used for detector testing. Located in different High Energy Physics labs, noted on the door.

All radioactive sealed sources are tracked using the Sealed Source Inventory Database. These sources are secured under lock and key when not in use.

## B. Chemicals

Due to the diversity of the occupants of Building 362 many different experiments are conducted within the labs and high bay which involve hazardous chemicals. **DO NOT** enter a facility that you are not familiar or trained in the hazards associated with that particular area. If you do need access, please contact Bryan Wozny at ext. 2-7659 or Amy Harris at ext. 2-0484.

1. The majority of the chemicals used in Bldg. 362 are: general solvents, cleaners, paints, corrosives, flammables, combustibles, epoxies, acutely toxic gas, toxic liquids, gases and solids.

### 2. Carcinogens

<b>LAB #</b>	<b>Name</b>	<b>Class</b>	<b>MSDS #.</b>
E-224	Antimony Trioxide	1	28374
E-132	Carbon Tetrachloride	1	9670
E3-24, E-232	Chloramphenicol Crystalline	2	3511
C-316	Chloroform	1	9672
B-002, F-116, C-316, E-248	Ethyl Alcohol, denatured	1	4850
E-316, E-340	Formaldehyde solution, 37%	1	11561
F-232, C-256	LPS Tapmatic cutting fluid	2	2030
B-002, E-049, E-116, F-116	Lubricants, rest preventatives	2	33547
E-132, C-116	Methylene Chloride	1	312
F-224	MS-190 flux remover	1	22890
E-232	Nickel anti-seize lubricant	1	11194
B-002, F-116, E-124, F-232	Slide tap-it aerosol	1	2966
C-316	Tetrachloroethene	1	11855
E-316, C-316, E-332	Tetrachloroethylene, 99%	1	1560
F-224	1,1,1-Trichloroethane	2	5827
C-256	Trichloroethylene, 99%	1	1575

## 7. Assembly and Relocation Areas

**Fire and Immediate building evacuation** -Evacuate the building and assemble outside of building 617 lower level. In inclement weather, occupants will assemble inside of building 617.

**Tornado**-Tornado shelters are located in the basement of Building 362 as shown on the attached drawing. 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.

If an individual is impaired (broken leg, etc.), the supervisor of that individual should arrange for someone to help them evacuate the Building or go to the tornado shelter.

If impaired occupants have to relocate to another building, then the supervisor/host will arrange for transportation via a car/van.

## **8. Control Point**

AES's will meet the incident commander at the control points.

**Fire**-the building control point is located at the Main (North) entrance to building 362. The alternate location will be at the South (Back) entrance to building 362.

**Immediate building evacuation**-The building control point for evacuations to another building will be where the incident command post is located.

**Tornado**- The building control point is Room E-041. If appropriate, the AES, alternates, and/or building monitors will meet at the control point.

## **9. 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. When using a cellular phone, an individual must call 252-1911. Occupants are not to use private cars to transport co-workers who are injured or ill.

The building is connected to the site-wide public address system. The ComCenter operator will issue tornado watches and tornado warnings over this system. A warning tone precedes all emergency announcements. If you hear the building evacuation announcement or alarm, proceed calmly to the NEAREST speaker, which is usually located in the corridor, to hear the emergency announcement. The AES or alternate may also make announcements within the building on the building public address system; microphones are located on all floors. The AES's and alternates will have either hand held portable radios or Nextel phones in case telephone service is lost.

## **10. Off-site Fire Department assistance**

Occasionally, off site Fire Departments will provide mutual aid to the Laboratory. When the ANL Fire Department is already responding to another incident, the ANL Fire Department will attempt to send one person to the scene to act as an escort for the responding fire department. If this escort is not available, the AES staff will need to provide guidance and support to the responding fire department personnel. As with the ANL Fire Department, the senior fire officer functions as Incident Commander and AES personnel need to take direction from him/her.

## **11. 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 a visible location such as Room E-377. The AES's and alternates will have either hand held portable radios or Nextel phones available for emergency communications with the Fire Department. Non-emergency radio transmissions should be avoided. Building occupants are instructed to seek assistance from the AES at the control point in the event that they need 911 assistance. Alternate AES's and building monitors can assist in the notifying the 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 the normal telephones are out of service. There are also telephones on separate exchanges in selected location (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.

## **12. 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 the workers, they should be evacuated from the affected 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 if work should continue. Building 362 has emergency power which illuminates the corridors and maintains chemical fume hood flows.

Decisions to close the Laboratory due to site conditions will be announced on the building PA system. Instructions to dismiss staff are given over the public address system if available; if not, the AES's and alternates will have either hand held portable radios or Nextel phones available for emergency communications. 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 should be notified of such a decision.

## **13. Warning Signals/Alarms**

The building is equipped with evacuation alarms. If an alarm sounds, occupants are to leave the building immediately.

## **14. Personnel Accountability**

The AES, alternates, and building monitors will perform a sweep of their assigned areas to look for any occupants who did not hear the emergency message. The sweep shall be performed so as not to compromise the safety of those performing it. After exiting the building, employees shall report to the Designated Assembly Area. Members of the building emergency team will determine whether anyone appears to be missing. The AES will report any missing personnel and/or area that was 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.

## **15. Emergency Shutdown Procedures**

Upon receipt of a notification of a tornado watch, researchers should not begin work that cannot be brought to a "safe" mode of operation quickly.

Upon receipt of a notification of an evacuation or tornado warning, all experiments should be brought to a "safe" mode of operation this includes a shut down or an emergency stop. If they are not able to get experiments into a "safe" mode before leaving, they need to make sure the Incident Commander is notified immediately.

In the event of an evacuation, personnel working with classified material should secure the material if this can be done quickly and safely and then leave the area. If the area is threatened by smoke or fire, personnel should leave the area immediately.

## **16. Tornado Shelters**

Tornado shelters are located in the basement of Building 362 as shown on the attached drawing. 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. If an individual is impaired (broken leg, etc.) the supervisor of that individual will arrange for someone to help them evacuate to the tornado shelter.

## **17. Emergency Exercises**

Building 362 holds a tornado drill each spring and an evacuation drill each fall.

## **18. Training of New Occupants**

An initial building orientation familiarizes new personnel with shelter locations, exits, how and when to call 911, and other site-specific matters. In addition, all employees must complete ESH 108362 annually.

## **19. Training for AESs and Alternates**

AES and alternates receive training provided by EQO Training. Training is required annually. Monitors are trained by the AES annually.

## **20. Building Drawings**

Locations of tornado shelters are shown in Appendix B. Also shown is the outdoor assembly area for use during building evacuation.

## **21. Additional Emergency Information Websites**

ANL Emergency Management

[http://inside.anl.gov/scd/emergency\\_management.html](http://inside.anl.gov/scd/emergency_management.html)

ANL Homepage

[http://www.anl.gov/Emergency\\_Information.html](http://www.anl.gov/Emergency_Information.html)

ES Division SECON Plan

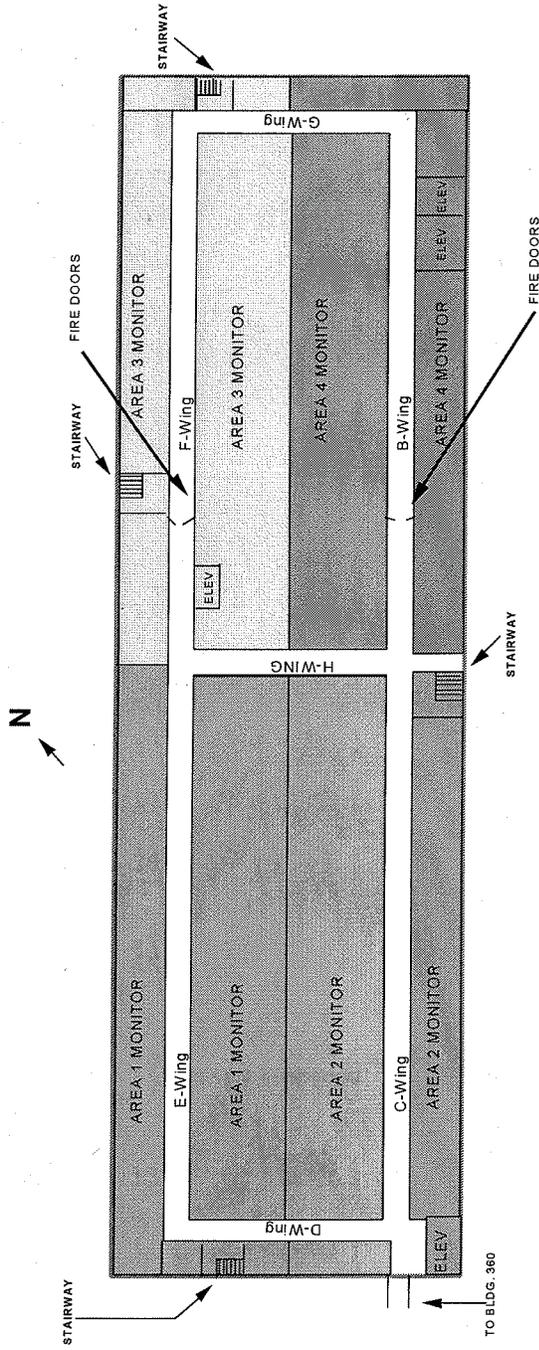
[http://www.es.anl.gov/ES\\_Intranet/Division\\_Documents/division\\_pdfs/Energy%20Systems%20Division\\_SECON-1%20plan\\_8\\_12\\_04.pdf](http://www.es.anl.gov/ES_Intranet/Division_Documents/division_pdfs/Energy%20Systems%20Division_SECON-1%20plan_8_12_04.pdf)

Appendix A:

**Building 362 Emergency Team  
4/07/2008**

Position	Name	Division	Bldg	Room	Phone	Responsibility
AES	Bryan Wozny	ES	362	F353	7659	All of 362, Third Floor
ALT. AES	Amy Harris	ES	362	F349	0484	362 Second Floor
ALT. AES	Dan Prokop	NE	362	C141A	7730	362 First Floor
Hall Monitor	Timothy Cundiff	HEP	362	E124	7735	First Floor Area 1
Hall Monitor	Sandy Klepec	HEP	362	E101	6270	First Floor Area 2
Hall Monitor	Eddie Davis	NE	362	C157	7083	First Floor Area 3
Hall Monitor	Judy Chiarelli	NE	362	B107	6347	First Floor Area 4 (Includes 362 Hi-Bay)
Hall Monitor	Jack Cranshaw	HEP	362	E249	6512	Second Floor Area 1
Hall Monitor	Yupo Lin	ES	362	C225	3741	Second Floor Area 2
Hall Monitor	Jack Cranshaw	HEP	362	E249	6512	Second Floor Area 3
Hall Monitor	Lauren Ambrose	ES	362	C293	8677	Second Floor Area 4
Hall Monitor	May Wu	ES	362	E325	6658	Third Floor Area 1
Hall Monitor	Sana Sandler	TSD	362	H312B	5298	Third Floor Area 2
Hall Monitor	Felicia King	ES	362	E385	3724	Third Floor Area 3
Hall Monitor	Sam Jody	ES	362	C385	4206	Third Floor Area 4
Building Manager	Felicia King	ES	362	E385	3724	
Division Director	Hussein Khalil	NE	208	C206	7266	
Division Director	Harry Weerts	HEP	362	E101	8831	
Division Director	Edward Daniels	ES	362	E365	5279	
Division Director	Gabrielle Long	XSD	401	B4205	6012	
Shelter Manager	Carmie White				630-739-6000	Custodian for 617 Area- Call for Access

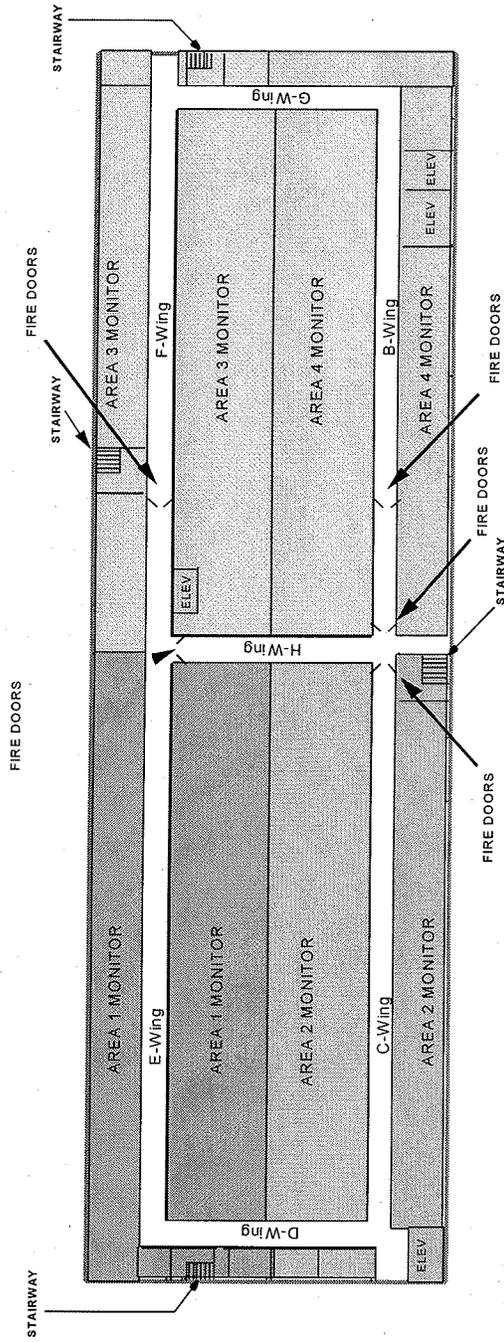




**SHELTER AREA LOCATED ON SERVICE FLOOR**

BUILDING EMERGENCY PLAN

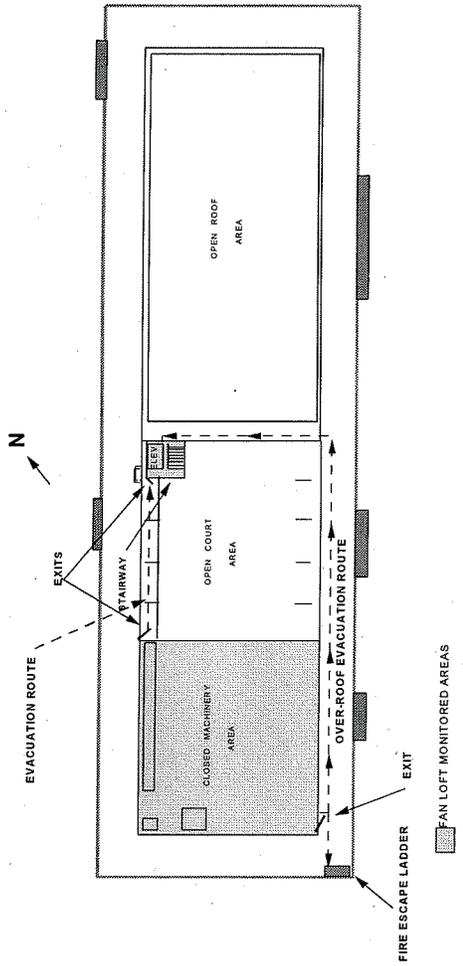
**BUILDING 362 SECOND FLOOR**



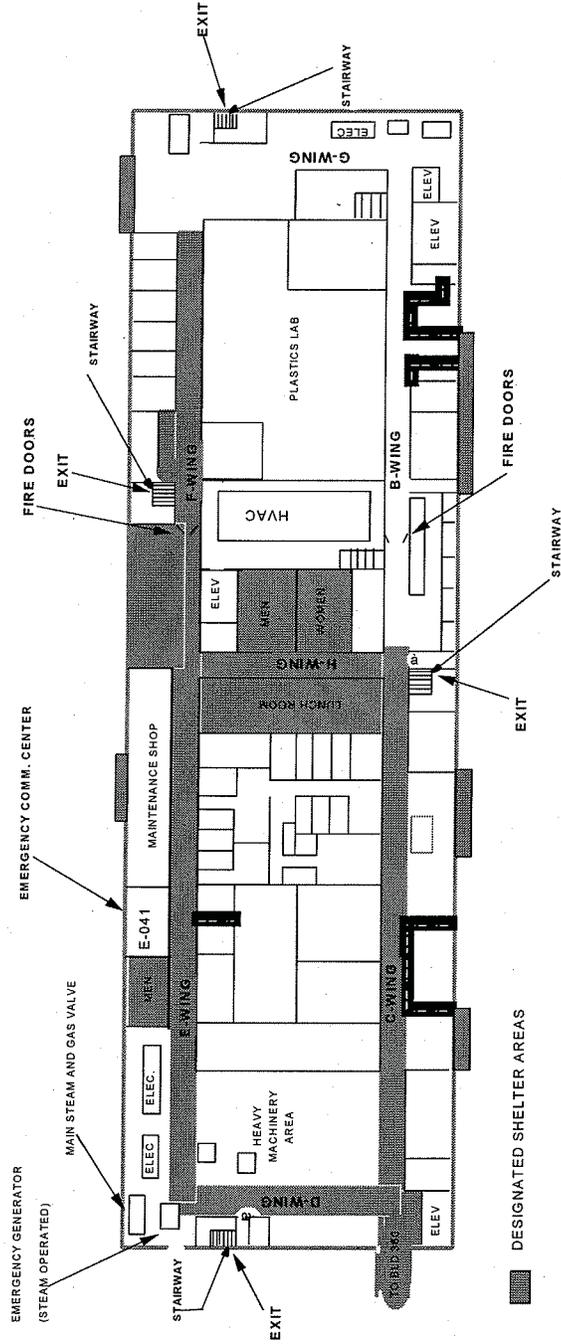
## SHELTER AREA LOCATED ON SERVICE FLOOR

BUILDING EMERGENCY PLAN

**BUILDING 362 THIRD FLOOR**



**SHELTER AREA LOCATED ON SERVICE FLOOR**  
 BUILDING EMERGENCY PLAN  
 BUILDING 362 FAN LOFT



# SHELTER AREA LOCATED ON SERVICE FLOOR

BUILDING EMERGENCY PLAN

BUILDING 362 SERVICE FLOOR

■ DESIGNATED SHELTER AREAS

I have received a copy of the

*Emergency Plan  
for Building 362*

dated

January 2008

and I have read and understand  
the information provided.

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Print Name

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Badge No.

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Signature

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Date

Return to Amy Harris, ES, 362, Rm. F349