LOS ALAMOS RESEARCH PARK

TA-03-4200

BUILDING OPERATIONS AND EMERGENCY PLAN

Tenant Responsibilities and Training

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INTRODUCTION

The Los Alamos Research Park (LARP) Building Operations and Emergency Plan provides concise building and emergency preparedness information for building tenants, emergency management response organizations and external agencies.

This Building Operations and Emergency Plan was prepared in response to:

- Department of Energy Order 151.1D Comprehensive Emergency Management System, and
- Los Alamos National Lab (LANL) Procedure P1201-4, LANL Incident Reporting and Protective Actions.

As an integrated Management and Employee Training Unit, the Building Operations and Emergency Plan emphasizes and defines the roles, responsibilities, and procedures required for emergency preparedness within the safety envelope of the Property. Managers are presented with information to assist them in their responsibilities and meet compliance requirements for audits. Tenants are presented acknowledgment-based training in developing and remembering their personal emergency action plan, and they are given the opportunity to complete their required annual emergency training.

Note that all emergencies occur under a unique set of circumstances. As such, no building emergency plan can cover all situations. Building occupants must be prepared for the unexpected in any emergency situation, and plan to act as if they are “first responders”.

All tenant employees and visitors, for 10 or more consecutive days, are required to receive and understand site-specific emergency training.

It is each Tenant’s responsibility to ensure that the annual emergency site-specific training requirements are met. After you have read the Building Operations and Emergency Plan and completed the training acknowledgment, you will have completed your site-specific emergency training responsibilities as a tenant of the Research Park. You will be required to participate in individual training annually. Update briefings of the Building Operations and Emergency Plan will be conducted as needed.

In order to be effective in remembering these emergency procedures, take the time to walk the evacuation routes to your assembly and shelter-in-place areas. Locate the emergency pull boxes, sweep tags, and emergency information maps in your work area, and to develop a personal emergency action plan, as to what your response will be to emergency situations.

Know your response during an emergency. If there are items which you do not understand, contact your manager or the building manager for clarification.

FACILITY INFORMATION

Building Description and Location

Los Alamos Research Park (TA-3-4200) is located at 4200 West Jemez Road. The property is accessible by vehicles from West Jemez Road. The nearest intersection is West Jemez Road and Casa Grande Drive. Two parking lots are adjacent to the Los Alamos Research Park, an upper lot accessed from West Jemez Road and subject to the entry restrictions of LANL, and a lower lot accessed from Diamond Drive. A LANL security barrier separates the two and vehicle access between the two lots is prohibited.

The property is a four-story building consisting of approximately 83,000 square feet (gross). The building features steel beam construction with poured concrete floors and masonry finish. It has a total of five entrances and/or exits. The building accommodates a broad range of research and development uses, as well as administrative offices, and a coffee shop. The building is owned and managed by the Los Alamos Commerce and Development Corporation (LACDC). Tenants in the building are from Los Alamos National Laboratory, New Mexico Consortium, UC San Diego (UCSD), as well as the private sector.

While this building is privately owned, Los Alamos National Laboratory Emergency Operations Support Center responds to most incidents, coordinating with Los Alamos County Fire Department and other resources as appropriate.

Access

This building is accessed by East facing doors on the first floor and South and West facing doors which enter the building on the second floor. All doors are open 6:00 am to 6:00 pm Monday through Friday. After-hours access outside these hours is controlled by RFID building access cards issued by LACDC. Individual suite access is controlled by the respective tenant. Access to LANL- and UCSD-leased space is controlled by LANL badge readers and is subject to LANL’s physical security regulations.

INCIDENT REPORTING

An on-scene observer or worker should immediately report emergencies and non-emergency incidents as soon as it is safe to do so.

Emergency and Non-Emergency Notification Procedures

Emergencies must be reported by first calling 911, followed by notification to the Emergency Operations Support Center (EOSC) at 505-667-2400.

Non-emergency incidents are initially reported to the EOSC. Workers may be directed to call 911 if the situation warrants further notification, additional information, or escalates into emergency conditions requiring response services.

If the incident reporter is instructed to pull the fire alarm/call box, alarm pull boxes are located adjacent to the North, Central, and South stairwells on each floor.

Examples of Emergency and Non-Emergency incidents are described in table below.

Initial Notifications	
Emergencies	**Examples**
1. **Call 911** 2. **Call the EOSC: (505) 667-2400**	• Fire, fire alarm, smoke, or explosion, even if extinguished • HAZMAT spill or release (e.g., material unknown, strong or concentrated acids, toxic materials, compressed gases) • Major illness or injury requiring emergency medical services • Natural gas release or leak • Bomb threat • Unattended/suspicious object, package, or mail
Non-Emergencies	**Examples**
1. Call the EOSC: (505) 667-2400) 2. **Call 911 if directed to do so**	• Government vehicle crash without injury • Unusual odors • Wildlife in the area • Power outage • Unidentified/foreign drone on LANL property • Road obstruction (e.g., fallen trees, debris)
Notes: • Describe the incident, location, alarms, injuries, and protective actions taken. Explain what the alarms mean and any related hazards. • If a phone is not available and it is safe to do so, go to the nearest building to use a phone to make notifications. • Best practice is for one person to call 911, while another person calls the EOSC. • I n case of a fire or other emergency requiring evacuation of the building pull the handle on a fire alarm pull box. • Do not use pull boxes for suspicious packages, dial 911. • Call 911 if emergency response personnel are needed and follow the instructions provided by the operator.	

Use the following communication guidelines when reporting an incident:

1. Speak slowly and clearly, and do not use acronyms or jargon.
2. Provide accurate information regarding the nature, severity, and location of the incident.
3. Repeat back important information to ensure clarity and accuracy when exchanging critical details.
4. Report the location of the incident using the Technical Area (TA) and building number, 03-4200. Include the suite and/or room number and area of the building using cardinal directions (e.g., north, south, east west) if known (e.g., TA-03, Building 4200, Suite 300, Room 344. Avoid using familiar shorthand or nicknames such as LARP.

Evacuation Procedures

Upon hearing any alarm (audible, visual, or vocal) immediately evacuate the building and report to the Assembly Area located on the East side of the building near the handicapped parking area. (Assembly area map is Appendix B, at end of packet.) Building evacuations are conducted to avoid hazards, such as chemical spills, fires, or suspicious packages within the building. You should know at least two ways out. There are stairwells in the center of the building as well as on the North and South sides of the building.

1. Use nearest exit. If blocked/unsafe, take nearest safe path.
2. If accessible and safe to do so, take medications, coats, handbags, keys, and cell phone in case re-entry is not allowed, or there is inclement weather.
3. Leave lights on and office doors open, unless directed otherwise.
4. Do NOT carry food, drinks.
5. Do NOT use the elevator.
6. Be observant of visitors and assist them in evacuating.
7. Report to the Assembly Area for accountability.

Once at the Assembly Area:

1. Follow instructions from your Assembly Area Leader (AAL).
2. Do not eat, drink, or smoke. Keep discussions to a minimum. Assist if needed.
3. Do not re-enter the building until the all-clear signal is given.
4. Do not leave the Assembly Area until authorized to do so.

Sweep Procedures

A building sweep is conducted during emergency evacuations, if it is safe to do so, in order to account for personnel. All building occupants should quickly sweep the building while they are evacuating to the assembly area. In addition to identifying the cause of the emergency, the sweep will determine if the entire building was evacuated or if there are areas where personnel may still be in the building.

1. Conduct a visual sweep along the route between your location and the building exit.
2. Alert workers and visitors who may not be aware of the need to evacuate.

3. Knock on office doors that are closed or locked, shout loudly to evacuate.
4. If safe to do so, open doors and shout “evacuate” in areas such as restrooms, locker rooms, conference rooms, etc., or anywhere a building working could be unaware of an emergency condition.
5. Pay attention to anything that may assist with the timely rescue of workers or identify the source of the emergency.
6. If an evacuation occurs from locations upwind of an incident, then make every effort to stay upwind from the release.
7. Do NOT delay evacuating to sweep if you are in immediate danger.
8. Do NOT deviate from the exit route to sweep an area.
9. If available, take building rosters and visitor logs to the assembly area.
10. At the Assembly Area, report to the Assembly Area Leader or the Incident Commander and relate what you learned during the sweep.

Assembly Area Leaders / Accountability

The first person to arrive at the Assembly Area will assume the role of the Assembly Area Leader (AAL). When a Senior Manager, or a designee, arrives at the Assembly Area, that person can replace the existing AAL. The AAL will update the Incident Commander (IC) on information gathered about the evacuation and the sweep. Typically, the Incident Commander will be a representative of the Los Alamos Fire Department (LAFD) or LANL Emergency Management (EM). At the Assembly Area, the AAL will follow these guidelines.

1. Bring the occupant roster and visitor sign-up sheet, if available, to the assembly area.
2. Report any information regarding workers or visitors who are absent or missing from the Assembly Area.
3. Compile for the entire building information gathered during the sweep. Report this information to the Incident Commander.
4. Relate instructions from the Incident Commander back to the evacuees.
5. When the “All Clear” signal is given by the Incident Commander, pass this along to the evacuees and return rosters and logs to their appropriate locations.

Handicapped Employee Evacuation

Any worker having a permanent or temporary handicap that may hinder their timely evacuation must notify their supervisor at the onset of this condition or on their first day of work. The supervisor will assign one or more co-workers to assist the handicapped worker during an evacuation. If emergency responder assistance is required during an evacuation, the assigned assistant shall immediately notify the Incident Commander (IC) or Emergency Management (EM) so that appropriate personnel and equipment can be requested.

A handicapped visitor is the responsibility of his or her escort. When evacuation is required, the escort will assist the visitor out of the building to the Assembly Area and communicate any special needs to the Incident Commander.

Guest Evacuation

All invited guests and outside personnel conducting business in buildings are the responsibility of the person who is being visited. If an emergency evacuation occurs, any building occupant who is conducting business with one or more guests will become the escort for those guests. The escort will guide and assist their guests to the Assembly Area.

Return To Normal Operations/Re-Entry Procedures

Re-entry is the first entry made after evacuation in order to perform mitigation or determine that the area is safe for building personnel to return. This must **ONLY** be done by emergency response personnel at the direction of the Incident Commander. This decision will be made in conjunction with the Property Representative or the Assembly Area Leader at the Incident Command Post and with all information available on building hazards, the incident, and safety considerations.

“Return to normal operations” is the point in an incident when the Property is turned back over from the Incident Commander to Property Management or the Assembly Area Leader. Do not return to your building until you have received the “All clear” signal.

SHELTER IN PLACE

“Shelter in place” is issued during an airborne hazardous materials release when the safest option is to shelter indoors until the plume passes or dissipates.

If in a vehicle or outside near a vehicle:

1. Enter and remain in the vehicle, close doors and windows, shut off heating/air conditioning, close vents.

If inside a building:

1. Close any nearby exterior windows and doors.
2. If accessible/safe to do so, take coat, handbags/ briefcases, medications, and vehicle keys on your way to the Shelter in Place location (Second Floor Hallway).
3. Do NOT carry food and drinks.
4. Sweep along your way to the Shelter in Place location (Second Floor Hallway).
5. Alert workers and visitors who may not be aware of the need to Shelter in Place.
6. Close doors in the Shelter in Place location.
7. Follow building instructions to turn off ventilation systems that draw in outside air. Even if ventilation cannot be shut down, sheltering is still effective and provides protection while the airborne plume passes or dissipates.
8. Report to the Assembly Area Leader at the Shelter in Place location for accountability and provide your name.
9. Provide the Assembly Area Leader with any information obtained during the sweep

(e.g., individuals needing assistance, smoke, pool of water, strange odor, hazardous conditions)
10. Note workers who are missing and their last know location.
11. Ensure individuals who came in from the outside remain segregated, if possible.
12. Remain at the Shelter in Place location and wait for further instructions from the Assembly Area Leader or Emergency Operations personnel.
13. Check with the Assembly Area Leader if you need to leave to use the restroom, etc., and check back in when you return to the Shelter in Place location.

If you are acting as the Assembly Area Leader for the Shelter in Place location, then:

1. Follow the building-specific Shelter in Place instructions.
2. Verify that doors in the building are closed.
3. Follow the building-specific instructions for shutting ventilation systems which draw in outside air.
    a. NOTE: Shelter in Place is still effective even if the facility ventilation system cannot be shut down.
4. Record the names of all individuals at the Shelter in Place location using rosters.
5. Record separately, or otherwise identify, the names of all individuals who enter the building from the outside.
6. Remind individuals entering the building from outside to remain segregated.
7. Collect pertinent information from individuals at the Shelter in Place location (e.g., individuals needing assistance, smoke water, person-down, strange odor, hazardous conditions, information regarding missing workers.)
8. Report the following to the applicable local facility-level operations center or to the EOSC at 505-667-2400:
    - Your name
    - Your contact #
    - Your location
    - Status of accounting for workers
    - Status of individuals (injuries, etc.)
    - Any other pertinent information
9. Remind individuals at the Shelter in Place location to refrain from eating, drinking, using tobacco products, or chewing gum until told it is safe to do so.
10. Relay information provided by the Incident Commander, EOSC, and/or local facility-level operations center.
11. Keep communication lines open for emergency communications (landline and VoIP telephones and cell phones) and remain alert to announcements.
12. Be prepared for sheltering in place to last several hours. Keep track of individuals who may leave the Shelter in Place location to use the restroom, etc.

REMAIN INDOORS

Remain indoors may be used when there is inclement weather, wildlife in the area, or fire. Remaining indoors is a precautionary action intended to ensure worker safety, enhance

emergency communication, and minimize unnecessary traffic that could interfere with emergency operations.

In general, workers will remain indoors when it is safer inside than outside. You do not have to report to a designated location and are free to move inside the building.

1. Stay or move indoors.
2. Remain alert for follow-on communications.
3. You do not have do conduct accountability. You are free to move inside the facility.

LOCKDOWN

Lockdown is a term used for active threat situations (active shooter) and relays the need to determine whether to RUN, HIDE, or FIGHT.

Upon hearing gunshots, or other indicators of an active threat (screams, warning shouts, etc.) or receiving a notification to lockdown, you must quickly determine the most reasonable way to protect your own life.

Run

If you are not in the immediate area of the threat and there is an accessible escape path

1. Evacuate out the nearest exit, leave your belongings behind.
2. Take cover at nearest safe location.
3. Do not co-locate at an assembly area.
4. Prevent individuals from entering an area where the active shooter may be, if possible.
5. Keep your hands visible when approaching law enforcement and security officials.

Hide

If the threat is in the immediate area or you do not feel safe evacuating, then self-barricade in a place to hide where the active threat/shooter is less likely to find you.

1. Self-barricade.
2. Turn off lights and close blinds.
3. Blockade the door and hide behind large objects.
4. Silence cell phones, pagers, and office phones and remain quiet.

Fight

If you have no other choice and the shooter or active aggressor is a direct threat to you, then take action. This is a personal survival decision.

1. Attempt to incapacitate active threat by throwing objects and improvising weapons.

Call 911 as soon as it safe to so, then call the LANL Emergency Operations Center at 505-667-2400. Provide the location of active threat, number of individuals and physical description, number and type of weapons, and number of potential victims. Notification to 911 is critical in getting first responders to the incident scene to resolve the situation and reduce or prevent casualties.

When law enforcement arrives, follow their directions and put down any items in your hands and keep hands raised, avoid quick movements toward officers, and do not stop officers with questions or requests.

SPILL & CONTAINMENT PROCEDURES

1. Get away from the spill (uphill, upwind).
2. Isolate the area.
3. Identify the hazard, if possible.
4. Notify proper response personnel. If the spill is small and site personnel have been training and proper equipment is available, local notifications will suffice. Otherwise, call 911 or notify EOSC at 505-667-2400, if appropriate.

BOMB THREAT

1. Reference the Bomb Threat Call Checklist (attached)
2. Call 911 and quietly evacuate the building or follow instructions from your 911 operator.

SUSPICIOUS OBJECT OR DEVICE

If a suspicious or unattended object or device is found, take the following actions:

1. Isolate the area and direct workers away from the object/device.
2. Note any other suspicious objects in the area.
3. List individuals who were in the room or area when the object/device was recognized.
4. Do NOT use a two-way radio or cellular phone in the area.
5. Do NOT activate the fire alarm.
6. Do NOT touch or move the suspicious object or device.
7. Call 911 and report.

TRAINING

All tenant employees and visitors, for 10 or more consecutive days, are required to receive and understand site-specific emergency training.

In addition to this training, Science and Technology Operations Unique Alarms Building Emergency Procedure (SS 54751) is also required.

It is each Tenant's responsibility to ensure that the annual emergency site-specific training requirements are met. After you have read the Building Operations and Emergency Plan and completed the training acknowledgment, you will have completed your site-specific emergency training responsibilities as a tenant of the Research Park. You will be required to participate in individual training annually. Update briefings of the Building Operations and Emergency Plan will be conducted as needed.

APPENDICES

Appendix A: Bomb Threat Checklist

Remember: Remain calm and obtain as much information as possible!

If possible, signal to a second person that you are receiving a bomb threat and give the second person these instructions:

- Dial 911
- Ask that the Emergency Operations Support Center be notified of the bomb threat and give the telephone number the call is coming in on.
- If you have a phone that allows you to listen in to the conversation, take notes.

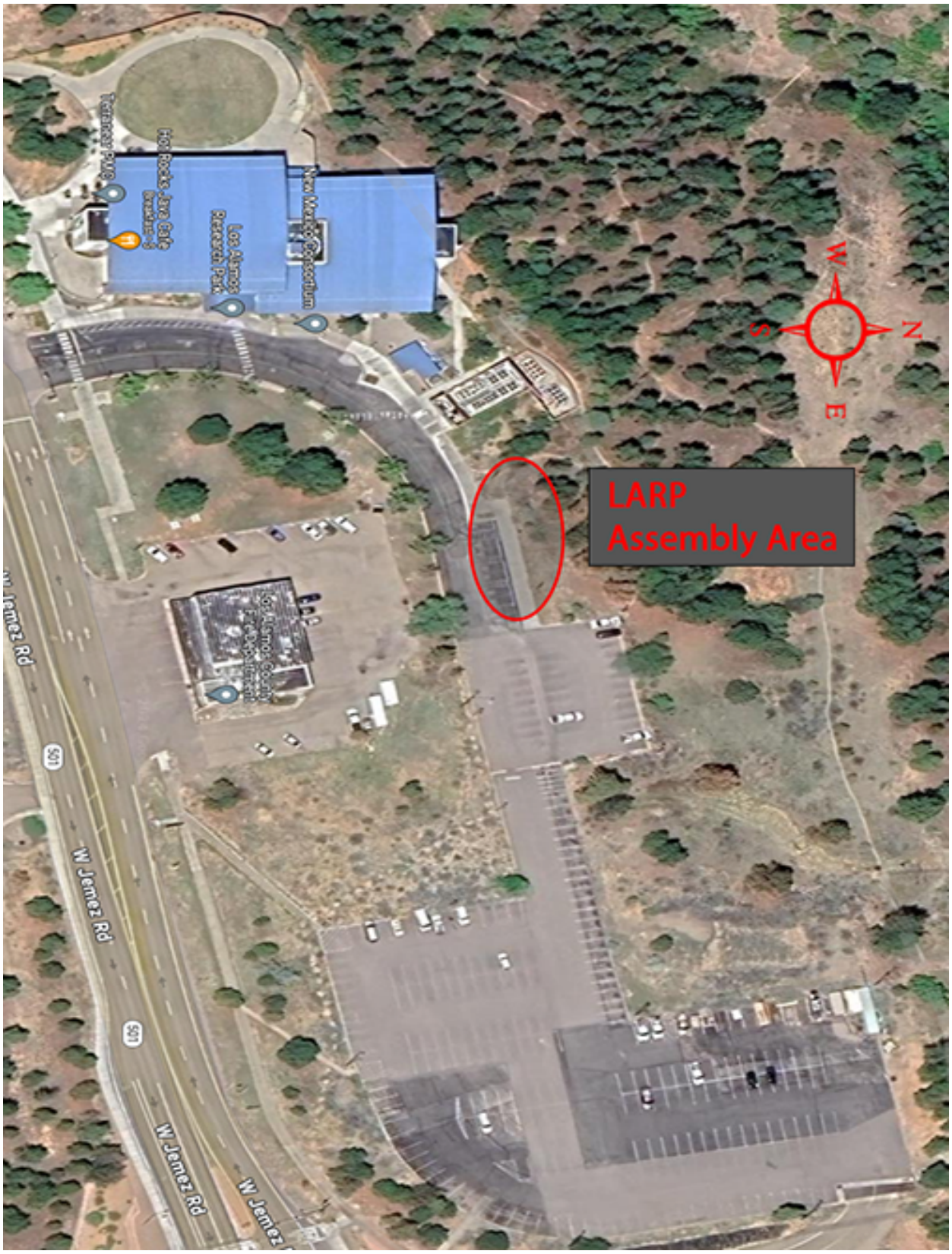
- Be calm and listen carefully.
- Do not interrupt or antagonize the caller.
- Try to develop a rapport by being sympathetic.
- Take notes:
    - Time and date call received
    - Time caller hung up
    - Exact words of the caller
    - Describe the caller's voice: male or female, young or old, accent, tone of voice, other voice characteristics. Is the voice familiar? Who does it sound like?
    - Background noise

Questions to ask

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Where are you calling from?
- What is your name, address, and telephone number? (Believe it or not, many bomb threat callers will give this information just because they are asked to furnish it.)

Remember: Remain calm and obtain as much information as possible!

Appendix B: Assembly Area Map



Appendix C: Los Alamos Research Park Points of Contact

Building Support Organizations	Phone	Cell Phone	Pager
Fire Department, Police, Ambulance	911		
LANL Emergency Ops. Support (EOSC)	505-667-2400		
Christine McDonald, Building Manager		505-577-3120	
TBD, Maintenance Manager			
LANL Deployed Security Professional: Jennifer Garcia, SP-DS	505-667-4026	505-895-0970	505-664-2024
LANL STO Duty Officer: Joshua Villa, Deputy FOD Hunter Dyer, STO FOD	505-664-4444 505-667-3029 505-656-8894	 505-695-8539 505-695-6491	
Tenant Contacts			
Suites 100 & 201: Ronda Trujillo, WE-RE Daniel Zelic, LOG-CS Raj Singh, MPA-11 Mgr.	 505-667-5950 505-667-2615	 505-637-1757 505-551-4588 505-412-8557	 505-664-5602
Suites 101 & 300: Ellie Vigil, NSEC/UCSD PoC Heather Erpenbeck, NSEC/UCSD Mgr.	 505-665-0983	 505-257-8014 505-695-6145	
Suites 200, 203B & 301: Irina Izvekova, NMC PoC John Engen, NMC CEO	 505-920-1899	 505-412-4178 505-709-5077	
Suites 301 & Basement Data Center Skip McGee, HPC-DES PoC	 505-667-9158	 505-500-5471	
Hot Rocks Java Café: Brad Burke, Owner		 505-670-1598	
Suite 202 A & B: Ronda Trujillo, WE-RE Daniel Zelic, LOG-CS Shawn Starkenburg, B-GEN Mgr.	 505-667-5950 505-664-0338	 505-637-1757 505-551-4588 505-500-5958	
Suites 400 & 502: Angela Gutierrez, Terranear Terry Doyle, Terranear		 505-614-4543 610-659-8259	