

# Emergency Preparedness

**MSC-PRAC-30459**

**Revision 0**

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**Topic: Safety and Health**

# Emergency Preparedness

## 1.0 PURPOSE

This practice identifies a key aspect of the Safety and Health (S&H) program, and provides instruction and guidance on the proper response to emergency conditions on the Hanford Site.

## 2.0 SCOPE

The scope of this practice is to provide emergency response information to construction forces personnel. Topics included are:

- Event discover responsibilities
- Emergency medical actions
- Take Cover response actions
- Evacuation response actions

The instructions provided pertain to all construction personnel and management.

The requirements of this practice are consistent with the requirements published in the Hanford Mission Support Contract (MSC) emergency management requirements.

## 3.0 APPLICATION

This practice applies to all Mission Support Alliance (MSA) self-perform construction personnel, and subcontractor and contractors' whose contract Statement of Work (SOW) require the adherence to this practice. This includes, but is not limited to management, supervision, craft and other employees who are actively involved in construction projects or those who enter into the construction work area. Sub-and lower-tier contractors are required to develop and effectively implement applicable emergency management programs to meet MSA and U.S. Department of Energy (DOE), Richland Operations Office (RL) requirements and contract specifications.

## 4.0 RESPONSIBILITIES

- 4.1 Safety & Health (S&H) is responsible for the development, issuance, and maintenance of this practice. Project Management and others review all changes.
- 4.2 Project Supervision (i.e., Construction Manager, and Construction Supervisor/Superintendent) are responsible for the implementation of these requirements and guidelines for all construction, maintenance and other project work activities (in accordance with contractual requirements), and ensuring that each employee understands their roles and responsibilities, as it applies to their work activities.
- 4.3 The Buyer Technical Representative communicates the requirements of this practice to the sub-contractor, through SOW or other contract document.

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- 4.4 The employees (this includes project staff and craft employees) are responsible for complying with the requirements of this practice and when compliance cannot be achieved, the employee will Stop Work and contact supervision for resolution and/or correction of the issue or concern.
- 4.5 MSA projects and organizations are responsible for implementing the overall worker safety and health program and appropriate integration into contracting and work planning activities.
- 4.6 Sub-contractor management and supervision are responsible for complying with the requirements of this practice and when compliance cannot be achieved, work shall be suspended and contact the project construction point-of-contact for resolution and/or correction of the concern or issue.

### 5.0 GENERAL REQUIREMENTS

- 5.1 Construction personnel assigned to work at a hazardous facility will attend required facility-specific training prior to working at that location.
- 5.2 Construction personnel will complete Hanford General Employee Training (HGET) prior to their work assignment,

Before implementing the emergency procedures, management designates and trains a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.

- 5.3 Pertinent information about emergency signals, evacuation routes, assembly points, and alarms to personnel is disseminated by whatever educational means are deemed most effective (such as wallet cards, signs, orientations, bulletin boards, or employee meetings).

### 6.0 PROCESS

#### 6.1 Pre-Planning Considerations

Pre-planning of the Evacuation and Take Cover process should include, but is not limited to the following:

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Management	<ol style="list-style-type: none"> <li>1. Evacuation Notice – Identify and communicate to employees through training or pre-job briefings assembly areas and evacuation routes.</li> <li>2. Take Cover Notice – Identify and communicate to employees through training or pre-job briefings a facility where it is suitable for employees to take cover.</li> <li>3. Identify and post Emergency Phone Numbers                             <ul style="list-style-type: none"> <li>• Fire, Police, Rescue</li> <li>• Manager’s Office</li> <li>• Paging System</li> <li>• Key Personnel (Home)</li> </ul> </li> <li>4. Complete and post <i>Emergency Notification List</i> (<a href="#">A-6003-903</a>).</li> </ol>	

### 6.2 Emergencies

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Management	<ol style="list-style-type: none"> <li>1. Develop specific written emergency procedures addressing signals and alarms, communications, actions, responsibilities, evacuation routes, assembly points, and personnel accounting for each project.</li> <li>2. Designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees before implementing the emergency procedures.</li> <li>3. Disseminate pertinent information about emergency signals, evacuation routes, assembly points, and alarms to personnel by whatever educational means are deemed most effective (such as wallet cards, signs, orientations, bulletin boards, or employee meetings).</li> </ol>	

### 6.3 Emergency Functions

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Project Management and/or Facility Management	<ol style="list-style-type: none"> <li>1. Administer the requirements in this practice in conjunction with client or other contractor’s emergency plans.</li> </ol> <p><b>NOTE:</b> <i>Client or other contractor’s emergency procedure(s) may be used provided the following criteria are met:</i></p>	

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
		<ul style="list-style-type: none"><li>• <i>The procedure(s) covers reasonably anticipated emergencies/conditions, based on project scope.</i></li><li>• <i>The “owner” of the procedure(s) is notified and agrees (identify this on applicable prejob safety planning documents).</i></li><li>• <i>Employees are trained to the procedure(s).</i></li><li>• <i>Employees participate in drills, including post-drill analysis/feedback.</i></li></ul>
Project Management	2.	Establish a communication network with the site or facility, including outside sources, if necessary. Refer to practice <a href="#">MSC-PRAC-30467</a> , <i>Event Investigating and Reporting</i> , for communications with the MSA’s Regional Operations Center (ROC).
	3.	Establish personnel accountability systems (including visitors).
Emergency Event Discoverer	4.	The person who discovers the event/unwanted condition will initiate the response to the event, including but not limited to: <ul style="list-style-type: none"><li>• Stop work.</li><li>• Warn others.</li><li>• Isolate the affected area.</li><li>• Minimize any exposures by distance or sheltering</li><li>• Move to an upwind location</li><li>• Notify 911 (373-3800 cell phone) and report event and assistance required. Provide as much of the following information that applies.<ul style="list-style-type: none"><li>○ Nature of event (spill, medical, fire, etc.)</li><li>○ Location</li><li>○ Time of discovery</li><li>○ Name and call back telephone number</li><li>○ Potential problems</li><li>○ Source/cause if known</li><li>○ Names of injured or affected personnel</li></ul></li></ul>

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
		<ul style="list-style-type: none"> <li>○ Mitigation actions taken/underway</li> <li>○ Other notification performed</li> </ul>
		Notify project management and/or the facility Building Emergency Director.
Project Management	5.	Ensure that medical personnel respond as dictated by the emergency.
	6.	Define the emergency.
	7.	Clearly establish communication notification channels.
	8.	Identify emergency shelters that may be used.
	9.	Establish a method for getting outside help and assistance, if necessary.
	10.	Establish radio communications capable of monitoring the weather service frequency in your locale.
	11.	Determine if employees are able to make it into work, or if employees at work are able to contact their families or travel home.

### 6.4 Emergency Medical Response

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Event Discoverer	1.	<p>Call 911 (373-3800 on cell phone) and request medical assistance. Provide following:</p> <ul style="list-style-type: none"> <li>• Location where assistance is needed</li> <li>• Type of event and assistance required</li> <li>• Number of injured persons and condition of injured</li> <li>• Other information as requested by 911 dispatcher</li> </ul>
	2.	Provide first aid if trained to do so.
	3.	Assign individual to meet Hanford Fire Department
	4.	Notify construction management of incident and response.

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### 6.5 Take Cover Response

The process for initiating a take cover and the actions that are expected to be implemented by Hanford Site personnel when directed to take cover are detailed below. The following steps are general in nature and intended to augment any facility-specific take cover procedures that might be required.

**Take Cover signal is a *WAVERING SIREN*.**

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Personnel	1.	If outside an occupied facility, move inside. Keep in mind that the protective action can be in place for several hours.
	2.	<b>In remote locations personnel should not shelter in vehicles.</b> Drive the vehicle, with ventilation off, to the nearest suitable facility for take cover.
	3.	Enter a suitable take cover facility and segregate from others in the facility. Inform facility management of your arrival.
Facility Management	4.	Secure facility ventilation as directed. If securing facility ventilation negatively impacts a facility, alternate actions per approved procedures shall be implemented.
All Personnel	5.	Avoid eating and drinking until an appropriate evaluation of the event can be made.
		<b>NOTE:</b> <i>The only exception would be for personnel with health issues where eating and drinking are required to avoid more serious problems.</i>
	6.	Remain in a take cover until released from the protective action.
		<b>If an emergency occurs during the Take Cover, call 911 (373-3800 on a cellular phone) to request emergency services.</b>
	7.	Follow-up emergency information will be provided through the Hanford Site Emergency Alerting System or through computer notification using the all employee message system. Once activated, Protective Action Coordinators will be staffed in the Emergency Operations Center to field general questions on 373-1786; 373-3876; 376-8612 or 376-4712.
		<b>If you have an actual emergency call 911 or 373-3800 (cell phone) and request emergency services.</b>

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### 6.6 Emergency Evacuations

#### Evacuation signal is a *STEADY SIREN*

The process for initiating an evacuation and the actions that are expected to be implemented by Hanford Site personnel when directed to evacuate are detailed below. The steps are general in nature and intended to augment any facility-specific evacuation procedures that might be required.

The purpose is to evacuate a site or facility systematically, safely, and in an orderly manner in case of fire or other major disasters, and to have a specified plan of action for a partial or full evacuation. The following are general in nature and apply to nearly all emergency evacuations.

**NOTE:** *If a site evacuation is required, it will usually be preceded by a take cover protective action, which is why it is important for personnel to shelter in a suitable facility.*

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
All personnel	1.	Move to their designated staging area and perform personnel accountability, unless otherwise directed.
	2.	Do not reenter the emergency area for any reason until the “all clear” signal is sounded unless authorized.
	3.	Keep clear of emergency personnel and equipment responding to the emergency.
	4.	Do not make unnecessary telephone calls during an emergency.
Authorized MSA Management	5.	May release information outside the company.
Site/Facility Management	6.	Ensure all personnel required to evacuate have been accounted for, transportation arranged, and then released from the Hanford Site using the established safe route of travel.
	7.	Contact corporate management, local, state, and/or federal authorities.

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### 6.7 TRAINING

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Construction Personnel	1.	Attend required facility-specific training prior to working at an assigned hazardous facility location.
	2.	Complete Hanford General Employee Training prior to their work assignment.

### 7.0 FORMS

*Emergency Notification List* ([A-6003-903](#))

### 8.0 RECORDS

Records generated during the performance of this activity are to be included in the construction work package and will be managed in accordance with [MSC-PRAC-30374](#), *Construction Work Package*.

#### 8.1 Records Identification

**Records Capture Table**

<b>Name of Document</b>	<b>Submittal Responsibility</b>	<b>Retention Responsibility</b>
<i>Emergency Notification List</i> ( <a href="#">A-6003-903</a> )	Management	Project Files

### 9.0 REFERENCES

[MSC-PRAC-30374](#), *Construction Work Package*

[MSC-PRAC-30467](#), *Event Investigating and Reporting*