Comments and questions regarding this section may be directed to the person listed below:

G.P. Jones, ESH&A
G40 TASF
294-2153

NOTE: This Section's Sign-Off Record is maintained in the ESH&A Office, G40 TASF.

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REVISION / REVIEW LOG

SECTION 9 – EMERGENCY PREPAREDNESS AND SITE SECURITY

Review Number:	Effective Date:	Contact Person:	Pages Affected:	Description of Revision:
0	10/27/99	G.P. Jones	All	Original Issue
1	1/13/06	G.P. Jones	See Revision Description	G:\Doc&Recs\DCP\Revision Description\Manual 10200.002 Section 9 Revision 1.doc

SIGN-OFF RECORD

The Environment, Safety Health and Assurance Program Manual has been reviewed and approved as documented below:

Reviewed by: _____ Date: _____
Environment, Safety, Health & Assurance

Approved by: _____ Date: _____
Division Director, Chief Operations Officer

Approved by: _____ Date: _____
Division Director, Science and Technology

Approved by: _____ Date: _____
Deputy Director

Approved by: _____ Date: _____
Director

Note: Original Sign-off Record with signatures is on file with ESH&A.

9.0 EMERGENCY PREPAREDNESS AND SITE SECURITY

9.1 EMERGENCY PREPAREDNESS

Applicability Statement: *This section applies to all Ames Laboratory employees, sub-contractors and visitors. This section also applies to staff of Environment, Safety, Health and Assurance, Facilities Services, Engineering Services, Occupational Medicine, and Purchasing, who have responsibilities as specified in the Ames Laboratory Emergency Plan.*

9.1.1 REFERENCES

29 CFR 1910.38 General Industry Standards - Employee Emergency Plans and Fire Prevention Plans
DOE Order 151.1 Comprehensive Emergency Management
Plan 46300.001 Ames Laboratory Emergency Plan
Procedure 46300.010 Ames Laboratory Emergency Plan Implementation Procedure

9.1.2 BACKGROUND

The purpose of this Section is to document procedures and emergency responses written to minimize the impact of unusual situations which might threaten, disrupt, or adversely influence effective operations, and to provide for the protection of personnel and physical assets during an emergency, and to provide timely notification to the public, regulatory agencies and the Department of Energy.

The Ames Laboratory hazard assessment has concluded, based on past history as well as threat analysis, that natural phenomena (tornadoes, floods, blizzards, ice storms) and structural fires are the most likely types of emergencies challenging the Lab. A thorough hazards assessment of the site concluded that the Hazard Classification level for the Laboratory is "Low", or that those situations that might occur may present minor on-site and negligible off-site impact to the public and environment. With these in mind, the Laboratory has developed a "graded approach" to emergency preparedness, using in-house personnel in emergency response assignments for which their professional training and experience interpret directly to their Emergency Team role.

The Ames Laboratory Emergency Team responds to minor on-site emergencies, and provides coordination and assistance for those situations requiring off-site responders. The assistance and cooperation of off-site responders has been assured through Memoranda of Understanding, and through Mutual Aid Agreements developed by Iowa State University.

9.1.3 PROGRAM INFORMATION

When an incident occurs, prompt notification to the proper response organization is critical. By their nature, these situations require immediate action. Delays in medical assistance, law enforcement support or fire department arrival can greatly increase the likelihood of serious injury or death. For this reason, in cases of fire, injury or where law enforcement response is needed, call **911.** For fires, this call must be made from a safe location away from

the fire scene, and after the nearest manual pull station has been activated as you exit. Activating a manual pull will also notify Plant Protection Section of a fire, and they will call 911, as well. A 911 call will be received by the Iowa State University Department of Public Safety, who will dispatch police officers and request a response by the Ames Fire Department or Mary Greeley Medical Center as needed. ISU-DPS will also notify the Ames Laboratory Plant Protection Section, who will initiate the responses by on-site personnel, and expedite the arrival of the appropriate response organizations.

In chemical spill situations, the Ames Laboratory Spill Response Team may be called upon to react to the incident. A call placed to 4-5511 will initiate the response sooner during normal working hours, however a 911 call will be referred back to Ames Laboratory.

The Emergency Plan and implementing procedure are based on an ordered set of priorities:

1. Provide for personnel safety and health
   a. Prevent further injuries
   b. Care for the injured
   c. Control and protect personnel

2. Protect critical and essential records or reports
3. Protect critical or major scientific equipment
4. Protect general equipment and critical supplies
5. Protect buildings, utilities and structures
6. Protect all other facilities, equipment, supplies

When an emergency has been declared, the following provisions apply:

1. Plant Protection Section will temporarily coordinate necessary actions and secure the early presence of the Emergency Coordinator or alternate.
2. Coordination shall pass to the Emergency Coordinator or his designee, as documented in the Emergency Plan.
3. For all other assigned positions, the alternate in succession will assume charge. The Emergency Coordinator (or designee) may make temporary assignments of any qualified individual to initiate necessary immediate action. The type of emergency occurring will determine the size and scope of the emergency response organization involved.
4. If necessary, the Director, the Facility Manager, the Emergency Coordinator, or their alternates will activate the Emergency Operations Center (EOC).

In the event of certain emergencies, protective actions will be taken as follows:

BUILDING EVACUATION – FIRE / EXPLOSION

- Evacuate immediately, checking your area as you leave to assure that everyone is out.
- Proceed to the nearest pre-determined Group assembly point OUTSIDE the affected building.
- Assist anyone who does not know the way to the assembly point.
- Report to your supervisor or Group/Department Accountability Coordinator.
- Report anyone's absence to the Emergency Coordinator, as well as the areas that were checked on the way out.
- Do not leave the assembly area until told to do so by your supervisor.

SEEK SHELTER – TORNADO / SEVERE WEATHER

- Relocate immediately, checking your area as you leave to assure that everyone is out.
- Proceed to the nearest pre-determined shelter INSIDE a building, typically a basement.
- Assist anyone who does not know the way to the shelter location.
- Report to your supervisor or Group Accountability Coordinator.
- Report anyone's absence, as well as the areas that were checked on the way out.
- Do not leave the shelter until told to do so by your supervisor.

The Emergency Coordinator is responsible for downgrading or terminating an emergency.

NOTE: The Director must approve re-entry to a building damaged by fire, explosion or weather.

Ames Laboratory operates under the Freedom of Information Act and the Privacy Act, and releases information in conformance with established DOE and ISU information policies, except for information classified for national security purposes or otherwise legally prohibited from release. The Ames Laboratory Public Affairs and Information Office is responsible for providing accurate and timely information to the public. During an event requiring the activation of the Emergency Operations Center, the Office of Public Affairs and Information representative will be present to carry out the public information function in conjunction with the DOE-Chicago Office of Communications. Requests for information regarding the Laboratory or an event on-site should be referred to the Office of Public Affairs and Information, or the Emergency Coordinator.

9.1.4 TRAINING

Detailed programmatic information is provided via the following institutional training modules:

GENERAL EMPLOYEE TRAINING (GET) FOR NEW EMPLOYEES	**#AL-001**
Intended Audience:	*Mandatory for all new employees.*
Module Format:	*Classroom instruction. Estimated completion time: 1.5 hours.*
Associated Retrain Period and Format:	*Retrain is required if an employee has been terminated from the Laboratory for more than a one-year period. All Ames Laboratory employees receive the Laboratory's Annual Retrain Mailing, which covers, Fire Safety, Cyber Security, Physical Security, informational updates and policy reminders.*

EMERGENCY AWARENESS TRAINING	**#AL-002**
Intended Audience:	*Mandatory for all new employees.*
Module Format:	*Training form-Walk-Through training performed by Safety Coordinator or designate.*
Associated Retrain Period and Format:	*Re-training is required when an employee is moved to a new work location.*

Group / activity-specific training shall be given to each employee prior to work that includes a discussion of procedural information, hazards and hazard mitigation, location of safety-related resources, and related emergency response measures. This training shall be documented by the Group Leader / Department Manager and the records maintained for a period of five years.

9.1.5 PERFORMANCE CHECKLIST

Group Leader / Department Manager shall:

- ❑ Attend training as identified above.
- ❑ Appoint a Group/Department Accountability Coordinator.
- ❑ Designate one or more assembly points for staff.
- ❑ Assure subordinates receive training as identified.
- ❑ Manage operations to prevent emergency situations.

Employees shall:

- ❑ Attend training as identified above.
- ❑ Promptly report conditions, which may result in an emergency.
- ❑ Assist in orderly relocations, efforts to account for personnel, and reporting results.
- ❑ Cooperate with Emergency Team personnel.
- ❑ Direct media information requests to Public Affairs personnel.

Members of the Emergency Team shall:

- ❑ Attend requisite training.
- ❑ Participate in drills and exercises.
- ❑ Maintain familiarity with the Emergency Plan, to ensure immediate response to events.
- ❑ Ensure readiness of emergency equipment and supplies.
- ❑ Accomplish tasks assigned by the Emergency Coordinator or alternate.

9.2 SITE SECURITY

Applicability Statement: *This section applies to all Ames Laboratory employees and subcontractors. This section also applies to staff of Environment, Safety, Health and Assurance, Facilities Services, Information Systems, and members of the Safeguards and Security Committee.*

9.2.1 REFERENCES

Pertinent USDOE Safeguards and Security Orders
Plan 10200.007 Ames Laboratory Site Security Plan
Plan 50000.002 Ames Laboratory Cyber Security Program Plan

9.2.2 BACKGROUND

As part of Iowa State University, Ames Laboratory strives to maintain the open atmosphere of the academic setting. However, mandates of the Department of Energy and a prudent desire to maintain the safeguarding of materials, equipment, and supplies, and security of staff working off-hours imposes some practices not common at the University. This section documents procedures and policies adopted by the Laboratory to prevent situations that might adversely affect our conduct of business.

Incidents of site security are addressed according to the situation. Responses may involve the Ames Laboratory Safeguards and Security staff, Local Law Enforcement Agencies (ISU-DPS, Ames Police, Story County Sheriff's Office), the Iowa Division of Criminal Investigation, the USDOE Safeguards and Security Offices, or the Federal Bureau of Investigation.

9.2.3 PROGRAM INFORMATION

There are two areas of interest regarding site security at the Ames Laboratory.

9.2.3.1 Physical Security

Physical security addresses the need to protect the personnel and resources of the Laboratory. This can only be accomplished with the awareness of the employee of those practices that might heighten the likelihood of an event, and the active participation of the employee in preventive measures.

During normal work hours, prevention consists of putting away items that might be attractive to thieves. Loose cash, billfolds, purses and valuables should be stored out-of-sight or locked in a desk or locker. Laptop computers, calculators, and other easily carried or concealed items should be put away as soon as their job is done. If you're leaving an area for a while, at least close the door to the area. Opportunistic "grazers" will often walk through a building looking for something small and valuable to carry away. A locked door is, of course, the best deterrent to theft. If you see someone or something that seems suspicious, report it to Plant Protection Section; Environment, Safety, Health and Assurance; or Facilities Services immediately.
After hours, the exterior doors of the buildings are locked, except the front doors of TASF. This provides some additional security, but bear in mind that door closures may ice up or fail to pull

the door fully closed. Once someone has access to the hallways, a closed and locked office or lab door may be the only remaining deterrent.

Keys may be issued to individuals that allow access to the exterior doors to the buildings and to the areas occupied by their Group. Key issuance is by written request to Facilities Services by the Program Director or designee. If a key is lost, an evaluation of the security risk will be made by the Program Director and the Safeguards and Security Committee. If the risk is judged to be high enough, the area and other affected areas will be re-keyed at the Program's cost. Do not lose your keys. If your keys are lost, report to Plant Protection Section; Environment, Safety, Health and Assurance; or Facilities Services immediately.

Changes to the Department of Energy's Security Conditions (SECON) will necessitate changes to the Laboratory's security posture. Heightened SECON status may impact employees on facility access and the need to wear Ames Laboratory identification or affect visitors and guests by requiring escorts into and out of areas to be visited.

9.2.3.2 Computer Security

Computer security involves the protection of the data on the system, and the appropriate use of the Laboratory's processing and dissemination resources. Elements of computer security include password protection and frequent password changes, appropriate use of Internet resources by authorized employees, and the use of systems for the conduct of Laboratory business only.

The Laboratory has appointed a Computer Protection Program Manager (CPPM) to oversee the administration of this subject, and each Program has appointed an Assistant Computer Protection Program Manager (ACPPM) to act as a computer security representative. Because of the speed with which changes occur in this area, your representative or the CPPM will have the most current information regarding security concerns.

9.2.4 TRAINING

Detailed programmatic information is provided via the following institutional training modules:

GENERAL EMPLOYEE TRAINING (GET) FOR NEW EMPLOYEES	**#AL-001**
Intended Audience:	*Mandatory for all new employees*
Module Format:	*Classroom Instruction. Estimated completion time: 1.5 hours.*
Associated Retrain Period and Format:	*Retrain is required if an employee has been terminated from the Laboratory for more than a one-year period. All Ames Laboratory employees receive the Laboratory's Annual Retrain Mailing, which covers, Fire Safety, Cyber Security, Physical Security, informational updates and policy reminders.*

Group/activity-specific training shall be given to each employee prior to work that includes a discussion of procedural information, hazards and hazard mitigation, location of safety-related resources, and related emergency response measures. This training shall be documented by the Group Leader/Department Manager and the records maintained for a period of five years.

9.2.5 PERFORMANCE CHECKLIST

Group Leader / Department Manager shall:

- ❑ Attend training as identified above.
- ❑ Assure subordinates receive training as identified.
- ❑ Encourage responsible area and equipment security efforts.
- ❑ Report incidents of theft, vandalism and intrusion to ESH&A promptly.

Employees shall:

- ❑ Attend training as identified.
- ❑ Secure equipment and areas as needed.
- ❑ Report incidents of theft, vandalism and intrusion to ESH&A promptly.

Environment, Safety, Health & Assurance (ESH&A) shall:

- ❑ Maintain records of theft, vandalism and intrusion.
- ❑ Notify the appropriate authorities of incidents.
- ❑ Assist with investigations and recoveries.
- ❑ Conduct tours to assess asset vulnerability, propose corrective action.