

**NORTHERN PLAINS AREA**  
**Policy Memorandum**

<b>DATE:</b>	<b>April 28, 2003</b>
<b>SUBJECT:</b>	<b>Occupant Emergency Program</b>
<b>NUMBER:</b>	<b>PM-03-005</b>
<b>EFFECTIVE DATE:</b>	<b>Immediately Until Replaced or Superseded</b>

**Summary**

This document establishes the guidelines to be used for Northern Plains Area Office location responses to emergencies. It is intended to provide for specific actions to be taken by assigned personnel, to comply with P&P 240.3, Physical Protection, Security & Conduct While on ARS Controlled Property (ARS), dated Nov 29, 1993. This Occupant Emergency Program is established to safeguard lives and property during emergencies such as fire, explosions, bomb threats, terrorist activity and natural disasters.

**Policy**

The safety of employees is the primary consideration. Supervisors are responsible for informing employees of the Program, implementing the Plan, and taking action to safeguard lives a property during emergencies.

**Implementation**

All Area Office employees shall fully cooperate in the implementation of this Occupant Emergency Plan and the designation of roles and responsibilities during an emergency.

When there is immediate danger to persons or property, such as, fire, explosion, or the discovery of an explosive device, occupants shall be evacuated or relocated in accordance with the Plan. This shall be accomplished by sounding the fire alarm system or by other appropriate means.

When there is advance notice of an emergency, the Area Administrative Officer shall initiate appropriate action in accordance with the established Occupant Emergency Plan.

**Nondiscrimination**

There shall be no discrimination by segregation or otherwise against any person or persons because of race, creed, sex, color, or national origin in furnishing or by refusing to furnish to such person or persons the use of any facility of a public nature including all services, privileges, accommodations and activities provided thereby on the property.

**UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL RESEARCH SERVICE**

**OCCUPANT EMERGENCY PLAN**

**Northern Plains Area Office  
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*W. H. Blackburn*

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Will Blackburn, Area Director

4/22/03

# OCCUPANT EMERGENCY PLAN

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## **OCCUPANT EMERGENCY PROGRAM - OVERVIEW**

**Introduction** Emergencies, both major and minor, are a part of our everyday lives. We can only deal effectively with them, if we are prepared and in control.

Safety in office buildings requires that all employees be well- informed of the proper steps to take in the event of any emergency. Studies prove that panic in an emergency is a major cause of injury or death.

All occupants should familiarize themselves with the information and procedures in this document.

Supervisors are responsible for ensuring subordinates are well informed of this program and participate in practice drills. They must train new personnel on local emergency procedures.

Anyone having knowledge of any unsafe conditions in the building should inform the Safety Manager at Ext. 521 or the Property Management Office (PMO) at Ext 505.

Your cooperation is essential. We will work as a team to produce a healthy and satisfying work environment. The enclosed information is crucial for the safety of that environment.

# OCCUPANT EMERGENCY PLAN - CONTACTS

## EMERGENCY PHONE NUMBERS

<b>FIRE</b>	<b>PULL BUILDING FIRE ALARM</b> Fire Department	Phone No. 9-911
<b>MEDICAL</b>	Fire Department Ambulance Poison Information Center	9-911 9- 484-1227 9-1-800-332-3073
<b>POLICE</b>	Local Police Department Building Security Federal Protective Service	9-911 or 9-221-6540 Ext 546 9-1-303-236-2911 9-1-800-487-4158
<b>HAZARDOUS MATERIALS</b>	Poudre Fire Authority Safety and Health Management Office	9-911 Ext 521 or 9-217-5672
<b>SUSPICIOUS PACKAGES</b>	Local police Building Security FBI - Fort Collins Federal Protective Service ARS Homeland Security	9-911 or 9-221-6540 Ext 546 9-1-303-629-7171 9-1-303-236-6709 9-1-800-487-4158 9-1-202-720-2452
<b>POWER FAILURE</b>	Property Management Office ext 505 City of Fort Collins	9-221-6710
<b>WATER, FLOODING, OR TO REPORT A SPILL OR WASTE INTO STORM DRAIN</b>		9-221-6700
<b>CITY/COUNTY WIDE EMERGENCY</b>		Stay tuned to local TV & Radio
<b>EMPLOYEE ASSISTANCE PROVIDER</b>	GHE Healthcare, Inc.	9-1-800-443-3277

**OCCUPANT EMERGENCY PLAN - BUILDING AREA MONITORS**

**BUILDING AREA MONITORS & ALTERNATES**

Area	Name	Phone Number Office Ext (Cell Phone)
Administrative Area Director	Mike Wiggett (Adm Officer) Olga Lee (Alt)	501 (970-219-1029) 557
Safety	Bonnie King (Safety Manager)	521 (970-217-5672)
Extramural Agreements/ Procurement	Jim Quaratino Dick Jansen (Alt)	529 517
Budget & Fiscal	Phil Dailey Becky Holmes(Alt)	510 525
ADP/Personnel/Property	Hank Davis Lynn Williams (Alt)	512 (970-217-5565) 505
Engineering West End	Benny Wong Terry Standridge (Alt)	511 513
Lobby	Guard	546

## OCCUPANT EMERGENCY PLAN - EQUIPMENT

**Location of Exits, Fire Alarms, and Fire Extinguishers** Employees should know where the fire alarms and fire extinguishers are located in each area. Locate a primary exit door and a secondary exit door. See pages 11-12 for these locations.

## OCCUPANT EMERGENCY PROGRAM – ACTIONS

**Unusual Odors** Take every action to avoid smoke. If you suspect a problem, such as, the smell of an unusual odor in the building, **BUT DO NOT DETECT A FIRE OR OTHER EMERGENCY**, immediately call Building Security at Ext 546. Report the incident to the supervisor.

**Medical Assistance** If an employee is injured or ill and requires immediate medical attention, dial 9-911. Provide your name, the building address, and the nature of the emergency. The local Fire Department will dispatch an ambulance and trained emergency medical technicians (EMT) to any medical emergency. Contact your supervisor and Building Security at Ext 546 immediately.

**Fire or Smoke** If you smell smoke and/or detect a fire, proceed with the evacuation procedures outlined on pages 7 and 13.

**Power Failures** Occasionally, a power failure will disrupt activities in part or all occupied space. Emergency lighting is provided and should provide enough illumination for persons to evacuate the area. The Property Management Officer (PMO) should be notified at Ext 505 and given information regarding the extent of the power failure in a given area.

**Bomb Threats** Bombing and the threat of being bombed are harsh realities in today's world. When a bomb threat is received, take the actions described on page 8.

**Suspicious Packages** If for any reason, you suspect a package, carrying case, or other bundle contains a bomb, do not touch or move the object. You should immediately:

**Call Security Personnel at Ext 546 . If unable to contact**

**Security, call 9-911 and report your concern.**

**Terrorist Incident** Terrorism and other acts of violence by strangers is an emerging threat. Politically-motivated or emotionally-troubled individuals may use a number of methods to express a point, attract attention, or seek revenge. Surprise and the variety of methods at the disposal of the terrorist/hostage taker make it very difficult to provide instructions on what the individual employee should do, if they experience a terrorist incident.

**If a Terrorist Incident Occurs:**

Evacuate in accordance with established procedures

Notify:

- Police at 9-911
- Federal Protective Service 9-1-303-236-2911
- Ernie Affa Ext 534
- ARS Homeland Security 9-1-202-720-2452

**If Taken Hostage:**

- Remain Calm
- Follow the Instructions of the Perpetrator
- Don't be a hero
- Don't volunteer information

**NOTE:** In a majority of incidents, after negotiations, the hostages are released unharmed and the hostage-taker is apprehended.

**Demonstrations**

Politically motivated groups may attempt to demonstrate at the building/site, to illegally gain entrance or attempt to shut down operations by preventing employees from entering the building. Every effort should be made to minimize disruptions and to carry on normal activities.

**Natural Disasters**

A natural disaster that affects the Fort Collins area may cause disruption in transportation, public utilities, and/or communication. Supervisors should make every attempt to contact subordinates to determine their safety and whereabouts, and to inform them of the status of the worksite. All employees should assess conditions, establish themselves in a safe place, and, as soon as possible, make every attempt to contact a supervisor to report their condition, whereabouts, and to determine the planned actions for reporting to work. Local radio stations will be provided with information on worksite reporting requirements.

## OCCUPANT EMERGENCY PLAN - EVACUATION

**Evacuation -** In most emergencies which could threaten the occupants of the building, evacuation is the primary method of mitigating the effects of the hazard.

**Fire Evacuation -** If you smell smoke and/or detect a fire, proceed with the following steps:

STEP	ACTION	INFORMATION
1.	Remain calm	
2.	Pull the nearest fire alarm	If time permits, notify security personnel of the location of the fire.
3.	Follow the instruction of the Building Area Monitors.	Evacuate by the nearest clear exit; cover your mouth and nose to avoid smoke inhalation, as smoke is the primary cause of injury in fires.
4.	Proceed to SAFE AREA until given instructions to re-enter the building.	Proceed to your designated SAFE AREA (See page 13.) regardless of where you exit the building; Building Area Monitors will account for all personnel in their designated areas and report to the Area Administrative Officer or designee.
5.	Assist in the evacuation of physically challenged or injured employees, if requested.	Building Area Monitors will provide specific instructions, if your assistance is needed.
6.	Once outside, move away from the building.	Do not stand on the sidewalks adjacent to the building. Once outside, employees are to proceed to the designated SAFE AREA (See page 13 ). Sidewalks and fire lanes must be kept clear for emergency vehicles and personnel.

**NOTE:** Take only those personal belongings and clothing necessary to protect oneself from the weather. Take your wallet, purse, and keys.

**OCCUPANT EMERGENCY PLAN - EVACUATION** (continued)

**Bomb Threats** - If you receive a telephone bomb threat, take the following actions:

STEP	ACTION	INFORMATION
1.	Remain calm	A calm response to the bomb threat caller could result in obtaining additional information.
2.	Note exactly what the caller says.	Record every word spoken by the person. Ask for the location of the bomb and the time of possible detonation. Listen to the voice (male or female), the voice quality (calm or excited), accents, background noises, etc.
3.	Attempt to keep the caller on the line.	Ask him/her to repeat the message. Alert another employee to what is happening and direct them to call the Police Department on 9-911.
4.	Immediately after disconnecting, press *57	Pressing *57 will initiate a trace. Stay on the line and follow the recorded instructions. Inform police that you have initiated tracing.

If the caller indicates the bomb is to detonate in a very short time, the following steps should be followed:

STEP	ACTION
1.	Remain calm
2.	Make notes of your impressions of the caller. Even small details can help law enforcement personnel in making identification.
3.	Call 9-911 and inform the police
4.	Activate the fire alarm.
5.	Evacuate the building.
6.	Follow all instructions given by Law Enforcement Personnel.

## OCCUPANT EMERGENCY PLAN - DEMONSTRATIONS

**Demonstrations** – Public demonstrations may be used by political action groups to publicize their cause. The following actions should be taken to insure safety while minimizing disruption:

	ACTION	INFORMATION
1.	Avoid confrontations.	At all cost, avoid contact and confrontation with the demonstrators. Altercations are often the main purpose of the demonstration, especially if the news media is on the scene recording the event.
2.	Seek unobstructed entrances.	Use unobstructed entrances, even if you must walk around to another side of the building.
3.	Present your USDA ID badge.	Be ready to present USDA identification to Security Guard, law enforcement officials or USDA officials.
4.	Call for instructions.	If you are unable to gain entrance to your building, seek a location away from the demonstration site to call your office and obtain instructions.
5.	Follow all instructions of Enforcement Personnel and USDA officials.	

## **OCCUPANT EMERGENCY PLAN - Workplace Violence Prevention**

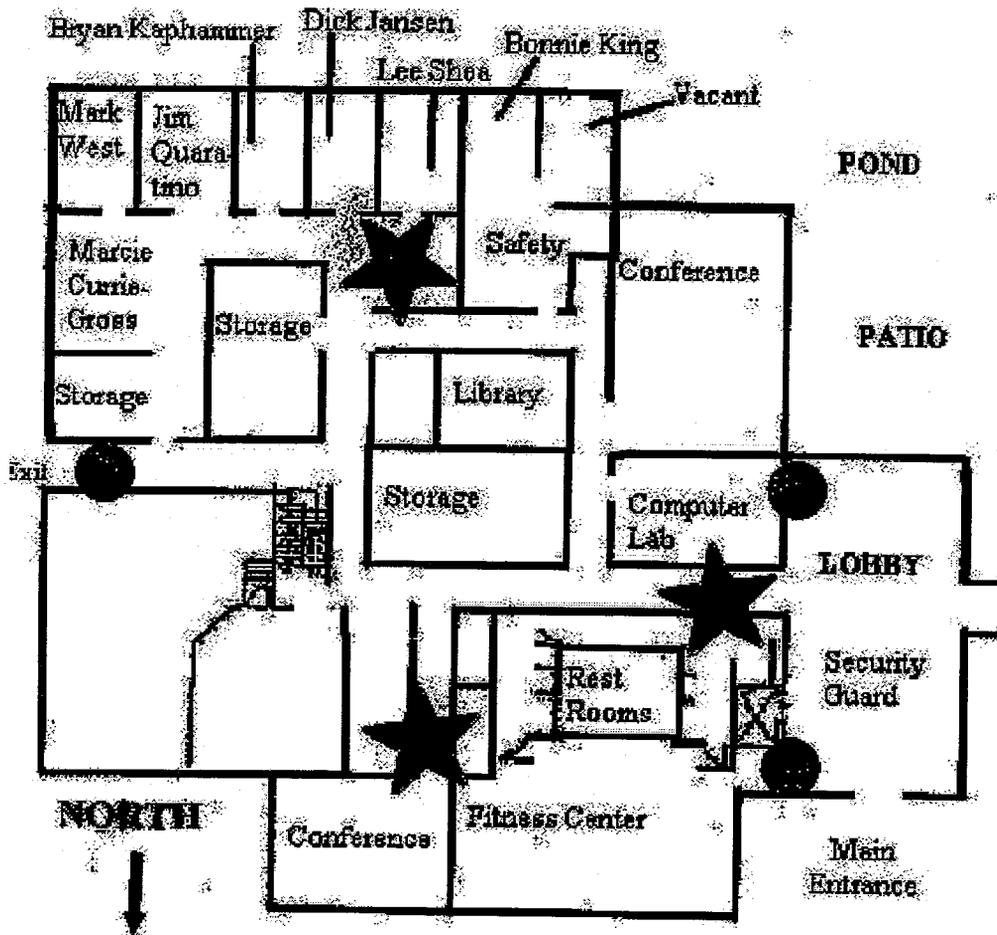
Threats or acts of violence against persons or property will not be tolerated. This includes acts of intimidation or harassment, or other inappropriate behavior that causes fear for personal safety. These can be cause for serious disciplinary action and possible criminal charges.

### **Workplace Violence Incident**

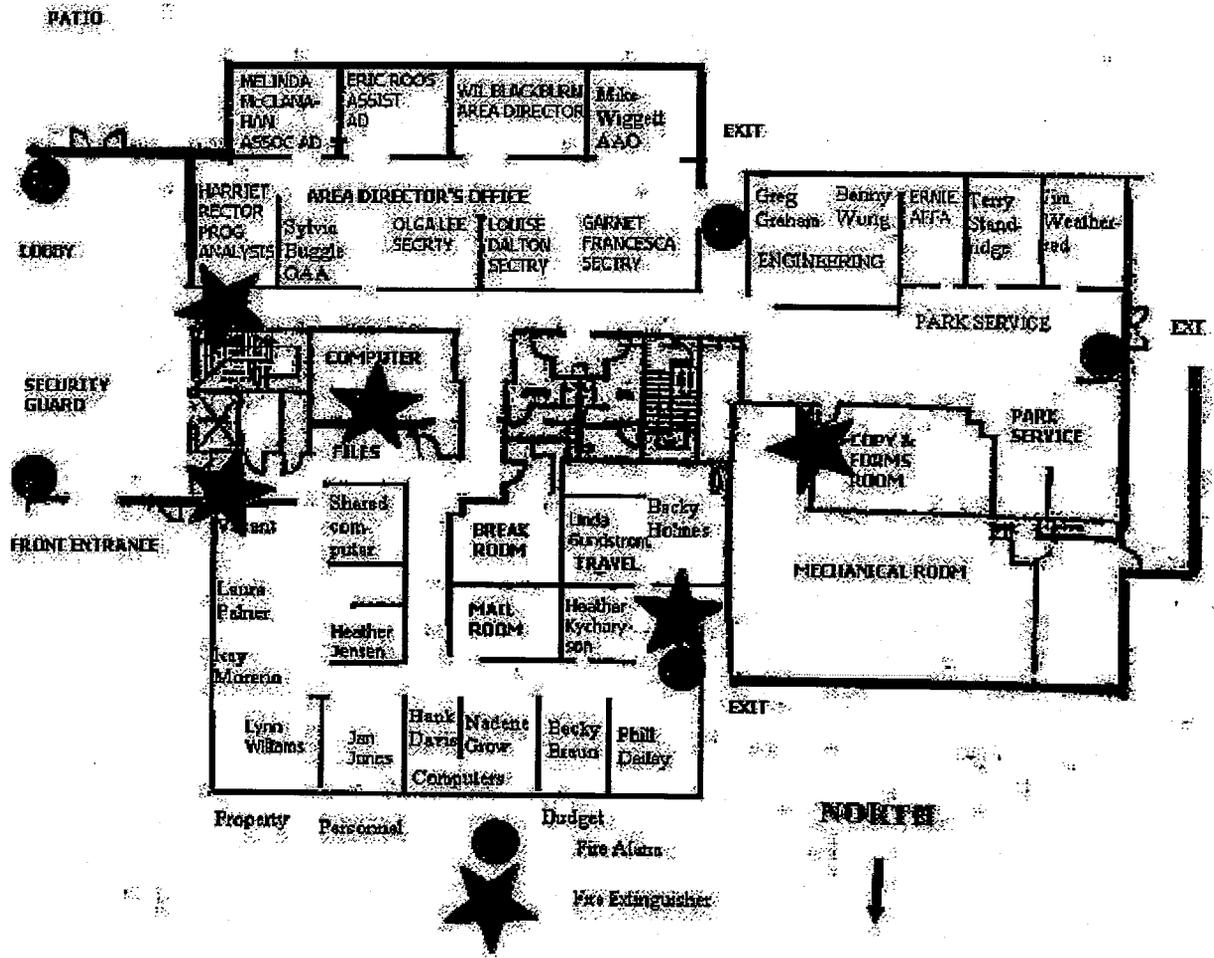
**Alert your supervisory immediately, if any of the following is observed**

- Aggressive or inappropriate behavior
  - Numerous conflicts
  - Weapons at work
  - Statements of fascination or approval of violence
  - Desperation or suicide statements
  - Threats
  - Substance abuse
- Changes in normal behavior

# OCCUPANT EMERGENCY PLAN – EAST SIDE, FIRST FLOOR - MAP



# OCCUPANT EMERGENCY PLAN – WEST SIDE, FIRST FLOOR - MAP



# OCCUPANT EMERGENCY PLAN - OAKRIDGE BUILDING EVACUATION MAP

