

Bannister Federal Complex Emergency Plan



August 2014

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LIST OF ACRONYMS

BFC	Bannister Federal Complex
CERCLA	Comprehensive Environmental Response, Compensation, & Liability Act
DOE	Department of Energy
EM	Emergency Management
ENS	Emergency Notification System
EPZ	Emergency Planning Zone
ERO	Emergency Response Organization
ERPG	Emergency Response Planning Guidelines
HS&E	Health Safety & Environment
FBI	Federal Bureau of Investigation
FM&T	Federal Manufacturing & Technologies (former description of Honeywell)
GSA	General Services Administration
EPHA	Emergency Planning Hazards Assessment
IC	Incident Command
IMS	Incident Management System
NIMS	National Incident Management System
KCFO	Kansas City Field Office
KCFD	Kansas City Fire Department
KCP	Kansas City Plant (former description of Honeywell operations)
LEPC	Local Emergency Planning Committee
MARC	Mid-America Regional Council
KCFD Ambulance	Kansas City Fire Department Ambulance
MDNR	Missouri Department of Natural Resources
MERC	Missouri Emergency Response Commission
MMB	Main Manufacturing Building
MSB	Manufacturing Support Building
NFPA	National Fire Protection Association
NNSA	National Nuclear Security Administration
PD	Process Description
TPQ	Threshold Planning Quantity
SARA	Superfund Amendments & Reauthorization Act
SEMA	State Emergency Management Agency
SCAPA	Subcommittee for Consequence Assessment & Protective Actions
WI	Work Instruction

APPROVAL PAGE

Bannister Federal Complex Emergency Plan

August 2014

Original copy signed by

Kevin Allgeyer
Manager Sr., HS&E Operations, FM&T

8/28/14
Date

EXECUTIVE SUMMARY

This Emergency Plan implements an emergency response program commensurate with the hazard level of the BFC site managed by Honeywell. Worst case spills or process upsets involving hazardous materials do not reach a level requiring offsite protective actions. To create an event that could possibly necessitate offsite protective actions would require a major uncontrolled fire, natural disaster, or possible insider threat event in which onsite control systems failed.

The BFC is located in a major metropolitan area with police, fire, hazardous material response, and ambulance services that are quickly available. This higher level of emergency service is not duplicated with onsite personnel. The BFC does maintain a limited around the clock protective force personnel onsite; additional services of the major metropolitan response organizations are also readily available.

The BFC has a trained and routinely drilled emergency response organization available at the DOE's National Security Campus (NSC) to respond to BFC emergency events to include the major events that could possibly extend offsite. This response organization uses pre-planned protective actions and routinely drills with offsite response organizations that supplement onsite resources. These offsite response organizations would implement the offsite protective actions should they be needed.

This Emergency Plan defines the Industrial Standards Emergency Management (EM) System for the BFC. This plan has been developed using Federal Laws and Regulations, a DOE Order, specific portions of one other DOE Order, and the National Fire Protection Association Standard on Disaster/Emergency Management and Business Continuity Programs.

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1.0 INTRODUCTION

1.1 PURPOSE OF THE EMERGENCY PLAN

This Emergency Plan incorporates into one document a description of the process designed to plan, prepare, and respond to an emergency at the BFC. The purpose of this Emergency Plan is to provide an effective and efficient emergency management operation that will provide acceptable levels of protection. The Emergency Plan provides the response operation that, should an emergency occur, will protect the health and safety of workers, responders, the public, and the environment. Emergencies are significant accidents, incidents, events, or natural phenomena that seriously degrade the safety or security of DOE BFC facilities and the GSA BFC. Additionally, the Emergency Plan explains Honeywell policy and requirements regarding the Emergency Response Organization (ERO), facilities and equipment, offsite interfaces, notifications, training, drills and exercises, and administration of the Honeywell Emergency Management (EM) System. This plan uses the graded approach to emergency planning. Contact the Emergency Management (EM) Coordinator at (816) 488-2262 to review this document.

The standards for the program are contained in the following table which was developed using the necessary and sufficient process as defined in DOE P 450.3. The table is organized using five phases of emergency management activities. The five activities are Planning, Preparedness, Readiness Assurance, Response, and Re-entry/Recovery/Termination. These five activities are further broken down into elements under each of the activities.

Emergency Management Elements	Necessary & Sufficient Set of Standards
Planning	
Emergency Planning Hazards Assessment (EPHA)	<ul style="list-style-type: none"> • 40 CFR 112.20 (h)(4) hazard evaluation of oil spills • 40 CFR 112 App. F, 1.4 hazard evaluation of oil spills • 29 CFR 1910.120(c)(3) identify hazards • 49 CFR 172.200 description of hazardous materials on shipping papers • National Fire Protection Association (NFPA) 1600 Chapter 5.4 Risk Assessment , Chapter 5.7 Mitigation • ISO 9001 (International Standards Organization) maintain EPHA current <p><u>Emergency Planning Hazards Assessment Screening Criteria for Planning Thresholds include the following:</u></p> <ul style="list-style-type: none"> • 10 Part 30.72 Schedule C thresholds for radioactive materials • 29 Part 1910.119 Appendix A, Highly Hazardous Chemicals • 40 Part 68.130 Table 1, List of Regulated Substances and Threshold Quantities • 40 Part 355 Appendix A list of extremely hazardous substances and their TPQ • 40 CFR 302.4 list of hazardous substances and reportable quantities (RQ)
Program Administration	<ul style="list-style-type: none"> • 29 CFR 1910.38(c)(6) identify person to explain program • 36 CFR 1236 Subpart A & B protect vital records • 40 CFR 264.54 & 55 plan revision frequency • NFPA 1600 Chapter 6.4 Operational Procedures
Emergency Plans	<ul style="list-style-type: none"> • 29 CFR 1910.38(c) elements of emergency plan • 29 CFR 1910.38 (f) review plan with employees • 29 CFR 1910.120(q)(1), & (2) emergency response plan and elements of the plan • 40 CFR 112.20(a)(1), & (h) response plan • 40 CFR 264 Subpart D facility contingency plan required • 41 CFR 102-74.230 occupant emergency plan (GSA) • NFPA 1600 5.2 Common Plan Requirements
Preparedness	
Training	<ul style="list-style-type: none"> • 29 CFR 1910.38(e) train employees to assist in evacuation • 29 CFR 1910.38 (f) review plan with employees • 29 CFR 1910.120(q)(6), (7), & (8) train hazardous material responders, trainer requirements, refresher training • 40 CFR 112.20(h)(8) plan to include description of training program • 40 CFR 112.21(a), (b) develop and implement response training program • 40 CFR 112 App. F 1.8.3 develop and implement response training program • 49 CFR 172 704 (a)(3)(i) training requirements for emergency response • NFPA 1600 Emergency Management Chapter 6.11 Training and Education
Drills and Exercises	<ul style="list-style-type: none"> • 40 CFR 112.20(h)(8) plan to include description of drill/exercise program • 40 CFR 112.21 develop program for facility response drills/exercises to include evaluation procedures • 40 CFR 112 App. F 1.8.2 drill/exercise program to include evaluation procedures • NFPA 1600 Chapter 7 Testing and Exercises 7.1 Entity Evaluation, 7.2 Exercise Evaluation, 7.3 Methodology, 7.4 Frequency, and 7.5 Exercise Design

Emergency Management Elements	Necessary & Sufficient Set of Standards
Emergency Response Organization (ERO)	<ul style="list-style-type: none"> • 29 CFR 1910.120(q)(2)(ii), & (3) response personnel roles to include individual in charge (incident command system) • 40 CFR 112.20(h) list personnel for cleanups • 40 CFR 112 App. F 1.3.4 listing of emergency response personnel • 40 CFR 264.52 response actions facility personnel must take • NFPA 1600 Chapter 6.1 Resource Management, 6.9 Incident Management • DOE Order 232.2– Occurrence Reporting and Processing of Operations Information, used for event reporting guidance
Offsite Response Interfaces	<ul style="list-style-type: none"> • 29 CFR 1910.120(q)(2)(i) pre-planning with offsite organizations • 40 CFR 264.52 plan describes interfaces with offsite response organizations, plan identifies onsite emergency coordinator • NFPA 1600 Chapter 5.2 Common Plan Elements
Emergency Facilities and Equipment	<ul style="list-style-type: none"> • 29 CFR 1910.120(q)(2)(xi) plan to include PPE and emergency equipment • 40 CFR 112.20(h)(7) response plan to include equipment to be used for cleanup (oil spills) • 40 CFR 112 App. F 1.3.2 response equipment list (oil spills) • 40 CFR 264. 31 & 32 facility design and equipment for hazardous waste facilities • 40 CFR 264.35 facility aisle space • 40 CFR 264.52(e) plan to include list of equipment • NFPA 1600 Chapter 6.1 Resource Management
Readiness Assurance	
Readiness Assurance	<ul style="list-style-type: none"> • 48 CFR Department of Energy Acquisition Regulations (DEAR) 970.5223-1 Integrated Safety Management (ISM) Clause • 40 CFR 40 264.33 Testing and maintenance of equipment • 29 CFR 1910.165 Alarm system readiness test requirements • DOE O151.1C Chapter X paragraph 4(a) – Emergency Readiness Assurance Plan • NFPA 1600 Chapter Testing and Exercises 7.1 – 7.5 Exercises, Evaluations, and Corrective Actions • ISO 9001 (International Standards Organization) management systems conform to ISO standards
Response	
Emergency Categorization and Classification	<ul style="list-style-type: none"> • 29 CFR 1910.120(q)(2)(iii) emergency recognition • DOE Order 232.2 – Occurrence Reporting and Processing of Operations Information • DOE O151.1C Chapter V
Notifications and Communications	<ul style="list-style-type: none"> • 29 CFR 1910.38(d) employee alarm system • 29 CFR 1910.120(q)(2)(ix) emergency alerting and response procedures • 29 CFR 1910.165(b)(3) employee alarm system • 40 CFR 264.32(a) & (b) employee alarm system, capability to summon emergency assistance • 40 CFR 355.40(b) details to provide on releases (to include precautions to take if unknown to the community) • NFPA 1600 Chapter 6.8 Crisis Communications and Public Information • DOE Order 232.2 – Occurrence Reporting and Processing of Operations Information • DOE O151.1C Chapter VIII 4.a.(1)(a - c) initial notification • DOE O151.1C Chapter VIII 4.b – emergency status updates

Emergency Management Elements	Necessary & Sufficient Set of Standards
Consequence Assessment	<ul style="list-style-type: none"> • 29 CFR 1910.120(q)(2)(iv) determine safe distances • 40 CFR 264.56(b), (c), & (d) assess releases to determine if evacuation is needed • NFPA 1600 Chapter 5.4 Risk Assessment
Protective Actions	<ul style="list-style-type: none"> • 29 CFR 1910.38(c)(4) protective action elements of emergency plan, personnel accountability • 29 CFR 1910.120(q) emergency response to hazardous substances releases • 40 CFR 112.20(h)(3)(vii) facility & community evacuation plans • 40 CFR 112 App. F 1.3.5 evacuation plans • 40 CFR 264.52(f) & 56 evacuation plans and protective actions for impacted areas • 40 CFR 355.40(b) details to provide on releases (to include precautions to take if unknown to the community) • 49 CFR 172.600 emergency response information • NFPA 1600 Chapter 6.4 Operational Procedures
Medical Support	<ul style="list-style-type: none"> • 29 CFR 1910.38(c)(5) medical duties in the Emergency Plan • 40 CFR 264.37(a)(4) familiarize hospitals with hazards and expected injuries • 40 CFR 112 App. F 1.3.5 evacuation plan to include transporting injured to medical facilities • 40 CFR 355.40(b)(3)(iii) medical advice on exposed individuals • 29 CFR 1910.120(q)(9) medical monitoring for responders
Emergency Public Information	<ul style="list-style-type: none"> • 40 CFR 264.56(d)(1) & (2) inform public of hazards through appropriate officials • 40 CFR 355.40(b) notify LEPC of areas affected by a release • NFPA 1600 Chapter 6.8 Crisis Communications and Public Information
Re-entry, Recovery, and Termination	
Re-entry, Recovery, and Termination	<ul style="list-style-type: none"> • 29 CFR 1910.120(q)(11) clean up requirements for hazardous materials • 40 CFR 112.20(h)(3)(ix)(I), & (J) identify person responsible for funding cleanup and directing cleanup activities • NFPA 1600 Chapter 6.9 Incident Management

This plan provides the framework for the EM System program elements. Honeywell command media documents are equivalent to the Emergency Plan Implementing Procedures.

1.1.1 Update of the Emergency Plan

This Emergency Plan is updated based on changes in the Kansas City Plant (KCP) Hazards Survey (HS) and the KCP Emergency Planning Hazards Assessment (EPHA) changes in the emergency management process, and changes in the mission of the Bannister Federal Complex (BFC) facility managed by Honeywell. The Emergency Plan will be republished annually or sooner if significant changes occur in the HS or EPHA and the BFC’s mission that have an impact on the Emergency Plan. The plan is available on the Honeywell HS&E web page. The review cycle begins with the update of the KCP Hazards Survey and concludes with a review of changes throughout the BFC. The KCP Hazards Survey is typically reviewed after the submission of the SARA Title III (Section 312 Tier II) report. The EM Coordinator(s) conducts the Hazards Survey review with assistance from the Health, Safety, and Environment, (HS&E) Division. The HS&E Management approves changes to the Emergency Plan. *See Section 1.4.1.2* for the details of the Hazards Survey. EM Coordinator will review changes in the HS.

A change in the mission has occurred as Honeywell has completed a major relocation to the National Security Campus (NSC) on July 10, 2014. Manufacturing operations are no longer conducted at the BFC. The chemicals retained for quantitative analysis in the KCP EPHA revision 4 dated July 2011 are no longer onsite at the BFC. The chemicals referenced in Table 3-1 were acetic anhydride, hydrochloric acid, nitric acid and a reaction product of hydrogen cyanide.

1.1.2 Distribution of Copies

The EM Coordinator controls the plan's implementing procedures documented in Honeywell command media (*see Section 1.1.3*). Distribution and changes will be made according to command media for "Control of Documents." Information that changes frequently is placed in the appendices. The EM Coordinator will make revisions to maintain accuracy, revisions will be reviewed by either one peer or department manager to ensure practice and procedure match. The BFC's Emergency Plan and implementing procedures are available electronically using the computer network system. This provides real time updates to all emergency documentation and is controlled by the EM Coordinator.

A copy of this Emergency Plan will be shared on an annual basis with the Missouri Department of Natural Resources (MDNR), the Missouri Emergency Response Commission (MERC), Local Emergency Planning Committee (LEPC) and the Kansas City Missouri Fire Department to ensure these are integrated with their response procedures. Copies are also shared with other GSA Bannister Federal Complex agencies.

1.1.3 Emergency Management Implementing Procedures

The BFC uses the Honeywell command media to document the implementing procedures for various functions within the Emergency Management (EM) System. The implementing procedures are reviewed and revised as needed annually or as changes occur.

1.2 SCOPE

This plan addresses the entire Honeywell EM System and will be used to respond to onsite emergency events. The BFC does not use or store Extremely Hazardous Materials over the Threshold Planning Quantity (TPQ). Technological and natural phenomenon emergency events are addressed within the plan. The plan does not cover Energy or Emergency Assistance emergencies. The site boundaries are defined in *Section 1.4*. The EPZ is detailed in *Section 7.6*.

1.3 CONCEPT OF OPERATIONS

Emergency planning at the BFC uses the graded approach based on the hazards previously identified in the KCP EPHA (2011). Effective July 2014 the hazardous materials greater than screening criteria documented in the Hazards Survey Table 9-1 Summary – Kansas City Plant Emergency Management Hazards Survey Report are no longer at the BFC.

Personnel, facilities, equipment, and training requirements are based on Federal, state, and local regulations; the *KCP Spill Control Plan* and the *FM&T Flood Protection Plan*.

During emergency conditions, the BFC concept of operations is based on centralized authority maintained by the NSC Incident Commander and responsibilities coordinated with the NSC Incident Management System (IMS). During the response and make-safe operations, the Honeywell EM System effort centers on providing resources to the IMS. Resources are defined as information related to consequence assessment (*see Section 6.0*); trained emergency response personnel, including offsite assistance (*see Sections 2.0 and 3.0*); and personnel who approve regulatory notifications and communications (*see Sections 2.3, 3.0, and 5.0*).

As the emergency response operations move into re-entry and recovery, the EM System develops plans to quickly bring the BFC back to their normal operating conditions.

1.4 SITE DESCRIPTION

1.4.1 Overview Site Description

The BFC no longer manufactures any products. All manufacturing operations have been relocated to the NSC. The facility is managed for the DOE Nuclear Weapons Program under a prime contract (DENAOOOO622) between Honeywell and the DOE. The prime contract is administered locally by the National Nuclear Security Administration (NNSA) Kansas City Field Office (KCFO). Honeywell manages, operates, and maintains DOE's BFC and the NSC. No special nuclear material or completed weapons exist at the BFC location.

1.4.1.1 Detailed Facility Description

The BFC is located in Kansas City, Missouri, 12 miles south of the city's center. The BFC is located at 2000 East 95th Street, bordered on the western side by Troost Avenue, a major north-south traffic artery for metropolitan Kansas City (*see figure 1*). The BFC location is no longer engaged in manufacturing for the DOE.

The BFC currently occupies approximately 2.7 million square feet of floor space, almost 82% of which is in one large building. The main building consists of two building sections under one roof: the Main Manufacturing Building (MMB) and the Main Office Building. The BFC consists of 211,799 sq. ft. of the 664,027 sq. ft. Main Office Building and 2,320,346 sq. ft. of the 2,875,452 sq. ft. MMB. The General Services Administration (GSA) and their tenants occupy the remaining area of the building. The Manufacturing Support Building (MSB), constructed east of the main building in 1957, provides 134,305 sq. ft. of general-purpose support functions and office space. The MSB is linked to the main building by an enclosed corridor. Building 92 provides 258,260 sq. ft. of floor space that has been vacated and closed.

As of August 2014, the BFC population totaled approximately 75 Honeywell employees. No NNSA employees are permanently on site. A transient population of service subcontractor personnel will be on the site on a limited basis.

The majority of the vacated offices and former manufacturing areas are under one roof, with additional outbuildings also on the site. The West Powerhouse, situated to the West of the MMB, supplies steam for space heating and chilled water for cooling to the entire Bannister Federal Complex. Under normal demand conditions, the West Powerhouse supplies all the steam required at the BFC with only two of its four boilers. The West Powerhouse boilers are primarily natural gas-fired, with No. 2 fuel oil used under emergency, training, and testing conditions. The East Powerhouse, located on the northwest corner of the Manufacturing Support Building, is no longer operational.

1.4.1.2 Hazards Survey and Emergency Planning Hazards Assessment

An analysis of potential emergencies that could occur at the BFC has been based on the *KCP Hazards Survey (HS) and Emergency Planning Hazards Assessment (EPHA)* (July 2011) and was the basis for the Honeywell EM program. The EPHA was conducted to establish the nature of each hazard. A range of potential accidents was prepared for the facility. Worst-case incidents were postulated.

Onsite Hazards

The BFC formerly contained routine manufacturing processes typically found in large manufacturing operations. None of these activities, sources, or radiation poses an environmental hazard.

Worst case events are those that involve extensive damage and consequences. The EPHA process defines the worst case events for the BFC. Using the *KCP EPHA* as its planning basis, the BFC EM program is designed to effectively implement both facility and site protective actions, in addition to making notifications, to offsite emergency groups for offsite protective actions for each of the specific hazards identified at the BFC.

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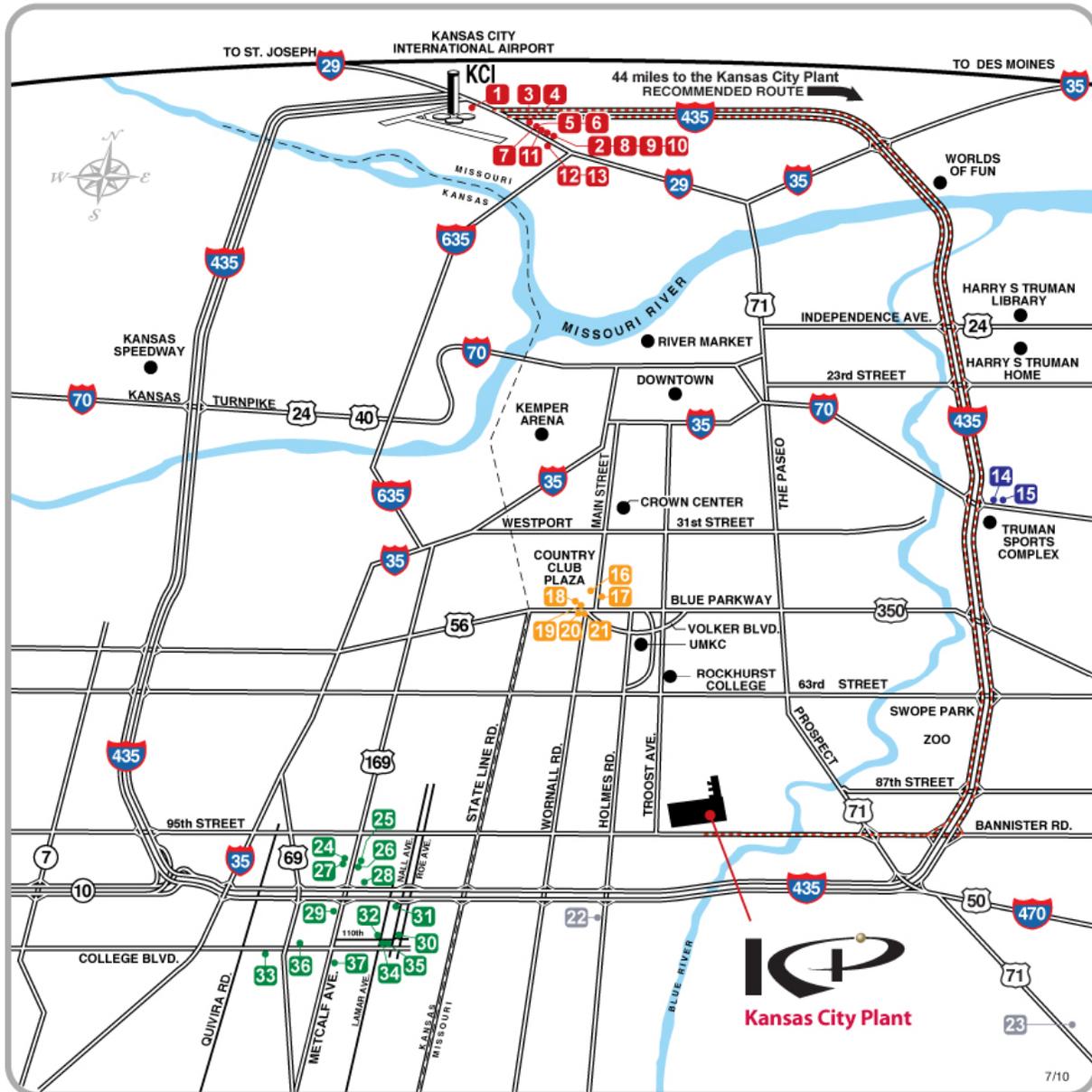
The EPHA provides information critical to identification of the boundaries of the EPZ, within which special planning is required to ensure prompt and effective protective actions. Consequence assessments are conducted to qualify and quantify the hazards, determine the nature and extent of release characteristics, and establish potential exposure onsite and offsite.

The EPHA was prepared by (1) defining and describing each BFC facility and its operations, (2) identifying and screening the hazards, (3) characterizing the hazards remaining after screening, (4) developing event scenarios, and (5) estimating the consequences of the events.

The BFC operations have relocated to the NSC completing the 18 month move (July 10, 2014) of all chemicals, except for the Industrial Wastewater Pretreatment Facility (IWPF).

Kansas City Area Map & Recommended Hotel Guide

Rev 19
8/14



AIRPORT AREA, KANSAS CITY, MO

1. Marriott Hotel, Airport
2. Comfort Suites KCI
3. Clarion Hotel KCI
4. Radisson Hotel KCI
5. Hampton Inn Airport
6. Hilton Airport
7. Holiday Inn Express Airport
8. Homewood Suites Airport
9. Embassy Suites KCI
10. Chase Suites by Woodfin
11. Courtyard by Marriott KCI
12. Drury Inn & Suites Airport
13. Amerisuites KCI-14

**SPORTS COMPLEX AREA
KANSAS CITY, MO**

14. Drury Inn Suites
15. Coco Key Water Resort - Holiday Inn

PLAZA AREA, KANSAS CITY, MO

16. Embassy Suites Plaza
17. Marriott Country Club Plaza
18. Hampton Inn & Suites
19. Sheraton Suites Country Club Plaza-
20. Raphael Hotel
21. Intercontinental Hotel

KANSAS CITY SOUTH AREA, MO

22. Courtyard by Marriott
23. Holiday Inn Express

OVERLAND PARK, KANSAS AREA

24. Homewood Suites
25. Hampton Inn
26. Embassy Suites Hotel
27. La Quinta
28. Super 8
29. Marriott Hotel
30. Amerisuites Convention Center
31. Holiday Inn Hotel & Suites
32. Chase Suites by Woodfin
33. Holtz Executive Village
34. Sheraton Hotel Convention Center
35. Hilton Garden Inn
36. Doubletree Hotel
37. Amerisuites Metcalf

Figure 1: BFC and the surrounding area

The EPHA analyzes and documents the hazards having an impact on operations of the BFC. The BFC hazards include onsite and offsite hazards that may have an impact on the safety of employees. The primary sources for the information contained in the KCP EPHA are the SARA Title III (Section 312, Tier II) Community Right-to-Know and the automated database of the extremely hazardous materials located in the BFC.

The EPHA begins with a broad overview of the entire plant site, including a description of all buildings and structures, as well as fire, monitoring, and safety barriers. Additionally, the overview provides details on site characteristics, environmental protection, waste management, and safety management activities at the BFC. Also provided are the individual descriptions of BFC buildings or groups of buildings that support the EPHA report.

Section 2.8 in the KCP EPHA and Tables 3-2 and 3-3 lists the radioactive sources previously at the BFC that have now been relocated to the NSC. No radiation sources remain at the BFC. The BFC is a nonreactor radiological facility.

Offsite Hazards

An examination of offsite transportation accidents and their subsequent impact on BFC operations was performed. In summary, the overall probability of a chemical spill occurring near the BFC that might require immediate action was conservatively estimated to be no more than once in 23 years and, more likely, once in 100 years. The primary mode of such exposure was found to be the result of vehicular transport on the roads bounding the facility.

In the analysis, a list of chemicals was compiled that was representative of those typically handled during transport. Additionally, both the Union Pacific Railroad and the Local Emergency Planning Committee (LEPC), coordinated through the Mid-America Regional Council (MARC) were contacted to obtain site-specific information. The railroad provided information regarding the types of chemicals typically handled and the number shipped over the line near the BFC. The LEPC was contacted to provide information about hazardous chemicals used by companies within a two-mile radius of the BFC. The results of the survey indicated that within a two-mile radius, there were no major users, other than the BFC itself, of large amounts of hazardous materials. The LEPC was able to provide information on traffic patterns along Troost Avenue and Bannister Road, as well as the number of trucks transporting hazardous materials. All offsite events, that would include the railroad and transportation, are the responsibility of the Kansas City Missouri Fire Department. The results of the survey are documented in the EPHA.

Maintaining the Emergency Planning Hazards Assessment

The EM Coordinator with assistance from the Health, Safety, and Environment organization is responsible for maintaining and updating the EPHA. The EPHA will be reviewed annually and republished when significant changes have occurred. The Preliminary Hazard Analysis (PHA) process is a principle mechanism used to identify and evaluate new business, mission changes, changes in processes, and the procurement of equipment and hazardous chemicals. The PHA process is included as a component of the HS&E function.

Through the hazard analysis process, the PHA Coordinator(s) will notify the coordinator of the EM program when the plant's mission changes, new processes are initiated, or when significantly increased quantities of chemicals are reported. If none of these occur during the year, the EPHA is reviewed upon receipt of the annual SARA Title III report (*see figure 2*). Changes in the KCP EPHA are reviewed against the Emergency Plan to ensure capability exists to meet the additional (or reduced) hazards at the BFC.

1.4.1.3 Contractors

Honeywell is the only onsite prime contractor at the BFC. Honeywell is the managing and operating contractor for the United States Department of Energy and is therefore responsible for the planning, implementation, and management of the EM System according to regulations. Construction and

service subcontractors are also on the site performing work on a short term basis for Honeywell under contractual agreements. Subcontractors are informed that any emergency announcements will be made over the Emergency Notification System (ENS) and they are instructed to follow the ENS announcements in the event of an emergency at the BFC.

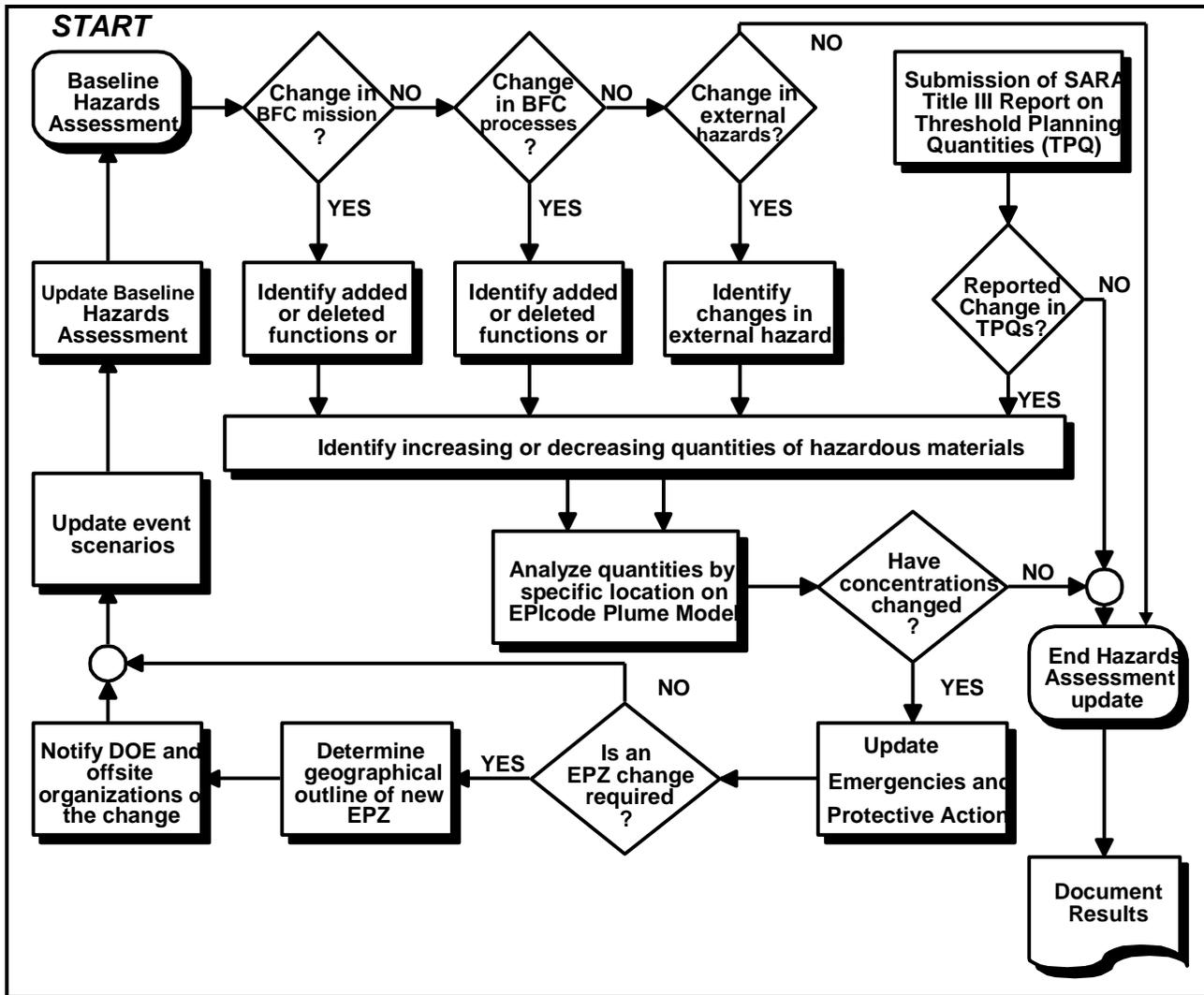


Figure 2: Review and update of Emergency Planning Hazards Assessment

1.4.2 Physical Attributes of the Site

1.4.2.1 Geography

Geography

The BFC is zoned for heavy industry, with the surrounding area characterized by single and multiple-family dwellings, commercial establishments, industrial districts, and public use lands. Low hills nearly encircle the BFC, which is situated in a small river valley approximately 800 feet above sea level. The BFC is entirely within Jackson County and Kansas City, Missouri, city limits.

The perimeter of the BFC is protected by an 8-ft-high chain-link fence, topped by three strands of razor wire on slanted supports called “top guards” that separates the BFC from all other parts of the

Access to the BFC effective September 1, 2014 is limited to two vehicle gates on the perimeter. Primary access is through the northeast vehicle gate. Parking for employees will be inside the facility fences. All other parking areas will be locked. (See figure 3)

There are numerous public facilities or institutions, such as hospitals, schools, parks, and other recreational areas, within five miles of the BFC. Center High School is located approximately one mile in a northwesterly direction. The closest medical facility is Saint Joseph Medical Center, located approximately three miles in a southwesterly direction. Approximately 8 miles northeast of the BFC is the 117,542-seat Harry S. Truman Sports Complex, with its twin stadiums for professional baseball and football.

Several small parks are present in the neighboring communities within 5 miles of the BFC. The closest major park, Swope Park, a 1772-acre site, is located approximately 3 miles to the northeast. Included in Swope Park are tennis courts, picnic grounds, an outdoor amphitheater (7947 seats), the Kansas City Zoo, and Swope Park Golf Course. Blue River Golf Course and Hillcrest Country Club are next to this park. The Longview Lake Recreational Area is approximately 6 miles to the southeast. This recreational area provides 4,830 acres of general camping and outdoor recreation.

1.4.2.2 Topography and Geology

The BFC is located on approximately 136 acres of the 300-acre Complex. Of this area, the DOE owns 122 acres and 14 acres are leased from the General Services Administration (GSA). The BFC consists of facilities occupied by the GSA, the GSA Regional Office, U.S. Department of Agriculture, Department of Commerce, Veteran Affairs, Federal Emergency Management Agency and the Department of Homeland Security Protective Service, along with the facilities occupied by the BFC. Most of the BFC's 2.7 million ft² of floor space are within the MMB. The MMB is where the majority of the operations at the BFC were previously performed.

The BFC is situated near the confluence of the Blue River and Indian Creek. Indian Creek parallels the southern boundary of the BFC and flows into the Blue River on the eastern side of the BFC. The Blue River joins the Missouri River 23 miles north of the BFC. The BFC is bordered on the western side by Troost Avenue, a major north-south traffic artery for metropolitan Kansas City. A heavily wooded bluff and land donated by the Federal government to Kansas City for the Legacy Park Wildlife Refuge borders the northern side of the complex. The eastern side of the complex is bordered by the Blue River, and the southern side is bordered by Bannister Road and Indian Creek. The BFC is protected from a 500-year flood by a floodwall and improved levee system surrounding the BFC.

1.4.2.3 Population Distribution

Kansas City, Missouri, the largest of approximately 100 incorporated cities in the greater Kansas City area, is situated on the western border of the state of Missouri at the confluence of the Missouri and Kansas Rivers. The Kansas City metropolitan area is the largest unit in the metropolitan statistical area, an area that includes six counties in Missouri and four in Kansas and has a total population of approximately 1.5 million. Kansas City is within 250 miles of the geographic and

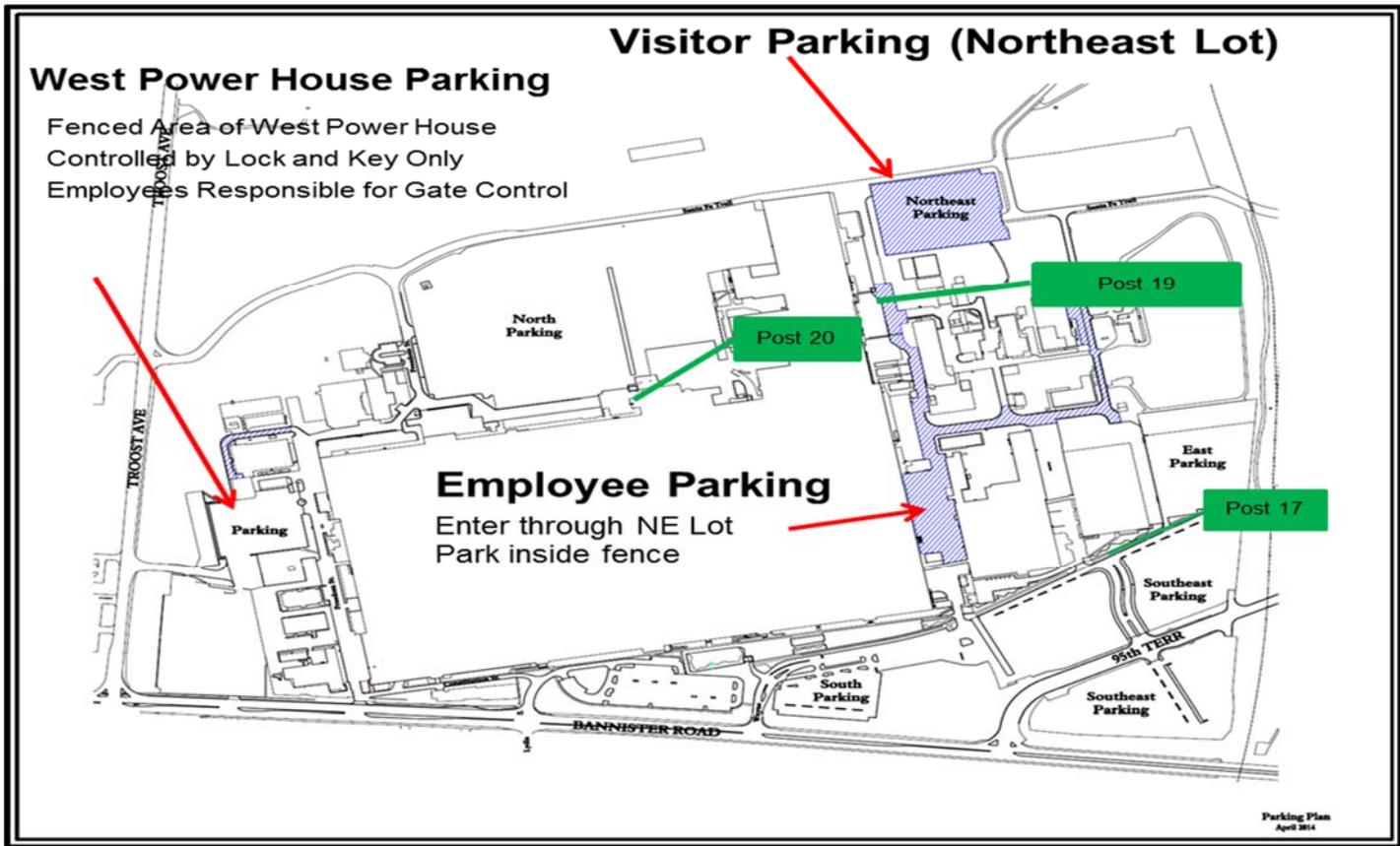


Figure 3: BFC Site Access

population centers of the United States. This central location has established the city as a national center for river, railroad, highway, and air transportation. The Kansas City International Airport is located approximately 40 miles north of the BFC.

Approximately 45% of the area within 10 miles of the BFC is in Jackson County, Missouri, with the remaining 55% divided among Johnson County, Kansas (35%), Cass County, Missouri (15%), and Wyandotte County, Kansas (5%).

1.4.2.4 Meteorology

Kansas City has a modified continental climate, so called because there are no natural obstructions in the area to prevent the free sweep of air currents from all directions. Although the weather in Kansas City is generally described as moderate, there are periods of turbulent weather, which could pose hazards to the BFC. Some of the climatic features that might be expected at this latitude are obscured by warm and cold air from source regions many hundreds of miles away. There is often conflict between the warm, moist gulf currents from the south and the cold, polar continental currents from the north. These factors are responsible for weather that is subject to rapid change.

Early spring in Kansas City brings frequent and rapid weather fluctuations. The last freezing temperatures in the spring usually occur in early April, although freezes have been recorded as late as May 6. Warm days and mild nights, with moderate humidity characterize summer; July is considered the warmest month. Fall is normally mild and usually includes a period near the middle of the season characterized by mild, sunny days and cool nights. The first freezing temperatures usually occur in late October. Winters in Kansas City are not severely cold; January is the coldest month.

Although freezing rain frequently precedes snowfalls, ice rarely poses any significant structural threat to the BFC. However, in 1984 and 2002, severe ice storms caused major damage to area trees and resulted in power outages in large sections of the city. Electrical power was out in some sections of the city for as long as two weeks, but the BFC was not affected.

Although the average wind speed in the Kansas City area is only 10 mph, winds as strong as 72 mph have been recorded. Unconfirmed gusts of more than 100 mph have been reported. Late-winter and early-spring peak-wind velocities are sometimes quite high. No significant wind damage has occurred to the plant to date. Winds at the BFC, though variable, are predominately southerly, with stronger winds occurring during winter.

Temperature extremes at the BFC have ranged from 113°F in August 1936 to -23°F in December 1989. The average annual relative humidity is 52%.

Precipitation at the BFC is generally moderate; the yearly average is approximately 37 inches. Normally, more than 70% of the precipitation falls during the growing season of April through September. Heavy runoff sometimes occurs, particularly during thunderstorms, along Indian Creek and Blue River where they pass by the site.

1.4.2.5 Natural Phenomena

Adverse effects from flooding at the BFC have been minimized by the construction of a flood protection project constructed by the U.S. Army Corps of Engineers. This project included a 14 foot high floodwall, improved levees, and closeable gates for railroad and vehicular traffic. With the addition of the above noted flood protection surrounding the BFC it is protected from what has been calculated to be a 500-year flood. The BFC has a detailed Flood Protection Plan available through the Facilities Organization.

Figure 3.5 in the Site Safety Assessment shows the touchdown points and the travel patterns of tornadoes that hit the area in the 25-year period through 1976. None have touched down on BFC land. According to statistics prepared by local meteorologists, the chances of a tornado's scoring a direct hit on the BFC are 1 in 1300 tornadoes. The chances of damage to the BFC from a tornado's hitting the area are 1 in 222.

The BFC is located in Uniform Building Code seismic zone 2A. NNSA and Honeywell conducted a site specific seismic hazard analysis that resulted in a 60% reduction in seismic force design requirements. FY97 line item K39 (Structural Upgrades) developed strengthening for structural overstresses due to gravity and wind loads and strengthening for masonry walls that are overstressed by out-of-plane seismic and wind loads. Reinforcements and repairs initiated by K39 were completed in 2003.

Criteria have been established for when snow loading could possibly create a danger to the building structure. If potentially dangerous snow loading levels are reached Facilities Structural Engineering and a HS&E Engineer will perform an on-scene evaluation of the loading impact and will evacuate and close areas or buildings as appropriate. *See figure 8.*

In the event of plant structural damage, all locations would be evacuated until it was determined that they were safe to occupy. A safe location would be identified for operations. The NSC mobile command vehicle serves as the Command Center.

1.4.2.6 Transportation System

Kansas City has a highway network that includes four interstate highways (29, 35, 49, and 70), three interstate bypass routes (435, 470, and 635), and seven U.S. routes (24, 40, 50, 56, 69, 71, and 169). Metropolitan area thoroughfares and freeways make access to the city, including the airport, convenient. This network has also helped to make trucking a major industry in Kansas City; second-morning delivery is available to two-thirds of the United States.

The BFC is served by two four-lane, city-maintained streets: Troost Avenue on the west and Bannister Road (also known as Missouri Highway W) on the south. Interstates 470 and 435 and 49 intersect approximately one mile southeast of the BFC.

Within the complex, Honeywell maintains roadways that serve the parking and interplant circulation. Vehicle access to this area is from Troost Avenue and enters at the northeast vehicle gate. The northeast parking lot is designated parking for contractor personnel engaged in onsite projects.

The Union Pacific Railroad has an active line that intersects the BFC immediately east of the property line. The track crosses 95th Street Ter. near the southeastern corner of the property and crosses Santa Fe Trail on the northern side of the property.

1.4.2.7 Utility System

Electricity is delivered to the BFC by two 161-kilovolt (kV) overhead transmission lines. Two 50 Mega volt Amps step-down transformers convert the 161-kV service to 13.8 kV for underground delivery to the government owned and maintained 15-kV class switch gear. All 15-kV class feeder cables distribute the 13.8 kV to approximately 42 substations. Through a system of double-ended substations and low-voltage tie bus ducts, the BFC has multiple alternate power sources for all electrical loads.

The Missouri Gas Energy Company supplies natural gas from 24-inch mains located south and west of the West Powerhouse. These lines are the primary source of supply for the MMB. The supply main's 40-psig supply is reduced to 12 psig for use in the various buildings and further reduced to less than 1 psig for in-plant use.

Potable and process water are supplied by a 16-inch, 120-psig line from a Kansas City main that parallels the western side of the Bannister Federal Complex. A second 16-inch, 175-psig city main parallels the south side of the MMB.

The BFC is served by a force and gravity sanitary sewer system. This system flows into a 24-inch gravity line that enters the Kansas City sanitary sewer system. Within the BFC, the sanitary sewer system consists of sanitary and industrial wastewater. There are 11 sanitary wastewater ejector stations inside the MMB. All the industrial wastewater ejectors within the plant pump their discharge into overhead lines and are fed into the Industrial Wastewater Pretreatment Facility (IWPF). The wastewater is processed before being released into the sanitary sewer system.

2.0 EMERGENCY RESPONSE ORGANIZATION

2.1 ORGANIZATIONAL STRUCTURE

The NSC Emergency Response Organization (ERO) consists primarily of the Incident Management System (IMS), Site Operations Center (SOC), and the NSC Emergency Press Center. Additionally, the NSC ERO has at its full disposal the Kansas City, Missouri, fire, police, ambulance, and hazardous materials response organizations. The ERO may request additional NSC resources to assist in any phase of the stabilization and make-safe operations, re-entry, or recovery. These assets may include Facilities' trade personnel and engineering personnel. However, these additional resources are not considered part of the ERO.

The NSC ERO is under the management and control of the Incident Commander using the National Incident Management System (NIMS) and consists of these groups:

- IMS using the National Incident Management System
- Site Operations Center (SOC)
- Emergency Press Center

2.1.1 Emergency Response Organization

The Incident Command supports the initial response to and mitigation of the emergency, as well as the more long-term re-entry/recovery operations. A summary of duties and responsibilities for key members of the IMS is provided below. The Emergency Press Center responsibilities are detailed in Section 10.

Additional information is provided in Appendix C (position job aids).

Security

This Honeywell position is responsible for coordinating security activities. This staff member is responsible for the security activities during the emergency and ensuring security resources are available to support the IMS.

Facilities

This Honeywell position is responsible for coordinating facilities' management activities. Initially, responsibilities include the re-establishment of utilities and procurement of personnel, current facility maps and drawings, equipment, and supplies in support of initial response and rescue. Once these have been provided, the focus shifts to recovery from the emergency and determining the overall status of utilities, identifying the status of maintenance equipment, estimating structural or facility damage, and identifying subcontractor construction activities at or near the event scene. These actions are in support of the mitigation and are used as a baseline for re-entry activities.

Health, Safety, and Environment

This Honeywell position is responsible for coordinating HS&E activities. HS&E staff is responsible for safety, consequence assessment, and environmental monitoring activities during the emergency and ensuring resources are available to support the IMS.

Situation Reporter

This Honeywell position is responsible for providing DOE/NNSA HQ OC with an initial situation report as soon as enough information is available and then provides updates approximately every 30 minutes. This position will also monitor Occurrence Reporting and Honeywell event reporting activities to ensure they are completed and provide the Incident Commander with assistance on categorization and classification (quantities of hazardous chemicals) of the event.

2.1.2 Emergency Press Center

The Emergency Press Center is controlled by the Public Affairs Officer and is located at the NSC. Details describing the organization of the Press Center and their responsibilities can be found in Section 10, "Emergency Public Information."

2.1.3 Incident Management System

The IMS is a task-organized ERO that controls and deploys the emergency response assets at the event scene. The ERO will activate at the NSC and respond as required. This system is designed to provide unity of command and efficiency of effort. The Incident Commander manages the IMS using NIMS. During normal daytime operations, the Incident Commander is the Director HS&E and Facilities, the backup is the Sr. Manager of HS&E. The Incident Commander during the second and third shifts, weekends and holidays is the Patrol Command Staff.

Task Organization

Support staff, located at the NSC mobile command post consists of the following:

- NSC Commander (Incident Commander)
- IC Assistant
- Senior Management (Honeywell & KCFO) Communicator
- Safety Officer (HS&E Team – Safety, Industrial Hygiene, Environmental & Plume Modeling)
- KCFO Representative
- Security
- Liaison
- National Secure Manufacturing Center Support
- Operations Team (Security, Medical, & Spill Cleanup)
- Logistics (Facilities & Utilities, Maintenance, & Manufacturing)
- Situation Reporter

The NIMS IMS structure is task-organized to effectively mitigate the event. The establishment of sections accomplishes the task organization. Each section represents one or more functional disciplines, that is, security, environment, safety officer (HS&E team), logistics (facilities & utilities, maintenance, & manufacturing) and response operations, which includes medical, security, and spill cleanup. All response assets report to their section leader at the command post, who in turn reports to the Incident Commander.

Duties and Responsibilities

The Incident Commander is responsible for the efficient and effective coordination and direction of the emergency response at the scene. The Incident Commander's duties are detailed in Appendix C of this plan and are summarized as follows.

- Position and make operational the NSC mobile command post
- Coordinate immediate search and rescue
- Ensure the event scene is secured
- Develop the strategy, in coordination with the IMS staff to mitigate the event
- Ensure branch officers maintain personnel accountability

- Coordinate the flow of information
- Ensure safe implementation of the mitigation strategy
- Assist and/or coordinate during the re-entry and recovery phase
- Assist in the after-action and lessons-learned reporting after the event is terminated

The Incident Commander for onsite events during weekday day shifts is the onsite Fire Protection Operations employee until relieved by the Director HS&E and Facilities or the Sr. Manager of HS&E. SOC personnel will dispatch available Protective Force personnel to emergency events. Protective Force personnel will secure and control the site at a safe distance as prescribed by the HS&E Department. A Patrol Command Staff representative will be the incident commander of the response activities until relieved by HS&E management.

The IMS staff is responsible for the safe implementation of the mitigation strategy. Duties are summarized as follows.

- Gather and coordinate the flow of information, within their functional areas
- Provide recommendations to the Incident Commander on the deployment of assets
- Request additional personnel, equipment, and supplies
- Implement the mitigation strategy
- Assist in the after-action and lessons-learned reporting
- Stage and deploy assets
- Coordinate requests
- Ensure event safety

2.1.4 Honeywell New Mexico (NM) Emergency Operations

Honeywell NM's Emergency Response Organization is based upon Incident Command System components. The Command functions are directed by the Incident Commander. A Sr. Environmental Compliance Engineer and HS&E Engineer provide Command Staff support as needed for liaison and safety functions. General staff sections are activated as needed by the IC based upon the complexity of the situation. General staff positions (Operations/Logistics/Planning/Administration) are filled by members of the Emergency Action Team. Local community fire departments respond in Unified Command with the IC.

In the event of an emergency occurrence, the NSC Incident Command may activate to support the NM operations. Details and contact information of the NM emergency management operations can be found in the FM&T NM Emergency Action Plan.

The NSC Incident Command is reached through the NSC 24-hour emergency number in the Building Operations Center (BOC) (816) 488-3600. During Incident Command activation updates to the NSC Incident Command should be made to the Sr. Management (Honeywell & KCFO) Communicator at (816) 394-4908. Direct contact to the Incident Commander is made by calling (816) 820-0895.

2.2 EMERGENCY DIRECTION AND CONTROL

The Incident Commander directs the activities of the Incident Management System and has overall responsibility for response and recovery operations during an emergency at the BFC. Direction and control flows from the Incident Commander to those positions responsible for specific emergency response or recovery functions. The Incident Command KCFO Representative will provide oversight to the emergency operation.

2.2.1 Succession of Authority

Incident Command positions are staffed with a primary and at least one alternate. Some positions are staffed with additional alternates.

2.3 EMERGENCY MANAGEMENT OPERATIONS

The focus of EM activities at the BFC is to provide the Incident Commander with the tools and resources needed to respond from the NSC as needed and to mitigate the emergency event. Once the event is mitigated or made safe, the focus shifts to the development and implementation of any re-entry and recovery plans. A summary of key elements of these operations is provided in Sections 2.3.2, 2.3.3, and 2.3.4.

2.3.1 Declaring, Categorizing, Classifying, and Reporting Events

During normal workdays, the decision to declare, categorize/classify an emergency at the BFC is made by a Honeywell Facility Manager/designee. Categorization and classification will be made based on actual happenings or the potential for an event.

During evenings, weekends, and holidays, a Honeywell Facility Manager/designee, can categorize/classify an emergency and make necessary notifications. The Facility Manager/designee will immediately notify the DOE Headquarters Operations Center (OC) of events categorized or classified as emergencies or non-emergency significant events requiring prompt notification.

Other events that could be categorized under any of the Significance Categories of DOE Order 232.2 could cause the EM System to become operational.

Initial call or radio notification by BFC personnel observing an event are made to the Site Operations Center (SOC) (telephone number **(816) 361-6295**). For incidents that could be categorized/classified as an emergency or for non-emergency significant events, SOC personnel contact the Facility Manager/designee. The SOC personnel or the acting incident commander at the scene will brief the Facility Manager/designee on the situation.

2.3.2 Activation of the Emergency Response Organization

The decision to activate the ERO can be made by the Facility Manager or Facility Manager Designee based on the categorization/classification of an emergency or the specific circumstances regarding the situation. The on-scene incident commander or acting incident commander can also activate the ERO based on the magnitude or potential magnitude of the incident and the capabilities of BFC responders. The ERO will be activated for incidents having potential off-site impact (classified events) and will normally be activated when an event has been categorized as an emergency. The ERO may be activated for any other events on a case-by-case basis.

Activation of the ERO may include all of the following:

- Activation of the IMS
- Activation of the Press Center
- Notification of NNSA Headquarters Operations Center
- Notification of BFC via Homeland Security's Federal Protective Service
- Notification of state and city organizations

Once the decision has been made to activate the ERO, upon request SOC personnel will do the following.

- During normal working hours, announce the activation of the ERO on the plant emergency notification system.

- At all other times, contact the Facility Manager/designees who will activate the automated Notification System. Home telephone numbers of Incident Command members are included in the automated emergency notification system.

If the automated Incident Command call-in system fails to operate, the Facility Manager/designees will manually make notification to key members of the NSC ERO.

Personnel assigned to the Incident Command post shall immediately report to the mobile command post upon hearing the activation announcement or upon receiving a phone call or page during off duty hours. If the location of the command post is unknown incident command response personnel shall report to post location at the east entrance to the NSC Building 2.

2.3.3 Incident Command Activation

Activation of the IC

The most knowledgeable member in the field will quickly brief the Incident Command staff. The NSC Incident Commander will activate the NSC mobile command post. The location of the mobile command post will be announced over plant radios and the emergency notification system depending on the event. If the location is not given personnel shall initially report to the east entrance of Building 2. For a tornado sheltering or chemical sheltering event the NSC IC post will be located in the hall way in Building 2. The senior member of each response team that makes up the IMS will activate additional personnel based on the needs of the event.

Activation of the Press Center

The NSC Press Center will automatically activate when the Incident Command is activated. During off-duty hours, the automated notification system will be used to notify key members. State and local government public information personnel may be notified of the activation as well as the media.

Notifications are detailed in Section 5.0 of this plan.

2.3.4 Emergency Response Activities

Emergency response activities include securing the event scene, search-and-rescue operations, mitigation, consequence assessment (Section 6.0), protective actions (Section 7.0), decontamination, medical operations (Section 8.0), re-entry and recovery (Section 9.0), and emergency public information (Section 10.0).

Securing the Event Scene

Security is responsible for securing the event scene. Securing the scene begins with controlling the access to the BFC, only allowing emergency response vehicles and personnel access.

Based on the initiating event, Protective Force personnel will block nonessential vehicle and personnel access at a safe distance from the event scene to ensure their safety and to allow sufficient room to mitigate the event. For hazardous material spills, the IMS will dictate a safe location.

Search and Rescue Operations

Confined space rescue operations only will be conducted by Honeywell Fire Protection Operations personnel once the determination has been made that the event scene is safe to enter. Entry into contaminated areas will be made only after the type of contamination has been determined and response personnel are dressed in the appropriate protective clothing and equipment. Authorization to enter the event scene is granted by the Incident Commander.

Mitigating the Event

Event mitigation and make-safe operations cover a wide range of duties and functions and are based on the type and intensity of the event. The NSC Incident Commander, with advice from the IMS staff, will develop a plan to quickly and safely terminate the event.

The NSC Incident Command Post Senior Management Communicator will provide a detailed update at least every 15 minutes to the Senior Leadership until directed otherwise.

Re-entry and Recovery

During the mitigation of the event, the re-entry and recovery process begins (see *Section 9.0*). The primary purpose of re-entry and recovery is to bring operations to pre-event conditions. Information flows from the response teams at the scene to the Incident Command for development of the re-entry and recovery plan. Once the plan is approved, response teams, assisted by various other resources, implement the plan.

2.3.5 Termination of Emergency Response Operations

Termination of emergency response operations is the responsibility of the Incident Commander, based on recommendations from the IMS. Emergency response operations are generally terminated when conditions exist that can no longer be categorized/classified as an emergency. These conditions occur after

- Accountability is complete,
- Make-safe operations are complete, and
- Re-entry and recovery operations have been initiated.

Although emergency response operations may be complete, the re-entry and recovery phases of the response to the emergency may continue for a long time. This is dependent on the condition of the plant, level of residual contamination, legal concerns, and public affairs concerns.

During the termination process, the Incident Commander may reduce the IC staff and/or various response teams in the IMS. Care is taken during this reduction of response forces to ensure that there are sufficient assets available to complete re-entry and recovery tasks.

2.4 AFTER-ACTION REPORTING AND LESSONS LEARNED

After the termination of the event, the after-action and lessons-learned process begins. The HONEYWELL process for developing and tracking lessons learned will be used.

Key members of the ERO will meet to discuss and document the emergency response and lessons learned. The purpose of these discussions is to identify those areas that worked well and those areas that need attention. The Emergency Management (EM) Coordinator or designated representative will facilitate this meeting.

Each emergency response action, from identification of the event through termination, will be evaluated for

- Adequacy of training;
- Adequacy of the Emergency Plan and implementing procedures
- Adequacy of other plans;
- Adequacy of facilities, equipment, and communications; and
- Interaction with offsite agencies.

The results of this meeting will be documented. Action items will be identified, assigned, and scheduled for corrective action through a Lessons Learned Report. Action items will be addressed and documented in updates of the appropriate plans and procedures. Other items will be included in the annual review and update of the Emergency Plan and implementing procedures.

3.0 OFFSITE RESPONSE INTERFACES

Offsite response interfaces and coordination with local, state, and federal agencies are vital to ensure a comprehensive EM program and can be mutually beneficial. The BFC and offsite organizations share common concerns and responsibilities for timely and effective emergency response, the health and safety of people onsite and offsite, and protection of the environment.

The Honeywell Physical Security Department has an excellent working relationship with the City of Kansas City, Missouri, Police and Fire Departments. The Kansas City, Missouri, Police Department has uniformed staff that can respond onsite within five minutes. The Kansas City, Missouri, Fire Department has a fully equipped fire station four blocks southwest of the BFC. Both KCMO Police and Fire departments visit the BFC at least annually.

HONEYWELL has established onsite emergency response capabilities to provide trained, capable personnel to handle emergency situations. However, should emergencies and disasters be of such magnitude that they require more resources or are extensive enough to impact the surrounding community, offsite assistance and expertise could be vital to emergency response and operations. Honeywell has an established program to interface with federal, state, and local offsite response organizations to ensure timely, effective support and expertise should assistance be needed from or by offsite entities. The liaison maintained through the interface program provides guidance for bringing the BFC and offsite emergency response personnel and resources into a unified, cooperative effort to contain, mitigate, and resolve any emergency or disaster situation. Honeywell will provide the opportunity for offsite agencies to participate in the hazard refresher sessions, (Section 12.0) and exercises (Section 13.0) to ensure integration of response capabilities.

This section contains brief descriptions of the liaison and agreements with other federal, state, and local organizations and their specific roles and means of notification and communications.

3.1 OTHER FEDERAL AGENCIES

The Federal government has historically been involved in mitigation, preparedness, response, and recovery programs for natural hazards. This involvement primarily covers specialized technical expertise. The roles and relationships of various federal agencies related to the emergency preparedness status and potential disaster needs of the BFC are detailed on the following pages.

Bannister Federal Complex Agencies

The 310-acre BFC consists of facilities occupied by the following organizations:

- General Services Administration (lead agency for Occupant Emergency Plans for Bannister Federal Complex agencies)
- United States Marine Corps IT Center
- Department of Veteran Affairs
- Department of Agriculture
- Federal Emergency Management Agency
- Department of Commerce
- Federal Protective Service
- Honeywell
- To interface with all the BFC agencies, meetings were established by GSA, in connection with a NNSA-KCFO contact, to establish communications regarding emergencies or disasters in an effort to ensure the safety of personnel and to protect property. This effort has resulted in Honeywell briefing the BFC agencies on the hazards of the NNSA operation and the BFC

Emergency Plan. KCFO shares copies of the EPHA and BFC Emergency Plan with the BFC agencies.

Federal Bureau of Investigation, Kansas City Field Office

The BFC may, under certain circumstances, come under the jurisdiction of the Federal Bureau of Investigation (FBI). The FBI's role is to respond if there are hostile actions, terrorism, or other situations that might involve hostages, armed invasions, or bomb threats. The FBI also provides information and any pertinent data relevant to national and company security. For immediate emergency response, Honeywell Physical Security will notify the FBI and then inform KCFO Security of the notification. For general notification of an emergency, KCFO Security would obtain concurrence from the Incident Commander before notifying the FBI. The NNSA Kansas City Field Office maintains a Memorandum of Understanding with the FBI.

National Weather Service Storm Prediction Center

The National Weather Service Storm Prediction Center (www.spc.noaa.gov) is responsible for providing local, area, regional, and national weather forecasts, including alerts of all forms of severe or threatening weather. To ensure timely alerts and warnings, the BFC has developed a command media procedure to alert BFC employees to severe weather. Honeywell employees are notified by pager and the Emergency Notification System when lightning is sighted in the area. After the initial notification Site Operations Center (SOC) and powerhouse personnel continue to monitor the weather conditions for additional warnings and updates.

Access to alerts and warnings from the National Weather Service, in conjunction with, local weather reports, and the use of WeatherCall is invaluable in implementing appropriate safety procedures for onsite personnel. To stay current on critical information related to the threat of floods, the National Weather Service also assists the BFC by allowing access to the river-stage telemetry unit on the Blue River, which borders the BFC property.

Federal Response Plan

The Federal Response Plan is designed to provide a flexible and rapid Federal response in a catastrophic disaster by providing state and local governments with personnel, technical expertise, equipment, and other resources, and assumes an active role in managing the response. One or more of 26 Federal departments/agencies and the American Red Cross provide resources. The Federal Response Plan is signed by all agencies involved. Resources are grouped into 12 primary emergency support functions each headed by a primary agency, with other Federal agencies providing support as necessary and responding within their own respective authorities.

Should the need arise, the BFC and the Kansas City jurisdiction can access the Federal resources available through the Federal Response Plan. The ultimate goal for the BFC is the ability to act decisively and effectively in the response and recovery of a disaster or emergency. Access to national resources is an important factor in achieving this goal. Other national resources offer on-scene assistance in the form of expert teams and personnel, as well as specific expertise, guidance, and training before an actual emergency or disaster.

3.2 MISSOURI STATE GOVERNMENT

The role of state government is to know and determine EM needs and capabilities of the respective political jurisdictions or subdivisions within its boundaries. State government has many resources, as well as those in the Federal Government. One of the state's most important functions is to channel state and federal resources to local governments. These resources include training and technical assistance along with operational support in times of emergency or disaster.

The state, and more specifically, the Governor of each state, has the statutory authority for establishing the State Emergency Response Commission (SERC) under Title III of the Superfund Amendments and Reauthorization Act (SARA), the Emergency Planning and Community Right-to-Know Act of 1986. Title III requires that state and local governments in conjunction with the private business and industry sectors have emergency plans in place for protection from chemical and other

hazardous materials incidents. Title III also provides the right, through proper channels, for citizens to request government and company plans, procedures, and other pertinent information related to hazardous materials used, stored, and manufactured in the community.

Within the framework of SARA Title III, the state of Missouri has designated various state agencies to the SERC, and Local Emergency Planning Committees (LEPCs) are established within respective emergency planning districts. The roles and responsibilities of the various state agencies that relate to the BFC and its emergency preparedness program follow.

State Emergency Management Agency (Missouri)

The State Emergency Management Agency (SEMA) is the primary point of notification for state resources in the event of any type of emergency at the BFC. SEMA has a 24-hour emergency telephone number (573-751-2748) and non-emergency telephone number (573-526-9100) 7:30 - 4:30 M-F. If needed and requested, SEMA will provide one or more representatives of the state to facilitate/maintain the flow of information, coordinate news releases to the Governor's Public Information Office, and/or serve other coordination purposes to secure needed resources.

Missouri State Highway Patrol

The nearest local office of the Missouri State Highway Patrol (MSHP) is located at Lee's Summit, Missouri.

The MSHP resources are available to the BFC if local law enforcement agencies request additional resources because of the magnitude of the incident.

Missouri National Guard

The National Guard (www.moguard.com) (1-888-526-MONG) is available to the Governor when public safety is in jeopardy or during other extraordinary circumstances, such as catastrophic disasters and riots. The Guard's mission is to:

- Provide units of trained and equipped personnel to protect life and property
- Maintain peace, order, and public safety under the authorities of the state and Federal governments

The Missouri National Guard has two primary missions related to the BFC.

- If the U.S. Army Land Defense Plan is implemented, the Missouri National Guard may be federalized; local units of the National Guard, which are located in Kansas City, are designated to protect the BFC.
- The Governor of Missouri, when requested by the Mayor of Kansas City, Missouri, may mobilize the National Guard to assist the Kansas City area during catastrophic disasters or other major emergencies; if the BFC is involved or threatened, the National Guard may be called on to supplement protective forces.

3.3 LOCAL ORGANIZATIONS

Honeywell works with local government agencies and organizations to ensure the understanding, knowledge, and cooperation necessary to maintain an effective working relationship and effective response and support in time of emergency or disaster. Specific listings and notification procedures for local offsite response agencies are found in Section 5.0.

Kansas City, Missouri, Police Department

The Kansas City, Missouri, Police Department's primary responsibilities are to protect life and property, maintain law and order, and control traffic and access. Response to the BFC would be in keeping with these responsibilities in the case of a security incident or an evacuation from the BFC site, including movement of emergency medical personnel/transport of injured personnel to and from the scene and securing and controlling access to the site. Additionally, they may notify residents

who live near the BFC. The Kansas City, Missouri, Police Department is familiar with the BFC and maintains the liaison with Honeywell Protective Force personnel. The Kansas City, Missouri Police Department would also be called to investigate a fatality onsite before the body is moved in order to protect evidence. The NNSA Kansas City Field Office (KCFO) maintains a Memorandum of Understanding with the Kansas City Police Department.

Kansas City, Missouri, Fire Department

The Kansas City Fire Department (KCFD) is trained and equipped for medical first-responder service, rescue, fire suppression, and hazardous materials response. The Fire Department is authorized by city charter and codes to operate within the Kansas City, Missouri, jurisdiction to accomplish its responsibilities to the community. The BFC is included within this jurisdiction. The BFC works closely with the Kansas City Missouri Fire Department to ensure their familiarity with the premises and the BFC in-house safeguards to expedite efficient responses should the KCFD be needed in an emergency. If mass evacuations are needed and employees cannot use their personal vehicles the KCFD or KCPD can call in city busses to transport employees to safe locations. Nearby public access points like local malls would be used as the drop off points. The KCFD is included in periodic onsite meetings and exercises to further enhance the relationship and understanding of BFC facilities and Honeywell operational procedures.

If a situation requires the assistance of the KCFD the SOC will request response from the KCFD. Fire Protection Operations will direct responding fire personnel to the scene.

Periodic onsite visits by the KCFD keeps them familiar with the hazards and layout of the BFC.

Kansas City, Missouri, Office of Emergency Preparedness

The Kansas City, Missouri, Office of Emergency Preparedness is organized under the Kansas City, Missouri, Fire Department. The Emergency Preparedness Office is responsible for working with all governmental departments to maintain and enhance local government's response and recovery capability, as well as plan and coordinate all forces and resources available in the Kansas City area. The Kansas City, Missouri, Fire Department, notifies this office. Kansas City MO EM controls the activation of all public warning sirens throughout the city.

Hospitals and Healthcare Systems

The Kansas City area is served by over 30 hospitals and medical centers. Seven of these hospitals are located within approximately 10 miles of the BFC. The Mid-America Regional Council Emergency Rescue Committee (MARCER) implemented EM System a web based system that provides real-time information on hospital emergency department diversion status, hospital patient capacity, availability of staffed beds and available specialized treatment status. EM System is used to coordinate both routine and emergency medical operations (such as mass casualty incidents) of the metropolitan Kansas City area hospitals. The hospitals and healthcare systems in the region work together on a regular basis and participate in the KCMMRS planning and preparedness activities to strengthen the region's hospital capabilities. KCFD Ambulance based in KCFD fire stations is used to transport BFC personnel to area hospitals and is dispatched by a centralized communications facility. KCFD Ambulance is contacted by initiating a 911 call; a non-emergency phone number for KCFD Ambulance is (816) 300-2400. If a full-scale implementation of the Kansas City Metropolitan Medical Response Plan is warranted, mobile command-communications units are dispatched to the scene to coordinate the transport of victims to area hospitals. The metropolitan area is served by 31 (EMS) emergency management service agencies.

Mid-America Regional Council, Local Emergency Planning Committee

The Mid-America Regional Council (MARC) is funded by governmental entities of the five counties of the Kansas City area and addresses issues and problems related to the area. MARC manages the Local Emergency Planning Committee (LEPC) and its planning. The LEPC maintains a Hazardous Materials Emergency Preparedness Plan that outlines the organization and assignment of responsibilities of the various departments and disciplines involved in the emergency response and

operational aspects of a hazardous materials incident. The plan establishes policies and procedures for operations in the plan service area including five counties in Missouri and three counties in Kansas to respond to hazardous material emergencies. The LEPC operates under the authority of Public Laws 81-920 and 93-288, SARA Title III (Public Law 99-499), and the Executive Order of the Missouri Governor, Executive Order 87-5.

As part of the community and in compliance with SARA Title III requirements, Honeywell is cognizant of provisions of the Mid-America LEPC Hazardous Materials Emergency Preparedness Plan. The BFC Emergency Plan is aligned with the provisions of the local plan.

Cass County, Missouri, Sheriff’s Department

Honeywell has responsibility for offsite DOE property located in Cass County, Missouri. The Cass County, Missouri Sheriff’s Department’s role is similar to that of the Kansas City, Missouri, Police Department. The NNSA KCFO maintains a Memorandum of Understanding with the Cass County Sheriff’s Department.

City of Belton, Missouri, Fire Department

Honeywell has responsibility for offsite DOE property located in Cass County, Missouri, which falls within the fire service area of the city of Belton, Missouri. The Belton, Missouri, Fire Department’s role is similar to that of the Kansas City, Missouri, Fire Department.

3.4 AMERICAN RED CROSS

The Greater Kansas City chapter of the American Red Cross (816) 931-8400 (www.kcredcross.org) has the responsibility to help meet the human needs in the event of an emergency or natural disaster. These needs may include food, clothing, shelter, first aid, health services, and other basic elements for comfort and survival. In disasters with company liability implications, such as hazardous material, transportation accidents, building collapses, etc., the customary emergency services are extended on either a mass care basis or to individuals and families if such help is not or cannot be provided immediately by the owner of the property involved.

The American Red Cross will conduct shelter and feeding operations at facilities in coordination with the Kansas City, Missouri, Division of Emergency Preparedness and officials of the facility. The Greater Kansas City Chapter of the American Red Cross will be accessed through the Kansas City, Missouri, Fire Department Emergency Communications Center.

3.5 KANSAS CITY AREA HOSPITALS

The following table (*figure 4*) is a listing of Kansas City Area Hospitals. Emergency Responders have access to the Metropolitan Emergency Information System (MEIS) which contains an extensive listing of metropolitan area hospitals and their capabilities.

Hospital	Phone Number	Trauma Level I/II
Centerpoint Medical Center	(816) 698-7000	<i>Level II Trauma Center</i>
Children’s Mercy Medical Center	(816) 234-3000	<i>Level I Trauma Center</i>
Lee’s Summit Medical Center	(816) 282-5000	
North Kansas City Hospital	(816) 691-2000	<i>Level II Trauma Center</i>
Overland Park Regional Medical Center	(913) 541-5000	<i>Level II Trauma Center</i>
Providence Medical Center	(913) 596-4000	
Research Belton Hospital	(816) 348-1200	
Research Medical Center	(816) 276-4000	<i>Level II Trauma Center</i>
Saint Joseph Medical Center	(816) 942-4400	
Shawnee Mission Medical Center	(913) 676-2000	
<i>continued</i>		

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St. Luke's Hospital - K.C.	(816) 932-2000	<i>Level I Trauma Center</i>
St. Luke's Hospital – Lee's Summit (East)	(816) 347-5000	
St. Luke's Hospital – Barry Road (Northland)	(816) 891-6000	
St. Luke's Hospital – (South)	(913) 317-7000	
Truman Medical Center Hospital Hill	(816) 404-1000	<i>Level I Trauma Center</i>
Truman Medical Center Lakewood	(816) 404-7000	
University of Kansas Hospital	(913) 588-1227 (800) 332-6048	<i>Level I Trauma Center</i>

Figure 4: Kansas City Area Hospitals

State and Local Public Health Authorities

City of Kansas City Missouri Health Department (816) 513-6252, Jackson County Health Department (816) 404-6415 and the State of Missouri Department of Health & Senior Services emergency/disease reporting 24/7 (800) 392-0272 and normal business phone is (573) 751-6400.

Poison Control

Poison Control Center (800) 222-1222 and (913) 588-6633.

4.0 EMERGENCY CATEGORIZATION AND CLASSIFICATION

Emergencies are significant accidents, incidents, events, or natural phenomena that seriously degrade the safety or security of DOE facilities. Hazards exist at the BFC where an emergency event may occur. Operational Emergencies are listed in figure 5 below. Protective action's references are located in Appendix B.

INITIATING CONDITION	OPERATIONAL EMERGENCIES	PROTECTIVE ACTION NO.
Fire	Burning that requires offsite help in extinguishing the fire (including fire from a lightning strike)	1
Tornado or Severe Thunderstorm	Tornado or severe thunderstorm with damage to building integrity, and involves injuries	2
Flood	Actual or anticipated flooding that requires the closing of the flood gates and the sending of personnel home	3
Earthquake	Building damage and personal injuries	4
Security	Security activity involving degradation in the level of protection of the plant requiring offsite assistance	5
Onsite Chemical or Biological Release (Airborne)	Spill of a hazardous chemical that creates a visible moving plume, harmful symptoms at a distance, or an ERPG-2 level onsite extending at least 100 feet from the site of the spill, may require classification. Release of biological agent, after being brought onsite, none currently onsite.	6
Offsite Chemical Release impacting the BFC(Airborne)	Spill of a hazardous material that creates a visible plume moving toward the plant, employees onsite report harmful symptoms, or an ERPG-2 level onsite requiring personnel chemical sheltering	7
Environmental Release (Water)	Spill of a hazardous material that damages the offsite waterways	8
Structural, Utilities, Equipment Damage	Damage requiring time-urgent offsite help and involving personal injuries (includes snow loading and explosions: examples, steam, gas line, boiler, pressure vessel)	9 & 11
Transportation	Offsite release of a BFC shipment requiring the establishment of a DOT initial protective action zone (DOT RSPA 5800.6)	10
Electrical Power loss with freezing temperatures	No electrical power to the federal complex for an extended period with freezing temperatures	12

Figure 5: Emergencies and Initiating Conditions

4.1 DEFINITIONS (DOE's)

Operational Emergencies are unplanned, significant events or conditions that require time-urgent response from outside the immediate area of the incident. Operational Emergencies are either categorized (Significance Categories 1-4) or classified (Alert, Site Area, or General) based on increasing level of severity. This plan addresses events categorized as an operational emergency or events requiring classification.

EVENTS THAT DO NOT REQUIRE CLASSIFICATION

An Operational Emergency shall be declared when events occur that represent a significant degradation in the level of safety and that require time-urgent response efforts from the outside but do not reach classification levels. These events do not require classification.

EVENTS REQUIRING CLASSIFICATION

Operational Emergencies shall be classified as either an Alert, Site Area, or General Emergency, in order of increasing severity, when events occur that represent a threat to workers and the public due to the release or potential release of hazardous materials. Events listed in this section will be classified as follows.

Alert

An Alert shall be declared when events are predicted, are in progress, or have occurred that result in actual or potential substantial degradation in the level of control over hazardous materials. It is not expected that the Response Planning Guideline will be exceeded at or beyond facility boundary.

Site Area Emergency

A Site Area Emergency shall be declared when events are predicted, in progress, or have occurred that result in an actual or potential failure of functions necessary for the protection of workers or the public. The concentration in air from release of hazardous material is expected to exceed the applicable Emergency Response Planning Guideline beyond the facility boundary. The Emergency Response Planning Guideline is not expected to be exceeded at or beyond the site boundary.

General Emergency

A General Emergency shall be declared when events are predicted, in progress, or have occurred that result in an actual or imminent catastrophic reduction of facility safety or security systems with potential for the release of large quantities of hazardous materials to the environment. The concentration in air from any release of other hazardous material is expected to exceed the Emergency Response Planning Guideline at or beyond the site boundary.

FACILITY BOUNDARY = 30 meters (100 yards) from facility or event point.

SITE BOUNDARY = Point where BFC does not maintain control.

4.2 OPERATIONAL EMERGENCIES NOT REQUIRING CLASSIFICATION

Using the DOE event labeling system there are events required to be categorized as an Operational Emergency. For each event an emergency action level is given. Additional information on categorizing events can be found in the Facility Manager Manual for Occurrence Reporting and Processing of Operations Information. Facility Managers for occurrence reporting are responsible for categorizing the event. Emergency staffing levels for operational emergencies will be the same as for emergencies requiring classification as a General, Site Area or Alert.

There are no operational emergencies involving transportation of chemicals at Bannister that require only categorization.

4.3 EMERGENCY ACTION LEVELS

Using the DOE event labeling system this table lists events requiring **classification** as a General (highest event), Site Area or Alert Emergency. For each broad event the emergency action level is given as well as the indicator for each event. Additional information on classifying events can be found in the Facility Manager Manual for Occurrence Reporting and Processing of Operations Information. Facility Managers for occurrence reporting are responsible for classifying the event. Emergency staffing levels for each of the three classification levels will be the same.

<u>Emergency Action Level (EAL)</u>	<u>As Indicated By</u>	<u>Classification with Protective Action</u>
Process Upsets		
None	None	None
Fire or Explosion <i>(to include fire or explosion caused by aircraft crash)</i>		
Major fire or explosion at the IWPF with offsite consequences <ul style="list-style-type: none"> • A significant fraction of the entire structure or portion known to house hazardous materials is involved in fire or is damaged by an explosion • Walls, roof or other structural features are breached by blast or flame • Initial offsite response unit commander requests backup units or specialized equipment 	Direct observation of flames or smoke extending beyond the BFC boundary (100 yards) AND Fire not extinguished by automatic suppression systems AND Additional units or specialized equipment needed to control event	GENERAL Emergency Protective Action #1
Fire or explosion at the IWPF with onsite consequences <ul style="list-style-type: none"> • Sprinklers or other engineered features do not suppress the fire • Offsite responders are employed to suppress the fire or mitigate releases • Unless controlled, fire or potential explosion threatens to involve hazardous materials 	Direct observation of flames or smoke AND Fire not extinguished by automatic suppression systems	Site Area Emergency Protective Action #1
Fire or explosion at the IWPF readily controlled but may have degraded safety or control over hazardous materials. Integrity of containers and packages may not readily be established by initial responders.	Direct observation of flames or smoke	Alert Emergency Protective Action #1
Complete involvement with loss of control of hazardous materials at IWPF	Direct observation of damage extending beyond the BFC boundary (100 yards)	GENERAL Emergency Protective Action #2
Major damage with loss of control of hazardous materials at IWPF	Direct observation of damage	Site Area Emergency Protective Action #2
Minor damage but potentially safety-significant mixing or spilling of hazardous materials at IWPF	Direct observation of damage	Alert Emergency Protective Action #2

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Possible damage could cause offsite dispersal of hazardous materials from IWPF	Unauthorized person observed in IWPF AND EITHER Evidence of tampering with hazardous materials OR Evidence of sabotage to hazardous materials	GENERAL Emergency Protective Action #5 and /or #6
Discovery or detonation at IWPF dispersal not expected to go offsite	Unauthorized person observed in , IWPF AND EITHER Evidence of tampering with hazardous materials OR Evidence of sabotage to hazardous materials	Site Area Emergency Protective Action #5 and /or #6
Discovery or credible threat anywhere onsite expected result to be impairment of control over hazardous materials	Threat is confirmed by HONEYWELL Security as credible	Alert Emergency Protective Action #5 and /or #6

Miscellaneous

Any degradation of safety not otherwise directly covered in other specific EALs	Incident Commander / Facility Manager Judgment	General, Site Area, or Alert Emergency Protective Action(s) based on the event.
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5.0 NOTIFICATIONS AND COMMUNICATIONS

Provisions are in place at the BFC for prompt initial notification of emergency response personnel and response organizations, including appropriate U.S. DOE/NNSA elements and other Federal, state, and local organizations, and for continuing effective communication among the response organizations throughout an emergency. Specific requirements of ERO members for notifications are detailed in their individual position checklists (*see Appendix C*).

5.1 NOTIFICATIONS

Initial notification of Honeywell Facility Managers and KCFO officials is detailed in *Section 2.3* of this plan.

5.1.1 Onsite Notifications

Site Operations Center (SOC) Console Operators will take the actions listed as follows. One or more of the following will be used to make notifications: the Emergency Notification System, pagers, and in plant radios. Appropriate information and the location of the incident are communicated by the SOC console operator who:

- Notifies the plant population of sheltering (chemical or tornado) or evacuation requirements over the Emergency Notification System
- Notifies the Facility Manager who initiates the automated notification system, when necessary
- Notifies the BFC when immediate protective actions are necessary
- Notifies the Incident Commander of any information received concerning trapped or injured personnel
- Notifies Protective Force staff to provide traffic control for the emergency area if conditions warrant and if manpower is available

NOTE: Should the automated notification fail to operate properly, the Facility Manager for occurrence reporting will initiate a manual notification of response personnel.

5.1.2 Offsite Notifications

If the event is categorized or classified as an emergency by the occurrence reporting Facility Manager, the Facility Manager will make notifications to the NNSA, HQ Operations Center, and state and local governments shall be completed immediately not to exceed 15 minutes for classified events and 30 minutes for categorized events. After initial notification is completed, offsite agencies are updated as new information becomes available or at intervals agreed upon during response to the event until an agreed-upon frequency has formally been established. When appropriate, any termination of the incident will be coordinated with federal, state, and local authorities before resuming normal operations.

Under CERCLA and Title III of the Superfund Amendments and Reauthorization Act (SARA), information about hazardous chemical releases more than reportable quantities that have been released to the environment must be immediately reported. The information is reported by Waste Management or Environmental Compliance to KCFO, who in turn reports to the National Response Center, the State Emergency Response Commission (SERC), and the Local Emergency Planning Committee (LEPC). Required written reports will be submitted per 40 CFR 265.56.

The Kansas City, Missouri, Police Department is responsible for warning and/or advising the population at risk of an emergency or an impending emergency. The local jurisdiction has established plans and procedures for notification of local residents.

The Incident Command KCFO Representative position is responsible for regulatory notifications and updates.

Incident Command KCFO Representative notifies, if necessary and directed, and provides update information to the following.

- Homeland Security Federal Protective Service, General Services Administration
- State and local officials
- Kansas City, Missouri, Fire Department.
- DOE –HQ

The Facility Manager/Designee notifies Honeywell Corporate Headquarters.

The NSC Medical Care Services Department is responsible for notifying, through the SOC, the KCFD Ambulance dispatcher of multiple-casualty incidents requiring hospitalization. This notification may result in activation of the Kansas City Area Hospital Association Disaster Plan. During second shift, third shift, weekends and holidays the SOC will notify KCFD Ambulance without going through the Medical Care Services Department.

5.1.3 DOE Assets

All requests for DOE assets are made through the NNSA. They will forward the request to the EM Team in the DOE HQ Operations Center (OC). The EM Team will authorize and coordinate the deployment of DOE assets.

5.1.4 NNSA HQ Notifications

The Facility Manager for occurrence reporting is responsible for the initial notification of DOE/NNSA HQ OC.

The Incident Command Situation Reporter is responsible for ensuring that DOE/NNSA HQ OC is notified as changes occur in the emergency.

5.2 COMMUNICATIONS

The SOC is the control point for emergency communications within the facility. The communications systems at the SOC are as follows:

- Emergency Notification System
- Radio system linking Site Operations Center (SOC) with radios only at the Bannister location.
- Cellular telephone.

5.2.1 Secure Communications

No classified is present at the Bannister location. The Incident Command Security position at the NSC is responsible for deciding how to handle secure communications situations that were not foreseen during emergency response planning.

5.2.2 HQ Emergency Communications Network (ECN)

The NSC is connected to the HQ ECN system for communications during emergency events. The system includes four modes of communication. The four systems include classified and unclassified video and a classified and unclassified data system. The four systems are located in the NSC IT War Room Conference Room. The systems will be used as directed by the HQ OC after initial telephone and email notifications.

6.0 CONSEQUENCE ASSESSMENT

Consequence assessment is conducted to qualify and quantify the hazards associated with a hazardous material incident, to determine the nature and extent of the incident, and establish potential exposure onsite and offsite. Consequence assessment is done as a part of the EPHA and then again as a part of the implementation of the Emergency Plan.

6.1 CONSEQUENCE DETERMINATION

Determining the dimensions of the dispersion pathway of a chemical plume requires a meteorological capability.

The Honeywell emergency management program includes the methodology, equipment, and measuring capability to make estimates and ensure the estimates are made available during emergencies. The assessments are made using EPIcode computer modeling software. EPIcode produces a quantitative estimate of consequences.

6.1.1 Initial Consequence Determination

The initial consequence assessment at the time of the emergency event follows a predetermined sequence of actions, which provides for the initial determination of toxic chemical release projections for each event.

INITIAL DETERMINATION

Emergency Responder	Response Action Sequence
Incident Commander	<ul style="list-style-type: none"> Receives report of chemical spill
Incident Commander with support from HS&E at the NSC command post	<ul style="list-style-type: none"> Gathers information about the spill, to include location, chemical name or number, estimated quantity, estimated depth of spill, estimated spill area (feeds this information to the plume modeler) Consults EPHA to determine if spilled material has been pre-modeled, takes action based on the pre-modeling results If no pre-model or if material is unknown default to protective distances for unknown material (protective action # 6, appendix B) Modify protective distances based on results obtained from plume modeling of the specific event
Plume Modeler	<ul style="list-style-type: none"> Takes information about this specific spill and current weather conditions and models the release using EPIcode Models materials as requested from the Incident Commander that may not have been pre-modeled Communicates results to Incident Commander and Incident Command Industrial Hygiene position. Continues to monitor weather conditions and remodels with changes in weather conditions Communicates new plume modeling data to the Incident Commander and to the Incident Command Industrial Hygiene position. Confirms reasonableness of the plume modeling results and informs

	<p>the Incident Command Industrial Hygiene position.</p> <ul style="list-style-type: none"> • Notifies the Incident Command KCFO Representative of plume modeling results so that the results can be communicated to DOE HQ
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A listing of pre-calculated consequences for the hazardous chemical events and their DOE emergency classification level are listed in Section 4 of this document. Emergency Action Levels (EALs) are also listed in Section 4 of this document. Protective Actions are detailed in Appendix B of this document.

A listing of how the onsite hazardous materials are stored and used, physical properties, health hazards, flammability hazards, and reactivity hazards of the onsite hazardous chemicals screened as potentially harmful to onsite or offsite personnel is detailed in Section 4, Hazard Characterization, of the EPHA.

Onsite emergency response facilities are within the Emergency Planning Zone (EPZ). These facilities do not have the capability to purify air. Air intake to these facilities can be shut off or the personnel located in the facilities can be moved to alternate locations when the facilities are located within the plume in concentrations that pose a risk to personal health.

The Incident Commander will identify any buildings in the path of the plume and will have the air intake shut down and/or relocate personnel inside the buildings to locations outside of the plume's path. If the plume is suspected to possibly go offsite in harmful concentrations this information is shared with the KCMO Fire/Hazardous Material responding units who will also plume model the event and decide to what extent to warn, shelter in place, or evacuate offsite areas.

Field monitoring teams are not sent inside the plume to take readings. Personnel will be kept outside of the harmful area until the plume has dissipated according to the plume modeling software and/or the spilled material has been neutralized by trained responders wearing appropriate personnel protective equipment.

6.1.2 Continuous Consequence Assessment

Continuous assessment is defined as the continuous refinement of the plume footprint based on field input and current meteorological data. Worst case data from the EPHA is used initially until more accurate data can be developed.

The EPHA has documented the largest amounts of hazardous chemicals onsite and the worst-case meteorological for each potential release of hazardous chemicals not screened out by the EPHA screening process. The plume modeler will plume the specific event using current meteorological data and estimates of actual amounts spilled. The plume modeler will continually monitor meteorological conditions and update the plumes as meteorological conditions change.

The Incident Commander with help from HS&E staff will provide the plume modeler a list of any chemicals that are adjacent to the event scene that could be released by the ongoing event. The EPHA will be consulted for worst case possibilities of the adjacent chemicals. The plume modeler will model these chemicals of concern using current meteorological conditions.

The reentry and recovery may include sampling by appropriately equipped and trained emergency responders. The results are integrated into the protective action decision-making process.

Collection and retention of data for post-accident assessments are undertaken during the reentry and recovery phase. The data collection will not be permitted to interfere with consequence assessments or protective actions during the course of the emergency.

6.2 COORDINATION

Consequence assessment information regarding release potential is shared with offsite emergency response organizations, federal neighbors, and DOE Headquarters. The offsite emergency response organizations take the Honeywell consequence assessment information compare it with the consequence assessment information they develop. The offsite emergency response organizations will then take steps to warn, shelter in place, or evacuate offsite areas based on their evaluation of the potential for the event to impact offsite areas.

6.2.1 Sharing of Information

The Incident Command Situation Reporter will inform the HQ OC of the results of the plume modeling. Incident Command is responsible for informing the offsite response groups and the impacted federal neighbors of the results of the plume modeling.

DOE HQ will be provided modeling results during updates, upon request, or when significant changes occur.

Plume modeling information will be provided to the BFC via Homeland Security's Federal Protective Service (FPS). The FPS will also be informed of the protective actions being taken by Honeywell for their employees.

7.0 PROTECTIVE ACTIONS AND REENTRY

Protective actions are predetermined procedures designed to protect not only the work force and visitors onsite, but also offsite populations, if necessary. The two primary protective actions at the BFC are sheltering and evacuation. There are two different sheltering locations used at the BFC. Sheltering from tornados is accomplished by going to designated factory areas under the mezzanine or in basement areas. Sheltering from chemical releases is accomplished by going to elevated areas such as mezzanines. This section is supported by *Appendix B*, Protective Actions.

This section provides guidance for selecting a protective action based on the emergencies (see *figure 5 Section 4.0*) that could affect the BFC. This section also reviews the concept of operations supporting the BFC protective actions and initiating actions and inter relates them with those events requiring a decision to notify offsite organizations of onsite events.

7.1 PROTECTIVE ACTION GUIDES

Based on the *KCP EPHA*, July 2011, the BFC does not have the possibility of a radiological release causing an emergency. Therefore, protective action guides do not pertain to the BFC.

7.2 EMERGENCY RESPONSE PLANNING GUIDELINES (ERPGs)

7.2.1 Definitions

ERPG-1: The maximum airborne concentration below which it is believed that nearly all individuals could be exposed up to one hour without experiencing other than mild transient adverse health effects or perceiving a clearly defined objectionable odor.

ERPG-2: The maximum airborne concentration below which it is believed that nearly all individuals could be exposed up to one hour without experiencing or developing irreversible or other serious health effects or symptoms that could impair their abilities to take protective actions.

ERPG-3: The maximum airborne concentration below which it is believed that nearly all individuals could be exposed up to one hour without experiencing or developing life-threatening health effects.

7.2.2 ERPGs and Other Standards Used at the BFC

ERPGs are derived, approved, and published by the American Industrial Hygiene Association. For those chemicals that do not have an approved ERPG, the BFC uses the Temporary Emergency Exposure Limits as published by the Subcommittee for Consequence Assessment and Protective Actions (SCAPA). SCAPA is a U.S. DOE committee made up of technical experts from DOE organizations throughout the complex. The ERPG-2s and SCAPA recommendations were used to evaluate event scenarios in the *KCP EPHA*.

7.3 PROTECTIVE ACTION IMPLEMENTATION

Protective actions are based on the emergency actions developed from the *KCP EPHA*. The protective actions are developed to provide for immediate response at the event location, followed by plantwide protective actions (see *Appendix B*). The basic premises for the protective actions are evacuation at the event location and sheltering (low for tornado or high for chemical), when required, for the rest of the facility. Protective actions are immediately taken at the event scene, such as evacuation of the immediate area to an assembly point.

Details of the event are communicated to KCMO Fire and KCMO Haz Mat who then decides if offsite populations should be warned, sheltered in place, or evacuated based on the potential of the onsite events. Honeywell will not provide protective action information to the BFC neighbors.

7.4 RECORDS

Honeywell Emergency Management is responsible for the official copy of all records, logs, notes, and technical data generated during an actual event (*see Section 14.0*). The NSC Medical Care Services Department is responsible for maintaining medical records of injured or contaminated personnel at the event scene.

7.5 PERSONNEL ACCOUNTABILITY/EVACUATION

The protective actions in *Appendix B* indicate that evacuation and accountability may occur at the facility level of operations. Honeywell personnel accountability will be completed at the designated evacuation assembly areas, and sheltering assembly locations identified in Departmental Emergency Plans (DEPs). Unaccounted for and trapped personnel are reported to the SOC.

7.6 EMERGENCY PLANNING ZONE

An Emergency Planning Zone (EPZ) has been established based on the possible generation of an ERPG-2 level release offsite. The EPZs is thought of as an area within which facilities managers determine that special planning and preparedness efforts are warranted. The following EPZ has been established for Honeywell.

The EPZ is bounded to the south, east, west, and northeast by the BFC floodwall and levee system. The EPZ extends from the northeast corner of the floodwall south on Liberty Drive to the bluff of Legacy Park, which is adjacent and just north of Santa Fe Trail. It then runs west along the bluff (parallel to Santa Fe Trail) until it connects again with the floodwall just east of the intersection of Santa Fe Trail and Troost Avenue. The EPZ is entirely within Jackson County and Kansas City limits. The large floodwall makes an easily recognizable EPZ for both onsite personnel and offsite agencies (*see figure 6*).

The EPZ encompasses the entire BFC. The planning activities for response actions within the EPZ involve each of the governmental agencies in the area. Lines of communication and decision processes involving each of these entities have been established.

Major traffic arteries leading to the EPZ provide access for response assets. Access control can be established at each of six streets and the railroad crossing entering the EPZ.

Since the EPZ is within a one-county jurisdiction, which is part of the Kansas City, Missouri, jurisdiction, and extension would not expand into other jurisdictions, no added value would be achieved in extending the selected EPZ radius.

7.7 NATURAL PHENOMENA

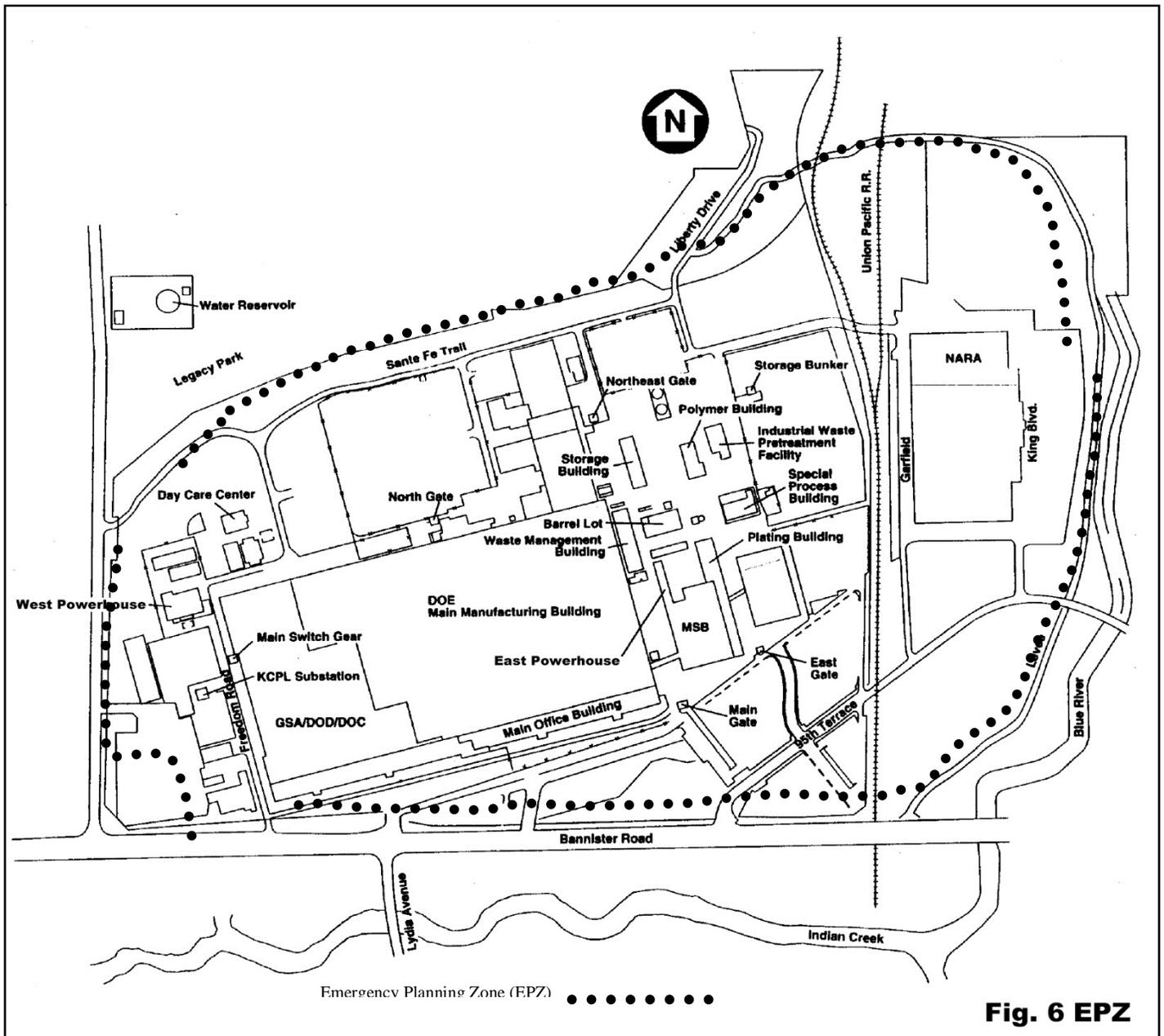
Natural phenomena in the form of severe weather, flood, and earthquake, could possibly occur at the BFC. In preparation for such an event, protective actions (*Appendix B*) were developed based on Emergency Actions (*see figure 5 Section 4.0*). Protective actions are used in determining steps necessary to protect onsite and offsite personnel. *Figure 7*, Section 7.0 shows the planning zone for tornadoes. WeatherCall monitors four locations and will notify the SOC for tornado warnings and severe thunderstorm warnings that impact the BFC. The SOC will also monitor weather conditions and shelter employees based on the map in *figure 7*. *Figure 8*, Section 7.0 shows criteria for snow/ice loading on building roofs. Facilities Structural Engineering and the HS&E Department will perform an on-scene evaluation of the loading impact and will evacuate and close areas or buildings as appropriate. The SOC will monitor snow/ice loading and will notify Facility Managers who will further evaluate the snow/ice loading and evacuate the buildings based on *figure 8*.

7.8 TERMINATION OF PROTECTIVE ACTIONS

Protective actions are continued until formally revised by the IMS. Notification of changes or termination of protective actions will be initiated by Incident Command and made by the SOC over the Emergency Notification System for onsite personnel. Notification of changes in the event status will be made by telephone to offsite authorities. Changes or termination of offsite protective actions will be announced by the offsite organization which initiated the protective action.

7.9 SHELTERING AND EVACUATION PLANNING

Honeywell EM ensures evacuation routes and sheltering areas are posted throughout the facility. DEPs document in the ECM the evacuation and sheltering routes and assembly locations for the BFC.



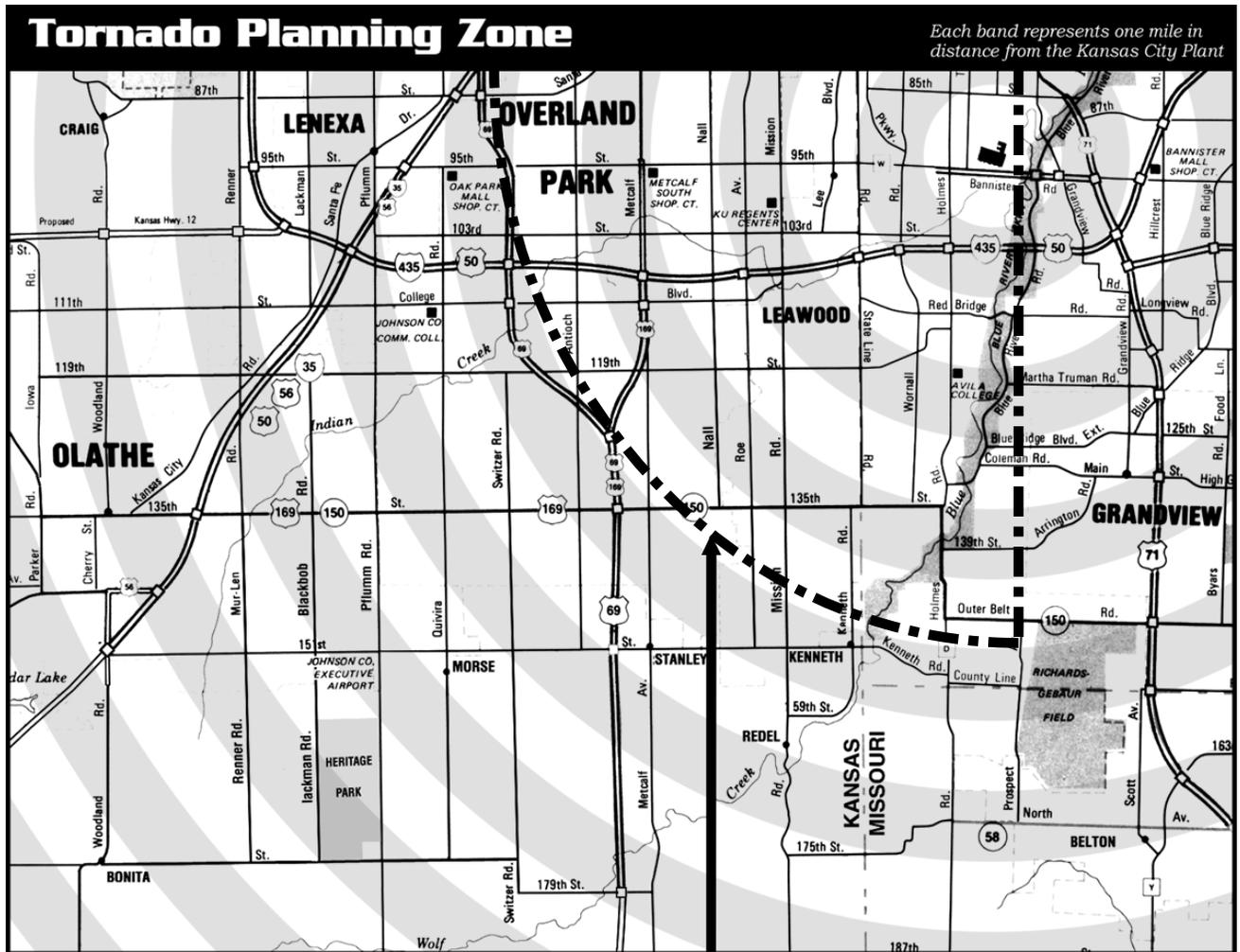


Figure 7: Tornado Planning Zones

Tornado within this area,
shelter ALL personnel.

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BUILDING NAME	BUILDING NUMBER	SNOW DEPTH
Main Manufacturing Building (MMB)	1	
Low Bay Col. Line 1 to 38		15" of snow or 12" of snow + 1" of ice
Mezz. - Col. Line 38 to 44		12" of snow or 9" of snow + 1" of ice
High Bay Col. Line 44 to 51		15" of snow or 12" of snow + 1" of ice
West Powerhouse	5	12" of snow or 9" of snow + 1" of ice
E. Employee Entrance	9	Max. drift 70" at the North end adjacent to Waste Management
N. Employee Entrance	47	Max. drift 63" at the South end adjacent to Main Manufacturing Bldg.(MMB)
High Power Lab	54	Max. drift 30" at the East end adjacent to Bldg. 88
Waste Management	59	12" of snow or 9" of snow + 1" of ice
Solid Waste	73	12" of snow or 9" of snow + 1" of ice
Chemical Stores (closed)	74	12" of snow or 9" of snow + 1" of ice
Plating (closed)	91	12" of snow or 9" of snow + 1" of ice
West Switchgear	unassigned	Max. drift 72" at the East end adjacent to MMB
MSB Cross Over	unassigned	Max. drift 40" at the East and West ends adjacent to MMB and MSB
Site Operations Center (SOC) Building	75	12" of snow or 9" of snow + 1" of ice

Figure 8: BFC Snow Loading Criteria

8.0 MEDICAL SUPPORT

Honeywell staffs and operates a medical clinic at the NSC. Qualified medical personnel diagnose, treat, stabilize sick and injured patients, and coordinate transportation to local hospitals.

8.1 SYSTEM

The NSC Medical Care Services Department works with employees in the IMS to provide medical assistance to injured personnel as a result of the event. If injured personnel are contaminated as a result of the event, medical will work closely with Waste Management so proper decontamination and medical attention can be provided. Decontamination of personnel will be performed as directed by medical personnel. For life threatening injuries (example: severe bleeding), when Protective Force personnel are on site they will apply first aid before decontamination and/or transportation. If a contaminated individual is transported before decontamination, medical will communicate the contaminant to receiving medical personnel (example: hospital and KCFD Ambulance personnel).

8.1.1 Sequence of Events

The medical teams will be alerted to respond either by an announcement over the appropriate plant radio frequency or telephone. They will immediately check in with the Incident Commander at the scene and obtain instructions for mitigating the event.

The Sr. Occupational Nurse will select a location for establishing treatment and triage based on recommendations from the initial responders. This center will be located adjacent to the scene and accessible to a route to transport patients. KCFD Ambulance personnel will assist with triage, as they are available.

If decontamination is necessary, a member of the triage team will be present in the decontamination part of the center to assist in stabilizing injured whose conditions may worsen during the decontamination process.

8.1.2 Post-Event Tracking

Personnel who have been contaminated, injured, or contaminated and injured and were involved with stressful occurrences at the event scene will be tracked by the NSC Medical Care Services Department for follow-up evaluation and treatment for post-traumatic stress syndrome. Following an emergency, critical incident stress debriefings can be provided to employees through HealthResource, the employee assistance program 1-800-944-4887 (healthresource@honeywell.com).

The NSC Medical Care Services Department will take the lead on notification of family members should an incident result in personal injury or fatality. Family notifications will be coordinated with the KCMO Police if they are involved. Human Resources will take the lead for other events requiring family notifications.

For injuries, the Medical Care Services Sr. Occupational Nurse or a designee will contact family members using the emergency number list provided on-line in PeopleSoft.

For fatalities, the Medical Care Services Sr. Occupational Nurse or a designee will put a team of employees together to meet with the closest family member. If the injured person or fatality is a contractor, the Medical Care Services Sr. Occupational Nurse or a designee will notify the contractor's office.

For fatalities occurring onsite the KCMO Police department will be called to the scene before the body is moved or the scene is disturbed.

The Medical Care Services Sr. Occupational Nurse will check on the medical condition of the injured employee, keep the Incident Commander updated on the injury status, support family

members, and be a resource for additional information for hospital personnel or family members. Information about how the injury occurred will not be given, but instead the questioner will be referred to the HONEYWELL HS&E organization. Inquiries from the news media will be referred to HONEYWELL Public Affairs. During other than normal day shift, the Sr. Occupational Nurse carries an event notification pager to respond to the hospital as appropriate.

8.2 STAFF

NSC Medical Care Services provides medical assistance staffed with a licensed health care professional from 7:00 a. m. until 3:00 p.m. during the normal work week (Monday through Friday). First Aid/CPR-AED trained Protective Force personnel may be requested from the NSC.

8.3 EQUIPMENT

The following equipment is available for emergency response:

- Fire Protection Operations has an automatic external defibrillator (AED) on a response vehicle.
- AEDs are also located throughout the BFC (AED locations listed on the Portal) available for employees who have completed AED/CPR training.
- City of Kanas City Missouri provides advanced medical care services and transport.

8.4 TRANSPORTATION AND EVACUATION

The Honeywell medical philosophy is to decontaminate personnel, if necessary and if medically possible, stabilize, and coordinate transportation to a local hospital (*see Figure 4 located in section 3.0*). When it is expected that the event will generate patients needing offsite medical attention, KCFD Ambulance will be called and used to transport the injured.

Medical will make the decision NOT to decontaminate an injured individual based on the extent of injuries and the decision to transport the injured to a local hospital.

If a contaminated person is to be transported to a local hospital, the ambulance's interior will be covered in plastic before loading the contaminated person. Contaminated injured will not be transported with non-contaminated injured. Vehicles transporting contaminated injured will be decontaminated before being reused.

8.5 COMMUNICATIONS

Communications are maintained between the medical triage and the NSC Medical Facility only by telephone. Communications between KCFD Ambulance and NSC Medical may occur by telephone. A cellular telephone is located at the SOC for use during a medical response. KCFD Ambulance will communicate patient information to the receiving hospital.

9.0 RE-ENTRY AND RECOVERY

This section provides guidance and direction about re-entry and recovery. Most emergency events will present unique re-entry and recovery problems. This section will provide general guidance on activities such as search and rescue, damage and environmental assessment, facility and environmental restoration, and dissemination of emergency information.

9.1 RE-ENTRY

Re-entry is a series of planned activities conducted to accomplish specific objectives prescribed by the ERO before the termination of emergency response. Such activities involve re-entering a facility or affected areas that have been evacuated or closed to personnel access during the emergency.

Decisions concerning re-entry into damaged/demolished facilities at the BFC are the responsibility of the Incident Commander. Because each accident or disaster is unique, requirements for re-entry activities will depend on a number of factors. The response structure for conducting re-entry activities must remain flexible, and personnel must be capable of responding to a wide range of conditions and situations.

9.1.1 Emergency Planning Hazards Assessment and Re-entry Planning

The hazard event scenarios associated with each facility at the BFC have been identified in the *KCP EPHA*. These hazards have been used to determine the range of conditions to be considered in emergency conditions, re-entry planning, drills, and exercises. An analysis of this information shows that hazards may range from natural to technological incidents.

9.1.2 Re-entry Staff and Decision Making

Because re-entry activities may involve high-risk, time-urgent actions, managers will often be called upon to make rapid risk-versus-benefit type decisions and then to establish priorities for selected activities.

To accomplish this, the Incident Commander has been designated as the individual within the ERO with both the authority and the responsibility to authorize re-entry activities when at the scene.

Specific decision-making considerations include such things as gathering and prioritizing information, disposition of pertinent data, tracking activities, coordinating with other agencies, and monitoring exposures.

9.1.3 Exposure Guide for Re-entry Personnel

Every effort will be made to ensure re-entry exposures to all personnel are maintained within existing occupational or administrative exposure limits. However, exceptions such as lifesaving rescue missions may occur. Re-entry personnel must be properly trained and qualified before activities are performed.

9.2 TERMINATING AN EMERGENCY

An emergency may be terminated when the affected facility or site is in a stable condition and is expected to remain so, or when a natural or technological hazard no longer constitutes a threat. The Incident Command staff makes the recommendation for termination. The Incident Commander makes the final decision to terminate the emergency response operations.

9.3 RECOVERY

Recovery involves reestablishing operations and activities, especially those most essential to the company, as rapidly as possible, to its normal pre-emergency condition.

In most cases, recovery activities will begin during the emergency response phase and will continue until all affected areas meet predetermined criteria for the resumption of normal operations.

Some of the activities that need to be implemented during re-entry are similar to those performed during recovery in that they may involve entering a facility or affected area in which hazardous materials have been released. Therefore, some of the considerations discussed in this section may also be applicable to re-entry operations.

9.3.1 Recovery Organization

The individuals staffing the recovery organization shall be activated as rapidly as possible during the initial stages of response. It is imperative that the recovery function begin during, and continue throughout, the response phase of the emergency incident, since response operations need to be monitored in order to formulate better short-range and/or long-range strategies. The makeup of the staff will depend on the nature of the event.

For emergency events that result in only a minor impact to the Honeywell maintenance personnel may be able to accomplish all necessary recovery functions.

9.3.2 Recovery Operations

Every effort will be made to reestablish all essential or critical functions as rapidly as possible following an event at the BFC. Any functions that are not crucial may be curtailed until overall conditions improve, or they may be subcontracted.

Information gathered during the response phase of the emergency shall be used to formulate long-range recovery planning and operations strategies. Remote observations, as well as re-entry activities, shall provide information on the condition of the facility and its immediate environment. Some recovery activities may need to be conducted under conditions similar to those of re-entry activities.

Recovery operations may be divided into the following two general areas.

Detailed Incident Assessment and Investigation

The detailed incident assessment and investigation includes broad-based evaluations conducted to determine causes and effects in order to identify lessons learned and mitigation strategies. Such efforts generally involve an analysis of all documentation generated during the response phase of the incident, as well as a comprehensive assessment of structural integrity, hazardous materials containment, and the capability of Honeywell Protective Force to quickly establish and maintain surveillance and protection of the subject facilities.

Recovery Planning and Scheduling

Information gathered from monitoring response activities, as well as the results of the assessments and investigations discussed above, should be used to plan and schedule recovery operations. The IC Team has the primary responsibility of ensuring recovery planning and scheduling of the activities.

9.4 RESUMPTION OF NORMAL OPERATIONS

The goal of recovery operations is to return the facility operations to normal conditions. Particular attention should be given to operational safety requirements, health and safety concerns, and environmental regulations.

Federal, state, and local government officials should be consulted and allowed to provide input concerning the decision to terminate recovery operations whenever such a situation has or is perceived to have potential offsite ramifications. In any event, courtesy notifications should be made to these individuals or agencies before resumption of normal operations or use.

The Honeywell EM Coordinator should process all documentation of recovery operations for record keeping purposes. Lessons learned from assessments and other investigations should be used to

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implement mitigation strategies and incorporated in future revisions of this plan (*see Section 1.1.1*).
Lessons learned corrective actions shall be tracked.

10.0 EMERGENCY PUBLIC INFORMATION

This section establishes a basis for providing timely, accurate, and relevant information to the media, Honeywell personnel, their families, the public, and other tenants of the BFC who may be affected by emergency conditions.

Human Resources representatives will be available to the Public Affairs offices during emergency events to respond to any family inquiries that may be received by the Public Affairs office. The general phone number published is (816) 488-2000.

This section describes the functions of the Honeywell emergency public information program as it relates to (1) the ERO, (2) the major facilities used during an emergency, (3) the means for interfacing with the public, (4) appropriate broadcast and print media, (5) informative and directive news releases, (6) training, (7) non-crisis public education, (8) information coordination among public information response organizations, and (9) information security. This section also identifies public information management, staff positions, responsibilities, management, and staff interactions required before, during, and after an emergency at the BFC.

10.1 EMERGENCY PUBLIC INFORMATION ORGANIZATION AND RESPONSIBILITIES

As a member of the NSC ERO, the Honeywell Communications department has assigned emergency public information responsibilities to members of its staff.

The emergency public information staff members are as follows:

- Public Affairs Officer
- Press Center Support Staff (news writers, media/public inquiries team and video/photographers)
- Internal Communications Support Staff
- Outside Agency Public Information Officers

The overall response to and handling of an emergency at the BFC is directed and coordinated by the Incident Commander. The emergency public information organization supports the Incident Commander by providing public information functions. The primary responsibilities of each member of the public information organization are identified as follows:

Public Affairs Officer

This staff member is responsible for management of the NSC Press Center and for the timely release of accurate and understandable information to the public, media, and employees. This position has oversight over the NSC Press Center support staff to coordinate accurate and current information at the NSC Press Center.

This position also acts as the facility spokesperson, interfaces with public affairs representatives from other organizations, and coordinates the Press Center Support Staff. This individual assists media coming to the plant, accommodates the needs of news media in the Media Center, and provides press packets and news releases to the media.

Press Center Support Staff

The Press Center Support staff provides:

- Contact with the media upon activation of the Press Center at the NSC, ensures that press announcements to the media are relayed, provides updates to the media not present at the Press Center, and provides responses to incoming telephone queries. It also acts rapidly upon any rumors or misinformation conveyed by the media by documenting the rumor and informing the Public Affairs Officer.

- Up-to-date information to the public to prevent the spread of misinformation. For example updates could be provided using the 488-INFO line.
- Written news releases. They also monitor television and radio broadcasts and provide the Public Affairs Officer with reports.
- Outgoing and incoming fax services, such as distribution of fax notifications to designated recipients
- Incoming fax messages to the Public Affairs Officer as soon as possible, reproduction and distribution of news releases to the media and the Press Center staff
- Telephone services and other administrative needs
- Video and still photographers report to the Public Affairs Officer at the Press Center and are then dispatched as needed. Still and video equipment are available to record the emergency.

Outside Agency Public Information Officers

The Outside Agency Public Information Officers are Public Information Office representatives of outside emergency response organizations and county, state and regulatory agencies. They assist the Public Affairs Officer by coordinating the release of information to the media, providing accurate and timely information to the public regarding possible or ongoing emergency operations within their jurisdictions, and participating whenever possible in news conferences.

10.2 EMERGENCY PUBLIC INFORMATION FACILITIES AND EQUIPMENT

Honeywell uses dedicated and situational facilities and equipment to support the emergency public information program. The following facilities, to include equipment requirements, are used during an emergency.

Press Center

The Press Center develops and releases emergency information. The Press Center will be activated during an emergency. Based on the KCP's EPHA, an offsite Joint Information Center is not necessary for the BFC.

Media Center

The Media Center is used to conduct press briefings and provide updates to media personnel. The primary location of the Media Center will be the NSC lobby and the alternate location will be the NSC Main Lobby Conference Room.

10.2.1 Emergency Public Information Facility Equipment

Equipment associated with the functions addressed is readily accessible in the Press Center.

- Telephone lines for media and public inquiry teams
- Televisions and radios for media monitoring
- Computer(s) and printing capability for news release preparation and/or chronological files maintenance
- Dedicated telephone lines for use between the Public Affairs Officer and other emergency response facilities and phone lines for use by outside agency Public Information Officers, as necessary
- Video and still photography equipment
- Facsimile machines and copiers

- "Hard copy" media kits and information pamphlets that include information regarding the site, plant, and general schematics and photographs

The arrangement of the Media Center provides the capability to accommodate multiple news teams and camera crews where media briefings and associated media activities can be accomplished.

10.2.2 Emergency Public Information for Family Members

In the event that numerous family members would show up at the entrances to the facility wanting information about family members and that information is not available the following actions will be taken.

If the gathering of numerous families causes safety or security concerns, family members will be directed by security or Human Resources (HR) to assemble at the Local Lodge 778 at 9404 Grandview Road (machinist union hall) phone number 816-363-7070. Nearby churches or Honeywell Olathe will be used as backups.

A HR representative will also go to the union hall to give them updates on approximately when information could be available.

Family members will be requested to sign in giving the following information:

- Name of Employee
- Their Name and a contact phone number
- Relationship to the Employee

The HR representative at the union hall will call the HR representative and/or medical representative onsite with their phone number at the union hall. As information is available the HR or Medical representative onsite will call the HR representative at the union hall with information that can be passed on to the family member(s).

The HR representative at the union hall will check the list of family members present to see if the information received is pertinent for the family members gathered at the union hall. The HR representative at the union hall will use the small office areas to pass on information to impacted family members.

In the event a family member or small group of family members would show up at the entrance and want information concerning a family member and the information is available Medical or HR will meet with or phone the family member with the pertinent information.

If the police are involved in the event they will take the lead on family notifications and Honeywell will support.

The internal 488-INFO line and the Honeywell Website will be used to communicate information to family members on when to expect information about employees detained at the facility and not able to communicate to family members. The INFO line numbers and the Honeywell Website would be released to the mass media to inform family members on how to obtain information.

During first shift hours family inquiry calls will be transferred to (816) 488- 4833 or (816) 488 5937. During other than first shift phone calls to (816) 488-2000 are transferred to (816) 488-3601 who will notify HR representatives of the call.

Phone number (816) 488-2000 will be turned on during second shift, third shift, weekends, and holidays in the event numerous calls are expected. If only a few calls are expected during off-hours the phones will continue to be transferred to 3601. During first shift hours family inquiry

calls will be transferred to (816) 488-4833 or (816) 488-5937, or if IC is activated (816) 213-3620.

10.3 MEDIA RELATIONS

During an emergency at the BFC, the emergency public information staff members are the authoritative source of public information regarding the emergency, corrective actions, and potential ramifications. When the health and safety of the public and site personnel are in jeopardy, the emergency will be addressed immediately and candidly through the NSC Press Center.

A timely response to the emergency is imperative. The public information organization will provide timely information to the media and media direction and control, such as directing the media to the Media Center for briefings to be held at designated times.

Media briefings will only be held if the emergency takes on a national presence and will be driven by the appropriate response organization (Fire, Police, FBI, Honeywell Aerospace).

10.4 NEWS RELEASES AND MEDIA BRIEFINGS

10.4.1 News Releases

A timely release will ultimately help guide the media early to the NSC Media Center for more information. An early news release will also provide the public and media a telephone number at the Press Center where further information might be obtained during the emergency.

News releases will be prepared and distributed as soon as possible.

10.4.2 Media Briefings

Media will be given in-depth information on occurring events and questions will be obtained and answered to avoid rumors and misinformation. Media briefings will be announced so maximum attendance and maximum information dissemination can be achieved. In the absence of hard news, previously approved information and education briefings will be presented. The Public Affairs Officer will hold a meeting before media briefings to ensure that information is consistent among participating organizations.

Chronological files of news releases, media inquiries, and rumors will be maintained for reference. Hard copy releases to the media will be numbered for easy reference, ending with the latest information.

10.4.3 Fact Sheets

Information called "Fact Sheets" has been written on the more hazardous operations or operations likely to be involved in emergencies. They are contained in Appendix D of this plan. Subjects covered include the following. Subject matter experts are given for each subject. For additional subject matter experts for each emergency contact the Incident Commander at the NSC command post. The IC can be reached through the Public Information Officer at the NSC command post.

- Industrial Wastewater Pretreatment Facility
- Flood Protection System
- West Powerhouse #2 Fuel Oil Storage Tanks - GSA's Bannister Complex Child Development Center
- GSA's Bannister Federal Complex – Occupant Emergency Plan

The following facilities have been closed and are no longer areas of concern.

- Depleted Uranium Operation - remediated
- Chemical Stores - closed

- EPHA Document – not required
- Plating Building - closed

10.5 PUBLIC EDUCATION

Periodic emergency preparedness information is distributed to the public through www.kcp.com.

10.6 OFFSITE INTERFACE

Information provided at Honeywell media briefings or in news releases will be closely coordinated with offsite response organizations and agencies to ensure that other response groups are aware of the information to be communicated.

10.7 INTERNAL COMMUNICATIONS

Communication with Honeywell employees during and after an emergency is necessary to protect the health and safety of employees, as well as to ensure the overall effectiveness of the emergency public information system. It is necessary to communicate information to onsite employees regarding protective actions to be taken status of the emergency and when they can return to work. During an emergency, internal communications at the BFC will be facilitated through the emergency notification system. Additionally, information will be provided from the NSC Press Center through media briefings and press releases. Employee communications will also be facilitated by providing information through the Press Center Support Staff located in the Press Center.

10.8 EMERGENCY PUBLIC INFORMATION TRAINING, DRILLS, AND EXERCISES

10.8.1 Training

All persons with response roles in the emergency public information program will be sufficiently drilled using appropriate emergency scenarios.

Each emergency public information staff member receives training in their respective functions, as well as in the concept of operations of the entire emergency public information organization and its relationship to the total site emergency response effort. Emergency news release writing and spokesperson instructions are provided to persons assigned to those tasks. HONEYWELL emergency public affairs officer and support staff receives initial training upon assignment and annual refresher training.

10.8.2 Drills and Exercises

Drills and/or exercises are conducted periodically, but at least annually, for members of the emergency public information organization.

11.0 EMERGENCY FACILITIES AND EQUIPMENT

11.1 EMERGENCY FACILITIES

11.1.1 Mobile Command Post

A Mobile Command Post (MCP) is only maintained at the NSC for use by the Incident Commander. The MCP is a specialty vehicle designed for use inside or outside the NSC. For a tornado or chemical sheltering event the IC post will be located in Building 2. The MCP has the following key equipment:

Communications

Hand held radios (two radios dedicated to the Security and all other talk groups, five radios for all other talk groups)

Cellular telephones

A lap top computer with wireless capability

Printer

Power

25-ft power cord

100-ft power cord

Assorted batteries, extra radio power supplies, and flashlights

Documentation

BFC Emergency Plan, NSC Emergency Planning Hazards Survey, Spill Control Plan, Pre-Fire Plans (Laptop Computer), Safety Data Sheets (Laptop Computer), FM&T Flood Protection Plan, Facility Manager Manual, and Personnel Accountability listings.

11.1.2 Emergency Press Center

The Emergency Press Center is located at the NSC.

11.1.3 Medical Facilities

Medical Care Services is located only at the NSC.

11.2 EMERGENCY EQUIPMENT

11.2.1 Communications Equipment

Communications equipment is detailed with the appropriate facility or vehicles discussed in the section.

11.2.2 Heavy Equipment

No heavy equipment is available onsite.

A wide range of equipment is available through offsite agencies. This equipment is documented in the *Emergency Resources Catalog, Greater Kansas City Metropolitan Region* (2013). This resource book is published and maintained by the Plan Bulldozer Committee of the Heavy Constructors Association of the Greater Kansas City Area and the Kansas City Chapter of the Associated General Contractors of America. Copies of this book are maintained on the Mobile Command Post.

11.2.3 Spill Response/Decontamination Equipment

The Waste Management Department's Spill Response Team has a wide range of equipment available for cleanup and decontamination operations. The equipment is located at Building 59 which is connected to the Main Manufacturing Building. A typical list of the equipment and supplies available to the spill team with capabilities identified include:

Two-way radios

Spill response vehicle with:

- Electric chemical pumps
- Hazardous waste bags
- Shovels, scoops, and brooms
- Mercury recovery unit
- Sodium bicarbonate
- Speedi-dry
- J.T. Baker kits (Neutrasorb, Solusorb, and caustic absorbent)
- Personnel safety equipment (air packs, acid-resistant suits, gloves, face shields, boots, aprons, portable eyewash)

Battery-powered scooter

250-gallon portable tanks (staged at Building 59)

1000-gallon portable tank (staged at Building 59)

Sodium bicarbonate

Absorbents

Forklift

Mixing crib – access to communications

11.2.4 Rescue Vehicle

The confined space rescue vehicle is located at FB50. Trained Fire Protection Operations Department employees provide onsite confined space rescue. Capabilities of the vehicle include the following.

Confined Space Rescue Equipment

Tripod Rescue System (1) – winch with galvanized cable, 350 pound working capacity, serves as 5000 pound anchor point, adjustable to seven feet high, independent locking legs with safety chains. Used to establish the anchor point and retrieval from confined spaces.

Self-Retracting Life Line (50 ft.) – emergency retrieval hoist for emergency confined space evacuation. 25 feet per minute, up to 310 pound capacity.

Harness – required equipment for all persons entering a confined

Ropes

Supplied Air Respirator (2) – provides emergency breathing air

Self-Contained Breathing Apparatus (SCBA) (2) – one 30 minute and one 60 minute with Spare bottles

Hurst Tools – hydraulic rescue tools, capable of spreading, prying, bending, and lifting with maximum force and efficiency. Helpful for persons caught in emergency situations including trench or building collapse, earthquakes or other disasters.

Air Bags – utilized in lifting rescue

Cribbing - utilized in lifting rescue

Backboard (1) Confined Space Rescue Equipment

11.2.5 Alarm Equipment

Fire alarm system and Emergency Notification System information is maintained by the Fire Protection Operations Department.

11.3 EQUIPMENT MAINTENANCE CHECKS

It is each department's responsibility to document the results of the checks and to contact the maintenance department if repairs are required. All other equipment listed is the responsibility of the primary using department.

11.4 KANSAS CITY FIELD OFFICE'S (KCFO) CONTINUITY OF OPERATIONS PLAN (COOP)

KCFO is not responsible for the accomplishment of the Department of Energy's Mission Essential Functions (MEF) or Primary Mission Essential Functions (PMEF) identified but it does perform some of the Essential Supporting Activities (ESA's). This KCFO COOP Plan provides the management and operational framework for ensuring the continued execution of these.

The KCFO's Essential Supporting Activities are fundamentally administrative functions to ensure that contact with its employees, the M&O Contractor, and with NNSA Headquarters is maintained and to ensure protection of individuals and protection of federal property. The BFC does not have classified information and material directly related to national security, and it does not maintain special nuclear materials (in support of the weapons production mission). The focus of the KCFO COOP Plan is only those NNSA/KCFO operations located in Kansas City, Missouri. This plan will be activated only for an event that precludes the KCFO's essential functions from being managed, directed, and executed from the NSC.

Because of the limited activities conducted under the plan, the KCFO does not maintain an alternate facility. KCFO personnel will work at home as necessary and as conditions allow. Critical KCFO personnel can be reached by phone at (816) 935-1263 or (816) 582-5496. Refer to the KCFO COOP plan for further details.

11.5 HONEYWELL HEALTH CRISIS MANAGEMENT PLAN

Honeywell has established a process contained in a Supporting Information (SI) document that identifies actions necessary to establish and maintain business during a pandemic health crisis. The actions identified will be implemented based on the level of health hazard impacting the BFC. Honeywell has designated a Site Crisis Leader and a back-up crisis leader.

The three primary objectives are to: 1) Limit disease exposure and disease transmission among Honeywell employees. 2) Minimize the business impact of a health crisis upon Honeywell customers and return to normal operations as soon as possible, and 3) Provide timely, accurate and actionable information to employees, customers, suppliers, and other stakeholders as appropriate throughout the health crisis.

12.0 TRAINING

12.1 GOALS & OBJECTIVES

The Honeywell Emergency Management (EM) Training Program is a graded approach to performance-based training. Implementation of this goal will ensure that personnel who perform functions in the NSC ERO during exercises or actual emergency situations are qualified to perform their assigned tasks. The training program described herein applies to all Honeywell, FES and CPZ employees who have been assigned to perform duties in the NSC ERO. Training will also be extended to KCFO personnel.

The objective of the EM Training Program is to provide personnel the tools and skills necessary to carry out their responsibilities in an exercise, drill, or actual emergency.

- In an emergency, the objective of the NSC ERO is to manage the emergency condition and to perform response functions for which emergency response personnel are responsible.
- The Honeywell emergency response personnel will be trained to perform assigned tasks so that the functions of the NSC ERO are performed successfully and on time.

12.2 COURSES

Training course content provides the trainee with the knowledge and skills needed to perform tasks associated with the objectives of the training being conducted. The training curricula will be determined based on the outcome of the ongoing analysis of the Honeywell EM system. Courses are presented to various groups using the task lists for each position as a basis for the training. Courses include the initial course presented one on one with each new ERO member covering the tasks for the individual position. The second course is the annual refresher training presented in group settings with teams of responders. Job tasks for each individual position are covered during the annual refresher training.

The EM Coordinator presents the initial and refresher training on each positions duty during an emergency response and how they relate to other responders. This training is based on task listings that have been jointly developed between the subject matter experts and the EM Coordinator. Task listings are reviewed and revised by the subject matter expert after drills, exercises, and real events to ensure their accuracy.

Specialized technical training occurs within departments that provide the necessary technical expertise to perform their job. The EM Coordinator uses those specially trained employees to staff the ERO and provide technical guidance to the ERO. The technical response (examples: spill response, security, and medical) personnel are persons trained and currently working in their area of expertise.

The EM Coordinator is responsible for implementing a performance-based training model that incorporates a graded approach to course design. This course design process is supported by Honeywell Command Media.

The primary focus of the graded approach is to minimize the level of effort associated with the analysis and development phases of the systematic approach process. In parallel with the phases, constant evaluation shall occur to ensure that quality, efficiency, and consistency are achieved in the re-design and implementation of all emergency response training programs.

12.3 TRAINING REQUIREMENTS

Training requirements include the instruction and qualification of primary and alternate personnel comprising the NSC ERO, to include initial training and annual refresher training.

The types of emergency situations for which the Incident Command is activated and for which ERO personnel must be trained include:

- Emergencies at the BFC site to include technological and natural disasters
- Any other emergency situation in which the Honeywell and KCFO management elects to use the capabilities of the trained NSC ERO personnel

NOTE: Specialized training occurs within departments that provide the expertise necessary to support the ERO. The EM Coordinator uses those specially trained employees to staff the ERO and provide technical guidance to the ERO. Job and training requirements for each employee are maintained in the HONEYWELL electronic Learning Management System (eLMS) database. Managers and Divisional Training Representatives track the employee's training status to ensure employees keep updated on their training requirements.

The elements of the ERO training program are as follows:

- Training will be provided to employees listed as a primary or alternate prior to IC activation or exercises.
- Each participant will be required to attend an initial training course upon assignment to the ERO and an annual refresher course.
- The training program corresponds to each team (Incident Management, and Press Center).
- Each training class includes basic orientation on EM operations, training on the specific functional or support position using the task list for each position, and training on equipment and procedures.
- Outside training specialists will be used as necessary for special classes (example: HAZWOPER).
- Training classes will be conducted within the confines of the BFC and NSC complexes.
- Training will include how the BFC implements the National Incident Management System (NIMS) and how the NSC NIMS interfaces with offsite response organization's NIMS.

12.4 EXAMINATION

Performance validation is conducted during drills and exercises by evaluators observing NSC ERO members performing their jobs against an established set of performance criteria. ERO members also perform a self-audit during the exercises. This method of evaluation provides a realistic look at the application of the employee's training. Level of evaluation may vary based on the objective of the drill or exercise.

12.5 RECORD KEEPING

The EM Coordinator will provide input to HONEYWELL's electronic Learning Management System (eLMS) database for plant wide tracking. Records (eLMS) will be used to manage scheduling of initial and annual refresher training to maintain ERO capabilities.

12.6 OFFSITE PERSONNEL

Visitors to the BFC will be required to view HS&E information they should take during an emergency. Vendors and subcontractors are given plant orientations on actions they should take

during an emergency event. Specific oral emergency announcements are given over the plantwide emergency notification system and employees are trained to clear areas of all persons when exiting their areas.

12.7 OFFSITE TRAINING SUPPORT

Offsite training specialists are used for special classes (example: HAZWOPER). Other courses will be utilized as needs arise.

12.8 OFFSITE PERSONNEL TRAINING

The EM Coordinator offers facility-specific information on hazards and emergency response to offsite EROs on an annual basis during tours of the facility. Emergency preparedness information is distributed to the public through company publications.

12.9 INSTRUCTOR TRAINING AND QUALIFICATION

The EM Coordinator presents the initial and annual refresher training on each position's duties during an emergency response. The EM Coordinator is an emergency management subject matter expert with Honeywell emergency management work experience.

12.10 DRILLS

The EM Coordinator has the responsibility for preparing, conducting, and critiquing emergency response drills for the BFC and offsite support. Drills are used as a training tool to evaluate the Honeywell EM system. Drill and exercise schedules are published annually in the *Emergency Readiness Assurance Plan*. Additional information on the drill program is presented in Section 13 on Drills and Exercises.

13.0 DRILLS AND EXERCISES

The Drill and Exercise Program is a key element to ensure the readiness of the NSC ERO. Drills and exercises are conducted to develop, maintain, and evaluate response capabilities of emergency personnel, facilities, equipment, procedures, and training. This program follows the graded approach to EM and is based on those hazards identified and documented in the *KCP EPHA*.

An internal HS&E procedure serves as the guidance document for preparation, conduct, and follow-up of emergency response drills and exercises. The process outline in the procedure is recommended for organizations developing drills or exercises for the training and evaluation of the ERO.

The Drill and Exercise Program is managed through the direction of the EM Coordinator. A Drill and Exercise Schedule is published annually in the Emergency Readiness Assurance Plan.

13.1 DRILLS

A drill is a scheduled, planned emergency preparedness training activity, either announced or unannounced, that tests portions of the emergency plan. A drill limits play to specific components of the ERO or to specific emergency events, and thus provides scenario-based training for members of the ERO. Drills may be conducted on:

- Individuals, such as the staff member responsible for making notifications
- Evacuation and sheltering (tornado or chemical) of employees
- The spill team and the Protective Force

Drills are used to ensure that individuals or teams know their duties, responsibilities, and procedures as well as procedures of other individuals/teams within the ERO. Drills may be conducted as a response to scenario-based problems or as individual questions and answers to team members. The drill scenarios are based on the event scenarios developed in the EPHA.

13.2 EXERCISE

The Exercise Program is designed to provide comprehensive performance tests of the integrated capability of most aspects of the NSC ERO. The exercises test the adequacy and effectiveness of the ERO, command and control, notifications, communications, offsite interfaces, and facilities and equipment. Emergency exercises are designed and conducted for maximum realism and attempt to duplicate the sense of stress inherent in actual emergency situations.

The full-participation exercise is intended to provide a test of the entire EM system. While drills test the capabilities of individual emergency plan elements, a full-scale exercise tests the entire plan. A full-scale exercise should, in addition to testing the entire plan, involve coordination with governmental and community organizations. This type of exercise is usually of a longer duration and places more stress on and requires more precision by responders. The scenario prepared for the full-scale exercise describes a hypothetical situation that serves as the basis for emergency response actions. Scenarios vary and are designed to minimize simulation. Scenario information is not given to participants before a drill or exercise. Full participation exercises are conducted every other year.

The integration of the Training and Exercise Programs are shown in *Figure 9*. The exercise program is shown in *Figure 10*.

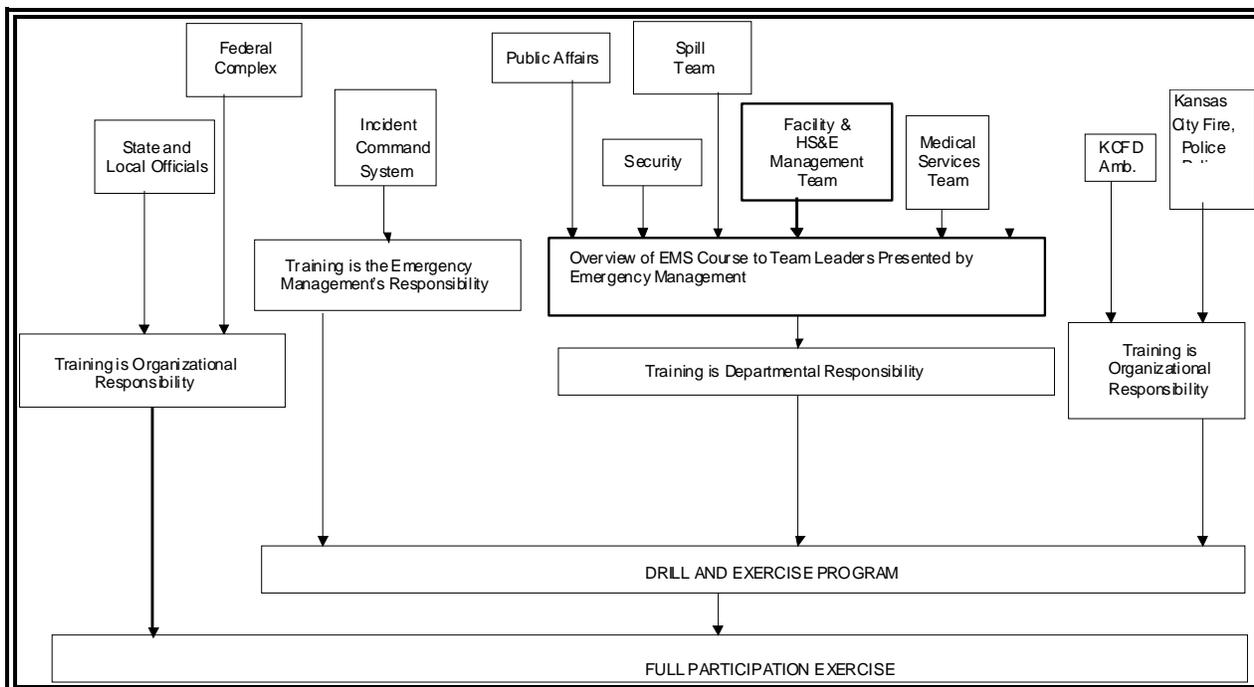


Figure 9: Integration of Training and Exercise Program

13.3 DRILL OR EXERCISE CONTROL

Drill or exercise control is the responsibility of a Drill or Exercise Coordinator. This individual is responsible for the planning, safe conduct, and evaluation of the drill or exercise. The Drill or Exercise Coordinator is assisted by a group of controllers.

The primary duties of the control group are to ensure exercise safety and to maintain the exercise timeline. Consideration of safety includes monitoring player actions at responder locations and providing exercise suspension/termination if a real incident occurs. The control group must also provide strict maintenance of the exercise timeline. Delay in, or lack of, performance of a duty or function in one area will cause either the delay in performance or lack of initiating conditions for performance in another function. Maintenance of the timeline can be accomplished by controller injects.

13.3.1 Controller/Evaluator Selection

A core group, consisting of controllers and evaluators, forms the majority of the drill and exercise organization. Members of the core group will control the following functions for drills and exercises:

- IMS Team
- Security operations
- Medical operations
- Emergency Public Information
- Chemical spill operations
- Drill or exercise safety

Other controllers will be assigned based on drill or exercise objectives and scenario requirements.

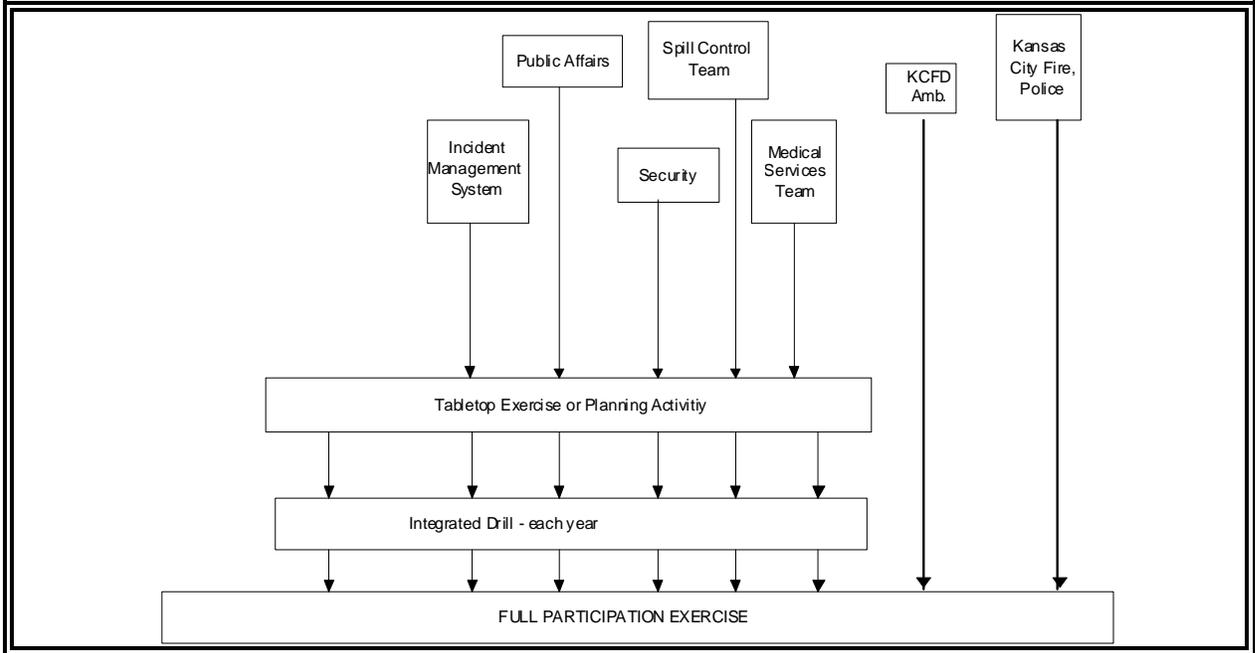


Figure 10: Honeywell Exercise Program

13.3.2 Controller/Evaluator Training

Controllers and evaluators will receive two blocks of instruction. Both blocks of instruction are normally conducted in conjunction with the evaluator training. The first block of instruction is basic controller/evaluator training. This training will cover:

- Purpose, organization, and function of the drill or exercise package
- Basic drill or exercise communications
- Maintaining timeline
- Techniques in documenting the players' critique
- Drill or exercise injects
- Interaction with participants
- Managing exercise “free-play”
- Techniques in conducting the players' critique
- Duties and responsibilities in the evaluation of an exercise (see *Section 13.4*)

The second block of instruction consists of a refresher of the initial block of instruction and the detailed duties and responsibilities for a particular drill or exercise. In addition to the refresher material, the following may be included in drill- or exercise-specific training:

- Schedule
- Purpose, scope, and objectives
- Limitations and considerations
- Controller/Evaluator organization (to include control cells)
- Scenario (including map, narrative, and timeline)
- Simulations
- KCFD Ambulance scenario events list

- Suspension, restart, and termination procedures
- Injects and messages
- Contingencies

13.4 EXERCISE EVALUATION

Exercise evaluation is the cornerstone in gauging the effectiveness of the EM System. Evaluation is used to ensure the following:

- Plans and procedures are tested for simplicity, effectiveness, and compliance with Federal, state, and local legislation
- Offsite interfaces are tested for effectiveness
- The NSC ERO staff is adequately trained in the use of plans, procedures, and functional expertise
- Communications, equipment, and supplies are adequate and readily available for use
- Response procedures are identified for improvement

13.4.1 Evaluation Planning

The exercise evaluation is the performance-based evaluation checklists. These checklists are developed from the evaluation criteria documented in an HS&E internal procedure. The evaluators use them as they monitor the players' performance during the exercise.

13.4.2 Evaluation Process

The evaluation process is the responsibility of the EM Coordinator. The EM Coordinator will develop exercise objectives and evaluator checklists. Additionally, the EM Coordinator is responsible for staffing the evaluator organization, scheduling and presenting training, scheduling and facilitating post-exercise meetings for evaluators and controllers to discuss their observations, and drafting the exercise report. Offsite organizations are encouraged to participate in the evaluation process.

Post Exercise Meeting(s)

The evaluation process includes a series of post-exercise meeting(s). They include the players' critique, the evaluator/controller critique, a management briefing, and evaluator meeting(s) to draft the exercise report.

Players' Critique

The players' critique is conducted immediately after the exercise. The controller will facilitate the critique. Players will be asked to complete the players' critique sheet. The sheet will be turned in immediately after the critique. Credit for participation in the exercise will be accomplished by a sign-in sheet, log sheet, completed critique sheet, controller/evaluator observation or badge reader. Players will review and revise, if needed, the task list for their position after drills, exercises, and real events.

Evaluator/Controller Critique

The evaluator/controller critique is conducted within 24 hours, if possible, or upon completion of the exercise. The Drill and Exercise Coordinator from the EM staff may facilitate the critique. The critique will be conducted along the exercise timeline, with the intent to reconstruct actual times that events occurred.

The critique also encourages the evaluators to identify initial problem areas and areas of superior performance by various individuals or emergency response teams. This information will be used in the management briefing.

The controllers are present to add their observations to the evaluation process. The controllers are the "extra set of eyes" at the individual team locations. Since they also maintain a timeline to ensure the exercise remains on schedule, they frequently add critical information to the evaluation process.

Evaluator Meetings

The lead evaluator is responsible for the development of the evaluation report. Based on the initial evaluator/controller critiques and evaluator checklists, the coordinator will draft the initial report. Upon completion of the initial draft, the lead evaluator will meet with the evaluators for additional information and/or their concurrence. Depending on the results of the exercise, there may be several iterations of these meetings. The final draft of the report should include concurrence by all evaluators. The final draft of the report will be submitted to the Drill and Exercise Coordinator to be included in the lessons learned report.

Exercise Report

The exercise report will include an introduction that documents the exercise date, time, place, participants, purpose, scope, and objectives. The body of the report will address the scenario narrative description and timeline of significant information, and the findings of the evaluators for each objective, followed by a section addressing other concerns. The conclusion will consist of lessons learned and required corrective actions (*see Section 13.5*). Evaluator checklists and other supporting documentation may be destroyed by the Drill and Exercise Coordinator after approval of the exercise report.

13.5 LESSONS LEARNED AND CORRECTIVE ACTION TRACKING

Assembling lessons learned and tracking corrective actions are the responsibilities of the EM Coordinator.

Lessons Learned

Lessons learned are developed from the annual exercise and real events. The Drill and Exercise Coordinator will share the lessons learned with the ERO staff members.

The lessons learned will be incorporated into updates of these documents, as appropriate.

Lessons learned should also identify those areas not needing improvement. Lessons learned should reinforce as well as show the need for improvement. Positive reinforcement will make a stronger ERO.

Completion of corrective actions will be monitored by the EM Coordinator.

13.6 OFFSITE COORDINATION

Drills and exercises that include offsite participation should be planned far enough in advance to ensure the offsite organization's participation. There is, however, the possibility of last minute incidents occurring that would restrict offsite organizations from participating.

There are two aspects of offsite coordination during the planning, execution, and evaluation of drills and exercises. The first is public education, which is used to inform the public of upcoming events where drill or exercise participants will be performing emergency response functions in the public eye. The second is the coordination with offsite drill or exercise participants.

Offsite coordination for purposes of drill and exercise participation falls under two categories. The first category is those organizations resident on the BFC. These include the General Services Administration, the Federal Aviation Administration, the U.S. Department of Defense Finance and Accounting Services (Marine Corps). The second category is those federal, state, city, county, and private organizations not resident on the BFC.

Based on the scope of the drill or exercise various offsite organizations may be requested to participate. Each offsite organization may be requested to provide a non-playing individual to serve on the planning group. This representative will be responsible for representing the organization in the development of drill or exercise objectives, scenarios, and evaluation checklists. This

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representative will be privy to controlled scenario information that cannot be passed to members of the represented organization who will play as responders during the exercise.

Upon the conclusion of the exercise, offsite evaluators will participate in evaluating the exercise. Each participating organization may be asked to participate in the corrective actions' process when it concerns offsite interface and notifications.

14.0 PROGRAM ADMINISTRATION

14.1 EMERGENCY MANAGEMENT PROGRAM ADMINISTRATOR

HS&E Management is responsible for the administration of the EM System. These responsibilities are summarized in the paragraphs below. The administrator also has the responsibility to maintain a staffing level that will ensure an effective EM program.

The EM Point of Contact at the KCFO is

Anthony George
U. S. Department of Energy
National Nuclear Security Administration
Kansas City Field Office
14520 Botts Road
Mail Stop 1.3E
Kansas City, MO 64147
(816) 488-2747

The Honeywell EM Program Coordinator/Administrator is

Clyde Hicks
Honeywell
Health, Safety & Environment (D/SE1)
14520 Botts Road
Mail Stop 1.1E
Kansas City, MO 64147
(816) 488-2262

14.2 DOCUMENT CONTROL

Document control of the Emergency Plan is supported by Honeywell Command Media. Update of this plan is discussed in Section 1.1.1.

14.2.1 **Filing System**

The Honeywell EM System program will maintain a formal filing system. These files will be maintained at the NSC.

Included within the filing system will be:

- Training records (electronic files)
- Lessons learned from assessments, audits, drills and exercises, and events
- Documentation generated in association with an actual emergency

14.2.2 **Maintenance and Update of the BFC Emergency Plan**

The Program Administrator will ensure this Emergency Plan is maintained and updated annually.

14.2.3 Vital Records Program

The Emergency Plan and the process based command media details how to respond to an emergency, gives the order of succession, staffing assignments, and other information that assists in conducting Emergency Operations.

The EM Coordinator has staff responsibility for keeping the EM part of the vital records program current, complete, protected, and to keep the ERO informed of the vital records.

The NSC IT Disaster Recovery Plan details the plan of action to recover mission critical applications when an event causes major damage, disruption and/or inaccessibility to computing resources. Mission critical applications are detailed in the NSC IT Disaster Recovery Plan. This program preserves records on the organization's functions, policies, procedures, decisions, essential transactions, and necessary program records. These records provide for the continued functioning or reconstitution of operations during and after an emergency.

The information technology staff has responsibility for keeping vital records current, complete, protected, and to deal with major operating disruptions which could leave information technology functions partially inoperable and/or inaccessible. Information technology response personnel are listed in the NSC IT Disaster Recovery Plan. These records are adequately protected and available for immediate use.

EM will annually review vital records program, revisions will be made as needed. Documentation of the review will be placed in RIDS for Emergency Management (Emergency Operations Test file 950C).

14.2.4 Emergency Readiness Assurance Plan

The Program Administrator is responsible for the development and submission of the *Emergency Readiness Assurance Plan*. This plan will be developed annually.

The HS&E Sr. Manager of the EM function, or designee, will ensure the completion of the *Emergency Readiness Assurance Plan*. The *Emergency Readiness Assurance Plan* will be developed and submitted to the KCFO annually. Submission to KCFO is required by September 30th of each year. Submission by KCFO to DOE HQ is required by November 30th of each year.

14.3 SELF-ASSESSMENT

Internal assessments will be conducted annually using either an internal audit group or the EM Coordinator. In years where external audits of EM are performed, internal audits are not required.

Periodic assessments are conducted by various groups within DOE/NNSA.

Appendices

Appendix A

NSC NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) (Located at the NSC)

POSITION	PRIMARY	ALTERNATE (S)
Incident Commander (IC)	Don Fitzpatrick	Kevin Allgeyer (Patrol Command Staff 2 nd & 3 rd shift & weekends)
Operations Team Safety Officer (Team of HS&E professionals)	Security – Stu MacArthur	Ben Werner/Patrol Command Staff
	Medical - Marcia Todd	
	Spill Response -- Bob Beauchamp	Dale Brown
	Safety - Ron Gough	Don Stedem
	Industrial Hygiene – Bill Frede	Vicki Bender & Greg Wolf
	Environmental & Plume Modeling - Mike Stites	Joe Baker
Logistics (Team of Facilities, Utilities, Maintenance & Manufacturing)	Facilities & Utilities – Dave Kruse	Randy Hamilton
	Maintenance – Kent Klug	Denny Fulmer
	Manufacturing Representative -- Julie Stuckey	
Security at the Command Post	Stu MacArthur	Ben Werner
IC Assistant	Steve Ramm	GarryLaBelle
Plume Modeling	Mike Stites	Joe Baker
Situation Reporter	Clyde Hicks	Scott White & Brent Nasca
Liaison	Craig Miller	
KCFO Representative	Tony George	Bob Schmidt
National Secure Manufacturing Center (NSMC) Support	Jamie Norris	Melanie Sanders & Kelvin May
Sr. Mgt. Communicator	Steve Penyock	Dave Huyett

NIMS (National Incident Management System)

- One national response system is to be used by all responders, BFC will utilize NIMS for emergency response
- How BFC fits into offsite response organizations using NIMS
 - If offsite event impacting the BFC – Honeywell will send a representative to meet with the KCMO/or other agency liaison position
 - If onsite event that KCMO/or another agency is responding to, Honeywell will partner with the responders in the Operations section
 - Honeywell will provide support the offsite Public Information Officer in charge of coordinating public information
- NIMS will grow or shrink to fit the event, and different stages of the event. NIMS Planning, Finance/Administration, or Intelligence Sections will be appointed by the NSC Incident Command as needed based on the event.

Appendix B

PROTECTIVE ACTION No. 1 -- FIRE

Local Response

Activate the nearest fire alarm.

Call Site Operations Center (SOC), (816) 361-6295, and report the fire.

Close all entrances and fire doors, if it can be done safely.

Ensure that all personnel have evacuated the facility (ies) in accordance with evacuation procedures.

Protective Action Decision Sequence

Site Operations Center (SOC) ensures that the Kansas City, MO fire department is notified of the fire.

Site Operations Center (SOC) alerts and notifies, by the EMERGENCY NOTIFICATION SYSTEM, the work force involved in the area of the fire and will notify all other areas to stand by for further information.

The initial responder on the scene, as a part of the initial sizing up of the event will determine the on-site and off-site help needed which determines the initial level of implementation of the incident management system. Subsequent incident commanders may increase or decrease the level of implementation based on additional information.

Levels of incident command implementation:

- HONEYWELL NSC field incident command only,
- HONEYWELL NSC field incident command transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA EOC could activate based on the impact of the event. ***Onsite Protective Actions shared with off-site responders.***

Site Operations Center (SOC) notifies the Kansas City Missouri Fire Department.

The only direct outside (land line) phone line is located in Site Operations Center (SOC) for placing calls to outside emergency response organizations. (911 system to Fire, Police, & KCFD AMBULANCE)

Spill Response if time allows, will cover storm drains to limit firewater runoff from entering nearby storm drains located adjacent to inside or outside fire areas. If firewater runoff enters the storm drains Spill Response will manually close sluice gates at Outfalls No. 1 and 2.

Site Operations Center (SOC) notifies the Facility Manager of the emergency and describes the event. Decision is made on whether to activate the Incident Command in the event that the on-scene responder has not activated the IC.

Site Operations Center (SOC) notifies GSA for possible impact.

The Facility Manager declares and categorizes/classifies the emergency based on the efforts required to extinguish the fire and makes NNSA notifications. (KCFO & HQs)

PROTECTIVE ACTION No. 2 – TORNADO/SEVERE THUNDERSTORM

Local Response (Site Operations Center (SOC))

Site Operations Center (SOC) identifies a severe thunderstorm or tornado path threatening the BFC.

Site Operations Center (SOC) alerts and notifies, by the EMERGENCY NOTIFICATION SYSTEM, BFC personnel of a severe thunderstorm warning or tornado warning. Personnel are alerted and moved inside during a severe thunderstorm warning.

Tornado sheltering activities shall be performed per figure 7 of the BFC Emergency Plan.

Site Operations Center (SOC) activates the NSC Incident Command if tornado sheltering is required (normal day shift only).

Site Operations Center (SOC) calls the National Weather Service (NWS) **1-816-540-5147** (this number is answered at the Pleasant Hill location) to report damage or significant weather occurring onsite. SOC may also contact the NWS to confirm weather forecast predicted for the plant.

Protective Action Decision Sequence

Site Operations Center (SOC) notifies the Facility Manager of the emergency and describes the event.

NSC IMS will be activated and will coordinate rescue efforts of trapped personnel.

Emergency response personnel assess damage and helps in rescue efforts as appropriate.

The initial responder on the scene, as a part of the initial sizing up of the event will determine the on-site and off-site help needed and which determines the initial level of implementation of the incident management system. Subsequent incident commanders may increase or decrease the level implemented based on additional information.

Levels of incident command implementation:

- NSC field incident command only,
- NSC field incident command transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA EOC could activate based on the impact of the event. ***Onsite Protective Actions shared with off-site responders. Inform local media, KCMO EOC or National Weather Service of BFC Protective Actions.***

The Facility Manager declares and categorizes/classifies the emergency based on the damage and injuries and makes NNSA notifications. (KCFO & HQs)

PROTECTIVE ACTION No. 3 -- FLOOD

Local Response

Physical Security monitors river and weather conditions, notifies Flood Control Coordinator and Facilities Management Services (FMS), Utilities Manager when the Blue River gage reaches 20 feet.

At 25+ feet and with a forecast of continued rain, Flood Control Coordinator or FMS Utilities Manager will activate the Flood Control and Monitoring Team (FCMT).

Activate the NSC Incident Command at 33 feet or below in situations of continuing heavy rainfall and stream rise as determined by the Flood Control Monitoring Team.

At 38.5 feet, if directed by management, Site Operations Center (SOC) announces evacuation of the BFC.

The Flood Control & Monitoring Team monitors the flood levels and makes recommendations for closing the flood gates at prescribed river levels.

NOTE: Six hours is required to implement full gate and stop log gap closure.

Protective Action Decision Sequence

Site Operations Center (SOC) notifies the Facility Manager of the emergency and describes the event.

The initial responder on the scene, as a part of the initial sizing up of the event will determine the on-site and off-site help needed which determines the initial level of implementation of the incident management system. Subsequent incident commanders may increase or decrease the level implemented based on additional information.

Levels of incident command implementation:

- HONEYWELL NSC field incident command only,
- HONEYWELL field incident command transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA EOC could activate based on the impact of the event. ***Onsite Protective Actions shared with off-site responders.***

The Facility Manager declares and categorizes/classifies the emergency based on whether floodgates are closed and personnel are sent home, and make NNSA notifications. (KCFO & HQs)

NOTE: More detailed information is available in the FM&T Flood Protection Plan.

PROTECTIVE ACTION No. 4 – EARTHQUAKE

Local Response

Initiate immediate sheltering in place. Personnel shelter under desks or tables staying clear of windows. Hold onto the desks or tables as you shelter. If there are no desks or tables to shelter under, stand by or against inside walls or small hallways.

Evacuate the building after earthquake activity has stopped. Move away from the building walls.

Accountability procedures for personnel are initiated as the building is evacuated. Ensure that all personnel have evacuated the facilities in accordance with evacuation procedures.

Protective Action Decision Sequence

Site Operations Center (SOC) is notified or identifies earthquake activity at the BFC.

The initial responder on the scene, as a part of the initial sizing up of the event will determine the on-site and off-site help needed which determines the initial level of implementation of the incident management system. Subsequent incident commanders may increase or decrease the level implemented based on additional information.

Levels of incident command implementation:

- NSC field incident command only,
- NSC field incident command transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA EOC could activate based on the impact of the event.

Site Operations Center (SOC) alerts, by the Emergency Notification System, all BFC personnel of the situation and instructs them to shelter in place. Personnel are instructed to take shelter under desks or tables.

Site Operations Center (SOC) notifies, by the Emergency Notification System, all BFC personnel that the earthquake has stopped and to evacuate the plant and perform personnel accountability, as directed.

Site Operations Center (SOC) notifies the Facility Manager of the emergency and describes the event.

The Facility Manager declares and categorizes/classifies the emergency based on building damage and personnel injuries and makes NNSA notifications. (KCFO & HQs)

IMS will coordinate personnel accountability and the rescue effort for trapped personnel.

PROTECTIVE ACTION No. 5 -- SECURITY

Local Response

The Protective Force employee or any member of the work force calls the Site Operations Center (SOC), (816) 361-6295, to report the incident.

Identify the precise location where the security event was observed, and note the direction of the individual's travel.

Identify if the security threat carries firearms or a bomb, if this was observed.

Report if any malevolent act has occurred or appears about to occur that might result in catastrophic degradation of protective systems leading to an actual or potential substantial release of hazardous material that could lead to substantial onsite or offsite impacts.

Protective Action Decision Sequence

Site Operations Center (SOC) ensures that Protective Force personnel are provided all available information regarding the security event.

The initial responder on the scene, as a part of the initial sizing up of the event will determine the on-site and off-site help needed which determines the initial level of implementation of the incident management system. Subsequent incident commanders may increase or decrease the level implemented based on additional information.

Levels of incident command implementation:

- NSC field incident command only,
- NSC field incident command transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA OC could activate based on the impact of the event. ***Onsite Protective Actions shared with off-site responders.***

Site Operations Center (SOC) notifies offsite agencies for help as appropriate.

Site Operations Center (SOC) notifies the Facility Manager of the emergency and describes the event.

The Facility Manager declares and categorizes/classifies the emergency based on the level of actual or potential security degradation and makes NNSA notifications. (KCFO & HQs)

PROTECTIVE ACTION No. 6 -- ONSITE SPILL or SUSPICIOUS MATERIAL

Local Response

Initiate immediate evacuation of the spill site and secure the site to prevent entry. See table below for default distances.

Waste Management is notified of a spill and responds per spill response procedures. The onsite Fire Protection Operations employee provides the initial response and monitors the scene until the spill team can be notified and arrives at the site for off-shift spills.

Additional information on spill response can be found in the Spill Control Plan.

SPECIAL ACTIONS FOR SUSPICIOUS PACKAGE IDENTIFIED

- Report the incident to the emergency number (816) 361-6295 and remain calm.
- Avoid contact with the suspicious materials.
- Leave the immediate area and go to a nearby safe area until the emergency responders can get to you, letting the responders know of your new location. (A nearby safe area would be an area separated by solid ceiling high walls.)
- Stay in the nearby safe area and avoid other employees not spreading the possible contaminant.
- Emergency medical personnel will come to you.

Emergency responders may need to decontaminate an employee prior to transporting to a medical facility.

Protective Action Decision Sequence

The initial incident commander will evaluate and determine the on-site and off-site help needed and which determines the initial level of implementation of the incident management system. Subsequent incident commanders may increase or decrease the level implemented based on additional information.

Levels of incident command implementation:

- NSC field incident command only,
- NSC field incident command transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA EOC could activate based on the impact of the event. ***Onsite Protective Actions shared with off-site responders.***

Site Operations Center (SOC) alerts and notifies the work force, by the Emergency Notification System, of the spill and for personnel to move to their chemical shelter area or to take actions as directed by the onsite incident commander.

Incident Commander notifies the Power Houses to shut off intake air in certain areas or the entire plant. Intake air can be shut off remotely.

The Incident Commander or support personnel will initially use the current DOT Emergency Response Guidebook to determine appropriate protective actions for responders and workers. Information concerning the event will be shared with KCMO Fire/Haz Mat groups for their

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evaluation and action on whether to move to a chemical shelter area, evacuate, or barricade offsite areas.

Site Operations Center (SOC) or the Spill Coordinator notifies the Facility Manager of the emergency and describes the event

The Facility Manager declares and categorizes/classifies the emergency based on precautions taken and makes NNSA notifications. (KCFO & HQs).

The following checklists will be used by the first on-scene to size up the event and to initiate actions to control the event.

Brief Initial Report (BIR)

1. Confirm Address
2. Incident Description
3. Incident Conditions
4. Request assistance (if needed)
5. Incident Action Plan
6. Assumption of Command

Incident Command Priorities

1. Size up scene and do BIR
2. Evacuate area (use recorded messages to nodes)
3. Secure scene-set up perimeter
4. Request Assistance (if needed, ERO, KCFO, KCFO Ambulance)
5. Account for Occupants
6. Notify GSA Security
7. Page Facility Manager
8. Contact Facility Manager

The initial incident commander can use the following chart as default evacuation distances for unknown and known onsite materials.

Event & Material Quantity	Isolation Distance
Spill or Fire less than 55 gallons	Isolate 100 yards
Spill or Fire greater than 55 gallons	Chemical shelter outside areas & shut off intake air
Offsite tanker or rail car event with plume heading toward the plant	Chemical shelter outside areas & shut off intake air

PROTECTIVE ACTION No. 7 -- OFFSITE SPILL

Local Response

Initiate immediate evacuation of the spill site and secure the site to prevent entry.

Kansas City Missouri Hazardous Material team is notified of a spill and responds.

Protective Action Decision Sequence

Site Operations Center (SOC) is notified by the KCMO Hazardous Material team or by the KCMO police department of a hazardous chemical spill and of the need to chemical shelter personnel, or to take other actions.

The initial responder on the scene, as a part of the initial sizing up of the event will determine the on-site and off-site help needed which determines the initial level of implementation of the incident management system. Subsequent incident commanders may increase or decrease the level implemented based on additional information.

Levels of incident command implementation:

- NSC field incident command only,
- NSC Field incident command transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA EOC could activate based on the impact of the event.

Site Operations Center (SOC) alerts and notifies the work force, by the Emergency Notification System, of the spill and for personnel to move to chemical shelter areas or to take actions as directed by the KCMO Hazardous Material team or the KCMO police.

Incident Commander notifies Power Houses to shut off intake air, where possible remotely.

Site Operations Center (SOC) notifies the Facility Manager of the emergency and describes the event.

The Facility Manager declares and categorizes/classifies the emergency based on the precautions taken and makes NNSA notifications. (KCFO & HQs)

***PROTECTIVE ACTION No. 8 -- ENVIRONMENTAL RELEASE
(WATER)***

Local Response

Initiate immediate evacuation of the spill site and secure the site to prevent entry.

Waste Management Spill Response Team is notified of a spill and responds per the Spill Control Plan.

Protective Action Decision Sequence

The initial responder on the scene, as a part of the initial sizing up of the event will determine the on-site and off-site help needed which determines the initial level of implementation of the incident management system. Subsequent incident commanders may increase or decrease the level implemented based on additional information.

Levels of incident command implementation:

- NSC field incident command only,
- NSC field incident command transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA EOC could activate based on the impact of the event.

Waste Management Spill Response Team evaluates the amount released to the storm drains.

Environmental Compliance personnel will determine which outfall needs to be controlled.

Waste Management Spill Response Team will dike or close storm drain gates to control the spill.

Site Operations Center (SOC) notifies the Facility Manager of the emergency and describes the event.

The Facility Manager declares and categorizes/classifies the emergency based on the environmental damage to the river or creek and makes NNSA notifications. (KCFO & HQs)

PROTECTIVE ACTION No. 9 -- STRUCTURAL DAMAGE

Local Response

Call Site Operations Center (SOC), (816) 361-6295, and report damage.

Evacuate the building. Move away from the building walls.

Accountability procedures for personnel are initiated as the building is evacuated.

Ensure that all personnel have evacuated the facility in accordance with evacuation procedures.

Protective Action Decision Sequence

Site Operations Center (SOC) is notified or identifies structural damage at the BFC.

Site Operations Center (SOC) notifies the Fire Protection Operations Department. Fire Protection Operations Department will respond to the scene and will notify, via Site Operations Center (SOC), BFC personnel of the situation and instruct them to exit the building.

The initial responder on the scene completes the initial sizing up of the event will determine the on-site and off-site help needed which determines the initial level of implementation of the incident management system. Subsequent incident commanders may increase or decrease the level implemented based on additional information.

Levels of incident command implementation:

- NSC field incident command only,
- NSC field incident command transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA EOC could activate based on the impact of the event.

Site Operations Center (SOC) alerts, by the Emergency Notification System, BFC personnel of the situation and instructs them to exit the building.

Location is decided based on damage.

Site Operations Center (SOC) notifies the Facility Manager of the emergency and describes the event.

The Facility Manager declares and categorizes/classifies the emergency based on building damage and personnel injuries and makes NNSA notifications. (KCFO & HQs)

IMS will coordinate personnel accountability and rescue effort for trapped personnel.

***PROTECTIVE ACTION No. 10 -- OFFSITE
TRANSPORTATION SPILL***

Local Response

Initiate immediate evacuation of the spill site by local offsite authorities.

Local Hazardous Material team or contractor is notified of the spill and responds to the site.

Protective Action Decision Sequence

Site Operations Center (SOC) is notified by a local offsite response authority of a hazardous chemical spill involving a Honeywell shipment. While still on the phone with the offsite response authorities, SOC console operator contacts the Honeywell employee listed on the bill of lading so that the offsite responders can talk directly with the HONEYWELL expert about the hazards of the shipment.

The initial responder on the scene completes the initial sizing up of the event will determine the on-site and off-site help needed which determines the initial level of implementation of the incident management system. Subsequent incident commanders may increase or decrease the level implemented based on additional information.

Levels of incident command implementation:

- NSC field incident command only,
- NSC Field incident command transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA EOC could activate based on the impact of the event.

Site Operations Center (SOC) notifies the Facility Manager of the emergency and describes the event.

The Facility Manager declares and categorizes/classifies the emergency if the local authorities have established an initial protective action zone as defined by the current version of the DOT EMERGENCY RESPONSE GUIDEBOOK and makes NNSA notifications. (KCFO & HQs)

PROTECTIVE ACTION No. 11 -- BUILDING SNOW LOAD

Local Response

Site Operations Center (SOC) (Security) identifies snows of 10 inches and/or .5 inch of ice accumulation at the BFC during off-shifts.

Protective Action Decision Sequence

Site Operations Center (SOC) pages the Facility Manager of 10 inches of snow and/or .5 inches of ice accumulation onsite during off-shifts.

Facility Manager notifies a Facilities Structural Engineering Staff member and a HS&E Engineer of the snow and/or ice level.

Facilities Structural Engineering and the HS&E Engineer will perform an on-scene evaluation of the loading impact and will evacuate and close areas or buildings as appropriate. (See figure 8)

The initial responder on the scene, as a part of the initial sizing up of the event will determine the on-site and off-site help needed which determines the initial level of implementation of the incident management system. Subsequent incident commanders may increase or decrease the level implemented based on additional information.

Levels of incident command implementation:

- NSC field incident command only,
- NSC field incident command transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA EOC could activate based on the impact of the event.

The Facility Manager declares and categorizes/classifies the emergency based on facility damage that requires time-urgent offsite help and involves personal injuries. The Facility Manager makes NNSA notifications. (KCFO & HQs)

***PROTECTIVE ACTION No. 12 – ELECTRICAL POWER LOSS
WITH FREEZING TEMPERATURES***

Local Response

Site Operations Center (SOC) (Security) or Facilities identifies electrical power loss to the Bannister Federal Complex.

Protective Action Decision Sequence

Site Operations Center (SOC) pages the Facility Manager of the electrical power outage.

Facility Manager notifies the Facilities Engineering Staff.

Facilities Engineering performs an on-scene evaluation of the weather conditions and contacts Kansas City Power & Light (KCP&L) to determine the anticipated length of the electrical power outage.

Facilities Engineering starts draining systems susceptible to freezing based on the information on the length of the power outage obtained from KCP&L. If information cannot be obtained from KCP&L draining will start based on worst case scenario.

The initial incident commander on the scene, which is the onsite Patrol Command Staff as a part of the initial sizing up of the event will determine the on-site and off-site help needed which determines the initial level of implementation of the incident management system. Subsequent incident commanders may increase or decrease the level implemented based on additional information.

Levels of incident command implementation:

- NSC field incident command only,
- NSC field incident command transferred to an off-site response organization (Haz Mat, Fire, Police, or FBI) DOE/NNSA EOC could activate based on the impact of the event.

The Facility Manager declares and categorizes/classifies the emergency based on the length of time that the facility is shut down and based on damage to the facility or the environment from the freezing temperatures. The Facility Manager makes NNSA notifications. (KCFO & HQs)

Detailed plans are documented in the Year 2000 Business Continuity Plan located at the Command Post.

Appendix C

INCIDENT COMMAND JOB AIDS

AVAILABLE in the NSC EMERGENCY PLAN and in the Honeywell ECM

Appendix D

FACT SHEETS

DEPLETED URANIUM OPERATION

PHYSICAL ASSESSMENT

- The depleted uranium electrochemical etch process was housed in the 13,650 square feet Special Project Building. The project ran from 1997 - 2012 and processed limited quantities of Depleted Uranium (DU).
- The facility and equipment was surveyed and cleaned to meet DOE and NRC (Nuclear Regulatory Commission) unrestricted release criteria for radiological contamination.
- **This building is closed.**

CHEMICAL STORES

PHYSICAL ASSESSMENT

- The Chemical Stores Building is 80 feet by 225 feet, steel frame construction, with a concrete floor. The interior walls separating the rooms are two hour fire rated concrete block, with insulated steel panel exterior and roof.
- **All chemicals have been removed from this Building.**
- **This building is closed.**

PLATING

PHYSICAL ASSESSMENT

- The Plating Building is a 31,670 square foot building. The structure has insulated pre-cast concrete exterior walls, insulated metal roof panels, interior masonry walls, concrete floors, and a suspended acoustical ceiling. The interior walls are two hour fire rated concrete block, with insulated steel panel exterior and roof. A two hour fire wall separates it from the Manufacturing Support Building.
- **All chemicals have been removed from this Building.**

This building is closed.

FLOOD PROTECTION SYSTEM

- Adverse effects from flooding at the BFC have been minimized by the construction of a 14 foot high floodwall, improved levees, and closeable gates for railroad and roadways.
- The flood protection system safeguards the BFC from what has been calculated to be a 500 year flood.
- Flood drainage to the BFC is from the Blue River Basin. Both the Indian Creek and the Blue River contribute to the Blue River Basin that impacts the complex. Indian Creek drainage area is 74 square miles, 40% of the drainage area. Blue River drainage area is 114 square miles, 60% of the drainage area. Total drainage area is 188 square miles. The boundaries of this area are roughly I-35 to the west, 71 Highway to the east, and the county line between Johnson and Miami Counties in Kansas to the south.
- Automated water level gages on both the Blue River and Indian Creek provide continuous remote monitoring capabilities.
- Factors such as the amount of moisture in the soil from previous storms, the size and intensity of the current storm, the current water level of the streams, and information from the National Weather Service are considered in planning an appropriate response to a potential flood event.
- A Flood Control & Monitoring Team monitors the flood levels and implements the FM&T Flood Protection Plan closing the flood gates at prescribed river levels. Six hours is required to implement full gate and stop log gap closure.
- The most serious flood in the recorded history of the Blue River occurred in September 1961 as a result of intense rainfall. Nearly 8 inches of rain were measured (unofficially) near the southern extremities of the Blue River basin in the 12 hours before the flood. The water entered the BFC.

CONTACT FOR ADDITIONAL INFORMATION:

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EMERGENCY PLANNING HAZARDS ASSESSMENT

SCOPE

- The Emergency Planning Hazards Assessment (EPHA) looks at the potential for onsite events that could impact offsite personnel or events that could impact a large area of the BFC site.

POTENTIAL HAZARDOUS MATERIALS EMERGENCIES

- The potential hazards associated with large quantities of hazardous chemicals are assessed. Large quantities are defined as amounts greater than a quantity that could be “easily and safely manipulated by one person.”
- Types and quantities of hazardous materials are identified. Those over the one person limit are assessed for potential harm both onsite and offsite. There are hazardous materials onsite over the one person limit.
- The storage conditions, transportation, use, and disposition of chemicals are evaluated to determine the worst case events.
- The exposure levels defined by the Emergency Response Planning Guidelines (ERPGs) or acceptable alternatives are used to determine the estimated consequences of events involving hazardous materials. ERPGs are developed by the American Industrial Hygiene Association.
- During transportation a material spill could occur in which an ERPG-2 level could be reached onsite creating a classified event.

OTHER POTENTIAL EMERGENCIES

- Fires, floods, explosions, tornadoes, severe thunderstorms, winter storms, earthquakes, environmental (airborne & waterway), structural damage, utility damage, equipment damage, transportation, and security events are also assessed.

- The initiating condition and the level required to be categorized/classified as an emergency are detailed in the table below. Protective actions are developed for each potential emergency.

INITIATING CONDITION	EMERGENCIES
Fire	Burning that requires offsite help in extinguishing the fire (including fire resulting from a lightning strike)
Tornado or Severe Thunderstorm	Tornado or severe thunderstorm with damage to building integrity, and involves injuries
Flood	Actual or anticipated flooding that requires the closing of the flood gates and the sending of personnel home
Earthquake	Building damage and personal injuries
Security	Security activity involving degradation in the level of protection of the plant requiring offsite assistance
Onsite Chemical or Biological Release (Airborne)	Spill of a hazardous material that creates a visible moving plume, harmful symptoms at a distance, or an ERPG-2 level onsite extending at least 100-feet from the site of the spill. Release of biological agent.
Offsite Chemical Release impacting the BFC (Airborne)	Spill of a hazardous material that creates a visible plume moving toward the BFC, employees onsite report harmful symptoms, or an ERPG-2 level onsite requiring personnel chemical sheltering
Environmental Release (Water)	Spill of a hazardous material that damages or will likely damage the offsite waterways
Structural, Utilities, Equipment Damage	Damage requiring time-urgent offsite help and involving personal injuries (includes snow loading and explosions: examples, steam, gas line, boiler, pressure vessel)
Transportation	Offsite release of a BFC shipment requiring the establishment of a DOT initial protective action zone (DOT RSPAP 5800.7)
Electrical Power Loss	Extended electrical power loss during freezing temperatures causing water related systems to freeze

CONTACT FOR ADDITIONAL INFORMATION:

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INDUSTRIAL WASTEWATER PRETREATMENT FACILITY

PHYSICAL ASSESSMENT

Waste Materials to be processed

- The Industrial Wastewater Pre-treatment Facility (IWPF) is a 19,000 square foot facility with a 30 foot high roof. The facility is an engineered building with has precast concrete walls and a steel deck roof supported by exposed steel columns.
- Plant industrial wastewater is processed at this facility prior to release to the city sanitary sewer system at a KCMO permitted 6-11 pH.
- Diluted rinse water, with a pH of 4 to 11 is transferred to the IWPF through an overhead piping system into storage tanks located within containment areas. No solid material is transported.
- No spent chemicals are shipped to the IWPF in containers.
- Chemicals sent to the IWPF are placed in a spill containment area and into holding tanks prior to treatment.
- Sludge from this process is shipped offsite to a properly permitted treatment storage and disposal facility.
- Solvents and chemicals having high organic compound content are shipped offsite to approved disposal sites.

Chemicals Used in the Processing

- The exposure levels defined by the Emergency Response Planning Guidelines (ERPGs) or acceptable alternatives are used to determine the estimated consequences of events involving hazardous materials. ERPGs are developed by the American Industrial Hygiene Association.

HAZARD ANALYSIS

Airborne releases

- A review of the treatment and waste chemical shipments to the IWPF did not find any combinations of volume and/or concentrations that would create hazard levels at or above the ERPG-2 level if spilled.

Waterway releases

- Each of the bulk tanker shipments (for treatment chemicals) and the waste chemicals for processing pass near enough to an onsite storm drain that should an accident occur some or most of the materials could be released into a storm drain. Based on the materials and the quantities an airborne emergency would not be created, but an environmental emergency could be created involving the bulk tanker shipments of new chemicals.

An environmental emergency is defined as an actual or potential release of a hazardous material that could result in significant offsite consequences such as major wildlife kills, aquifer contamination, or the need to secure downstream water supply intakes.

The items in the table below are considered as having the potential for creating an environmental emergency.

<u>Liquid Material Shipped</u>	<u>Maximum Transported at One Time</u>	<u>Maximum Spill</u>	<u>Frequency of Shipments</u>	<u>Onsite Travel Distance (outside)</u>	<u>Number of Storm Drains in Route</u>
Method of Transport Sulfuric Acid 93%	1,500 gallons	1,500 gallons	6 per year	1200 to 1735 feet depends on route	9
Bulk tanker to IWPF					
Sodium Hydroxide 50%	3,100 gallons	3,100 gallons	6 per year	1200 to 1735 feet depends on route	9
Bulk tanker to IWPF					
Hydrogen Peroxide 50%	220 gallons	220 gallons	12 per year		9

CONTINGENCY PLANNING

- No material spill was identified in which the material was hazardous enough to reach a harmful ERPG level onsite or offsite. A material spill of less than a harmful ERPG level is still responded to by a spill response team and appropriate protective actions are taken.
- The KCMO Fire Department Hazardous Materials Team and the KCMO Fire Department take tours and are familiar with the operations at the IWPF.
- Spills are responded to by trained onsite response personnel. Storm drains are diked to prevent spilled materials from entering the storm drains. Response personnel will attempt to neutralize or contain any material before it reaches the entry point to a waterway. Shipments are made during the day shift when trained response personnel are on duty.

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WEST POWERHOUSE # 2 FUEL OIL STORAGE TANKS - GSA's BANNISTER COMPLEX CHILD DEVELOPMENT CENTER

PHYSICAL ASSESSMENT

- The #2 fuel oil tanks are located approximately 700 feet to the southwest of the General Services Administration (GSA)-operated child development center.
- The concrete and brick West Powerhouse (WPH) is located between the #2 fuel oil tanks and the child development center.
- The #2 fuel oil storage consists of two 250,000-gallon and one 1,000-gallon capacity tanks. The tanks have vented roofs.
- *Each of the large tanks currently (8/14) now contains approximately 6,000 gallons of #2 fuel oil.*
- The #2 fuel oil tanks, loading area, and diked containment area are protected by a foam/water fire suppression system.
- The tanks sit in a containment area of sufficient size to prevent release of all 500,000 gallons and the 1,000 gallons of the #2 fuel oil, 50,000 gallons from the fire suppression system, and 6 inches of rain water.
- Containment (including foam/water protection) is provided at all times, including while the delivery tankers unload their contents.
- The #2 fuel oil tanks are inside the WPH protection area which is enclosed by a chain link fence topped by razor wire.
- The #2 fuel oil is used as backup fuel for the boilers to generate steam for the Bannister Federal Complex. The 1,000 gallon storage tank is for the WPH emergency generator.
- The Safety Data Sheet documents the flash point for the #2 fuel oil as 140⁰ F. This is a relatively difficult material to ignite. Gasoline has a flash point of - 49⁰ F and is relatively easy to ignite.
- The content of the #2 fuel oil tanks is listed as the site's largest quantity of a hazardous substance as reported on the annual Superfund Amendments and Reauthorization Act (SARA) Title III Community Right-To-Know Report.

HAZARD ANALYSIS

- Even though the content of the #2 fuel oil tanks is listed as the site's largest quantity of a hazardous substance, it has been evaluated as a low risk because of its relatively high flash point and low hazardous properties.
- The #2 fuel oil tanks have been reviewed by Honeywell Physical Security and found not to pose a security concern in their present configuration.
- Periodic preventative maintenance (PM's) on the condition and integrity of the tanks and supporting piping is performed.
- The #2 fuel oil storage tanks meet the National Fire Protection Association standards (specifically National Fire Code, NFPA #30 Flammable and Combustible Liquids, 1996 edition) for storage of fuel oil in above ground vertical tanks. The child development center is located in excess of 650 feet beyond the "clear distance" required by the standard.
- GSA child development center is evaluated as a potential chemical plume receptor in NNSA's onsite emergency planning documents. Other surrounding organizations, such as GSA and the surrounding communities are also evaluated as potential chemical plume receptors. The Emergency Planning Hazards Assessment document, prepared by

onsite and offsite emergency planning specialists, documents that current operations do not create any offsite chemical plume that would impact these organizations.

- Third party (Factory Mutual & an independent fire protection consulting company) fire protection auditing organizations have conducted fire protection surveys on the fuel tanks and have concluded that the fuel storage is adequately protected.
- After review by environmental professionals, there are no release scenarios of the #2 fuel oil to the Blue River or Indian Creek.
- Considering the above information and a review by GSA's Physical Security Specialist, NNSA, Honeywell's Fire Protection Operations Department Manager, and Emergency Management and it was concluded that the location and protection of the fuel tanks were acceptable to the surrounding operations which includes the child development operation.

CONTINGENCY PLANNING

- The General Services Administration (GSA) performs the emergency planning for the GSA child development center and conducts periodic evacuation exercises.
- A possible concern to the child development center during a fuel tank fire would be from smoke. Installed fire suppression systems and periodic evacuation drills of the center adequately address this concern.
- The #2 fuel oil tanks' location related to the child development center was reviewed by the KCMO Hazardous Materials Team and the KCMO Fire Department. Both organizations considered the location of the Bannister Complex Child Development Center as acceptable based on the low hazards of the #2 fuel oil.

CONTACT FOR ADDITIONAL INFORMATION:

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GSA's BANNISTER FEDERAL COMPLEX Occupant Emergency Plan

The Occupant Emergency Plan (OEP) for the Bannister Federal Complex has been coordinated with, and approved by, staff members of the organizations housed at 1500 E. Bannister Road, Kansas City, Missouri. The organizations housed at the Bannister Federal Complex include the Department of Commerce, Federal Emergency Management Agency, Veteran Affairs and the U.S. Department of Agriculture. The "Designated Official" (as defined in FPMR 101-20.003(g) for the Federal Building at the Bannister Federal Complex is Jason Klumb.

OEP INTRODUCTION

This OEP has been established to protect employees in case of an emergency situation. It directs and supervises the evacuation of each building in case of fire, bomb threat, or hazardous materials emergency and movement of employees to shelter areas in the event of an earthquake or severe weather. It also guides employees through a medical emergency or civil disorder situation.

Instructions in the OEP incorporate fire safety features of the building as well as the procedures to follow if an emergency occurs. Thorough review of the procedures outlined is encouraged. This plan is intended for the protection of the employees. Employees are requested after reading the OEP to memorize and actually "walk through" shelter and evacuation routes.

The Appendices to the OEP detail the employees assigned to emergency teams along with their duties and responsibilities under the plan.

On site Agency Heads are responsible for designating and posting of primary and alternate emergency evacuation routes in their respective areas of the Bannister Federal Complex.

EMERGENCIES

The OEP lists **Fire, Severe Weather** including Tornado Warnings, Tornado Watches and Severe Thunderstorm Warnings, **Bomb Threats**, and emergency procedures for **Chemical/Biological Incidents**. Detailed employee responses to the emergencies are listed in the OEP for these conditions.

HAZARDOUS MATERIALS

Hazardous materials most likely to be encountered include paints, primers, and thinners; solvents; compressed gases; Mercury; alcohol; asbestos; polychlorinated biphenyls (PCBs); and fuels (such as gasoline or diesel fuel), but may include others. The most likely products to contain asbestos are sprayed-on fireproofing, insulation, boiler lagging, and pipe covering. Products likely to contain PCBs are transformers, capacitors, voltage regulators, and oil switches. In the event of a hazardous materials emergency, actions to be accomplished are listed in the OEP.

OTHER EMERGENCIES

The OEP lists Earthquakes, Floods, Suspicious Persons, and Utility Failure as other emergencies.

1. Earthquake During an earthquake, employees are safer inside the building than outside. Seldom is there advance warning and the shock may be the first indication of an earthquake. Employees are directed in the OEP to take the following actions if they do feel a tremor:
 - (a) Move at least 15 feet away from windows.
 - (b) Take shelter under tables, desks, or other objects that will offer protection from flying glass or other debris.

OCCUPANT EMERGENCY PLAN

**Bannister Federal Complex
1500 East Bannister Road
Kansas City, Missouri**

**General Services Administration
Federal Emergency Management Agency
Veteran Affairs
Department of Commerce
U.S. Department of Agriculture**

Updated: April 7, 2014

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FOREWORD

The Occupant Emergency Plan (OEP) for the Bannister Federal Complex has been coordinated with, and approved by, staff members of the following organizations housed at 1500 E. Bannister Road, Kansas City, Missouri. The “Designated Official” (as defined in FPMR 101-20.003(g) for the Federal Building at this location is Mr. Jason Klumb.

Jason Klumb
Region 6 Regional Administrator
Designated Senior Official

Bobby Deitch

R6 Office of Mission Assurance
Deputy Regional Director
Occupant Emergency Plan Coordinator
(Primary)

JoAnda E. Weaver-Lillard

Office of Mission Assurance
R6 Office of Mission Assurance Security
Program Specialist
Occupant Emergency Plan Coordinator

Signed Copy in Western R6 Office of Mission Assurance.

EMERGENCY PHONE NUMBERS

FOR

Bannister Federal Complex
1500 E. Bannister Road
Kansas City, Missouri

SERVICE

PHONE NUMBER

ALL MEDICAL EMERGENCIES (AMBULANCE)..... **DIAL 9-911**
Also notify **1500 GUARD POST**.....926-7321
West Dock Guard Desk.....926-5499
West Guard Console.....926-7321
West Entry Guard Desk.....926-3124
Mega Center Help Desk.....ID M0300..... **877-264-7650**
DHS/Federal Protective Service (POLICE, FIRE)..... **9-877-437-7411**

Health Unit.....(816) 926-7700

GSA Safety Office.....(816) 823-2219

GSA Security Office.....(816) 926-1107

GSA South Property Management Center Trouble Desk..... (816) 926-7323

National Nuclear Security Administration (NNSA)/Honeywell..... (816) 488-2262
(Clyde Hicks)

**BANNISTER FEDERAL COMPLEX VEHICULAR EVACUATION PLAN
KANSAS CITY, MISSOURI**

If a vehicular evacuation of the Bannister Federal Complex becomes necessary, there will be Traffic Control Officers to direct the orderly evacuation.

DEPARTMENT OF HOMELAND SECURITY ACTIVE SHOOTER PREPAREDNESS

PROFILE OF AN ACTIVE SHOOTER:

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes--before law enforcement arrives on the scene--individuals must be prepared both mentally and physically to deal with an active shooter situation.

CHARACTERISTICS OF AN ACTIVE SHOOTER SITUATION:

1. Victims are selected at random
2. The event is unpredictable and evolves quickly
3. Law Enforcement is usually required to end an active shooter situation.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY:

1. EVACUATE:

- Have an escape route and plan in mind
- Leave your belongings behind

- Keep your hands visible

2. HIDE OUT:

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. TAKE ACTION:

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

4. CALL 9-911 WHEN IT IS SAFE TO DO SO; YOU SHOULD PROVIDE THE FOLLOWING

INFORMATION TO LAW ENFORCEMENT OR 911 OPERATORS:

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

5. HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm and follow directions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements towards officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

DHS has developed an Independent Study Course titled *Active Shooter: What You Can Do*. This course was developed to provide the public with guidance on how to prepare for and respond to active shooter crisis situations. Upon completion of *Active Shooter: What You Can Do*, employees and managers will be able to:

- Describe the actions to take when confronted with an active shooter and to assist responding law enforcement officials;
- Recognize potential workplace violence indicators;
- Describe actions to take to prevent and prepare for potential active shooter incidents; and
- Describe how to manage the consequences of an active shooter incident.

Online training is available through the [Federal Emergency Management Agency Emergency Management Institute](http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-907) (<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-907>).

A. INTRODUCTION

The Occupant Emergency Plan (OEP) establishes basic procedures for safeguarding lives and property in and around the facility during emergencies.

This plan has been established to protect **YOU** in case of an emergency situation. It directs and supervises the evacuation of your building in case of fire, bomb threat, or hazardous materials emergency and your movement to shelter areas in the event of an earthquake or severe weather. It also guides you through a medical emergency or civil disorder situation.

Instructions in this booklet incorporate fire safety features of the building as well as the procedures to follow if an emergency occurs. Your thorough review of the procedures outlined is encouraged. This plan is for your protection; your cooperation is requested. After reading this plan, we request you memorize and actually “walk through” your shelter and evacuation routes.

The Appendices to this guide detail the employees assigned to emergency teams along with their duties and responsibilities under the plan.

On site Agency Heads are responsible for designating and posting of primary and alternate emergency evacuation routes in their respective areas of the Bannister Complex. **MEMORIZE YOUR PRIMARY AND ALTERNATE EVACUATION ROUTES FOR ALL CONTINGENCIES, NOW.**

B. TELEPHONE USAGE - DURING EMERGENCY CONDITIONS.

Severe weather conditions, civil disorders, natural disasters, or similar abnormal situations can result in a general but sometimes critical deterioration of telephone service at this facility and in the community. Phone systems can completely collapse in emergencies due to overuse or damage to their infrastructure. Telephone facilities are not designed to provide simultaneous service to all telephones within a given exchange or metropolitan area. Excessive telephone usage demands during an unusual situation may prevent the completion of urgent calls relating to an emergency.

Therefore, during an emergency, all Government employees should restrict their use of telephones to calls dealing with the emergency only. These calls should be of minimum duration until demands on these facilities have subsided.

This will ensure that emergency calls can be completed by those officials responsible for resolving problems related to the emergency situation. Agencies are requested to inform their employees of this procedure in order to ensure the availability of telephone facilities to handle important calls during an emergency.

Additional assistance may be obtained by calling the Federal Acquisition Service at **816-926-5610 or 816-926-5794.**

C. EMERGENCY ANNOUNCEMENTS.

1. When situations arise during normal duty hours that require emergency announcements, the Kansas City South Field Office personnel should be contacted by telephone at the following numbers:

KEY GSA CONTACT (Janelle Agnos)	<u>816-823-1214</u>
KEY GSA ALTERNATE (Roger Haynes)	<u>816-823-2205</u>

2. When situations arise during off-duty hours, (regardless of the time of day or the day of the week) that require emergency announcements, the Kansas City South Field Office should be contacted at the following telephone numbers.

KEY GSA CONTACT (Janelle Agnos)	<u>816-823-1214</u>
KEY GSA ALTERNATE (Roger Haynes)	<u>816-823-2205</u>

This will ensure the evening shifts; overtime personnel and others that may be present in the building are notified.

D. EMPLOYEES WITH DISABILITIES.

1. **Supervisors of Persons with Disabilities.** It is the responsibility of supervisors of physically impaired employees to ensure that an appropriate number of employees are designated as "Monitors for Disabled Persons" to handle the emergency evacuation of the physically impaired employees assigned to that supervisor to shelter areas or from the building, depending on the nature of the emergency. This will require that all supervisors with disabled employees conduct ongoing reviews of their evacuation needs and keep Monitors for Disabled Persons positions updated as necessary.

2. **Building Evacuation (Fire, Bomb Threats and Hazardous Materials).** Disabled employees, assisted by their assigned monitors, shall evacuate along with all other employees. Those employees who are unable to use the stairwells unassisted shall be directly assisted by their assigned monitors. These people should utilize the emergency evacuation chairs bolted to the walls by all staircases. These devices can help people traverse stairs. In the event that it is impractical to evacuate by any means, the landing inside any stairwell can effectively serve as a refuge area provided that such action does not block egress from the fire floor for remaining personnel.

DURING DRILLS disabled employees and those assisting them may use the elevators or Evacuation Chairs. Evacuation Chairs are specially designed chairs to help get people with medical or non-medical conditions down the stairs in the event of an emergency.

3. **Relocation within Building (Severe Weather).** In the event of a severe weather warning, disabled employees may use elevators or stairways as necessary to reach their

designated shelter areas. Disabled employees and those assisting them may use the elevators or Evacuation Chairs. Evacuation chairs are specially designed chairs to help get people with medical or non-medical conditions down the stairs in the event of an emergency.

4. Work Schedules. Employees who are unable to use stairwells without assistance should not be scheduled for work outside their organization's normal duty hours unless at least two other designated employees capable of providing assistance during an evacuation are also working during the same hours in the same area. The Control Center located at the west-end of the basement should be notified at **816-926-7321** when disabled employees are scheduled to work beyond normal duty hours.

E. FIRE.

1. Reporting a Fire. Upon discovering a fire, **DO NOT PANIC - STAY CALM.** Report **ALL** fires immediately, regardless of size or extent. The following procedures should be followed during both duty and non-duty hours.

(a) Use the nearest pull station. The fire alarms and strobes will be activated in the office areas immediately, and will alert the Fire Department and Control Center, who will then commence with the procedures listed under "Fire Evacuation" below.

(b) From a safe location, dial 9-911. Give the exact location of the fire, describe the fire, and give any other pertinent information.

2. Fire Evacuation (General). Evacuation will be initiated by the sirens and announcement by PA system and/or strobes. Upon notification of evacuation; **WALK** (Do **NOT** run) to the nearest exit stairwell. Do **NOT** use the elevators. Follow the instructions of your Floor Team Coordinator. Fire evacuation routes are posted in each workspace - **MEMORIZE YOUR ROUTE NOW.**

NOTE: Upon evacuation Health Unit personnel should report to a safe area outside of the West entrance.

NOTE: Siren/strobes from the fire alarm speaker system will indicate a fire only.

After you have evacuated the area, **do not attempt to return to the area until an "All Clear" signal has been given.** By remaining in your designated areas, supervisors can ensure that all employees are safely out of the building.

3. Persons with Disabilities. Refer to Section D (Persons with Disabilities), of this plan for instructions.

4. Organization Rally Point (ORP).

(a) Supervisors are responsible for obtaining their specific Organization Rally Point (ORP) from their onsite Agency Head or his designated representative. The ORP should be at least 200 feet from the building and easily identified by a sedentary object i.e. telephone pole, tree, building sign, etc. The ORPs are identified and included as an appendix to this plan. **(SEE APPENDIX D - GSA ONLY)**

(b) Personnel are not to re-enter the building until the “ALL CLEAR” is given.

(c) All managers/supervisors are then again instructed to take a headcount of all employees to make sure all have returned to their designated workplace.

(d) Managers/supervisors need to account for those associates that have not reported back to work.

F. SEVERE WEATHER.

1. **Tornado Watch.** A Tornado Watch means a situation where weather conditions are favorable for the development of a tornado.

2. **Tornado Warning.** A Tornado Warning means that a tornado has been sighted and is in the area.

(a) The Federal Protective Service (FPS) is notified by the National Weather Service of a Tornado Warning at which time they notify the Control Center. When a report is received of a Tornado Warning for this area, the Control Center will relay over the public address system an announcement instructing the associates to immediately take shelter.

(b) Tornado Warnings will be given at any time of any day (including weekends) that a tornado warning is issued that includes the Regional Office Building in the warning area.

(c) The Control Center will notify the Mega Center.

3. **Shelter Areas.** Upon notification of evacuation; **WALK (DO NOT RUN)** to the nearest shelter. Shelter routes are posted in each workspace - **MEMORIZE YOUR ROUTE NOW.**

4. **Severe Thunderstorm Warning.** Because of our geographical location, severe thunderstorms in this area may be accompanied by hail and high winds.

(a) In the event of a severe thunderstorm warning, stay away from all windows and stay indoors.

(b) The Control Center will notify the Mega Center.

5. **Persons with Disabilities.** Refer to Section D (Persons with Disabilities), of this plan for instructions.

G. BOMB THREATS. A person receiving a bomb threat should **stay calm and not panic.** The person receiving the bomb threat should also complete the Telephone Bomb Threat Checklist (**Figure 1, page 20**).

1. Threat by Telephone. If the threat is made by telephone, attempt to get the exact location of the bomb and the time it is set to explode.

(a) Keep the caller on the line as long as possible, obtaining such information as voice characteristics, race, sex, why the bomb was planted, etc. Listen for background noises and any other clues that might indicate who's calling and their location. Make notes of everything you hear for future investigations.

(b) After the caller hangs up, immediately call the Mega Center, telephone number **9-877-437-7411** (it will take about 10 seconds before the number begins to ring), and give them all the information that you have.

(c) **DO NOT** alarm other occupants in your area or in the building. Go to your Floor Team Coordinator and await instructions.

NOTE: The Federal Protective Service officials (Control Center) will notify all agency heads, the Emergency Coordinator, and respective emergency team officials of building evacuation and bomb search progress.

2. Threat by Mail. If the bomb threat is received in the mail, immediately call the Mega Center, telephone number **9-877-437-7411**, and give them all the information you have. You will be given instructions to follow. Do NOT alarm other occupants in the area or in the building. Floor Team Coordinator will be given further instructions. If evacuation is necessary, follow the instructions of the Floor Team Coordinator.

3. Suspicious Object. **DO NOT TOUCH** the suspicious object. Immediately notify the Mega Center, telephone number **9-877-437-7411**. Evacuate the immediate area and await instructions from your Floor Team Coordinator.

4. Evacuation Procedures. If it becomes necessary to evacuate the building or any part of the building, follow instructions from your Floor Team Coordinator.

(a) **DO NOT** panic, stay calm.

(b) Check immediate work areas prior to evacuation and report anything suspicious.

(c) **DO NOT** use elevators - use the stairs.

(d) **DO NOT** close doors.

(e) After evacuation to designated areas, remain there. This will assist supervisors in ensuring that all employees are safely out of the building.

(f) Fire evacuation routes are posted in each workspace. However, a different route may be required for safety.

(g) **Persons with Disabilities.** Refer to Section D (Persons with Disabilities), of this plan for instructions.

5. The Mega Center shall notify the Emergency Coordinator as soon as they receive a report on any of the above instances.

H. EMERGENCY PROCEDURES FOR CHEMICAL/BIOLOGICAL INCIDENTS.

The following procedures are guidelines describing the response to threats and/or actual devices of a chemical/biological nature. These procedures are in line with previously published information. Nonetheless, they are based on current understanding of potential threats and are described below to assist in planning for threats and actual terrorist incidents.

1. **Threats by Telephone.** These are situations where a threat has been received by telephone or by letter (no powder, other release mechanism, etc.) indicating that a device or dissemination of a chemical/biological agent has or will be discharged. At this point, the distinction is that a device has not been seen or discovered within the building or grounds.

(a) **Procedures.** The person receiving such a call needs to fill out the “**Chemical/Biological Threat Checklist**” (Figure 1 on page 12). Immediately after the caller hangs up, use a different telephone to call the Mega Center at **9-877-437-7411** and your immediate supervisor. Ensure that you do not call out on the same line on which you received the threat. This provides a possibility of tracing the call.

(1) Call the Mega Center at **9-877-437-7411** and complete the “Chemical/ Biological Threat Checklist.”

(2) Describe the exact nature of the threat to the dispatcher.

(3) Give your name and dial-back number.

(4) Advise dispatcher of a place you will meet responding personnel (preferably in a low-profile location).

(5) There will be a limited response (police and fire) to perform a threat assessment, which will include a search.

(6) Evacuation of the building will be determined after consultation by Designated Official and first responders (Police and Fire).

(7) An evacuation may not be necessary.

2. Threats by Actual Device/Agent Found. These are situations where an actual device, e.g. powdered envelope, vial, chemical container, dispersal device etc., is found. If you receive a letter or package that contains a threat of an unknown substance, treat it as if it is a contaminant.

(a) Procedures. The initial person to discover the contaminant or substance has the following responsibilities:

(1) If identified as a threat or substance, set it down. **DO NOT TOUCH IT.** Do not remove it from the area. In order to **STABILIZE**, cover (**see note below**) any spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover!

NOTE: Do not cover if it is a powdery substance as this will cause to spread it further in the air.

(2) Then leave the room and close the door, or section off the area to **CONTAIN** suspect area and prevent others from entering (i.e., keep others away). Notify the Mega Center at **9-877-437-7411**. Give information of your floor, room number, column letters and number, phone number, number and names of people possibly contaminated.

(3) Describe the exact nature of the situation to the dispatcher.

(4) Give your name and dial-back number to the Mega Center.

(5) Stay by the telephone to receive instructions from emergency personnel.

(6) Isolate your area to reduce the possibility of further exposure.

(7) DO NOT allow any non-emergency personnel to enter your area.

(8) DO NOT allow people who were present when the letter or package was discovered to leave the area, which can cause further contamination.

(9) If possible, without contaminating others move all contaminated people to a neighboring "quarantine area." Notify your supervisor by phone where the package/contaminant is located and location of the "quarantine area."

(10) If conditions permit, wash off any particles and any liquid you came in contact with and wash your hands with soap and water to prevent any powder coming in contact with your face.

(11) Wait for emergency personnel to arrive and follow their instructions. They are trained to provide decontamination and any medical attention necessary.

(12) Advise those in the quarantine area that help is on its way and that these precautions are necessary to ensure the health and safety of these persons and their families.

(13) Notify the GSA Safety Officer at **816-823-2219/2227**.

3. Threats by Actual Device/Agent Present. This is situation where it is believed or confirmed that a device/agent powdered envelope, vial, chemical container, dispersal device etc., has been activated and is present at the facility.

(a) **Procedures**. The initial person to find the device/agent has the following responsibilities:

(1) Isolate the affected area around the device/agent by closing doors and fire doors.

(2) Call the Mega Center at **9-877-437-7411** and describe the exact nature of the situation.

(3) Give your name and dial-back number to the Mega Center.

(4) Move everyone in the affected area to a nearby “quarantine” area with a telephone. Give this phone number to the Mega Center dispatcher. If a chemical agent has been dispersed, the quarantine area should be outdoors and upwind.

Emergency response personnel should not allow these people to exit this quarantine area until it is determined safe to do so. A decontamination and medical evaluation process may be necessary for these persons. Any exposed or potentially exposed persons should wash hands and face with soap and cool/cold water in facilities in the quarantine (indoor/outdoor) area, if possible.

Advise those persons in the quarantine area that help is on its way and that these precautions are necessary to ensure the health and safety of these persons and their families.

(5) Contact the Property Manager, who will notify the Designated Official.

(6) Remain by the telephone until assistance arrives and/or your area has been notified to evacuate to a specified location where decontamination procedures can be implemented.

(7) Designated Official should proceed to Senior Emergency Response Team Room located on the Mall Level in Room SBN 16.1, or Building 50 Conference Room.

(aa) If the initial report indicates there is not time for consultation with the Command Center Team (see Appendix B), the Designated Official will make a unilateral decision regarding evacuation.

(bb) Advise the Emergency Coordinator to shut off circulation system in the area of potential exposure.

(cc) Communicate with responding Fire Department **HAZMAT**.

(8) Emergency Coordinator proceeds to Senior Emergency Response Team Room located on the Mall Level in Room SBN 16.1., or Building 50 Conference Room.

(aa) Notify the Utility Control Officer of the emergency.

(bb) As required, shut down all air-handling units for the affected floors.

(cc) Appoint a Facility Representative whom has not been exposed to be Facility Liaison with Fire/Police. Have this person meet responding emergency units in a safe area and identify him/herself as the Facility Liaison.

(dd) Advise Mega Center at **9-877-437-7411** of a place the facility liaison will meet responding personnel.

(ee) As appropriate, shutdown facility systems that potentially contributes to the expansion of the events (elevators, ventilation systems, water supplies).

(ff) Gather information necessary to any further response effort.

(9) Floor Team Coordinators evacuate the affected area under the direction of the Command Center Team (see Appendix B), ensuring all personnel are not taken through the exposed area(s).

4. Protecting Buildings and Their Occupants from Airborne Hazards

(a) Defining the decision-making process. Once it is apparent that an airborne hazard exists, the most important step in deciding on the best protective action is to quickly determine whether the source of the hazard is inside or outside the building. Recognize that it may not always be possible to quickly to do so; the best approach is to take action based on the most likely location while continuing to investigate.

(b) If the source is clearly inside, contained or localized, such as a spill of cleaning solution or an accident causing the release of **hazardous** chemical stored in the building, or a package containing a toxic material:

(1) Shut down all air-handling units that serve the affected floor.

- (2) Isolate the affected area by closing doors and fire doors.
- (3) Communicate with the Fire Department for assistance.
- (4) Evacuate the affected floor(s) via routes away from the affected

area.

(c) **If the source is clearly outside**, initiate sheltering in place procedures as found in Section 8 of this document. Communicate with the Fire Department about the likely duration of the event (how long until the release will be contained). Sheltering is appropriate if the hazard is known to originate outside the building and if there is no indication that the hazardous material has begun to enter the building.

(d) **If the source location cannot be quickly determined:**

- (1) If there is an odor or other signs, use protective masks, then determine if the air is clean outside the building. If so, evacuate.
- (2) If there are symptoms – but no odor or other sensory indications – evacuate.
- (3) Check for other possible indicators of source.
- (4) In a multistory building, if signs/symptoms are not apparent on adjacent floors, it is likely an internal release on one floor.
- (5) If there are visible signs outside the building, such as people fleeing or responding to an airborne hazard, an external release is likely.

5. Shelter-In-Place

In certain emergency situations, evacuating the facility may place an occupant's safety and health in danger. Shelter-In-Place (SIP) is a protective action individuals can take to remain inside a facility and protected from exposure to threats from outdoors.

SIP is an important component of an Occupant Emergency Plan because it gives individuals a safe alternative to evacuation. SIP is a voluntary action for occupants, unless mandated by public safety officials. The Designated Official may decide to implement SIP in different types of emergency situations.

SIP calls are in response to exotic circumstances. They usually are invoked when an event outside of the building has put toxic fumes into the air. These fumes make it hazardous to go outside of the building and have the potential to draw in these fumes into the building.

There are basic steps that should be taken when Sheltering-In-Place in the workspace:

- (a) Shut and lock all windows and doors.
- (b) Turn off all air handling equipment (heating, ventilation and/or air conditioners).
- (c) **Go to interior rooms in the outbuildings; go to the sub-basement level in buildings 1 & 2.**
- (d) Listen for further instructions.
- (e) When an All Clear is announced, listen to instructions being given over the Public Address System in the facility.

(f) Additional steps:

(1) Implement an Accountability system. You should know who is in the building and where they are if an emergency develops. Visitors should be made aware of the decision to shelter-in-place.

(2) Sponsors of visitors on site, including vendors and conference attendees, are responsible for briefing them on evacuation procedures, Shelter-In-Place (SIP) procedures and locations of assembly areas/rally points.

Information concerning the Occupant Emergency Plan, whether in written or oral form can be provided when the visitor is receiving a badge. Develop an accountability system to account for all visitors that may have been in the building at the time of an emergency.

(a) Communications

(1) The Control Center at the direction of the Designated Officer or his/her designee will announce to Associates using the PA System that a Shelter-in-Place has been advised and the sheltering plan should be implemented immediately.

(2) Associates located in offices and/or office space on exterior wall of the facility should move to interior room(s), above ground level with the fewest windows or vents. **DO NOT USE ELEVATORS.**

(3) Relocate all associates located below ground level (i.e. sub-basement and Mall Level) to above ground level interior room(s), with the fewest windows or vents. **DO NOT USE ELEVATORS.**

(b) Control Air Movement

(1) The Utility Control Officer in coordination with the KC South Field Office

Upon hearing the announcement to Shelter-In-Place shall immediately turn off all air handling equipment. A list has been prepared showing the locations of all switches that control the air-handling units, outside air fans, exhaust fans and air conditioning units.

(2) Associates, Floor Team Coordinators and Monitors should assist in making sure all windows are closed and locked.

(c) Shelter Room Procedures

(1) Monitor radio broadcast for emergency messages if possible, or listen for further instructions over the facility PA System.

(2) The Command Center as directed by the Designated Official in coordination with the Fire Department/Hazmat Team will announce an "ALL CLEAR" message over the facility PA System.

(3) Upon hearing an "**ALL CLEAR**" message associates will follow the instructions pertaining to the "**ALL CLEAR**".

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

- | | | |
|--|--|---------------------------------------|
| Caller's Voice | Background Sounds: | Threat Language: |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Angry | <input type="checkbox"/> House Noises | <input type="checkbox"/> Message read |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Kitchen Noises | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Street Noises | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Coughing | <input type="checkbox"/> Booth | <input type="checkbox"/> Profane |
| <input type="checkbox"/> Cracking voice | <input type="checkbox"/> PA system | <input type="checkbox"/> Well-spoken |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Conversation | |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Music | |
| <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Motor | |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Clear | |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Static | |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Office machinery | |
| <input type="checkbox"/> Female | <input type="checkbox"/> Factory machinery | |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Local | |
| <input type="checkbox"/> Lisp | <input type="checkbox"/> Long distance | |
| <input type="checkbox"/> Loud | | |
| <input type="checkbox"/> Male | | |
| <input type="checkbox"/> Nasal | | |
| <input type="checkbox"/> Normal | | |
| <input type="checkbox"/> Ragged | | |
| <input type="checkbox"/> Rapid | | |
| <input type="checkbox"/> Raspy | | |
| <input type="checkbox"/> Slow | | |
| <input type="checkbox"/> Slurred | | |
| <input type="checkbox"/> Soft | | |
| <input type="checkbox"/> Stutter | | |



Homeland Security

Figure 1

I. CIVIL DISORDERS. Persons notified of pending demonstrations or having information regarding a civil disorder should immediately notify the Mega Center, telephone number **9-877-437-7411**.

1. If demonstrations are forming or already formed, please stay clear of windows and doors. **DO NOT** confront demonstrators. Discussion or argument on a given subject is what they want.

2. When demonstrators block entrances to the building, be patient; do not try to force your way in or out. This situation will be taken care of by trained personnel. Call telephone number **9-877-437-7411**.

3. If you observe a demonstrator inside the building or your office area, immediately report it to the Mega Center; telephone number **9-877-437-7411**.

J. HAZARDOUS MATERIALS

A Hazardous Materials Emergency is defined as the leakage or spillage of a hazardous material in a nature or quantity that cannot be controlled by one individual without assistance. Hazardous materials most likely to be encountered include paints, primers, and thinners; solvents; compressed gases; Mercury; alcohol; asbestos; polychlorinated biphenyls (PCBs); and fuels (such as gasoline or diesel fuel), but may include others.

The most likely products to contain asbestos are sprayed-on fireproofing, insulation, boiler lagging, and pipe covering. Products likely to contain PCBs are transformers, capacitors, voltage regulators, and oil switches. In the event of a hazardous materials emergency, the following actions are to be accomplished immediately:

1. If possible, stop the leak or spill from continuing. However, **DO NOT** enter a confined space or any space without good ventilation to accomplish this.

2. Advise any other persons in the **immediate** area to stay back from the site of the leak or spill.

3. Keep other persons from entering the area where the leak or spill has occurred.

4. If someone has been overcome by the hazardous materials, **DO NOT** attempt to rescue the individual - call **IMMEDIATELY** for assistance.

5. Be sure you remain in a nearby area to provide information to emergency responders. However, you should not remain in any area which may result in you being placed in danger - move to a nearby, safe place.

6. Notify the Mega Center at telephone number **9-877-437-7411** of the situation, giving the following information:

(a) Nature of the emergency (reason assistance is needed);

(b) Location of the emergency (floor, room number, etc.);

(c) Caller's name and phone number;

(d) Identify the hazardous material(s) involved in the emergency, if this can be determined without placing yourself in danger or entering the area of the spill or leak;

(e) Approximate quantity of the hazardous material which has spilled or leaked, if this can be determined without placing yourself in danger or entering the area of the spill or leak; and

(f) Whether or not anyone has been injured or made ill as a result of this emergency.

7. Emergency Response. Clean up of the leak or spill will be accomplished by professionals. Remember, if you have not been specifically trained to respond to hazardous materials emergencies of this nature you are to take **NO FURTHER ACTION** regarding cleaning up, controlling the spill/leak, or to attempt to rescue injured persons associated with the hazardous materials emergency **EXCEPT** as outlined above.

The Mega Center will notify the GSA Safety Office (telephone number **816-823-2219 OR 816-823-2226/7**), as well as request emergency services (HazMat Team, Fire Department, Ambulance, etc.), as determined necessary.

8. Evacuation Procedures. If it becomes necessary to evacuate the building or any part of the building, follow the instructions of your Floor Team Coordinator.

(a) **DO NOT** panic, stay calm. You may be forced to take your shoes off to increase your speed of evacuation. Try to minimize the amount of things you take from your work space. This might complicate your evacuation and slow down your speed.

(b) After evacuation to designated areas, remain there. This will assist supervisors in ensuring that all employees are safely out of the building.

(c) Fire evacuation routes are posted in each workspace. However, a different route may be required for safety.

(d) **Persons with Disabilities.** Refer to Section D (Persons with Disabilities), of this plan for instructions.

K. MEDICAL EMERGENCIES.

1. During Normal Duty Hours. In the event of a medical emergency during normal duty hours, **DIAL 9- 9-911** contact the Kansas City Missouri Emergency Dispatch operator for emergency help and give the following information:

- Location of the emergency (floor, column, room number, etc.)

- Caller's name and phone number
- Sick or injured person's name
- Reason medical assistance is needed

Also have someone contact the West Guard at 926-7321 and let them know the situation and details.

(a) If at all possible, you should bring the patient to the Health Unit for treatment. If this is not possible, a nurse will respond to the needed location.

(b) Have someone meet the nurse at the elevator or at a designated area to escort him/her to the patient's location.

(c) A nurse will respond ready to assist if needed. The nurse will bring an emergency bag by the most expeditious route.

2. During Non-Duty Hours. Should a medical emergency occur when the Health Unit is closed, **DIAL 9-911**, and give the following information:

- Building address (1500 East Bannister Road, Kansas City, Missouri)
- Location of the emergency (floor, room number, etc.)
- Your name and phone number
- Name of the sick or injured person
- Reason assistance is needed.
- When possible, also have someone contact the West Guard at 926-7321 to let them know the situation and details.

L. OTHER EMERGENCIES.

1. Earthquakes. During an earthquake, you are safer inside the building than you are outside. Seldom is there advance warning and the shock may be the first indication of an earthquake. If you do feel a tremor:

(a) Move at least 15 feet away from windows.

(b) Take shelter under tables, desks, or other objects that will offer protection from flying glass or other debris.

(c) **DO NOT** attempt to use the elevators.

(d) Remain on the floor you are on until otherwise instructed over the public address system, fire alarm speaker system, or your Floor Team Coordinator.

2. Floods. Flood control at this complex is the responsibility of the National Nuclear Security Administration (NNSA)/Honeywell by agreement with GSA. Notification of tenant evacuation will be made by the Designated Official or by his/her designee, upon receipt of an evacuation notice from the National Nuclear Security Administration.

3. Suspicious Persons. Upon the observation of a suspicious person in or around your work area, **DO NOT** try to confront this person. Notify the Mega Center, telephone number **9-877-437-7411** and keep the person under observation until help arrives.

4. Utility Failure.

(a) When a utility failure is experienced, do not attempt the repair yourself. Report the failure to the South Kansas City Field Office at telephone **816-926-7323**.

(b) After hours situations, notify the Mega Center by phone at **9-877-437-7411**.

M. Testing, Training and Exercising (TT&E):

The overall objective of an Occupant Emergency Plan's Testing, Training and Exercise (TT&E) is developed to improve the ability of agencies to effectively manage and execute their Occupancy Emergency Plan.

1. Testing. Testing refers to the actual use (a working test) of all designated equipment to ensure that the equipment is in a working condition and will be responsive in the event of an emergency. Tests will cover communication and warning systems as well as a review of personnel designations and the Occupant Emergency Plan. Testing will be accomplished under the direction of the Emergency Coordinator.

2. Training.

(a) **Fire.** One fire drill per year will be held during Fire Prevention Week in the month of October. Full evacuation of the building will be accomplished during this drill.

(b) **Tornado.** One tornado drill will be conducted each spring, with the evacuation to the sub-basement and basement shelter areas.

(c) Other drills as needed and approved by the Designated Official.

3. Exercises.

- Tabletop
- Drills
- Functional; and
- Full-Scale

Following an exercise, a comprehensive debriefing and after action report will be completed. All data collected for the TT&E program will be incorporated into a corrective action plan that provides input for annual Occupant Emergency Plan revisions and will also have mechanisms in place to validate the plan's effectiveness, manage its maintenance and be 508 compliant.

(a) **Fire Protection**. Training for fire protection will be under the direction of the Occupant Emergency Plan Coordinator.

(b) **Tornado**. Training for tornadoes will be under the direction of the Occupant Emergency Plan Coordinator.

(c) **Monitors**. Periodic training for Monitors will be under the direction of the Floor Team Coordinator. Also, training of Floor Team Coordinators and Area Monitors will be held by the Occupant Emergency Plan Coordinator or his/her designee to ensure readiness.

APPENDIX A

Duties and Responsibilities of Occupant Emergency Plan Team Members

Per Interagency Security Committee Guide, dated March 2013:

A. Designated Official.

The following responsibilities are mandated by 41 CFR 102-74:

- a. Develop, implement, and maintain an occupant emergency plan
- b. Establish, staff and train an Occupant Emergency Organization (OEO)
- c. Activate the OEO (may be delegated to the Designated Alternate Official)
- d. Initiate action to evacuate or relocate occupants in accordance with the plan by sounding the fire alarm or by other appropriate means
- e. Initiate appropriate action according to the plan when there is advance notice of an emergency

Clarification for execution of responsibilities:

1. Assume the duties of the Occupant Emergency Coordinator or appoint another to assume the functional responsibilities if required.
2. Ensure the appointed Occupant Emergency Coordinator is trained.
3. Review and sign the facility occupant emergency plan since the Designated Official has overall responsibility.

4. Approve the activation of the occupant emergency plan in part or in whole directly or through the use of written “standing “ or
 5. Represent the government interests to public safety/response agencies in conjunction with GSA and other key stakeholders
 6. Chair the FSC or designate a senior staff representative with decision making authority.
 7. Implement direction provided by agency senior decision makers
 8. Coordinate with the local emergency responders during the incident
 9. Coordinate with the security provider on facility related matters
 10. Report relevant information to agency senior decision makers and determine when occupants may re-enter the facility.
 11. Determine when occupants may re-enter the facility.
-

B. Occupant Emergency Plan Coordinator.

The Emergency Coordinator is responsible for the development and operation of the Occupant Emergency Plan (OEP). The OEP Coordinator coordinates planning with GSA and tenant agency officials. Under the general direction of the Designated Official, he/she performs the following duties:

1. Can assume the duties as the Incident Commander during emergency incidents per the National Incident Management System (NIMS).
2. Coordinate Occupant Emergency Plan procedures with other tenants of the facility, security provider, onsite contractor representatives, adjacent facilities, local fire and emergency medical services, local emergency planning committee and local law enforcement agencies.
3. Oversee the day-to-day Occupant Emergency Plan activities including Occupant Emergency Organization recruitment planning, Testing, Training, and Exercises.
4. Solicit the assistance during drills and actual emergencies, supervises and directs the movement of personnel as required by the plan.
5. Ensure a process for evaluation and accountability is in place for all occupants.
6. Provide a summary explanation to senior management for possible distribution to occupant’s upon re-entry to the facility following an emergency. During emergencies, directs operations with the assistance and cooperation of the Property Management Center manager, the Federal Protective Service, and the Designated Official.

7. Ensure the Designated Official (DO) and alternate are trained and equipped.
8. Ensure contact information and roster of personnel is kept updated and made available to employees and occupant agencies.
9. Meets periodically with agency heads to review the plan.
10. Conduct After-Action Reviews and meetings to identify and coordinate any corrective measures to the plan.

C. Federal Managers and Supervisors.

Federal Managers and Supervisors ensure those occupants identified as requiring assistance during an evacuation or shelter-in-place (SIP) has a customized plan that includes:

1. The assistance required, the name of the person(s) volunteering to assist, accountability protocol, type of equipment required (if any), and the evacuation route from the assigned work space.
2. Ensure those occupants under their supervision with self-identified assistance needs, are accounted for during an incident.
3. Identify any volunteers willing to assist persons with disabilities or needing assistance.
4. Ensure that during an emergency, **ALL** occupants in the work area check in at the Designated Rally point, remain there and comply with the instructions given by the Senior Emergency Response Team or emergency responders.
5. Inform personnel they can re-enter the facility after the “**All Clear**” is given.
6. Communicate management’s decisions if the facility is not able to be reoccupied at that time.
7. Ensure the safety of all occupants, employees, and visitors under their supervision.
8. Ensure new and current employees under their supervision are aware of specific Occupant Emergency Plans, and actions expected during any emergency.
9. Assign an adequate number of supervisors/employees under their supervision to the Occupant Emergency Coordinator to ensure continuity of the positions during business hours and periods of emergency.
10. Participate in testing, training, and exercises, as appropriate, specific to occupant emergency plans.
11. Notify the Occupant Emergency Plan Coordinator and/or Floor Team Leader of changes to the office OEP roster.

D. Contractors

1. While on-site at a Federal facility, contractor personnel are considered occupants and are subject to all applicable safety and emergency requirements including those found in the Occupant Emergency Plan.
2. It is up to each individual agency or department to check their contracts, legal counsel, and/or current standard operating procedures to ensure contractors are utilized appropriately.

E. Contracting Officers and Contracting Officer Technical Representative

1. Ensure contractor personnel are informed of how to respond to emergency notifications, including drills and exercises.
2. Ensure their requirements for such a response are included in the appropriate contract language (29 CFR 1910.38 (f)).
3. Take appropriate action to address emergency procedures based on the Occupant Emergency Plan.

C. Floor Team Coordinator. Under the direction of the Occupant Emergency Plan Coordinator, the Floor Team Coordinator supervises and expedites the evacuation of personnel from his/her floor.

1. Assures that evacuation routes are clearly identified, that they are posted on the bulletin boards, and they are made known to the regular occupants on the floor.
2. Directs the orderly flow of personnel along the prescribed evacuation routes during drills or actual emergencies.
3. Immediately establishes a new route of evacuation if a bomb or suspicious object is discovered along the normal route of evacuation. Ensures no part of a straight-line route is used if a suspicious item is contained within a corridor, stairwell, etc.
4. Assures that all Monitor personnel are familiar with their duties, stations, the locations of fire extinguishing equipment in their area of responsibility, and the alarm signals that direct floor organization personnel to their stations.
5. Maintains a current roster of personnel by listing names, emergency assignments, room numbers, and telephone numbers.
6. Maintains and revises a roster of disabled personnel normally working on the floor, makes provisions for their evacuation in an emergency. A copy of the roster will be

forwarded to the Emergency Coordinator. Roster will include the following information about the disabled personnel:

- Name
- Location
- Phone Number
- Type of Disability
- Mobility Needs

7. Releases floor organization personnel to evacuation area when the evacuation is completed.

8. Reports to the Emergency Coordinator after the evacuation is completed.

9. Floor Team Coordinators are required to provide quarterly updates of their specific area of responsibility of Key Personnel Listing to the Emergency Coordinator.

D. Area Monitor. Under the direction of the Floor Team Coordinator, the Area Monitor supervises and expedites the evacuation of personnel from his/her part of the floor.

1. Assure that evacuation routes are clearly identified and are made known to the regular occupants of his/her part of the building.

2. Direct the orderly flow of personnel, during drills or actual emergencies, along the pre-described evacuation routes in his/her part of the building.

3. Establish immediately a new route of evacuation if a bomb or suspicious object is discovered along the normal route of evacuation. Ensure that no part of a straight-line route is used if a suspicious object is found within a corridor, stairwell, etc.

4. Assure that all personnel have vacated his/her area of the floor when required.

5. Report to the Floor Team Coordinator when evacuation has been completed.

6. Periodically inspects evacuation routes to ensure they are clear of obstructions.

7. Provides final instructions to Building Exit Monitors.

E. Lead Monitor. Under the direction of Area Monitors, duties include:

1. Assisting the Area Monitor in grouping all personnel from their offices into the halls preparatory to evacuation.

2. Leading the personnel to the proper fire exit or to the shelter by the prescribed routes.

3. For the first floor areas, departing with your personnel groups only when the End Monitor from the upper floor has reported that his/her group has passed the area.

4. For sub-basement and basement personnel, ensuring they are moved away from the windows in the event of a tornado. If the entire building is to be evacuated (e.g., in the event of a fire or bomb threat), personnel should be prepared for an evacuation.

F. End Monitor. Under the direction of the Lead Monitor, the End Monitor will:

1. Assist the lead monitor in keeping personnel moving steadily to the fire exits or to the shelters.

2. As the group from the first and second floors passes the lower floor, report to the Lead Monitor on the lower floor that the upper areas have been cleared.

3. Notify Area Monitors when floor offices in their assigned areas have been evacuated.

G. Stairway Monitor. Under the direction of the Floor Team Coordinator, the Stairway Monitor controls the movement of personnel on the stairway. The Stairway Monitor will:

1. Keep the stairway door open while floor evacuation takes place. Ensure that personnel needing assistance have people (i.e., Monitors for Disabled Persons) with them to help them.

2. Keep personnel moving steadily at a walking pace, not permitting them to run.

3. Keep personnel orderly on the stairway and instruct them to grasp the handrail when descending or ascending the stairs.

4. Close the doors after all personnel in line have passed through and accompany personnel to the evacuation area.

5. Maintain order among personnel in the evacuation area.

NOTE: During drills, Special need individuals, pregnant women, or others needing assistance may use the elevator if they so desire.

H. Elevator Monitor. Under the direction of the Floor Team Coordinator, the Elevator Monitor controls the use of the elevators. Duties include:

1. Taking a position at the elevator and directing employees to use the stairways. Deny admission to the elevator during fire emergencies.

NOTE: During drills, special needs personnel, pregnant women, or others needing assistance may use the elevator if they so desire.

2. Reporting to the Floor Team Coordinator when the evacuation has been completed.

I. Monitor for Special Needs Personnel. Under the direction of the Floor Team Coordinator, the Monitor for Disabled Persons helps physically impaired people. Duties include:

1. Familiarize yourself with the location of the persons who are to be assisted, their type of disability, and the location of any wheelchairs, crutches, etc. which may be needed by that person.
2. Assisting disabled persons from their place of work to stairways and to the evacuation area.
3. Report to the Floor Team Coordinator when the evacuation has been completed

J. Fire Door Monitor. Under the direction of the Floor Team Coordinator, the Fire Door Monitor has responsibility for the fire doors in the center of the Federal Building. Duties include:

1. Upon sounding of the fire alarm, immediately closing the fire doors to which you are assigned.
2. After the fire doors have been closed, not permitting personnel to pass through the doors except members of the Fire Department or others requiring exit from life threatening situations.
3. After the fire evacuation has been completed, departing from the building by the proper fire route.
4. Upon sounding of the "All Clear" signal, reopening the fire doors.

K. Building Exit Monitor. Under the direction of the Floor Team Coordinator, the Building Exit Monitor will:

1. In case of building evacuation (e.g., fire or bomb threat):
 - (a) Hold doors open for personnel leaving the building.
 - (b) Close all doors after all personnel have departed.
 - (c) Not permit personnel, except Fire Department employees, to reenter the building until the "All Clear" signal is sounded.
2. In case of other emergencies requiring the use of the shelter (e.g., tornado):
 - (a) Not permit anyone to leave the Federal Building (short of physical restraint or force).

(b) Direct all personnel to the proper shelter routes. If an individual is a visitor, permit him/her to depart if the emergency is a test. If the emergency is not a test, explain the situation to him/her and offer the use of the shelter. If the visitor declines the offer, permit them to depart.

(c) Not leave your post until relieved by your Area Monitor.

L. Restroom Monitor. Under the direction of the Floor Team Coordinator, the Restroom Monitor will:

1. During an evacuation, immediately clear the restrooms to which you are assigned.
2. After the restroom has been cleared, do not permit personnel to re enter the restroom except for emergency personnel.
3. After the evacuation has been completed, depart from the building by the proper fire route.

M. Utilities Control Officer. The Utilities Control Officer is responsible for controlling building utilities during an emergency, and maintaining damage control. Under the direction of the Property Management Center manager, the Utilities Officer performs the following duties:

1. Establish a plan to attend mechanical devices, ventilation, water, gas, steam valves, power switches, etc. during an emergency.
2. Dispatches individuals or teams, as required, to prearranged control points to pre-planned or directed action.
3. Ensures, during bomb threats, that searches of equipment and maintenance rooms, elevators, and elevator shafts are reported to the Command Post. **DO NOT TOUCH A SUSPICIOUS PACKAGE OR BOMB!!**

N. Medical Coordinator - If medical attention is necessary when the Health Unit is closed, **DIAL 9-911**, and give the following information:

- Building address
- Location of the emergency (floor, room number, etc.)
- your name and phone number
- Name of the sick or injured person
- Reason assistance is needed.

NOTE: When possible, also have someone contact the 1500 guard at 926-7321 to let them know the situation and details.

O. Alarm Monitor Personnel. FIRE ALARM PROCEDURES - In case of any alarm, the Control Center will advise the Mega Center. Both the guard and the dispatcher will record the exact time, type and location of the alarm for future reference.

1. Pull Station and Water Flow Switch Fire Alarms - If the alarm does not reset after 60 seconds, the following shall be accomplished in turn:

- (a) Activate the total building evacuation alarm horns simultaneously.
- (b) Dispatch the fire department and an FPO.
- (c) Notify the Emergency Coordinator of the alarm.
- (d) Notify National Nuclear Security Administration (NNSA)/Honeywell of the alarm.

NOTE: Items 1 through 4, above, are to be accomplished **immediately**, without the 60-second delay, if **more than one** pull station or water flow switch is activated.

2. Smoke Detector Fire Alarms - The building should not be evacuated on a smoke detector alarm. The following will be accomplished:

- (a) Dispatch the fire department and an FPO.
- (b) Notify the Emergency Coordinator of the alarm.

3. Trouble Signals - Do not dispatch the fire department or an FPO, and do not notify the Emergency Coordinator. If, after 10 minutes, the alarm does not reset, call the South Property Management Center at telephone **926-7323**.

APPENDIX B

**Command Center Team or Senior Emergency Response Team (SERT) Designations
as of February 27, 2014:**

<u>NAME AND POSITION</u>	<u>TELEPHONE</u>
Nick Cave Human Resources Officer	(816) 823-2653
Cy Houston GSA, PBS Regional Commissioner	(816) 823-2252
Mary Ruwwe, GSA, FAS Regional Commissioner	(816) 823-1700
Dennis O'Connell Chief Legal Counsel	(816) 823-5267
Vickie Jones GSA Finance	(816) 823-2886
Greg Gdanski GSA IT	(816) 823-5784
Nurse Coordinator	(816) 926-7700
Jeffrey Cushing GSA Safety Officer	(816) 823-1441
Janelle Agnos Kansas City South Field Office Supervisory Building Manager	(816) 823-1214 / (816) 206-3230
Greg Rhodus (SSI) Utilities Control Officer	(816) 237-1886/ (816) 935-7730

APPENDIX B

**Command Center Team or Senior Emergency Response Team (SERT)
Designations as of March 2014**

NAME AND POSITION

TELEPHONE

Conradge Brown
DHS/FEMA

(816) 813-6838

Richard Harrison
Department of Commerce

(816) 926-7994

Anthony D. Harrison
Director, National Logistics Support Center

(816) 926-1351

Charles Maples
National Reconditioning Center

(816) 816-926-3217 ext. 232

John Kolze
GSA IG

(816) 926-7214

Richard Medved
Veterans Administration

(816) 861-4700 ext. 56891

NOTE: In the event of building fire evacuations, the SERT members will assemble in the conference at Bldg. 50.

APPENDIX C

Floor Team Coordinator and Key Personnel Listing As of March 2014

<u>LOCATION</u>	<u>BUILDING #1 NAME AND POSITION</u>	<u>TELEPHONE</u>
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GSA FAS (Atrium)

Area Monitor	Amy Lara	816-926-7172	Alt	Steve Arsenault	816-823-3404
Area Monitor	Shanna Smith	816-926-7169	Alt	Tony Byers	816-823-1824
Lead Monitor	Jackie Simington	816-926-5837	Alt	Steven Arsenault	816-823-3404
Lead Monitor	Clarissa Hester	816-926-5840	Alt	Shirley Reed	816-926-2438
Lead Monitor	Joann Mahaney	816-926-6210	Alt	Rhonda Althaus	816-926-7398
Lead Monitor	Marcille Pruitt	816-926-7344	Alt	Randy Schober	816-926-2429
End Monitor SE Door	Nathan Kreoger	816-823-1350	Alt	Craig Kunzia	816-823-1324
End Monitor NE Door	Roger Thomas	816-823-3399	Alt	Leigh Ann Israel	816-926-8366
End Monitor	Paula Schulte	816-926-1298	Alt	Trish Gish	816-926-6220

Atrium GSA FAS, West Entrance

NE Restroom Monitor	Marty Daniells	816-823-1325	Alt	Tricia Savino	816-926-5030
NE Restroom Monitor Men	Tony Byers	816-823-1824	Alt	Craig Kuznia	816-823-1324

Warehouse B,C, & E

	Carlos Flores	816-612-5783
	Doug Wymore	816-719-3280
Systems Monitor	Cheryl Perrin	816-564-3185
	Jeanette Gatson	816-682-8644
Men's Room Monitor	Ralph Pettus	816-377-4949
	Chris Gibbs	816-564-7549
Women's Room Monitor	Tracey Gregory	816-564-2384
	Leah Henderson	816-365-2088
End Monitor	Dee Ann Matthews	816-797-0923
	Chris Gibbs	816-564-7549

Commerce Area National Reconditioning Center (NRC)

Area Monitor	Chuck Maples	
	Cedric Debolt	
Restroom Monitor - Men	Greg Flores	
	Jeff Sickels	
Restroom Monitor - Women	Sabrina Walker	
	Margie Sabbagh	
Lead Monitor – Lab Area	Barry Kramer	
	Gordon Dunley	
End Monitor - Lab Area	Marvin Orndoff	
	Rich Vogel	
Lead Monitor – Office Area	Cedric Debolt	
	Bill Roberts	
End Monitor - Office Area	Doug Rasmussen	
	Jeff Sickels	
Monitor for Disabled Persons	Jim Pierson	
	Ken McCurry	

GSA National Payroll Branch (Room 1118)

Position	<u>Name & Office</u>		
Area Monitor	Gary Stivers	Alternate	John Shields
Lead Monitor	Jim McAfee	Alternate	Tina Morrison
End Monitor	Willie Lugo	Alternate	Bart Jestel

Rest Room Monitor Men by pillar E14

Lead Monitor	Brad Kliethermes	Alternate	John Mowry
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Rest Room Monitor Women

Lead Monitor	Gail Riggs	Alternate	Cheryl Williams
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GSA Human Resources C.P.C. (Room

Area Monitor	Frances Stephens	Alternate	Doretha Vaughn
Led Monitor	Joan Podsednik	Alternate	George Owens
End Monitor	Regina Gregory	VACANT	

GSA IT & Helpdesk RM 1118-E

Area Monitor: Ed Mingus Ken Hutchinson

Room 1118E

Lead Monitor Ken Hutchinson Ed Mingus

End Monitor Ed Mingus Ken Hutchinson

Restroom Monitor – Men E-9 Ken Hutchinson Ed Mingus

Veteran’s Affairs Administration

Area Monitor	Richard Medved	Alternate Karen Flores
Lead Monitor	Charles Howard	Frances Drummond
End Monitor	VACANT	Alternate Rita Lebeaud

***** (Veterans Administration Shelters in Place during activation of Tornado Drill Only) *****

FEMA

Area Monitor	Conradge Brown	Alternate Vince D’Amico
Lead Monitor	Jerry Walden	Alternate Tyler Elliott

COMMON AREAS ON WAREHOUSE LEVEL NEEDING TO BE SWEPT

Computer Training Rooms	by pillars SBQ223	VACANT
Restrooms	by pillars SBQ21	VACANT

BUILDING #2, 2nd FLOOR

DESIGNATION

PRIMARY

Facilities Management and Services Division

Lead Area Monitor	Primary	Brian McDevitt	Alternate Christopher Powers
Floor Team Coordinator	Primary	Gary Adams	Alternate Geraldine Hych

Real Estate Acquisition Division

Area Monitor Stairway Monitor-Lobby 6		Bill McGowan Kevin Livingston	Alternate Jeffrey Dwyer
Elevator Monitor		Patti Comstock	Alternate VACANT

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End Monitor Donna Turrell Alternate **VACANT**

Design and Construction Division

Lead Area Monitor John Topi (Deputy Director)

Organizational Resources Division

Area Monitor LaShonda Threat (Acting Director)

Portfolio Division

Area Monitor Kevin Rothmier

Central Office Support

Workforce Services Branch Paul Tranovich Alternate Robert Clark

GSA ITS John Owens Alternate Curt Bierbaum

Chief Financial Officer Julie Pfhof

FOIA Management Division Ruby Rice

OIG

Lead Monitor Rhonda Elias Alternate **VACANT**

BUILDING #2, 2nd FLOOR

Building 2, 2nd Floor, Area 2A, GSA Finance

Area Monitor Tom Herhusky Alternate Stewart Fisk

Stairway Monitor-West Gene Moraine Alternate Ryan Slocum

Stairway Monitor-Lobby 26	Mark Fitz	Alternate Casey Scott
Elevator Monitor Warder	Brad Hayob	Alternate Robert
Restroom Monitor – Men Ostrolencki	John Okunoren	Alternate Don
Restroom Monitor - Women Magers	Jo Laski	Alternate Kathy
Lead Monitor	Nick Romana	Alternate Troy Brunk
End Monitor	Zachary Knight	Alternate Vacant
Fire Door West Smith	Roxanne Degner	Alternate David A.
Disabled Monitors	Lynn Koekenmeier	Alternate Gina Weaver

BUILDING #2, 1st FLOOR

Lobby 16 East Corridor	Tyson Simon	R6 OMA	816-823-2964
Lobby 16 West Corridor	Penny Miles	FAS	816- 823-3831

Building 2, 1st Floor, Area 1A, GSA Finance

Area Monitor	Erik Toole	Alternate Julianne White
Stairway Monitor West Swanson	Rodney McMillan	Alternate Kathy
Stairway Monitor Lobby 6	Judy Gonzalez	Alternate Shirley Knese
Elevator Monitor	John M Devereux	Alternate Bryan DeLeve
Restroom Monitor Women Lobby 6	Penny Kelly	Alternate Eunice Cobb
Lead Monitor	Stacie Toole	Alternate Diana Fiene
End Monitor	Keith Allison	Alternate Anita Pittman
Building Exit Monitor West	Thane Douglas	Alternate Angela Cizek
Building Exit Monitor Lobby 6	Ray Berrens	Alternate Julie Reed

Building 2, 1st Floor, Area 1A, GSA FAS

Lead Monitor	Vickie McReynolds (Mondays)	Alternate Vacant
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End Monitor	Meredith Wassenberg (Mondays)	Alternate Vacant
Restroom Monitor Men Lobby 6	Myung Yi	Alternate Vacant
Elevator Monitor Lobby 6	Lisa Trainer	Alternate Chris Carver
Fire Door Monitor West	Russell Luttrall	Alternate Phil Parsons

Building 2, 1st Floor, Area 1B, GSA HR

Area Monitor	Richard Lee	
Stairway Monitor-Lobby 16	VACANT	
Elevator Monitor	VACANT	
Restroom Monitor - Men	VACANT	
Restroom Monitor - Women	Rhonda Abbate	
Lead Monitor	VACANT	
End Monitor	VACANT	
Monitor for Disabled Persons	VACANT	
Fire Door Monitor - West	Russell Luttrall	Alternate Phil Parsons
Building Exit Monitor	VACANT	

Building 2, 1st Floor, Area 1C, GSA Office of Regional Counsel, EEO

Area Monitor	Dennis C. O'Connell	Alternate Ben Sorrell
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Building 2, Basement Level, Area 1A, GSA FAS Network Services

Lead Monitor	Rick Reynolds	Alternate Don Beaudet
End Monitor	Randy Meyers	Alternate Shellie Heislen
Exit Monitor	Larry Jackson	Alternate Katie Doll

BUILDING #3 IS A STORAGE AREA

BUILDING #4, GSA NSCS

DESIGNATION

Floor Team Coordinator

PRIMARY

Dena Spannagel

Alternate

Nancy Bamford

FAS/NSCS

Area Monitor Mon. Tues. & Wed

Dena Spannagel

Alternate

Nancy Bamford

Area Monitor Thurs and Friday

Yolanda Davis

Alternate

Mike Rachel

Lead Monitor

Katherine Adams

Alternate

Yolanda Davis

End Monitor

Marita O'Reilly

Alternate

Cary DeForest

Restroom Monitor - Men

Ray Bowen

Alternate

Mike Rachel

Restroom Monitor - Women

Dena Spannagel

Alternate

Inger Hunley

Monitor for Disabled Persons

Rosemond Porter

Alternate

Mike Rachel

BUILDING #6 GSA FAS

DESIGNATION

Floor 1

Floor Team Coordinator

PRIMARY

Tim Gosnell

Alternate

Jim Stroup

Area Monitor

Leann Gauntt

Alternate

Robyn Bennett

Lead Monitor

Leann Gauntt

Alternate

Robyn Bennett

End Monitor

Jim Stroup

Alternate

Marilyn Tindall

Monitor for Disabled

Kim Chancellor

Alternate

Tim Gosnell

Restroom Monitor (Women's)

Monica Byrnes

Alternate

Kelly Capps

Restroom Monitor (Men's)

Jimmy Kirby

Alternate

Leann Gaunt

Floor 2

Floor Team Coordinator

Richard Lyon

Alternate

Pam Waters

BANNISTER FEDERAL COMPLEX EMERGENCY PLAN

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Area Monitor Gronemyer	Barbara Therrien	Alternate	Beverly
Lead Monitor	Denise Perkins	Alternate	VACANT
End Monitor	Charlene Musick	Alternate	Christy Henkle
Stairway Monitor (front)	Debra Seagraves	Alternate	Jeremy Cates
Stairway Monitor (back)	Denise Perkins	Alternate	Jaime Habersat
Elevator Monitor	Vanessa Lewis	Alternate	Mike Gauntt
Monitor for Disabled	Kathy Daschke	Alternate	Denise Perkins
Restroom Monitor (women's) Gronemyer	Brenda McDowell	Alternate	Beverly
Restroom Monitor (men's)	Gary Scibona	Alternate	Don Gard

***** (GSA FAS Bldg. 6 Shelters in Place during activation of Tornado Drill Only) *****

Building 41, USDA (Shelters In Place)

Area Monitor	Melody Allison	(816) 926-5163
Alternate	Dana Vrooman	(816) 926-1629

BUILDING #50- Kansas City South Field Office

DESIGNATION

PRIMARY

Floor Team Coordinator	Janelle Agnos	(816) 823-1214
Alternate	Betty White	(816) 823- 2211
Lead Monitor	Maureen Curdy	(816) 823-2239
Alternate	Rod Morgan	(816) 823-531
End Monitor	Bryan Huff	(816) 823-1695
Alternate	Dave Jewell	(816) 926-7530
Monitor for Disabled Persons	Bryan Huff	(816) 823-1695
Alternate	Betty White	(816) 823-2211

APPENDIX D

BANNISTER FEDERAL COMPLEX CHILD CARE CENTER KANSAS CITY, MO

Evacuation Procedures -- Hands-On Guide_EVACUATION PLAN FOR BANNISTER FEDERAL COMPLEX CHILD DEVELOPMENT CENTER

1. Upon direction/instruction of the designated emergency lead person, immediately evacuate the building upon hearing the building alarm or being notified by Security Personnel. Take attendance and immediately proceed to the Safe Haven/assembly area located Field Office (Building 50), 1500 East Bannister Road, Kansas City, MO 64131.

Upon further determination of building condition, if deemed unsafe, the staff and children are to proceed to AA 10, Corridor in Building 1, 1500 East Bannister Road, Kansas City, MO 64131. Take an emergency bag with emergency information folder.

2. In case of emergencies that do not warrant evacuation onto the street (natural disasters [tornadoes, for example], chemical spills, bombings, etc.); proceed to the storm shelter attached to the childcare facility.

3. All personnel should leave the building in an orderly manner - Walk, Don't Run. Personnel should search their rooms and close all doors before leaving. Director or other assigned personnel will search all areas within the Center and ensure that all occupants have been safely evacuated.

4. Emergency Assistance Team consisting of the Building Manager and GSA Field Office Staff should be assisting with evacuation. All personnel are to refuse assistance from anyone not identified as a support person (not including Federal Protective Service Police or emergency personnel).

5. No one should re-enter the center.

6. Assist physically challenged children during this procedure. Evacuate infants in designated evacuation cribs or buggies equipped with emergency supplies.

7. At the assembly area, the personnel shall take a headcount of each group to ensure that everyone is present and accounted for. Give names of any missing children personnel to the Command Center. Janelle Agnos (First) and Roger Haynes (Second).

8. Parents will not be allowed to remove a child from the group during the evacuation and not until they have written permission or signed designated form from the Childcare Center Director.

9. Once at designated "Safe Haven", the Director, in consultation with the Command Center, 816-823-2205 – Roger 816-823-1214 - Janelle) will determine if parents should be notified and/or asked to pick up children.

The decision to have parents pick up their children will be made with the assistance of FPS, the Building Manager, and the Command Center point of contact, based on expected time out of the Center or the nature of the emergency.

SAFE HAVENS:

PRIMARY: GSA Field Office, Building 50
1500 East Bannister Road Building #52
Kansas City, MO 64131

Parking lot adjacent to the Child Care center
SECONDARY: AA10, Corridor, Building 1,
1500 Bannister Road
Kansas City, MO, 64131

Building SE from Child Care Center
TERTIARY: USDA Warehouse
9240 Troost, Kansas City, MO 64131
on block north, one block west

IMPORTANT PHONE NUMBERS:

FPS MEGA CENTER	<u>877-264-7650</u>
Cheryl Smith, Director, Childcare Center Bldg. 52	<u>816-926-1616</u> <u>913-530-9290 (Cell)</u>
KEY GSA CONTACT (Janelle Agnos)	<u>816-823-1214</u>
KEY GSA ALTERNATE (Roger Haynes)	<u>816-823-2205</u>

Field Office Support Personnel for Daycare

Primary Coordinator:	Janelle Agnos	(816) 823-1204
Alternate	Jaime Welte	(816) 509-6676
Primary Infants/Toddlers:	Fannie Nelson	
Alternate	Betty White	
2- 3, Preschool	Jamie Welte	
Alternate	VACANT	

**** Any of the alternates whose primary is listed, should help 2, 3, 4 and 5 year olds evacuate. ****



IN CASE OF EMERGENCY: *DIAL - 9-911*

MY LOCATION: _____
(BUILDING NUMBER & ROOM OR COLUMN NUMBER)

**BANNISTER FEDERAL COMPLEX
1500 EAST BANNISTER ROAD, KANSAS CITY, MISSOURI**

(Also have someone notify the guard of your location and type of emergency.)

1500 GUARD POST **926-7321**



FEDERAL PROTECTIVE SERVICE **9-877-437-7411**
Mega Center

HEALTH UNIT NURSE **926-7700 or 7900**
SAFETY OFFICE (GSA) **823-2219 or 2227**

APPENDIX E

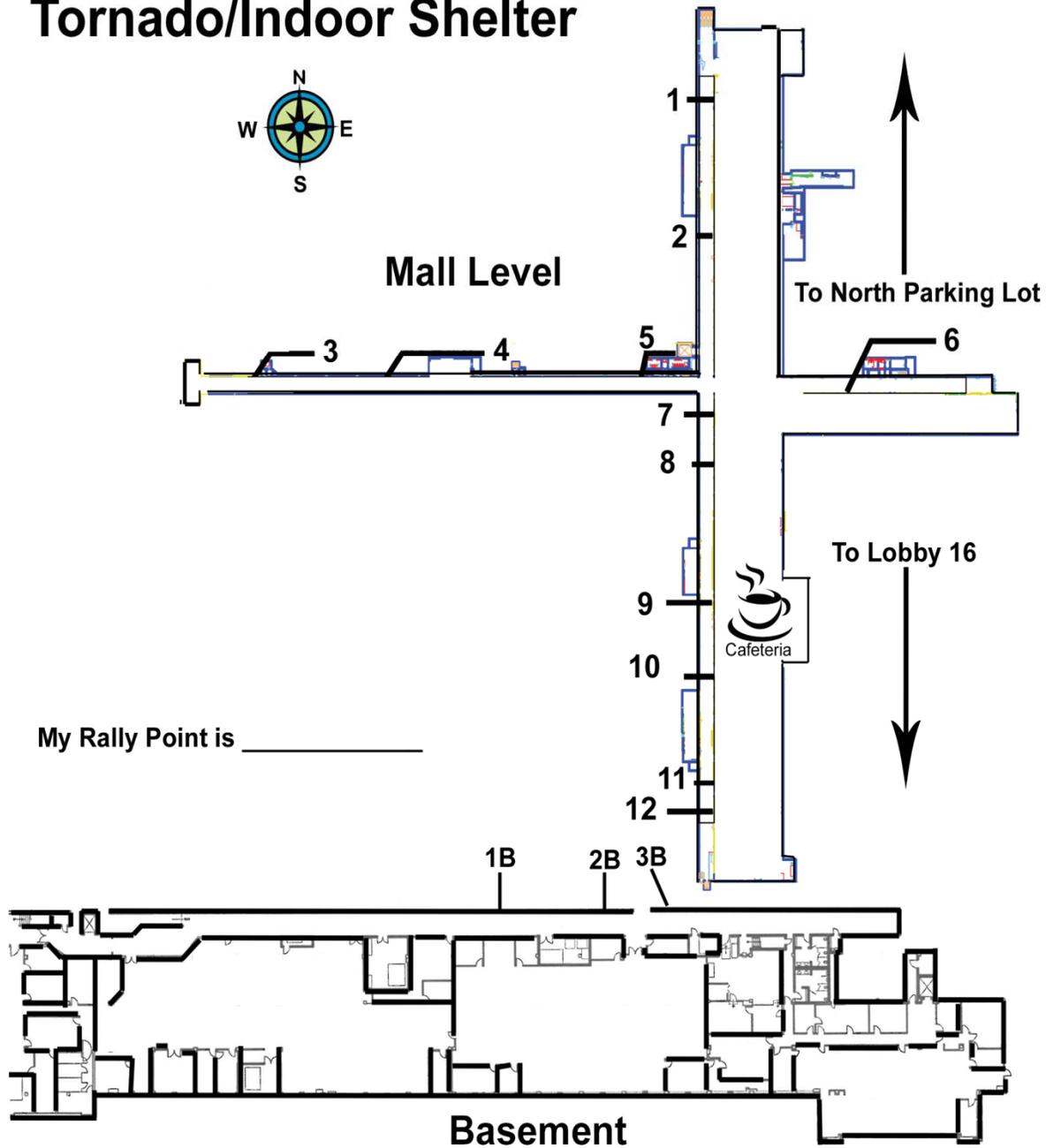
GSA ORGANIZATIONAL RALLY POINTS & PROTOCOL

Please ensure all your associates know that upon evacuation of the facility, they should work their way to their assigned ORP in order to be accounted for.

Instructions for Responding to Emergencies at the Bannister Complex

1. Establish Senior Emergency Response Team (SERT) member. That person is the SERT Team Member for your agency. *Identify standing team members and all alternates.*
2. Identify Evacuation Assembly Rally Points - Move Personnel to Rally Point Location
3. SERT team members report to appropriate SERT location.
4. Establish Accountability for ALL Division Personnel (Use preferred means of communicating). *Include associates on telework, training, travel, onsite and leave*
5. SERT Team members are to communicate accountability to SERT Team Leader.
6. Provide Updates from SERT Room to All Agency Representatives at Rally Points.
7. Wait for **ALL CLEAR** or further instructions.

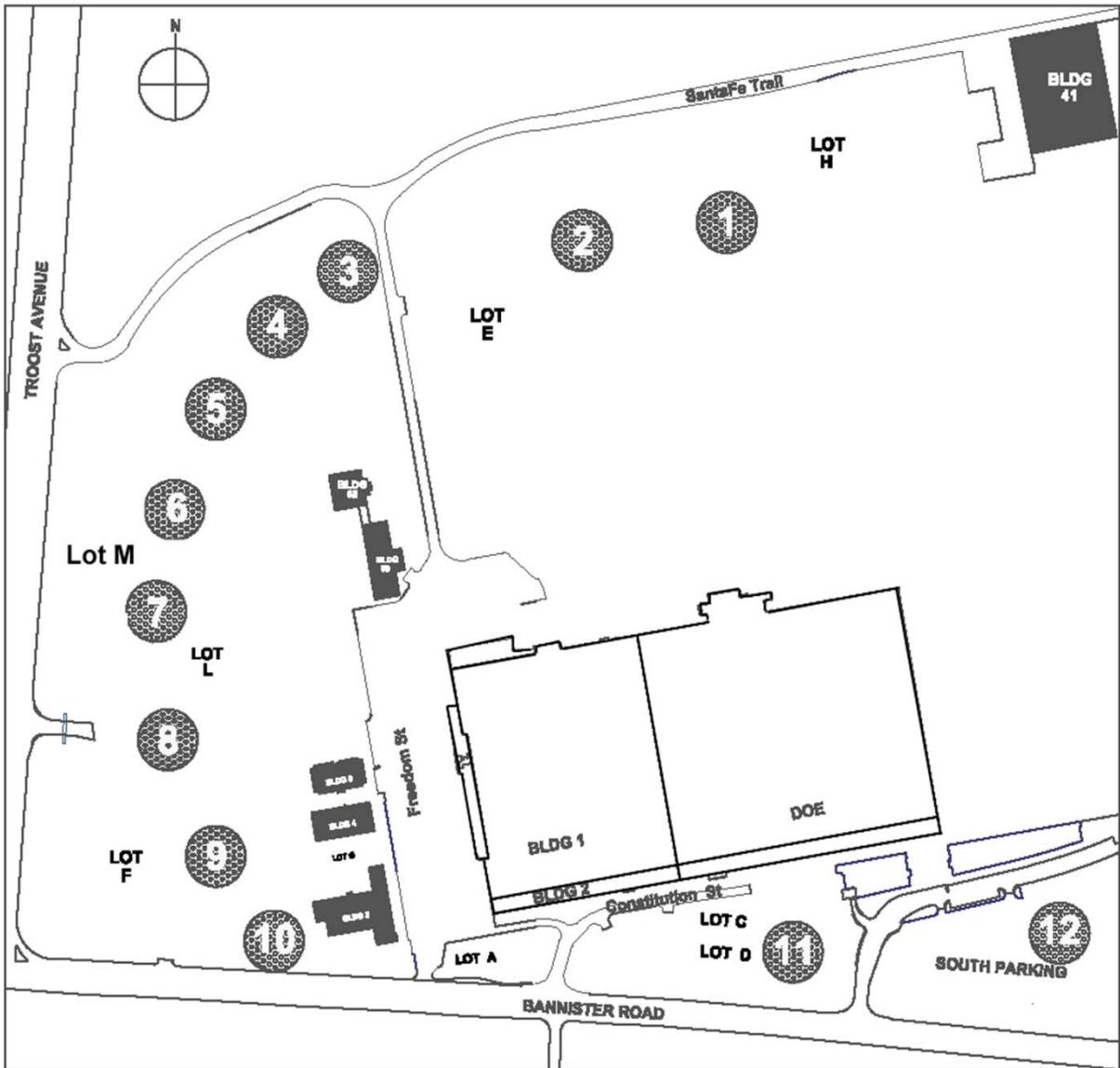
Tornado/Indoor Shelter



My Rally Point is _____

Internal S.E.R.T. Room located on the Mall Level in Room SBN 16.1 (Past the Cafeteria heading North on the right hand side)

Building Evacuation Rally Points



My Rally Point is _____

External S.E.R.T. Room is located in Building 50 (Kansas City South field Office)