

Contact Person	Sean Whalen	Revision	4.0
Manual 10200.002 Section 9		Effective Date	08/01/2016
Emergency Preparedness and Site Security		Review Date	08/01/2019

SECTION 9: EMERGENCY PREPAREDNESS AND SITE SECURITY

This section applies to all Ames Laboratory employees, sub-contractors and visitors. This section also designates specific duties to staff of Environment, Safety, Health, and Assurance (ESH&A), Facilities and Engineering Services (FES), Occupational Medicine and Purchasing & Property Services who have responsibilities as specified in the [Ames Laboratory Emergency Plan](#).

9.1 Approval Record

- Reviewed by: Document Control Coordinator (Hiliary Burns)
- Approved by: Manager, ESH&A (Sean Whalen)
- Approved by: Deputy Director (Tom Lograsso)

The official approval record for this document is maintained in the Training and Documents Office, 105 TASF.

9.2 Revision/Review Information

The revision description for this document is available from and maintained by the author.

9.3 Purpose and Scope

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

This section applies to all Ames Laboratory employees, sub-contractors and visitors. This section also designates specific duties to staff of ESH&A, FES, Occupational Medicine and Purchasing & Property Services who have responsibilities as specified in the [Ames Laboratory Emergency Plan](#).

9.4 Emergency Preparedness

This section applies to all Ames Laboratory employees.

9.4.1 Background Information

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

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

9.4.2 Program Information

9.4.2.1 When an incident occurs, prompt notification to the proper response organization is critical. By their nature, these situations require immediate action. Delays in medical assistance, law enforcement support or fire department arrival can greatly increase the likelihood of serious injury or death; in cases of fire, injury or where enforcement response law is needed, call 911. For fires, this call must be made from a safe location away from the fire scene, and after the nearest manual pull station has been activated as you exit. Activating a manual pull will also notify Plant Protection Section of a fire, who will call 911.

A 911 call will be received by the ISU Department of Public Safety (DPS), who will dispatch police officers and request a response by the Ames Fire Department or Mary Greeley Medical Center as needed. ISU-DPS will also notify the Ames Laboratory Plant Protection Section, who will initiate the responses by on-site personnel, and expedite the arrival of the appropriate response organizations.

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

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

1. Provide for personnel safety and health
 - a. Prevent further injuries
 - b. Care for the injured
 - c. Control and protect personnel
2. Protect critical and essential records or reports
3. Protect critical or major scientific equipment
4. Protect general equipment and critical supplies
5. Protect buildings, utilities and structures
6. Protect all other facilities, equipment, supplies

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

1. Plant Protection Section will temporarily coordinate necessary actions and secure the early presence of the Emergency Coordinator or alternate.
2. Coordination shall pass to the Emergency Coordinator or his designee, as documented in the [Ames Laboratory Emergency Plan](#).

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3. For all other assigned positions, the alternate in succession will assume charge. The Emergency Coordinator (or designee) may make temporary assignments of any qualified individual to initiate necessary immediate action. The type of emergency occurring will determine the size and scope of the emergency response organization involved.
4. If necessary, the Director, the Facility Manager, the Emergency Coordinator, or their alternates will activate the Emergency Operations Center (EOC).

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

BUILDING EVACUATION – FIRE / EXPLOSION

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

SEEK SHELTER – TORNADO/SEVERE WEATHER

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

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

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

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

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information regarding the Laboratory or an event on-site should be referred to the Office of Public Affairs and Information, or the Emergency Coordinator.

9.4.3 Roles and Responsibilities

Laboratory Director

- Activate the Emergency Operations Center when needed.
- Issue reentry to a building if severely damaged by fire, explosion, or severe weather.

Division, Institute and Program Directors and Department Managers (referred to as Program Directors herein)

- Ensure Group Leaders have training and competence commensurate with work responsibilities.
- Support ESH&A with the implementation procedures in this manual.
- Communicate and explain the need for compliance with all ESH&A programs.
- Designate individuals who require key access.
- Evaluate and request the change of a lock if a key is lost or not turned in.

Group Leader shall:

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

Employees shall:

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

Members of the Emergency Team shall:

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

9.4.4 Training Requirements

9.4.4.1 Institutional Training Modules

Institutional training modules are assigned to Ames Laboratory personnel based on the readiness review activities they will be participating in while working at the Laboratory. It

is the responsibility of the Group Leader/Supervisor to ensure all work has been appropriately identified for each employee. Listed below are institutional trainings that are relevant to emergency preparedness:

GENERAL EMPLOYEE TRAINING (GET) FOR NEW EMPLOYEES AL-001	
Intended Audience:	<i>Mandatory for all personnel.</i>
Module Format:	<i>Classroom or online instruction with quiz. Estimated completion time: 1.5 hours.</i>
Associated Retrain Period & Format:	<i>Retrain is required if an employee has been terminated from the Laboratory for more than a one-year period.</i>

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

9.4.4.2 Group/Activity Specific Training

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

9.5 Site Security

This section applies to all Ames Laboratory employees and subcontractors. This section also applies to staff of ESH&A, FES, Information Systems, and members of the Safeguards and Security Committee.

9.5.1 Background

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

Incidents of site security are addressed according to the situation. Responses may involve the Ames Laboratory Safeguards and Security staff, Local Law Enforcement

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Agencies (ISU-DPS, Ames Police, Story County Sheriff's Office), the Iowa Division of Criminal Investigation, the USDOE Safeguards and Security Offices, or the Federal Bureau of Investigation.

9.5.2 Program Information

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

9.5.2.1 Physical Security

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

During normal work hours, prevention consists of putting away items that might be attractive to thieves. Loose cash, billfolds, purses and valuables should be stored out-of-sight or locked in a desk or locker. Laptop computers, calculators, and other easily carried or concealed items should be put away as soon as their job is done. If you're leaving an area for a while, best practice is to close the door to the area. Opportunistic "grazers" will often walk through a building looking for something small and valuable to carry away. A locked door is, of course, the best deterrent to theft. If you see someone or something that seems suspicious, report it to Plant Protection Section, ESH&A or FES immediately.

After hours, the exterior doors of the buildings are locked providing additional security, but keep in mind that door closures may ice up or fail to pull the door fully closed. Once someone has access to the hallways, a closed and locked office or lab door may be the only remaining deterrent.

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

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

9.5.2.2 Computer Security

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

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employees, and the use of systems for the conduct of Laboratory business only.

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

9.5.3 Training

9.5.3.1 Institutional Training Module

Institutional training modules are assigned to Ames Laboratory personnel based on the readiness review activities they will be participating in while working at the Laboratory. It is the responsibility of the Group Leader/Supervisor to ensure all work has been appropriately identified for each employee. Listed below are institutional trainings that are relevant to site security:

GENERAL EMPLOYEE TRAINING (GET) FOR NEW EMPLOYEES AL-001	
<i>Intended Audience:</i>	<i>Mandatory for all personnel.</i>
<i>Course Format:</i>	<i>Classroom or online instruction with quiz. Estimated completion time: 1.5 hours.</i>
<i>Associated Retrain Period & Format:</i>	<i>Retrain is required if an employee has been terminated from the Laboratory for more than a one-year period.</i>

9.5.3.2 Group/Activity Specific Training

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

9.5.4 Roles and Responsibilities

Division, Institute and Program Directors and Department Managers shall:

- Ensure Group Leaders have training and competence commensurate with work responsibilities.
- Support ESH&A with the implementation procedures in this manual.
- Communicate and explain the need for compliance with all ESH&A programs.

Group Leader shall:

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

Employees shall:

- Attend training as identified.
- Secure equipment and areas as needed.



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- Report incidents of theft, vandalism and intrusion to ESH&A promptly.

ESH&A shall:

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

9.6 References

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