

BESP



**OFFICE OF SECURE TRANSPORTATION**

**BUILDING EVACUATION AND  
SHELTERING PLAN**

**For  
Training and Logistics Command**

**BUILDINGS 1756, 1779, 1784, 1785, 1786, 1791  
and 2000 Area**



This document has been reviewed by an Authorized Derivative Classifier and is UNCLASSIFIED.

Reviewing Official: Woody Simpson/Honeywell Inc./FM&T/NM.

## SIGNATURES

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**ACRONYM LIST**

<b>BESP</b>	Building Evacuation and Sheltering Plan
<b>BET</b>	Building Emergency Team
<b>CQ</b>	Charge of Quarters'
<b>DOE</b>	Department of Energy
<b>ECC</b>	Exercise Control Center / Emergency Control Center
<b>EMB</b>	Emergency Management Branch
<b>EMC/L</b>	Emergency Management Coordinator/Liaison
<b>EMPA</b>	Emergency Management Program Administrator
<b>FOH</b>	Federal Occupational Health
<b>NNSA</b>	National Nuclear Security Administration
<b>OST</b>	Office of Secure Transportation
<b>STG</b>	Science Technology Group
<b>TRALOC</b>	Training and Logistics Command
<b>TSTS</b>	Transportation Safeguards Training Site

### 1. PURPOSE AND SCOPE

The mission of the Office of Secure Transportation (OST) is to provide safe and secure ground and air transportation of nuclear weapons, nuclear weapon components, and special nuclear materials and conduct other missions supporting the national security of the United States of America.

In support of its mission, OST maintains sites throughout the United States. Emergency Management is an integral part of that mission. Emergency management requirements are found in DOE Order 151.1, *Comprehensive Emergency Management System* and DOE G 151.1-1, *Guide for the Implementation of a Comprehensive Emergency Management System*. These requirements include the development of a Building Evacuation and Sheltering Plan (BESP) that includes site-specific procedures for the safety and protection of personnel. This BESP fulfills those requirements.

Evacuation and sheltering activities are usually a result of potential or actual emergencies, but can be required for any event that places people or property at risk and/or requires a response of emergency management personnel. An emergency can be declared as a result of a fire, flood, hazardous material release/spill, tornado/high winds, earthquake, utility interruption, bomb threat, or other natural phenomena or man made events. A BESP is developed and implemented to assist building/facility occupants to perform the necessary actions prior to and during applicable events.

The following personnel are assigned to support the implementation of the BESP.

BUILDING PERSONNEL ASSIGNMENTS			
Name	Position	Work Phone (479)	Alt #
[REDACTED]	ORT Branch Chief	[REDACTED]	[REDACTED]
[REDACTED]	Honeywell Mgr	[REDACTED]	[REDACTED]
[REDACTED]	SRF Branch Chief	[REDACTED]	[REDACTED]
[REDACTED]	ACT Branch Chief	[REDACTED]	[REDACTED]
[REDACTED]	WSI Coordinator	[REDACTED]	[REDACTED]
[REDACTED]	1756	[REDACTED]	[REDACTED]
[REDACTED]	1756	[REDACTED]	[REDACTED]
[REDACTED]	1779	[REDACTED]	[REDACTED]
[REDACTED]	1779	[REDACTED]	[REDACTED]
[REDACTED]	1779	[REDACTED]	[REDACTED]
[REDACTED]	1779	[REDACTED]	[REDACTED]
[REDACTED]	1786, 1784	[REDACTED]	[REDACTED]
[REDACTED]	1786, 1784	[REDACTED]	[REDACTED]
[REDACTED]	1786, 1784	[REDACTED]	[REDACTED]
[REDACTED]	1785, 1791	[REDACTED]	[REDACTED]
[REDACTED]	1785, 1791	[REDACTED]	[REDACTED]
[REDACTED]	2000 Area	[REDACTED]	[REDACTED]
[REDACTED]	2000 Area	[REDACTED]	[REDACTED]
[REDACTED]	2000 Area	[REDACTED]	[REDACTED]

## 2. APPLICABILITY

This plan applies to any and all occupants affiliated with the DOE/NNSA, either federal or contractor staff, utilizing the buildings on Ft. Chaffee Maneuver Training Center for official DOE business. In the event of evacuation, personnel will assemble on the east side of the facility between 3<sup>rd</sup> and 2<sup>nd</sup> Avenue. Follow evacuation routes as depicted on the maps in Appendix 4. This BESP plan shall be made available to all building occupants through posting near all building exits.

## 3. EMERGENCY REPORTING

In case of an emergency call 911 for immediate assistance. Provide the 911 operator the exact location of the emergency to ensure proper response by fire and police.

In the event an emergency occurs during operational hours, contact ECC to receive additional support from 1<sup>st</sup> responders or BET members as needed. During non-duty hours, a secondary point of contact is the CQ listed on building personnel assignments in section 1. Either the ECC or CQ can be contacted for non-emergencies as well. See Appendix 3 for details of emergency reporting.

Facility	Instructions
1756 1779 1784 1785 1786 1791 and 2000 Area	<p><b>EVACUATION:</b> <u>All</u> personnel shall evacuate the buildings as required and proceed to the east <i>Primary Assembly Point</i>, located between 2<sup>nd</sup> and 3<sup>rd</sup> streets.</p> <p><b>Discovery of a Fire:</b> If you discover a fire, immediately call 911. Make sure all personnel within the area are notified of the fire and initiate evacuation of the area. Do not attempt to fight a small fire unless you have been trained in the use of a fire extinguisher. NEVER PLACE YOURSELF IN HARMS WAY.</p> <p><b>Fire Prevention/Evacuation:</b> Make sure you know where the exits are located and how you will proceed to them in the event of an alarm. Should an alarm sound, leave your room and close the room door, then move out an exit as quickly as possible.</p> <p><b>Bomb Threat:</b> Follow the same procedures for evacuation as for fire and evacuate to the primary assembly area. If you are the person who receives a bomb threat call, use the prompt card near the telephone to record essential data. Report any suspicious objects to 911. Note: Do not activate any electrical device within 300' to include radios, cellular telephones, and lights.</p> <p><b>Flooding:</b> Fort Chaffee is 400 feet above sea level on fairly level terrain. If flooding is imminent and there is little warning, all personnel should proceed to nearby buildings or areas located at higher elevations. Avoid dry creeks and</p>

Facility	Instructions
<p>1756 1779 1784 1785 1786 1791 and 2000 Area</p>	<p>riverbeds.</p> <p><b>Off-Site Hazardous Materials Release:</b> Follow the same procedures for evacuation as for a fire and go to the primary assembly area for your building unless advised otherwise.</p> <p><b>SHELTERING: <u>All personnel shall take shelter and remain indoors away from exits and windows, and locate near building strong points such as hallways and internal doorways. Further instructions may be given (event dependent) to turn off all sources of outside air (i.e., fans, air conditioners, ventilation systems, etc.), close all windows and doors, and attempt to minimize outside air infiltration (i.e., seal all doors, windows, air inlets/outlets, etc.).</u></b></p> <p><b>Tornados:</b> Facilities at Fort Chaffee are of similar construction and no building will afford a higher degree of protection or shelter than another. Upon receiving a tornado alert, personnel should remain in the building preferably the interior hallway on the lowest floor. Keep all windows closed. Use a mattress or chair to protect yourself from debris. If no such shelter exists, seek shelter in a ditch or a ravine by staying low as deaths have occurred from flying debris. An automobile is unsafe during a tornado.</p> <p><b>Earthquakes:</b> The following safety tips are recommended: If indoors - stay indoors, take cover under sturdy furniture, doorways, or along inside walls away from windows. If you are outdoors -stay outdoors, move away from buildings and utility wires. The greatest danger is from falling debris. Get to open areas. If in a moving car, stop quickly and safely, away from power lines, bridges and over passes. Stay inside the car.</p> <p><b>Lightning:</b> The general precautions related to lightning include: Stay inside buildings or vehicles. Stay away from electrical outlets, windows, open doors, metal objects, flammable materials, hilltops, open spaces, and wire fences. Do not use the telephone, cellular telephone, or computer. If caught outside, stay away from tall structures and trees and assume a crouched position in the open. If the hair on the back of your neck stands up or tingles, immediately drop to the ground and crouch.</p> <p>See Appendix 2</p>

#### **4. PERSONNEL ACCOUNTABILITY**

The BET Member will provide a list of the personnel residing in the buildings to the Incident Commander to ensure all personnel are accounted for to assist in search and rescue and offer assistance efforts for occupants who may be injured, trapped, or unaware of the emergency condition. The roster will be updated on a daily basis as occupants are assigned or no longer reside at the building. Supervisors are required to account for personnel who are TDY through ECC on a monthly basis or as information changes. ECC will provide the manning list to IC. See Appendices 4 and 5.

#### **5. COMMUNICATIONS**

All buildings, with exception of 2000 Area, have access to the PAS. By dialing 77<sup>∞</sup> anyone can access the all page PAS to alert personnel of impending danger. In addition, the pull stations are located on each level to alert personnel of need to evacuate.

ECC is the control point for emergency communications at TSTS. A dedicated alternate power source is available for communications systems. The independent communications systems are as follows:

- Public Address System
- Two-way radio system linking the Emergency Control Center (ECC), with all training vehicles and personnel carrying radios
- Fire protection is notified through monitoring alarm service and ECC
- Monitor radio for the National Weather Service Severe Storm Forecast Center
- Public and cellular telephone service to onsite and offsite locations.
- A STU III is available through the Fort Chaffee post headquarters

The ECC makes onsite notifications as required using one or more means of communications. The public address system, telephones, pagers or radios are typically used for notifications.

The ECC makes offsite notifications when appropriate. Notifications may be made to local law enforcement agencies, emergency services, or other contacts as required. After initial notification is completed, upon agreed intervals, offsite agencies are updated as new information becomes available. When appropriate, any termination of the incident is coordinated with federal, state, and local authorities before resuming normal operations.

The Fort Chaffee Public Safety Department is responsible for warning and/or advising the surrounding local population at risk of an emergency or an impending emergency.

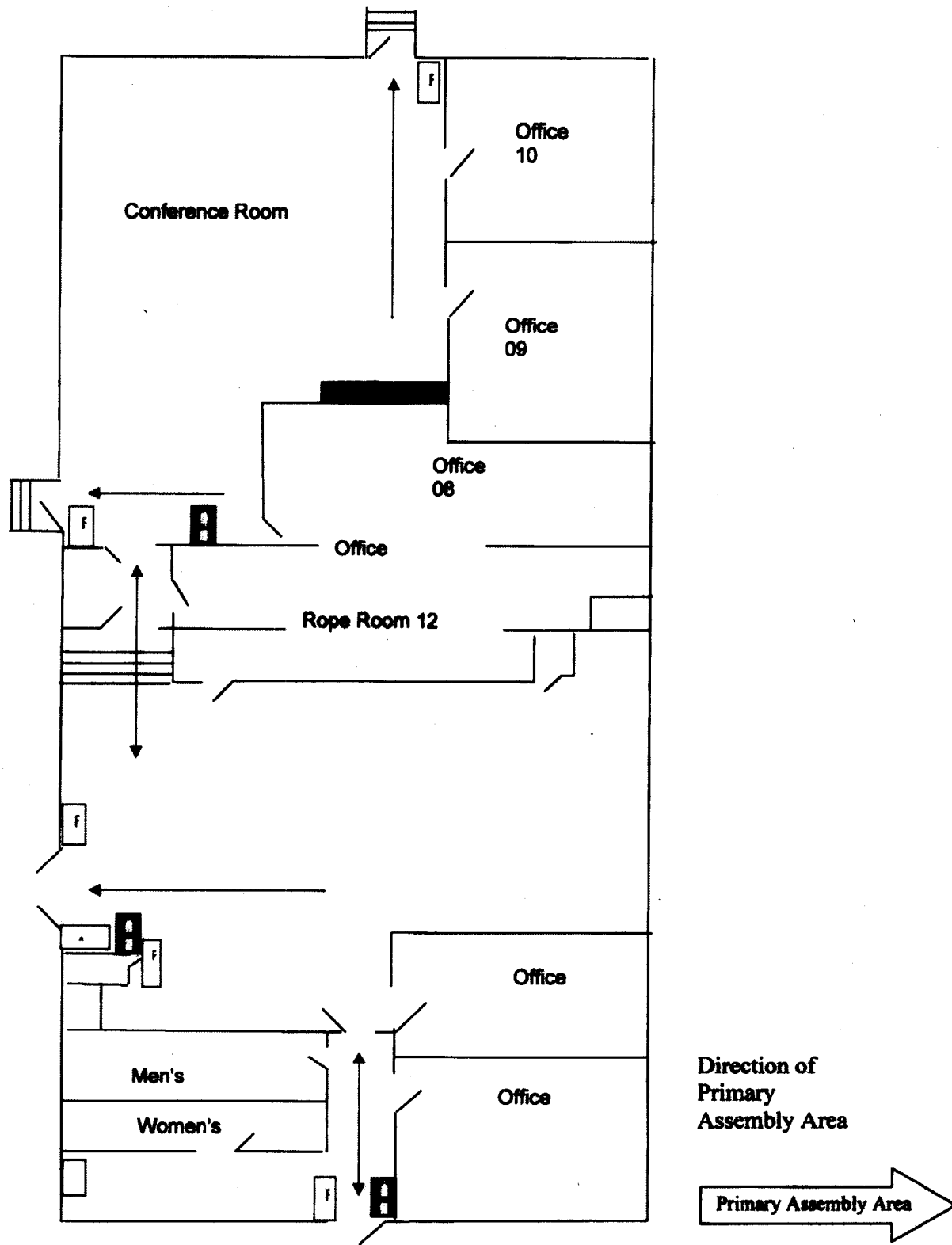
STG Medical Department is responsible for notifying, through Exercise Control Center, the Sebastian County Ambulance Service dispatcher of multiple-casualty incidents requiring hospitalization. The Exercise Control Center is responsible for notifying Fort



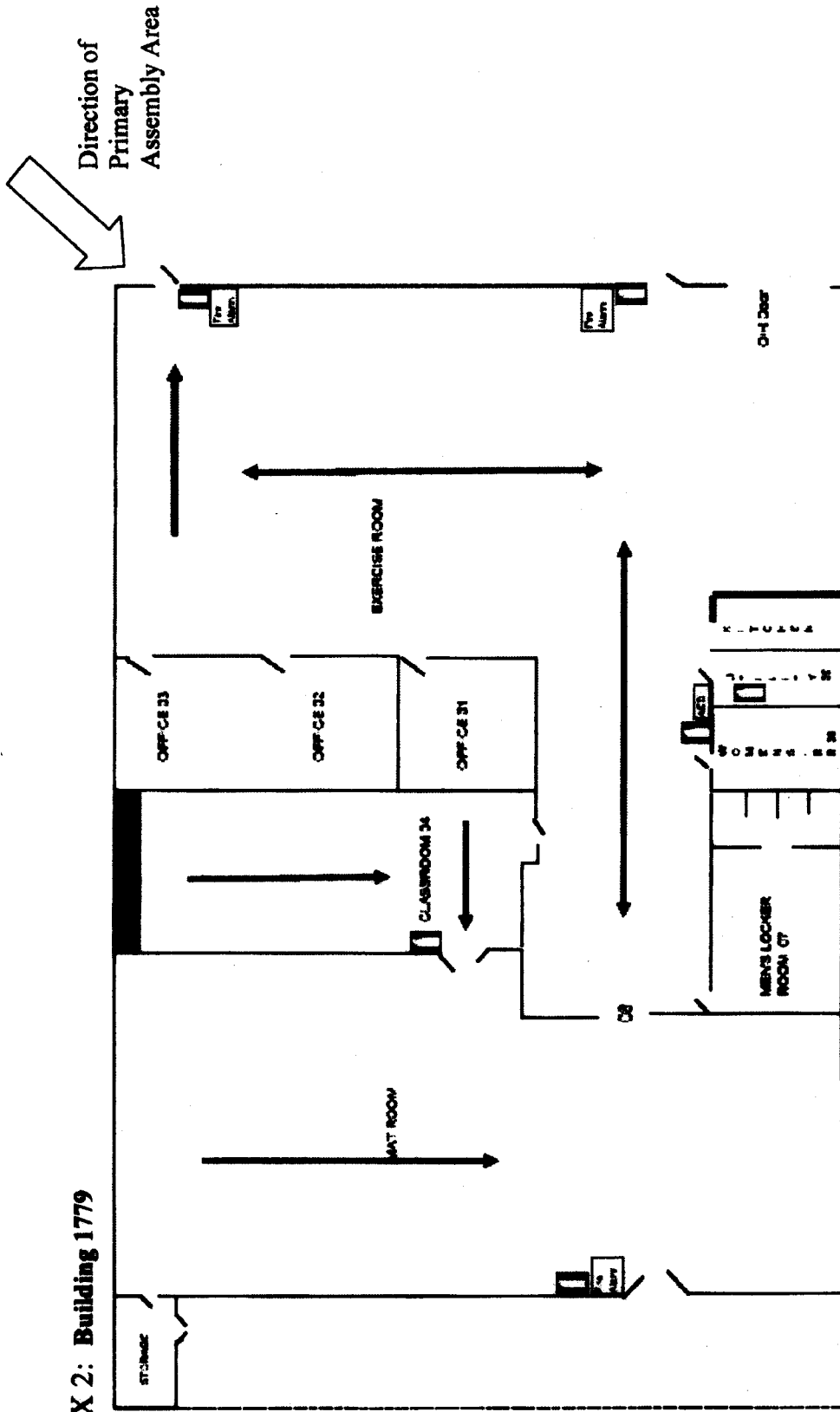




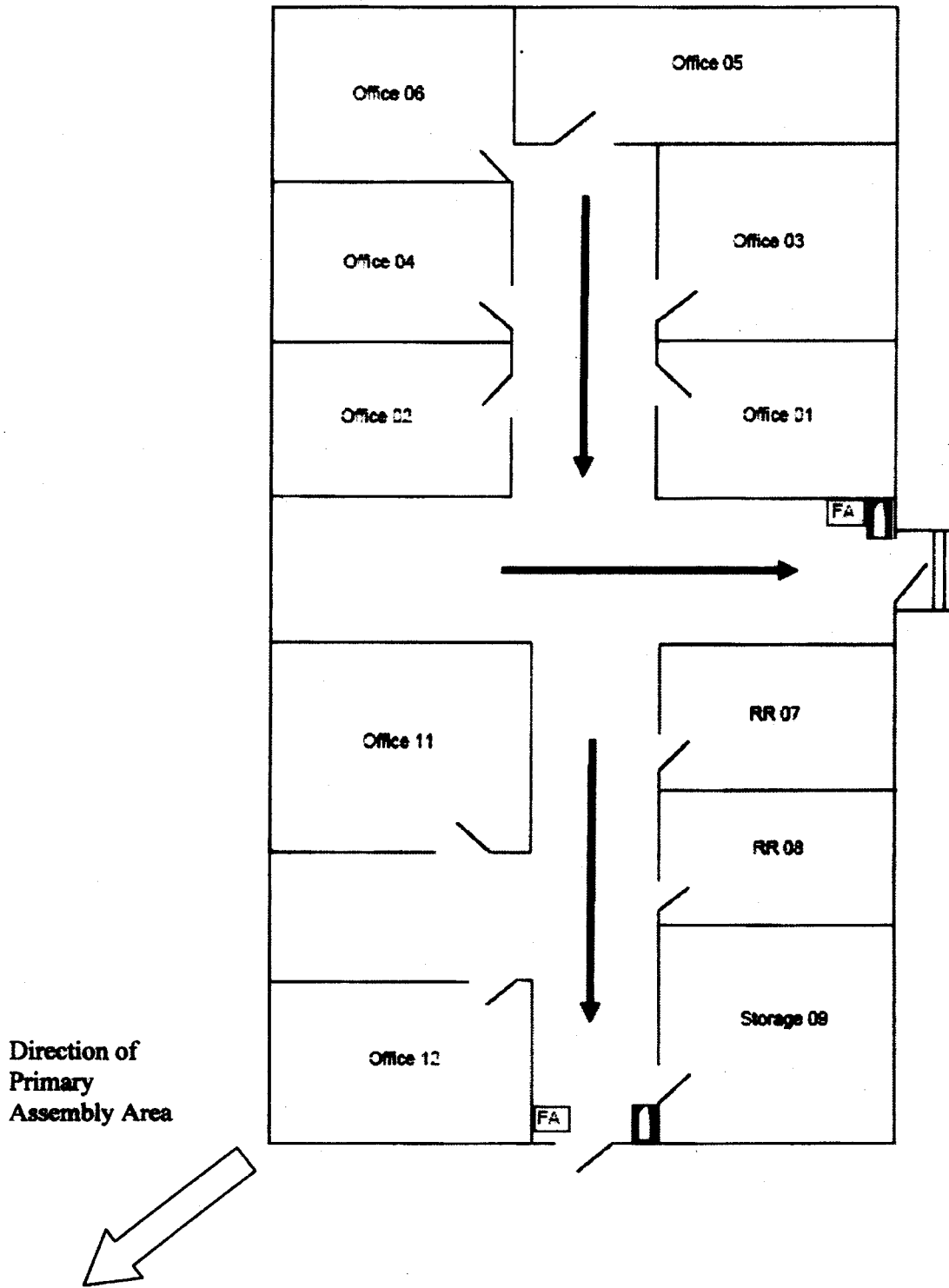
**APPENDIX 2: Building 1756**



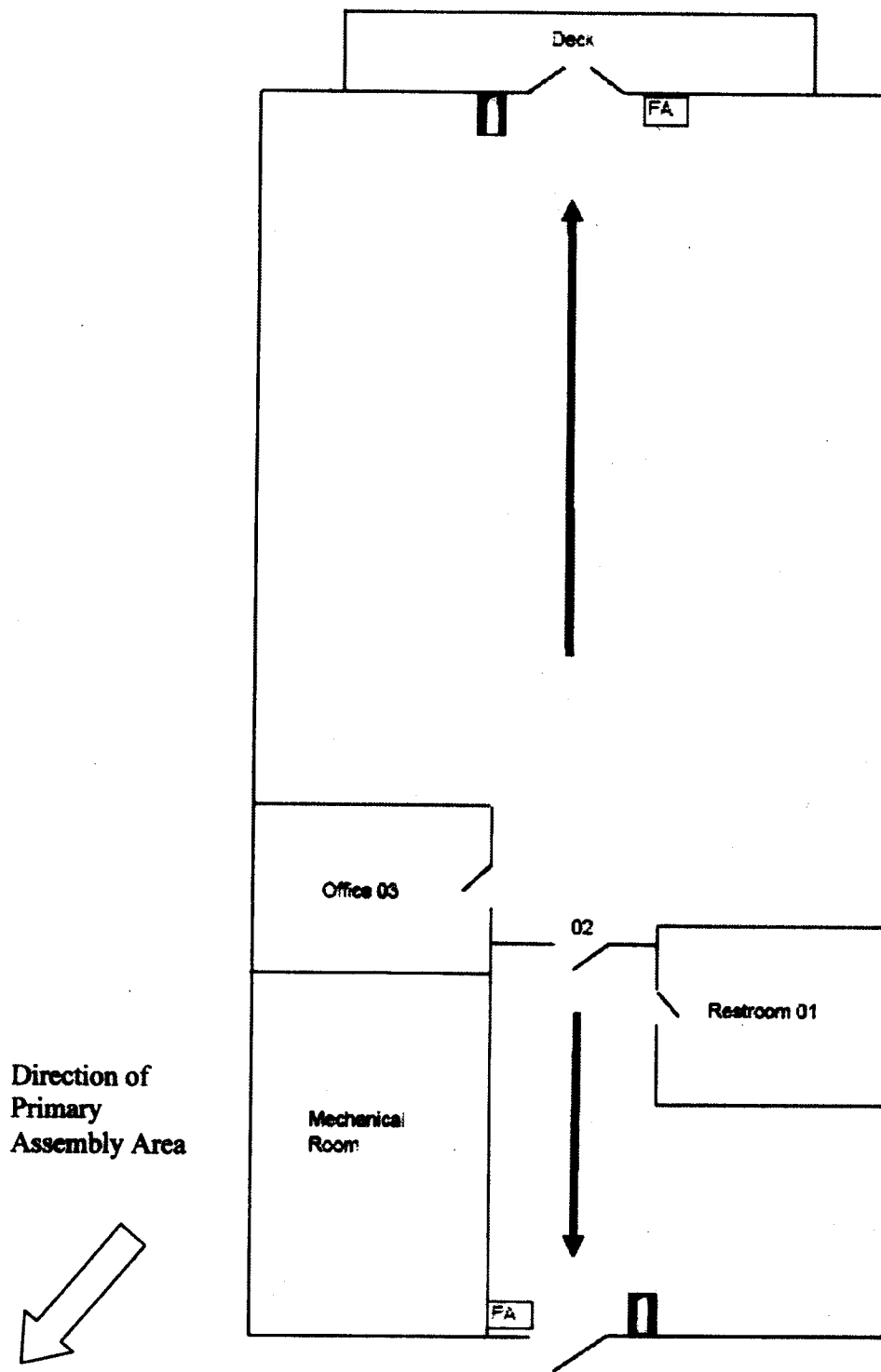
APPENDIX 2: Building 1779



**APPENDIX 2: Building 1784**

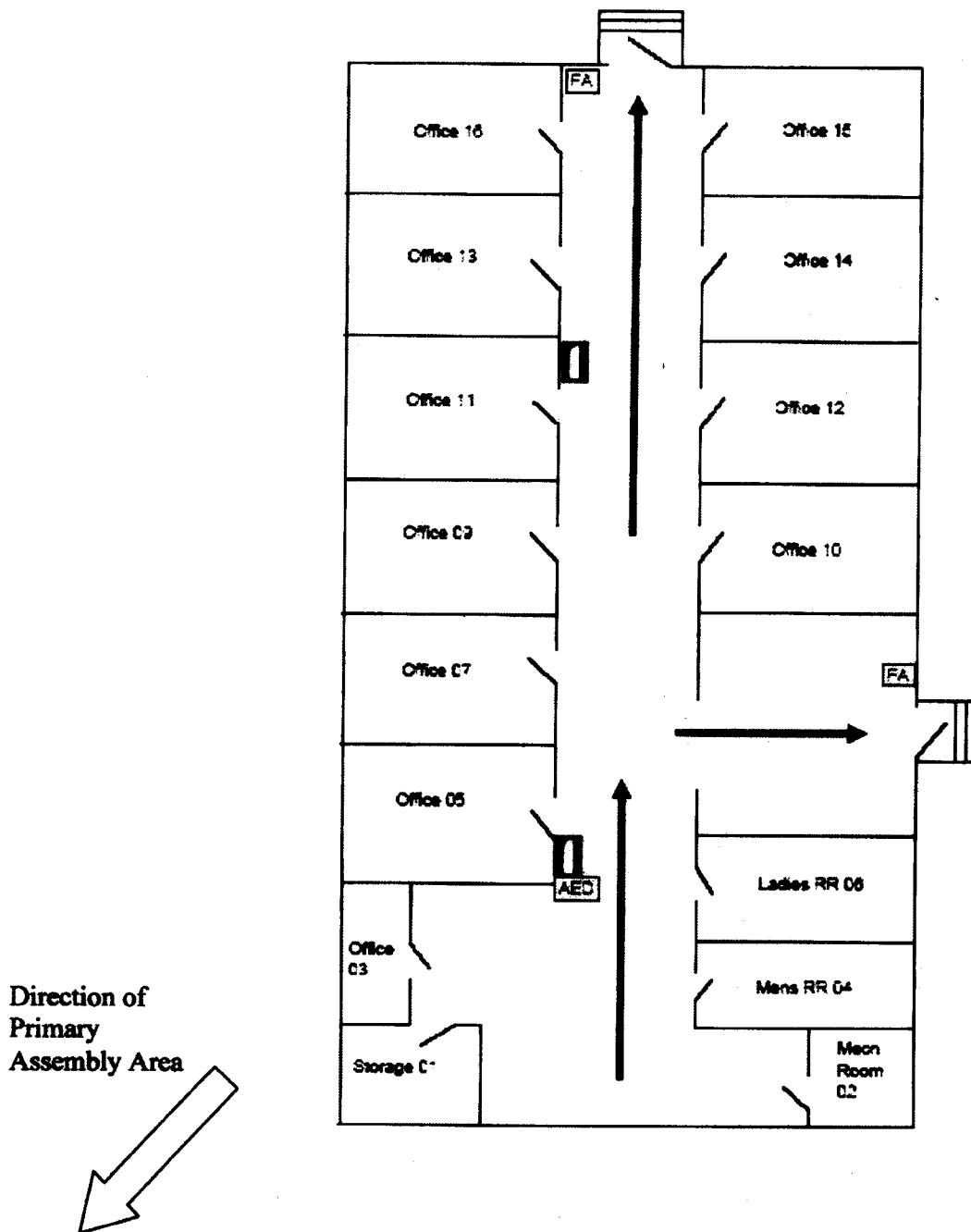


**APPENDIX 2: Building 1785**



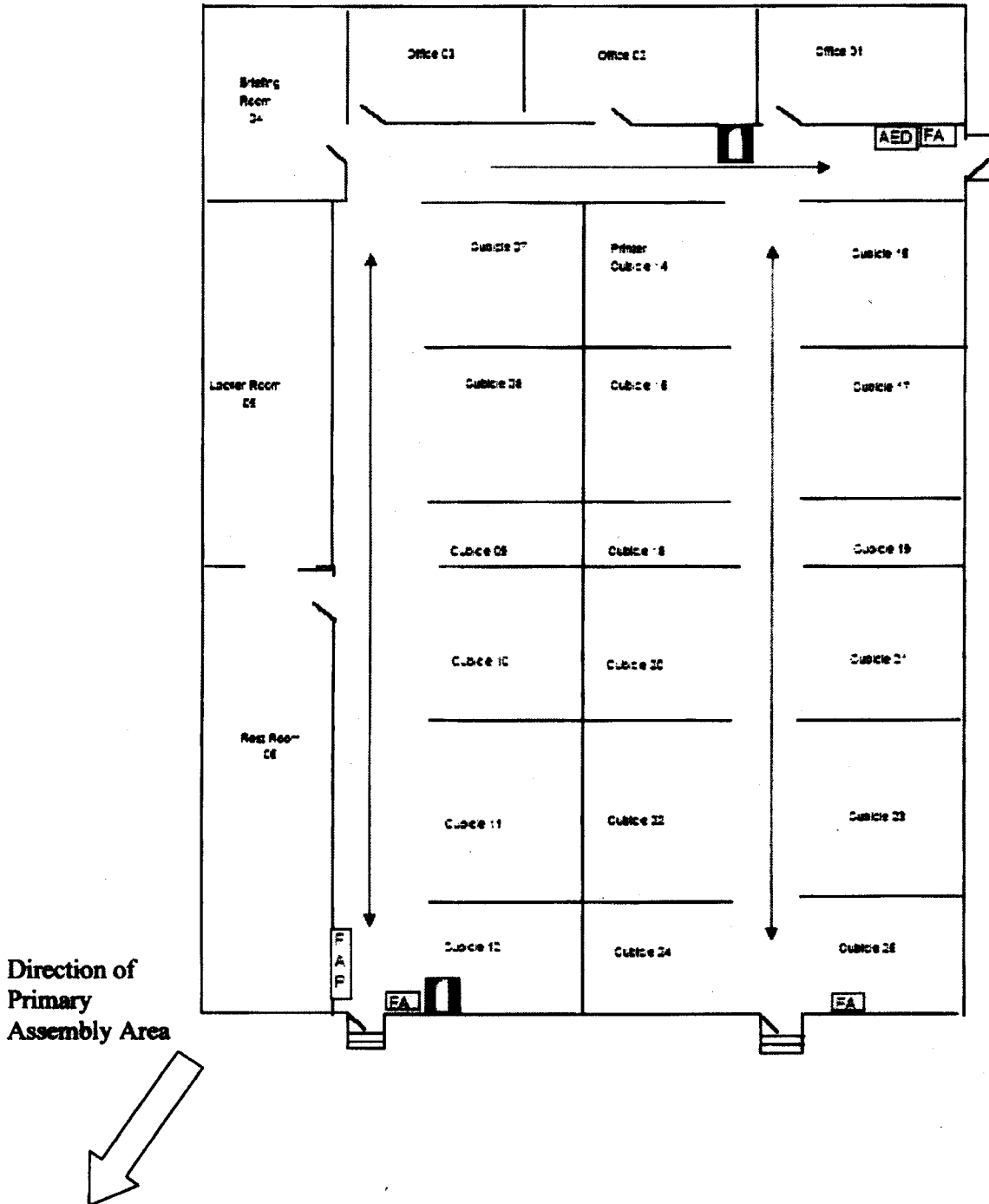


**APPENDIX 2: Building 1786**

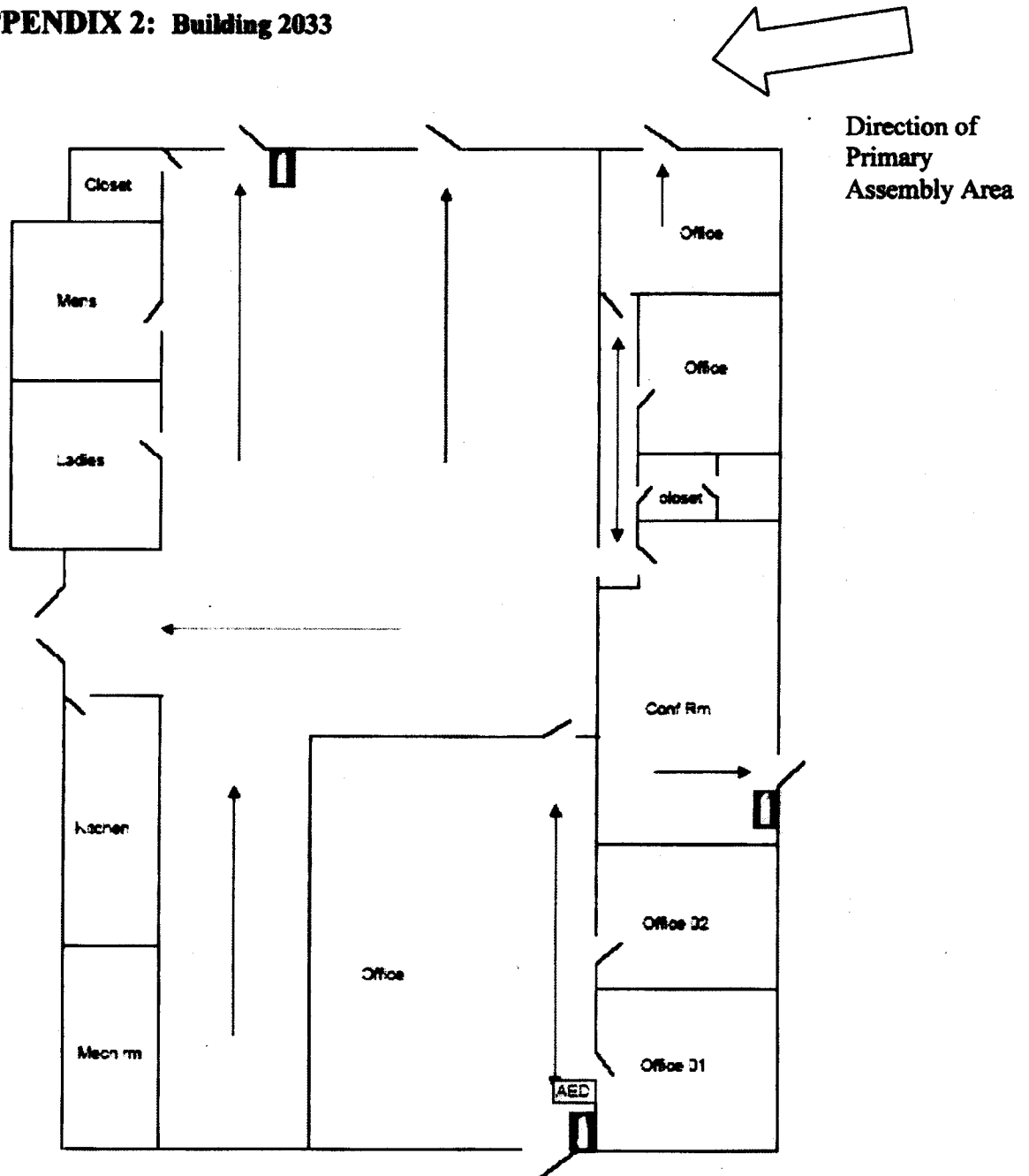




**APPENDIX 2: Building 1791**

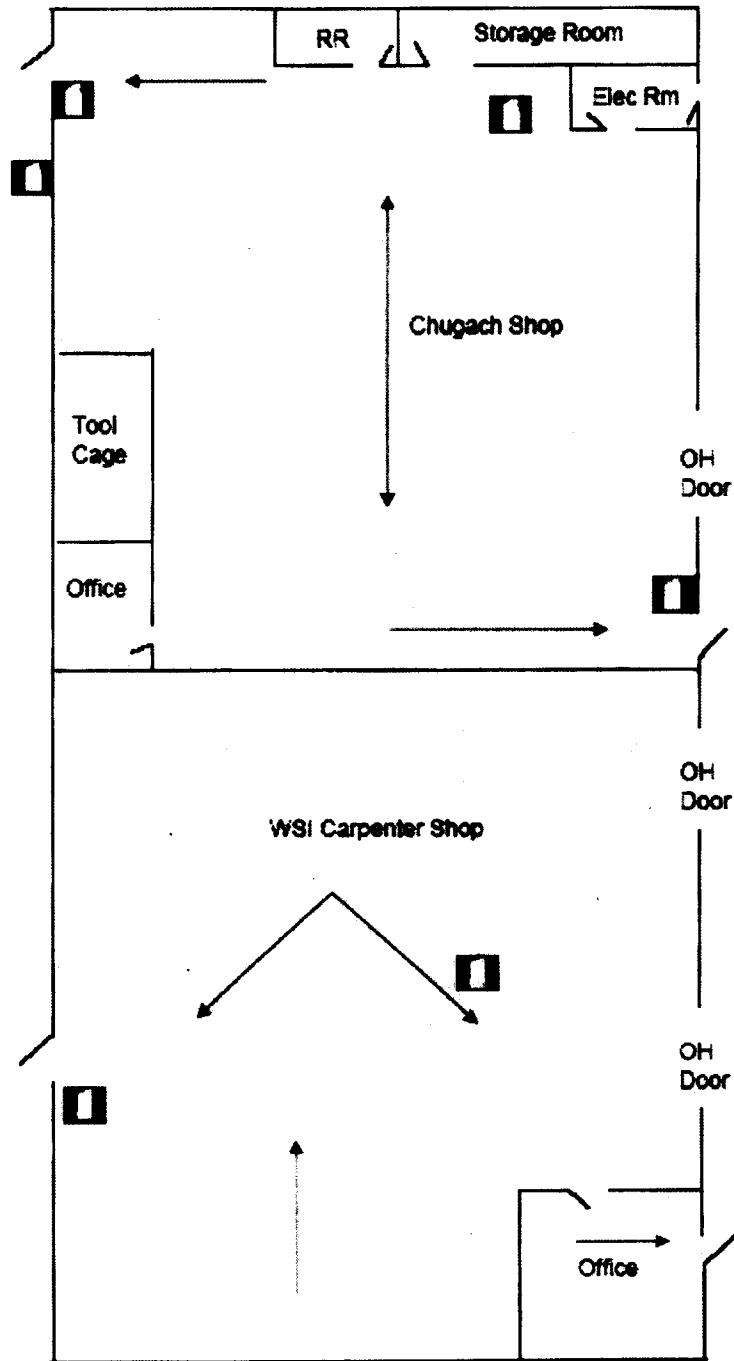


**APPENDIX 2: Building 2033**



**APPENDIX 2: Building 2036**

Direction of  
Primary  
Assembly Area



## APPENDIX 3: Emergency Reporting Guide

### REPORTING METHODS

For all emergencies call 911. Identify exact location to emergency dispatcher. Notify ECC (479) 709-5302 or after hours contact CQ by pager 800-303-3777 or cellular (479) 462-2846 for additional emergency assistance.

For Non-Emergencies contact ECC (479) 709-5302 or after hours contact CQ by pager 800-303-3777 or cellular (479) 462-2846.

### TELEPHONE CALLS

When a telephone call is made to report an emergency give all important details:

- **WHAT** is the emergency – fire, injury, illness, etc?
- **WHERE** – building number, and entrance (be accurate; e.g., north, south, etc.). Designate/identify someone to meet the ambulance, fire company, doctor, etc.
- **WHAT OR WHO IS NEEDED** – ambulance, fire department, doctor, etc.
- **GIVE YOUR NAME AND TELEPHONE NUMBER**
- **STAY ON THE TELEPHONE** – stay on the telephone until your message is thoroughly understood and you are instructed to hang up.
- **REPORT YOUR ACTIONS** – report your emergency actions to your supervisor as soon as possible.

### ADDITIONAL FACTORS

- Secure classified material unless the emergency is life threatening.
- Quickly and calmly exit the area and proceed to the appropriate evacuation assembly point.
- If away from your work area, do not attempt to return until told to do so. Evacuate or take shelter with the personnel you are visiting and follow the direction of their BET member.

**APPENDIX 4: Assembly Station Checklist**

APPENDIX 4: ASSEMBLY STATION CHECKLIST		
Event Start Time	Event Termination Time	Date
<b>REQUIRED ACTIONS</b>		<b>ACTIONS COMPLETED</b>
1. Don orange vest.		
2. Task personnel to assist at the assembly station as required.		
3. Instruct all personnel to remain in the assembly area until given specific instructions.		
4. Establish communication with the Incident Commander or designee.		
5. Ask if anyone is injured or if injured personnel were observed.		
6. Ask evacuees if they noticed smoke, suspicious packages, odors, etc.		
7. When incident has terminated, communicate "all clear" to evacuated personnel or provide additional instructions as required.		
8. Complete and sign the Accountability Roster.		
<b>NOTES</b>		

**APPENDIX 5: Emergency Accountability Roster**

PERSONNEL ROSTER			
DATE PREPARED		TIME PREPARED	
BET MEMBER	ORGANIZATION	BUILDING	
PERSONNEL ROSTER			
Name	Badge #	Accounted	Unaccounted
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
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21.			
22.			
23.			
24.			
NOTES			

## APPENDIX 6: Definitions

### **Accountability**

Accountability is achieved when building/facility emergency response staff is able to identify any missing persons or establish that no persons in the building/facility are in need of assistance or require rescue. This should be accomplished within 30 to 45 minutes from recognition of an emergency. The objective of accountability is to ensure that search and rescue, and other assistance efforts can be initiated promptly to help provide for the safety of personnel who may be injured, trapped, or unaware of the emergency condition.

### **Building Evacuation and Sheltering Plan (BESP)**

A plan developed to assist building occupants during emergency events to ensure necessary actions (e.g., evacuation and/or sheltering) are performed for unplanned events. The plan shall be posted/placed in conspicuous locations near all building exits and be required reading for all building occupants.

### **Building Emergency Team (BET)**

BET members are trained to respond in the event of an emergency and act on behalf of the Emergency Management Coordinator/Liaison. BET members are trained to assist in evacuation, sheltering, recovery, and re-entry procedures.

### **Emergency Management Program Administrator (EMPA)**

The person designated to administer the overall emergency management program and all aspects of emergency preparedness and readiness. For OST, this person is the Chief, EMB, and the EMB Staff may be designated as Deputy EMPAs at the discretion of the Chief, EMB. The EMPA along with the Deputy EMPAs and designated OST site/facility/organization EMC/Ls must work together to develop and maintain the emergency plan, develop the emergency readiness assurance plan (ERAP) and annual updates, develop and conduct training, implement a drill/exercise program, coordinate assessment activities, develop related documentation (i.e., BESP, etc.) and coordinate emergency resources.

### **Emergency Management Coordinator/Liaison (EMC/L)**

An OST site/facility/organization person designated to be the emergency management point of contact and work with the OST EMPA and Deputy EMPAs to implement the requirements of an emergency management program at the site/facility/organization level. The required functions for developing, establishing, and implementing a BESP will normally include:

- Preparing and maintaining a BESP in accordance with the "Guide for preparing a BESP."
- Completing building evacuation and sheltering placards and placing at strategic locations within the building.
- Completing required training.
- Ensuring each building employee has read the BESP.

**Evacuation Onsite**

Certain emergency conditions (i.e., fire, security threat, etc.) may require that onsite personnel be evacuated. Management directs onsite facility evacuation. The assembly station serves as a gathering point for evacuated personnel. Evacuees should proceed to the assembly station assigned for their area as directed.

**Evacuation Offsite**

If onsite personnel are directed to evacuate the site, management will provide directions on the specific evacuation routes. The appropriate reassembly area and an evacuation route are determined based upon site conditions.

**Shelter-in-Place.**

Sheltering-in-place is the primary protective action in response to most hazardous material releases or severe weather. When sheltering-in-place as a result of a hazardous materials release, employees may be required to do any or all of the following.

- Go indoors immediately. Remain indoors and listen for additional information.
- Close all windows and doors.
- Turn off all sources of outdoor air (fans, air conditioners, ventilation systems), when possible.
- If applicable, attempt to minimize outside air infiltration (i.e., seal all doors, windows, outlets, light switches, etc. with tape and plastic, as practicable).

When sheltering-in-place as a result of a natural phenomena event, employees may be required to do any or all of the following.

- Go indoors immediately. Remain indoors and listen for additional information.
- Stay away from windows and locate near building strong points as necessary.





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