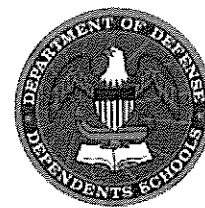




DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649, Box 7000
APO AE 09096-7000



August 25, 2008

MEMORANDUM FOR DoDDS-EUROPE EMPLOYEES AT MAINZ KASTEL STATION

SUBJECT: Standard Operating Procedures (SOP) for Emergencies at Mainz Kastel Station
Buildings 4003 and 4504

References: (a) NFPA 101 Life Safety Code, Chapter 5
(b) DoDI 4715.1E, Environment, Safety and Occupational Health Directive
(c) DoDI 6055.6, Fire and Emergency Services Program

A. PURPOSE: To establish procedures for responding to emergencies, including evacuation or lockdown of Buildings 4003 and 4504 at Mainz-Kastel Station.

B. APPLICABILITY: These procedures apply to all personnel in Buildings 4003 and 4504 at Mainz-Kastel Station.

C. PROCEDURES AND RESPONSIBILITIES:

1. Division/Branch Chiefs:

- a. Maintain a current employee roster, which will be used to account for all employees.
- b. Designate personnel to check all areas, including restrooms, to ensure employees have entirely evacuated the building.
- c. Assign designated personnel to assist employees with limited mobility to ensure they are evacuated safely.
- d. Ensure all assigned personnel are familiar with this SOP.

2. Chief, Facilities Branch, Logistics Division:

- a. Appoint the Building Manager in writing as the Evacuation Coordinator (appointment is in effect until appointee is relieved).
- b. Provide a copy of the appointment memorandum to the Garrison fire department and update as frequently as required above.

- c. Ensure deficiencies noted during inspections are corrected as soon as possible and reports are filed with appropriate directorate (facilities, safety, etc).

3. Building Manager:

- a. Administer the fire prevention program for Buildings 4003 and 4504.
- b. Attend training class conducted by the fire department within 30 days of appointment.
- c. Conduct monthly inspections utilizing the Garrison fire department's Business/Administrative checklist
- d. Take immediate action to eliminate deficiencies noted during inspections.
- e. Submit and track work orders to correct deficiencies.
- f. Accompany the fire inspector during fire inspections.
- g. Conduct fire safety training.
- h. Conduct fire drills in conjunction with the fire department.
- i. Maintain inspection and fire drill documentation for one year.
- j. Report any incident and status to the Director's Office as soon as possible after an evacuation

4. Employees:

- a. All employees assigned to DoDDS-E at Mainz-Kastel will become familiar with this SOP.
- b. Employees shall ensure any visitors at their workplace will be assisted in evacuating DoDDS-Europe facilities on Mainz-Kastel during any type of emergency or drill that calls for such an action. Visitors should also be instructed what to do in the event a lockdown is initiated.
- c. Employees shall report to supervisor or building manager at primary gathering point (PGP) after evacuation or drill for accountability purposes and to receive further instruction. No employee should return to an evacuated facility unless directed to do so by a competent authority or supervisor.

D. REPORTING PROCEDURES:

1. Telephone Bomb Threat:

- a. If a telephone bomb threat is received, attempt to obtain and record as much information as possible using AE FORM 525-13A, Aug 04, which is located next to each telephone.
- b. Attempt to trace the call by immediately dialing 117. Do not "hook flash" before dialing 11 and do not hang up the telephone.
- c. Using a nearby telephone, report the threat to the Military Police by dialing 114 or commercial 0611-705-114.
- d. Notify the Building Evacuation Coordinator, 334-2793 or 06134-604-793, and the Safety and Security Office at 334-2446/2694 or 06134-604-446/694.
- e. VERBALLY and in a calm manner alert other personnel of the need to evacuate the building immediately.

2. Suspicious Parcel/Package:

- a. Under no circumstances touch, shake, bump, open, or move the suspicious item.
- b. Contact the Military Police by dialing 114 or commercial 0611-705-114.
- c. Isolate the package or article and begin evacuation of the immediate area. During evacuation of the area, be aware that other suspicious packages might be present and alert security personnel if any are discovered.
- d. Notify the Building Manager (Evacuation Coordinator) at 334-2793 or 06134-604-793, and the Safety and Security Office at 334-2446/2694 or 06134-604-446/694.
- e. If the item is believed to be contaminated with a chemical, biological, or radioactive substance, have all individuals who may have come in contact with the item to wash their hands as soon as possible. If possible, have these individuals isolated from others in the evacuation area. Make a list of the exposed individuals.
- f. Do not go back into the affected area until directed by security or emergency personnel.
- g. Follow directions of emergency personnel regarding further actions.

3. Fire:

- a. If you discover a fire, sound the alarm by pushing the nearest fire alarm push button located near an exit door and calling the fire department at 117 or commercial 0611-705-117.
- b. Provide the following information to the fire department dispatcher
 - (1) Building number
 - (2) Type of building
 - (3) Exact location and extent of the fire
 - (4) Whether or not the building has been evacuated
 - (5) Your name
 - (6) Telephone number
- c. All personnel must evacuate the building – leave your office and close the door behind you, but do not turn off the lights
- d. If you have been properly trained and you believe you are able, use a fire extinguisher to put out small fires. If the fire is too large or you are not able to extinguish it evacuate the building.
- e. Once at the PGP (shown in attachment 1), report to your supervisor, branch or division chief for personnel accountability.
- f. All office phones in buildings 4003 and 4504 will be provided an emergency number contact card. Office occupants need to become familiar with numbers and ensure cards are co-located with phones at all times.

4. Other Emergency Response:

If other assistance is needed such as ambulance or Military Police, contact the fire department at 117 or the law enforcement desk at 114. Also notify a branch or division chief.

E. EVACUATION PROCEDURES:

- 1. Follow the evacuation directions and exit the building as instructed.
- 2. Use the most direct path out of the building when evacuating to the PGP. DO NOT USE ELEVATORS.
- 3. As you are leaving, conduct a cursory examination of your work areas for suspicious items. Close the door behind you; do not turn off the lights.

4. If you notice anything suspicious, once outside notify the Safety and Security Officer, Building Manager and/or responding security patrol.
5. Do not use mobile phones until told it is safe to do so
6. Once at the PGP account for all building occupants and wait for instructions. Report any absences to the Building Manager or Safety and/or Security Officer.

F. LOCKDOWN PROCEDURES:

1. Direct all personnel to internal rooms and clear all personnel from hallways and bathrooms.
2. Personnel caught outside should re-enter the building and take cover, or evacuate to a safer area, depending on the nature and location of the threat; e.g., if the threat is external (air pollutant plume, shooter in another building, etc.), take cover inside your building, but if the threat is internal (hostage-taking in your building, etc.), leave the area.
3. Close all shades to restrict viewing and turn off lights. Lock all doors leading to exterior hallways or hallways outside your office.
4. If possible, report your location to the Safety and Security Officer and your supervisor as soon as possible.
5. If gunshots or explosions are heard, keep everyone away from doors and windows and take cover on the floor.
6. Consider turning off the ventilation system depending on threat. If available, place a damp towel or blanket at bottom of door opening. Clothing or jackets can be used as an alternative.
7. No one should be allowed to leave the room for any reason, including bathroom breaks, except as directed by emergency response personnel.
8. Do not use radios and televisions. Speak quietly when using telephones.
9. Stay in lockdown until given further instructions by security personnel or your supervisor, or until the "all clear" signal is given by competent authority

G. DRILLS:

1. To test effectiveness of this plan fire drills, coordinated through USAG-Wiesbaden Directorate of Emergency Services, will be conducted as required. Evacuation drills, coordinated by DoDDS-E Office of Safety & Security, will be conducted at least twice a

year. An after action report will be prepared by the Building Manager indicating results of drill.


a. After action report will contain at a minimum the following:

- (1) Date, time and type of drill
- (2) Time drill ended
- (3) Outside agency participation (MP, fire department)
- (4) Positive and negative observations

b. After action reports will be maintained on file for at least 3 years.

H: EFFECTIVE DATE: This SOP is effective August 25, 2008.

Points of contact for this SOP are the Building Manager (primary) and the Safety and/or Security Program Managers (secondary).


Linda L. Curtis, Ed.D
Deputy Director, DoDDS-Europe

cc:
Division Chiefs, DoDDS-E
Director, DoDDS-E

Attachment 1

