

LOCAL AREA EMERGENCY

Office, Technical, Education (OTE)

WARNING DEVICES

Emergency Type	Audio/Visual Alerts	Actions Required
Fire	Steady horn and white strobe light	Exit the building
Oxygen Deficiency Hazard (ODH)	Whooper and flashing red light	Exit the affected area
Weather Emergency	Siren and voice instructions	Follow voice instructions

It is the responsibility of supervisors and emergency wardens to review these procedures to employees that occupy the HAB building.

OTE-SPECIFIC EMERGENCY PROCEDURES

A. Fire Alarm

- a.
- b. Person discovering the fire should:
  - i. Pull the nearest fire alarm.
  - ii. Evacuate the area.
  - iii. From a safe area, dial x3131 and state, "This is [your name] at OTE. There is a fire." Provide additional details as requested by the Comm Center.
- c. Meet at Assembly Point located in parking lot west of OTE
- d. During inclement weather (severe heat, cold, lightning) go to IB1 to remain safe. If you do go to this other location, communicate with your local emergency warden for accountability.
- e. Senior personnel at the scene should report the status and details of the incident to the Incident Commander. Senior personnel will retain control of the facility personnel and provide additional information to the IC as needed.

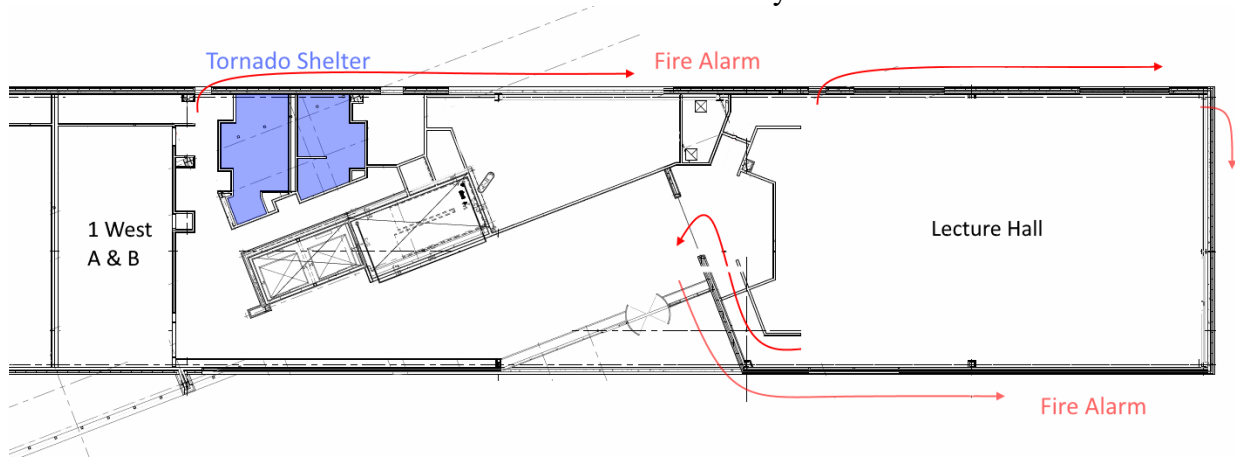


- B. Oxygen Deficiency Hazard (ODH) Alarm** – Operational cryogenic systems are present in the adjacent Heavy Assembly Building. The building is monitored by several fixed oxygen monitoring sensors. If a fixed oxygen monitor goes into alarm while personnel are in OTE, they are to stay in place and not enter HAB. Safeguards separate OTE from

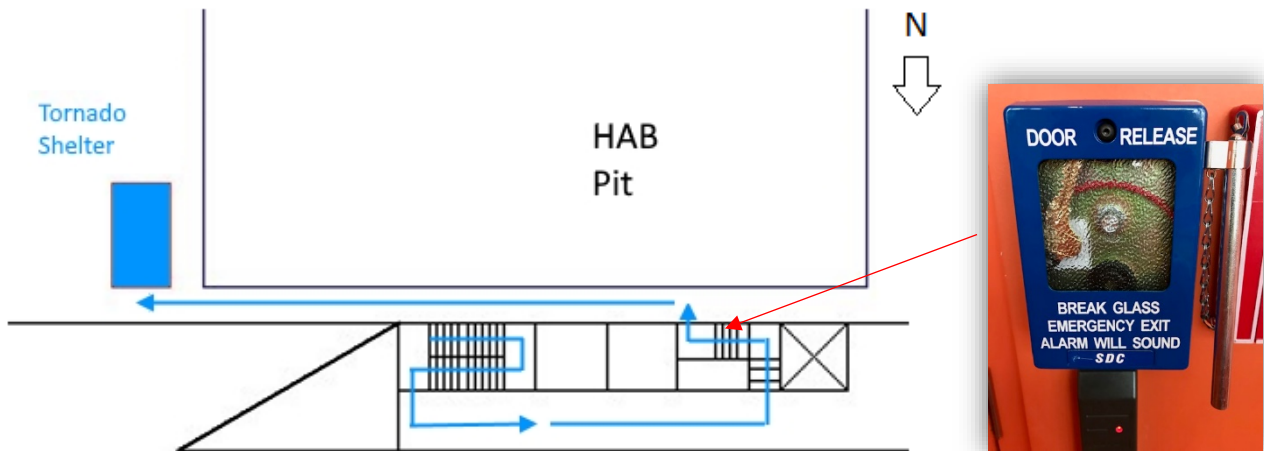
the ODH hazard. The ODH alarms are visible and audible from the 2<sup>nd</sup> floor crossover of OTE.

### C. Weather Emergency Notification

- a. **Severe Weather Watch** – Upon receipt of a Severe Weather Watch from the Fermilab Comm Center, personnel in the building should:
  - i. Be prepared to move to the designated shelter if conditions worsen.
  - ii. Minimize outdoor activities.
  - iii. Close drawers, cabinets, etc. not in use.
- b. **Tornado Warning** – Upon receipt of a Tornado Warning from the Fermilab Comm Center, personnel in the building must:
  - i. Move immediately to the designated shelters, following signage.
    1. All OTE occupants on the 1<sup>st</sup> floor can move to the 1<sup>st</sup> floor restrooms and internal hallway. See below:



2. All OTE occupants on the 2<sup>nd</sup> and 3<sup>rd</sup> floor can move to the HAB northeast stairway (nearest to OTE). The egress route (through door 114) will remain unlocked for 30 minutes to allow all occupants access to the shelter. In the event the door is locked, there is a push-button safeguard. See below:



- ii. Remain in the shelter until the Comm Center advises that the danger has passed.