

## 17.0 EMERGENCY RESPONSE ACTION PLAN

### 17.1 RMA Emergency Response Integrated Contingency Plan

The RMA Emergency Response Integrated Contingency Plan (ICP) is the overall guidance document to assist the RVO and RMA organizations in response to and recovery from unplanned incidents. The ICP defines roles, responsibilities and methods to be followed in response to emergencies. The RVO personnel (Installation On-Scene Commander, Tactical On-Scene Commander, FES, Health and Safety, Public Relations, etc.) use the ICP once an emergency situation has been reported to Central Dispatch.

There are several key components of the ICP that PMC or PMC subcontractors performing field work need to make sure are included as part of the emergency action plan section of task-specific HASPs and as part of response to emergency situations. These components are discussed below.

- **Designate an Emergency Action Coordinator and Alternate** – Names and phone numbers should be listed in the task-specific HASP.
- **Ensure that employees are trained for emergency situations** – This training is part of RMA site orientation for project sites, included as part of the task-specific HASP training and reinforced at periodic safety meetings.
- **Communicate emergency information to employees** – It is important to keep employees apprised of pertinent information during and after an emergency situation.
- **Immediately report emergency situations to FES** – Report all serious incidents (refer to PMC HASP Section 15.3) and other potential emergency situations such as acts or threats of violence, severe weather sightings.
- **Be prepared to provide support.** Due to the resources available on-site to the PMC and PMC Subcontractors, we may be called on to provide support to any developing emergency situation at RMA. This could involve disconnecting utilities, constructing support areas or roads, assisting with site evacuations or other support services. Work will be performed only at the direction of the PMC, and where adequate safety and health measures for personnel are available (e.g., training, protective equipment, rescue capability, etc.)

### 17.2 PMC-Wide Emergency Response Action Plan

In general, if any emergency event arises, the RMA FES shall be notified (through Central Dispatch) immediately to direct and provide emergency services. Potentially injured or ill employees shall not be transported to the Fire Station for evaluation or treatment. The FES will respond to the site of the incident to provide any necessary support. Additionally, no worker shall be transported off-site for any unplanned, job-related medical treatment or evaluation without first notifying FES and the respective PMC Health and Safety Representative. Reach FES from fixed phones by dialing 911 (or as labeled), cellular phones by dialing 303 289-0911, or in the field by using radio channel 1.

The FES has the capability to provide or obtain fire, emergency medical, environmental spill response, or natural disaster assistance anywhere within a short time. Additional information is provided below concerning events that may occur during work at RMA. All emergency situations require completion of the incident reporting and investigation forms as specified in Section 15.

#### 17.2.1 Severe Weather Response

Severe weather notification at RMA is indicated by a 3-minute continuous blast from site-located sirens. Site-wide office personnel will receive instructions via voice mail and/or computer message, and field personnel via radio channel 1. Upon notification of a weather emergency, all personnel shall proceed to their designated rally point, assemble for head count, and await further instructions. If there is not enough time to reach the designated rally point, personnel shall move to lower levels of buildings or to similar areas with solid structural protection, including closets and bathrooms.

In the event of a tornado, all personnel working in trailers shall exit the trailers and move to the designated Tornado Safety Location. If you are unable to reach the designated building, seek refuge in a permanent or anchored building, or dry, low-lying area such as a ditch or ravine. Lie down flat in a low-lying area and be aware of possible flash flood hazards. Personnel working in the field shall also move to a designated Tornado Safety Location, permanent or anchored building, or low-lying area. Never try to outrun a tornado on foot or with a vehicle. If you are in one of the Administration area buildings, stay there. Personnel in the North CRA access areas, seek refuge in the SQI Building.

If you are in the South CRA access area,,, seek refuge at the Fire Department. When inside, avoid rooms with windows, due to potential flying glass hazards.

In the event of severe lightning hazards during field operations, activities must be suspended, personnel evacuated to a safe area, and weather conditions monitored to determine when it is safe to resume field operations. Lightning safety protocols established in the appropriate task-specific HASP must be followed. The FES may suspend all activities on-site if necessary due to severe weather. Safe areas include fully enclosed metal vehicles with windows rolled up, and substantial or permanent buildings. Unsafe areas include small structures (huts and rain shelters) and areas near metallic objects (fences, gates, electrical equipment, wires and power poles). Always avoid trees, water, and open fields. If you are isolated from shelter during close-in lightning, adopt a low crouching position on your toes with feet together and hands on ears.

Individual projects and field sites may have additional severe weather requirements that shall be included in task-specific HASPs and communicated to site workers.

### **17.2.2 Site Evacuation**

Site evacuation notification is made by Central Dispatch via pager and radio. Office personnel will receive instructions via voice mail and/or computer message and field personnel via radio channel 1. If instructed, personnel will evacuate the site via the nearest accessible route. Alternately, for site-specific evacuations, proceed to the designated rally point (the west parking area adjacent to 7th Avenue for the PMC trailer complex, the parking area for the SQI, CRA, HWL, and Basin A administration areas, and the location designated in the task-specific HASP for field work locations), assemble for head count, and await further instructions regarding evacuation of the site.

### **17.2.3 Fire/Explosion**

In the event of a fire or explosion, FES shall be notified immediately. All personnel shall leave the immediate area of the fire, move to an upwind location and await the arrival of emergency help. Radio channel 1 should be monitored for further instructions. Personnel shall not fight fires unless properly trained to do so and only fires in the incipient (beginning) stage.

### **17.2.4 Material Release/Spill**

All hazardous chemical spills greater than one (1) gallon or greater than the chemical's reportable quantity (RQ) shall be reported to Central Dispatch immediately. Project personnel shall follow the procedures outlined in the task-specific HASP for containment and cleanup of the hazardous chemical spill. In situations where the spill is beyond the capabilities of project personnel, they should move to a safe distance upwind and contact FES for assistance. Radio channel 1 should be monitored for further instructions. The PMC Environmental Compliance Manager or alternate shall be notified at 303-289-0801 for determination of reporting requirements to Regulatory Agencies. It is the project's responsibility to clean up all hazardous chemical spills, however minor, and coordinate disposal with the assigned PMC Environmental Compliance Representative.

### **17.2.5 Bomb Threat or Threats of Terrorism**

Personnel who receive a bomb threat or threat of terrorism should try to obtain as much information as possible from the caller, then notify their Supervisor, who in turn will immediately notify the Program Manager and FES. If an evacuation is ordered, all personnel shall proceed to their designated rally point, assemble for head count, and await further instructions.

### **17.2.6 Medical Emergency**

General guidelines for medical emergencies include the following:

**Physical injury** - Evaluate the extent of injuries. Provide first aid if you are qualified to do so and the injury is minor. Summon emergency help for all other injuries. Modify decontamination procedures as appropriate, depending on extent of injuries and contamination.

**Chemical exposure** - Flush with water, remove clothing if necessary, wash and rinse affected area for at least 15 minutes. Decontaminate and provide appropriate medical attention.

**Inhalation** - Move victim(s) out of the immediate area to fresh air. If the person is not breathing, check for a pulse rate, summon emergency help and while awaiting response personnel, if qualified, administer rescue breathing and CPR, as appropriate.

**Ingestion** - Decontaminate affected person and summon emergency help for transportation to hospital. Provide hospital with information regarding potential chemical contamination, quantity (if known), and MSDS if possible.

**Eye Contact** - Summon emergency help and flush eyes with water and/or saline solution for 15 minutes. Decontaminate and transport to hospital for medical attention.

#### **17.2.7 Plane Crash**

In the event of an airplane crash, all personnel shall immediately evacuate the work area if it is near the crash site, and notify FES. The FES central dispatch will notify Law Enforcement and Denver International Airport communications. If a site-wide evacuation is ordered, office personnel will receive instructions via voice mail and/or computer message and field personnel via radio channel 1. Personnel will proceed to the designated rally point (the parking area at the PMC trailer complex, the parking area at the CRA administration area, and the location designated in the task-specific HASP for field work locations), assemble for head count, and await further instructions.

#### **17.2.8 Potential UXO Discovery**

In the event that potential UXO is discovered, all work in the immediate area shall stop and personnel shall retreat a minimum of 900 feet from the area. Personnel shall immediately notify FES. Procedures for handling the UXO will then be implemented by the personnel responsible for UXO control and removal. Work will not resume in the area until the UXO is properly identified and disposed, and resumption is authorized.

#### **17.2.9 Discovery of Chemical Warfare Materiel**

In the event that CWM or RCWM is detected through monitoring of potential CWM items or in the general work area, all work in the area shall stop and personnel will process through a decontamination station to a predetermined safe rally point. Equipment will be left in place, and work will not restart until the work area is determined free of CWM contamination. Personnel shall notify FES and the RVO Health and Safety group for response. Procedures for handling the CWM will then be implemented by the personnel responsible for CWM control and removal.

#### **17.3 Task-Specific Emergency Response Action Plan**

A task-specific emergency response action plan shall be developed as part of each task-specific HASP. The task-specific emergency response action plan shall address foreseeable emergency situations and response actions associated with the individual work site and tasks. Emergency response actions shall be compatible with the Rocky Mountain Arsenal Emergency Response Integrated Contingency Plan (available from the PMC Health and Safety Department).

Emergency response situations and actions contained in the task-specific plan shall be reviewed with each on-site worker during site-specific briefings. Workers shall be provided updated information whenever there is a significant change to the plan and kept apprised of emergency information during an actual event. The plan shall be periodically rehearsed, critiqued, and performed at least once during the life of the task, and documented using the Emergency Action Plan Drill Evaluation and Follow-up form or equivalent, shown in figure 17-1.

#### **17.4 Task-Specific Emergency Response Action Plan Requirements**

The task-specific emergency response action plan is included as part of the task-specific HASP and shall include the following:

- Availability
- Emergency coordinator and alternate
- Evacuation and accountability
- Notifications
- Weather
- Material release and spill containment
- Injury
- Fire/explosion

A map and directions to designated medical facilities shall be included in the task-specific HASP and posted in work areas as appropriate.

Figure 17-1 Emergency Action Plan Drill Evaluation and Follow-up

		<b>Program Management Contractor</b> <b>Rocky Mountain Arsenal</b>		<b>EMERGENCY ACTION DRILL CRITIQUE AND FOLLOW-UP</b> <b>PAGE 1</b>	
Project(s):		Company(s):		Date:	
Location(s):		Evaluator(s) and Organization:			
Describe the emergency action or drill scenario:					
<b>Emergency Notification is:</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
1. How were the affected project personnel notified of the emergency or drill? Was the notification timely and effective?					
Comments:					
2. How were the Supervisor and Emergency Coordinator (or alternate) notified of the emergency or drill? Was the notification timely and effective?					
Comments:					
3. Were FES and/or other emergency response groups notified? Was the notification timely and effective?					
Comments:					
<b>Emergency Response Actions:</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
1. Did project personnel respond appropriately to the emergency or drill? (i.e., evacuate site, shut down equipment, provide first aid, control traffic, evacuate nonessential personnel)					
Comments:					
2. Did the project Emergency Coordinator (or alternate) perform duties required by plans or the emergency situation?					
Comments:					
3. Did FES, Law Enforcement, and/or other emergency response groups respond in a timely manner?					
Comments:					



<b>Post Emergency Response Actions:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Was the "all clear" to return to work given to project personnel by an authorized individual?			
Comments:			
2. Was feedback or a debriefing provided to affected personnel?			
Comments:			
<b>Emergency Action Plans:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Did the available Emergency Action Plan or alternate plans adequately address the emergency or drill scenario?			
Comments:			
<b>Overall Evaluation:</b>			
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Adequate <input type="checkbox"/> Marginal <input type="checkbox"/> Poor			
Comments:			
<b>Areas Needing Improvement:</b>			
<b>Corrective Action(s) Taken:</b>	<b>By Whom?</b>	<b>Date</b>	