

EMERGENCY ACTION PLAN



UNITED STATES POSTAL SERVICE

Production Version I-1.2(c)

*Des Moines Processing and
Distribution Center*

July 2005

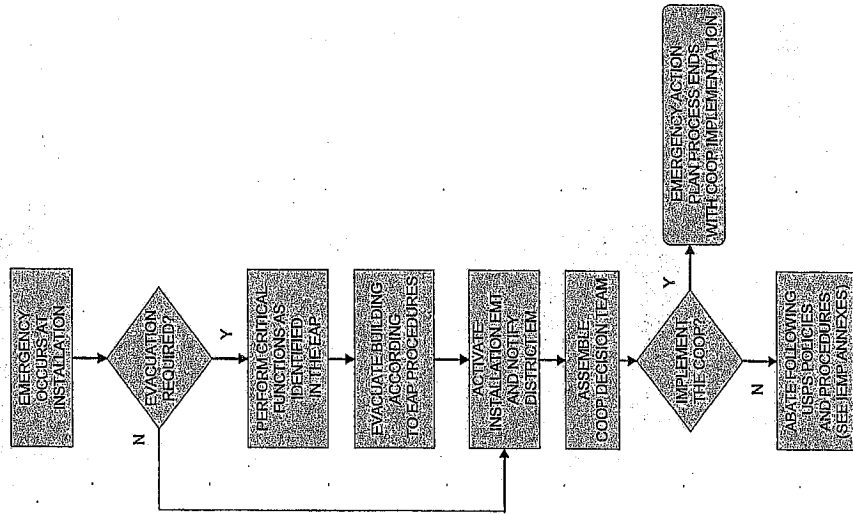
RESTRICTED INFORMATION

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TABLE OF CONTENTS

- SECTION A1 EMERGENCY ACTION PLAN BASIC ELEMENTS2
- SECTION A2 EMERGENCY ACTION PLAN DIRECTED ACTIONS AND COMMUNICATIONS6
- SECTION A3 EET MEMBER ROSTER.....11
- SECTION A4 CRITICAL INSTALLATION FUNCTIONS AND ASSIGNED PERSONNEL13
- SECTION A5 EMERGENCY EVACUATION ROUTES AND EET DUTY STATIONS FOR THE DES MOINES P&DC14
- SECTION A6 SHELTER-IN-PLACE PROCEDURES16
- SHELTER-IN-PLACE ROUTE MAPS ERROR! BOOKMARK NOT DEFINED.14
- SECTION A7 HEAD COUNTING PROCEDURES21
- SECTION A8 ROSTER OF INCIDENTAL SPILL RESPONSE TEAM MEMBERS.....23
- SECTION A9 ROSTER OF TRAINED FIRST-AID PROVIDERS.....24
- ATTACHMENT A – SECTION 1 DES MOINES P&DC FIRE PREVENTION PLAN25
- ATTACHMENT A – SECTION 2 FIRE PREVENTION PLAN IMPLEMENTATION28
- ATTACHMENT A – SECTION 3 FIRE PREVENTION PLAN REQUIRED LISTS, PROCEDURES, AND TABLES.....30
- ATTACHMENT B – SECTION 1 DES MOINES P&DC EPIDEMIOLOGICAL INFORMATION33

EMERGENCY ACTION PLAN FLOW CHART



EM - EMERGENCY MANAGER
 EMT - EMERGENCY MANAGEMENT TEAM
 EIMP - INTEGRATED EMERGENCY MANAGEMENT PLAN

SECTION A1 EMERGENCY ACTION PLAN BASIC ELEMENTS

Introduction

A workplace emergency is a situation that threatens employees, customers, or the public; disrupts or shuts down operations; or causes physical or environmental damage. These emergencies may include, but are not limited to the following:

Human-caused emergencies

- Fires; explosions
- Terrorist attacks with chemical, biological, radiological, nuclear, or directed energy weapons
- Bomb threats; civil disturbances, and workplace violence that may result in bodily harm and trauma

Natural emergencies

- Winter storms, floods, hurricanes, tornadoes, and earthquakes

Technological emergencies

- Toxic gas releases, hazardous materials spills, and radiological accidents
- Power failures

Specific annexes must be developed for each type of emergency that may be experienced at this installation. These annexes should contain simplified checklists of actions to take in the event an emergency occurs (see Annex 2B— Floods and Flash Floods for example information and action requirements).

This EAP covers the following emergencies:

ANNEX 1	HUMAN-CAUSED EMERGENCIES	APPLICABLE (Yes or No)
ANNEX 1A	BIOHAZARD DETECTION SYSTEM	Yes
ANNEX 1B	ANTHRAX	Yes
ANNEX 1C	BIOBORN PATHOGENS	Yes
ANNEX 1D	BOMBS AND BOMB THREATS	Yes
ANNEX 1E	CHEMICAL AGENTS	Yes
ANNEX 1F	CIVIL DISORDERS	Yes
ANNEX 1G	NATIONAL EMERGENCY	Yes
ANNEX 1H	RADIOLOGICAL EMERGENCIES	Yes
ANNEX 1I	SERIOUS INJURY OR FATALITY	Yes

APPENDIX A: EMERGENCY ACTION PLAN

ANNEX 1J	THEFT, BURGLARIES, OR ROBBERIES	Yes
ANNEX 1K	VIOLENCE IN THE WORKPLACE	Yes
ANNEX 1L	SEVERE ACUTE RESPIRATORY SYNDROME	Yes
ANNEX 1M	TOXIC INDUSTRIAL CHEMICAL HAZARDS FROM OFF-SITE SOURCES	Yes
ANNEX 2	NATURAL EMERGENCIES	
ANNEX 2A	EARTHQUAKES	No
ANNEX 2B	FLOODS AND FLASH FLOODS	Yes
ANNEX 2C	HIGH WINDS AND TORNADOES	Yes
ANNEX 2D	HURRICANES	No
ANNEX 2E	LANDSLIDES AND MUDFLOWS	No
ANNEX 2F	THUNDERSTORMS AND LIGHTNING	Yes
ANNEX 2G	VOLCANOES AND ASH FALL	No
ANNEX 2H	WILDFIRE	No
ANNEX 2I	WINTER STORMS AND DRIVING	Yes
ANNEX 3	TECHNOLOGICAL EMERGENCIES	
ANNEX 3A	BUILDING FIRE	Yes
ANNEX 3B	COMMUNICATIONS FAILURE	Yes
ANNEX 3C	EXPLOSION	Yes
ANNEX 3D	HAZARDOUS MATERIALS SPILLS AND LEAKS	Yes
ANNEX 3E	POWER OUTAGE	Yes

Purpose

This plan documents workplace emergency action procedures for workplace emergencies, including fire for the Des Moines P&DC. It outlines procedures for use by evacuees — employees, contractors, and other tenants at the installation.¹

Response Actions

The first step in any emergency is to protect people, classified or sensitive information, and postal facilities and equipment. In an emergency, or when an emergency evacuation drill occurs, all USPS employees, contractors, and other building tenants must evacuate the building in a rapid but orderly manner. Emergency Evacuation Team (EET) members must be pre-

¹ The Emergency Action Plan and Fire Prevention Plan must be in writing for installations with more than 10 employees. For installations with 10 or fewer employees, a written plan is not required.

APPENDIX A: EMERGENCY ACTION PLAN

selected and trained to assist in carrying out a safe evacuation (see Section A3 for this Installer's EET Member Roster).²

In the event of an emergency that requires building evacuation, the occupants should follow these evacuation guidelines:

1. PERFORM CRITICAL FUNCTIONS, IF SAFE TO DO SO (see Section A4).
2. FOLLOW ANY DIRECTIONS GIVEN BY EET MEMBERS.
3. USE STAIRWELLS ONLY TO PROCEED TO THE NEAREST AVAILABLE EXIT AND EVACUATE THE BUILDING (see Section A5) OR, IF REQUIRED, INITIATE SHELTER IN PLACE PROCEDURES (see Section A6)
4. REMAIN CALM.
5. GO TO YOUR ASSIGNED ASSEMBLY AREA AND BEGIN HEAD COUNTING PROCEDURES (see Section A7).
6. REMAIN AT THE ASSEMBLY AREA UNTIL RELEASED.

The Manager, In-Plant Support or designee will act as the Emergency Manager for all emergencies occurring at the Des Moines P&DC.

Employee Alarm System

The Des Moines P&DC alarm system has a distinctive alarm for each type of emergency. Insert your alarm system notification process in Table 1 and include the specific alarm sound/sequence in the respective emergency annex.

Table 1. Emergency Alarms for Evacuations

Type of Emergency	Type of Alarm	Alarm Sound	Number of Alarms Given	Type of Evacuation
BDS	Audible	PA Announcement	Continuous	Full
Fire	Audible	Audible Alarm with Strobe Lights	Continuous	Full
Spill	Audible	Audible Alarm with PA Announcement	Intermittent	Variable Upon Location and Extent of Situation
Tornado	Verbal	PA Announcement	Twice	Shelter-In-Place
Chemical	Audible	Audible Alarm with PA Announcement	Continuous	Shelter-In-Place

² Before Emergency Action Plan implementation, designate and train a sufficient number of persons (e.g., 1 EET, 1 alternate EET member per 20 employees for each tour) to assist in the safe and orderly evacuation of employees. For installations with 10,000 square feet of floor space or more, EETs must be designated for each work tour. Establish EETs for smaller installations based upon operational needs.

Type of Emergency	Type of Alarm	Alarm Sound	Number of Alarms Given	Type of Evacuation
Radiological	Audible	Audible Alarm with PA Announcement	Continuous	Shelter-In-Place

Plan Distribution

A copy of this Emergency Action Plan is maintained at the Installation Manager's office. Additional copies of the Emergency Action Plan are located at:

- Safety Office
- Supervisor's Stations

Each employee will receive a copy of the EET rosters for their assigned areas and emergency evacuation procedures and route maps for the installation. This will enable employees to contact EET members in the event of an emergency and to become familiar with all emergency procedures, alarm notifications, and emergency evacuation routes. Employees may contact the Des Moines P&DC Safety Officer or their immediate supervisor for additional information regarding the Emergency Action Plan or an explanation of their duties under the plan.

Plan Maintenance

The Safety Department/Section is responsible for updating this Emergency Action Plan. Reissue the Emergency Action Plan whenever it is updated. Record updates on the Record of Change form (see Table 2). Record all training completed since the last change to the Emergency Action Plan and place in the revised Emergency Action Plan.

Table 2. Record of Change to Emergency Action Plan

Change Number	Date and Section	Name of Person Making Change	Change Summary
#1	10-8-04 EAP	Woody Swartzendruber	Changed EET names and duties
#2	12/10/04	Woody Swartzendruber	Changed EET names and duties
#3	3/1/05	Woody Swartzendruber	Various changes
Version I-1.2(C)	7-15-05	Woody Swartzendruber	Quarterly update

Authority

The authority for the development of this plan is Steve Wenzel, Installation Manager, Des Moines P&DC. This plan complies with Federal and USPS policy requirements.

**SECTION A2
EMERGENCY ACTION PLAN DIRECTED
ACTIONS AND COMMUNICATIONS**

This section details the phased directed action and communications requirements for the Des Moines P&DC Emergency Action Plan. Note that the emergency may cause the directed actions and communication requirements to occur simultaneously and thus compress the emergency management actions into a very short time period.

All emergencies should be managed according to the procedures and processes established by the USPS and contained within the IEMP; however, not all emergencies will require the same level of response or the full range of USPS resources. Depending on the type, size, time, and location of the emergency, various roles, teams, and plans will be triggered into operation to effectively manage the emergency. The Emergency Action Plan only deals with the Response Phase of emergency management.

Stage 1: Detection

The First at Scene Person

The First at Scene Person is the first person within the installation to encounter the emergency. This individual is responsible for reporting the emergency to the nearest supervisor on duty or the tour manager. The supervisor or tour manager typically functions as the Emergency Reporting Person, as described below.

If a life-threatening emergency exists, the First at Scene Person should immediately take necessary emergency action before notifying the Emergency Reporting Person (e.g., employee encounters raging fire, activates fire alarm at the nearest alarm station, and notifies supervisor or tour manager).

Directed actions:

- Report the emergency to the nearest supervisor or tour manager.
- If safe to do so, stop operations in affected area and isolate the emergency site.
- If the emergency is a first stage fire and is well controlled, if trained and safe to do so, try to put out the fire with an appropriate fire extinguisher.

Emergency Reporting Person

The Emergency Reporting Person is the supervisor or tour manager on duty who begins the emergency management process. This person assumes initial authority and responsibility for the emergency response.

Directed actions:

- If safe to do so, conduct a quick assessment of the emergency conditions to determine the extent of the hazard, threat to employees and operations, damages, injuries to employees, and the level of response needed.
- If immediate threats to life or safety of employees exist, initiate emergency evacuation of the area or building.

APPENDIX A: EMERGENCY ACTION PLAN

- Direct trained staff to provide emergency medical attention to injured, if required.
- If the emergency involves an incidental (minor) spill or leak of hazardous material, trained personnel may be directed to respond based upon your written hazardous materials response SOP. This SOP is contained in Annex 3D, and is an attachment to this Emergency Action Plan.

Stage 2: Notification

First at Scene Person Recommended actions:

- Brief and coordinate with the Emergency Reporting Person.
- Follow the direction of the Emergency Reporting Person, Emergency Manager, or the Incident Commander (enforcement authorities), if present.

Emergency Reporting Person

Recommended actions:

- Notify the Emergency Manager/Incident Commander (see descriptions below).
- Alert the workforce as appropriate.
- Alert trained staff to provide emergency medical attention if there are injured employees.
- Begin notifications to appropriate first-responders (Incidental Spill Response Teams, fire department, ambulance, etc.), if required. A list of Incidental Spill Response Team members is presented in Section A8.
- Begin notifications to higher headquarters and external agencies as directed by the Emergency Manager.

Incident Commander

The Incident Commander (IC) is the qualified person in charge of emergency response and recovery. Incident command is a transitional role, not a static position. Initially, the senior on-site official assumes IC responsibilities. As the emergency escalates, control is transferred between the initial IC and other qualified individuals, which may eventually include external sources. During normal operations, the Incident Commander is the Installation Manager or site senior official. Once notified by the Emergency Reporting Person, the Incident Commander is responsible for managing the emergency until a more qualified IC arrives. Due to the non-static role of the IC, emergency management at the installation will be the responsibility of the Emergency Manager (see definition below).

Emergency Manager.

During normal operations, the Emergency Manager at the Installation level will be the Manager, In-Plant Support (MIPS), who is responsible for managing the emergency on-site. The Emergency Manager, in conjunction with the Installation Manager has the ability to order an installation wide evacuation. The Emergency Manager will work with Senior Installation Officials in overseeing the EET and will appoint an EET leader to coordinate the safe evacuation of the installation during emergencies. Recommended Emergency Manager actions include:

- Call 911 if life-threatening situation exists, as required. If needed, notify the Installation's Trained First Aid providers (see Section A9)

APPENDIX A: EMERGENCY ACTION PLAN

- Confer with onsite Emergency Management Team (EMT) to assist with continued safe installation operations, as required.³
- Notify EET of imminent evacuation, as needed.
- Confer with Emergency Reporting Person and/or senior management official(s), as required.
- Alert next higher-level EMT (District Emergency Manager) to emergency situation, as required.
- Determine shutdown requirements for installation machinery, installation services (e.g., electrical power), and installation operations, as required.

Stage 3: Activation

Emergency Manager

Recommended actions:

- Confer with onsite EMT to assist with continued safe operations.
- Confer with Emergency Reporting Person and/or senior management official(s).
- Deploy designated personnel to secure the mail, monies, receipts, and accountable and valuable assets, if safe to do so.
- Request deployment of next higher-level EMT, as required.
- Deploy EET members to duty stations and prepare for installation evacuation.

Stage 4: Response

Emergency Manager

Recommended actions:

- Initiate emergency evacuation or Shelter in place procedures at the installation.
- Continue coordination of communications to employees, external first responders, next higher-headquarters, and external agencies as required.
- Continue emergency management with assistance of onsite EMT, as required.
- If the evacuation was the result of a biological incident, under direction of the Emergency Manager, the supervisor/designee will pass out the "Epidemiological Information Post BDS Alert" sheet to all personnel at the assembly areas (see Attachment B - Section 1). These forms are to be pre-positioned outside of the installation and will be distributed by the Emergency Manager's designee.
- If the evacuation was the result of a biological incident, collect the "Epidemiological Information Post BDS Alert" sheets and provide to local health department or other suitable authorities.

³ Depending on the size of the installation, an Emergency Management Team may or may not be present.

APPENDIX A: EMERGENCY ACTION PLAN

Employees

Recommended actions:

- Proceed in a rapid, but orderly, manner to the nearest designated evacuation route.
- Evacuate installation and proceed to designated assembly/rallying point outside the installation or inside if shelter in place is utilized.
- Wait to be accounted for by designated personnel and await further instructions at the assembly point.
- If you are a disabled employee, a pre-selected and trained aide from the EET will assist you during evacuation.
- Do not attempt to use elevators, if present, during evacuation.

EET Members – are comprised of floor wardens, stairwell monitors, and aides to the disabled and others as needed.

• Pre-emergency actions:

- Place your EET Identifier at your workstation so they are always available for use.
- Be familiar with all parts of the Emergency Action Plan, including alarm system notifications and installation communications systems.
- Ensure that anyone serving as your alternate fully understands your duties as an EET member and can perform those duties in your absence.

• EET-Specific Duties

- The EET leader (most likely the Emergency Manager)
 - assumes command of the evacuation until relieved by fire department officials or other first responder officials.
 - schedules EET meetings at least annually or as required.
- The floor warden
 - ensures assignment of aides to disabled persons and coordinates actions of other EET members.
 - notify the EET leader in writing of any new team members in order to maintain updated evacuation rosters.
- Stairwell monitors
 - are assigned to each evacuation route stairwell on every floor of the installations.
 - direct personnel to safe evacuation routes away from areas filled with smoke or other hazards.
 - regulate the flow of personnel to stairwells to prevent overcrowding.
 - respond to the directions and instructions of their respective floor wardens.
- Each disabled person is assigned an aide by the floor wardens to assist in evacuation. These personnel are called "aides to the disabled".
- Upon evacuation alarm activation, aides to the disabled proceed to the disabled person's workstations and safely assist that person to evacuate the installation.

APPENDIX A: EMERGENCY ACTION PLAN

- All EET personnel canvass their duty areas to ensure evacuation of personnel is complete.
- After evacuation of your designated sector is complete, report to your floor wardens for further evacuation duties or to evacuate a unit.
- Designated personnel must remain to perform critical functions (ensure the security of the mail, monies, receipts, and other valuable assets, etc.) before they evacuate the installation. EET members should be aware of these functions and the personnel assigned to complete these tasks and allow them to be completed.
- **Post-Emergency actions:**
 - Follow your floor warden's instructions as required.
 - Ensure adequate coverage of floor warden and other EET assignments when the floor warden is unavailable.
 - Proceed at once to your assigned sector and assume assigned duties upon activation of the emergency alarm system.
 - Begin Head counting procedures
 - If an emergency exists, evacuate occupants in a rapid, safe, and orderly manner.
 - Bar entry to danger zones and direct occupants to alternate emergency routes/exits, if required.

APPENDIX A: EMERGENCY ACTION PLAN

SECTION A3
EET MEMBER ROSTER

This table lists the name, telephone number, EET position title, and duty location for the EET members.

Note: The size of the EET depends on the amount of fire-extinguishing and control equipment, the number of exits, and the number of employees on duty (ELM 853.12).

EET Member Roster

Name and Telephone Number	EET Position/Title*	Floor Warden	Stairwell Monitor
Tour 1			
Chris Adams 283-7596	Capt-Alternate	First Floor	
Kaye Smith 283-7583	Captain	Second Floor	
Lee Ann Burnett 283-7511	Member	2 nd Floor	#4 Plant Mgr Office
Bob Burke 283-7634	Member	1 st Floor	Lock Front Lobby Door
Jerry Ferris 283-7748	Member	1 M and 2 M	#3 West on South Wall
Patty Ladurini 283-7748	Member	2 nd Floor	#2 East on South Wall
Dan Glade 283-7511	Member	010 unit-Dock	Close Dock Doors
Jeff McConkey 283-7634	Member	1 st Floor	#5 and #6 Lunch Room
Tom Appleby 283-7748	Member	2 nd Floor	#1 East Wall
Ed Brandt 283-7625	Member	Basement	
Tina Cotton 283-7538	Member	1 st Floor	Outgoing
Tour 2			
Jerry Short 283-7588	Capt-Alternate	2 nd Floor	
John Baker 283-7659	Captain	1 st Floor	
Teri King 283-7511	Member	1 st Floor	Close Dock Doors
Tom Rush 283-7625	Member	010 Unit	
Deb Oglesbee 283-7636	Member	2 nd Floor	#1 East Wall
Ellen McFadden 283-7748	Member	2 nd Floor	#2 East on South Wall
Bobette Anderson 283-7634	Member	1 st Floor	
Gary Schmerbeck 283-7538	Member	2 nd Floor	
Gary Coil 283-7712	Member	1M	
Tim Jennings 283-7623	Member	1M	

APPENDIX A: EMERGENCY ACTION PLAN

Name and Telephone Number	EET Position/Title*	Floor Warden	Stairwell Monitor
Tour 3			
Gentry Grandbery 283-7533	Capt-Alternate	2 nd Floor	
Mike Dickerson 283-283-7587	Captain	1 st Floor	
Craig Snelson 283-7511	Member	2 nd Floor	#3 West on South Wall
Jean Johnson 283-7625	Member	Basement	
Tina Goodale 283-7511	Member	1 M and 2 M	Close Dock Doors
Rusty Madison 283-7748	Member	2 nd Floor	#4 Plant Mgr Office
John Cercone 283-7536	Member	2 nd Floor	#1 East Wall
Pat Zeroni 283-7538	Member	2 nd Floor	#2 East on South Wall
Lee Corbin 283-7538	Member	1 st Floor - 010 Unit	
Angie Pettlinger 283-7536	Member	1 st Floor - BMEU	
Bernie Page	Member	1 st Floor	Lock Front Lobby Door
Tom Slaybaugh 283-7634	Member	1 st Floor	#5 and #6 Lunch Room

SECTION A4 CRITICAL INSTALLATION FUNCTIONS AND ASSIGNED PERSONNEL

The Des Moines P&DC has identified critical installation operations/actions it must perform during an emergency. Although the installation may perform any or all of its other normal functions during the emergency, these critical operations/actions must be accomplished. Critical functions/actions performed during an emergency and assigned personnel are listed in the table below.

Note: Critical functions/actions must be completed before evacuating the building.

Critical Functions/Actions and Assigned Personnel for Emergencies

Critical Function/Action	Procedure Reference	Assigned Personnel
Stop Air Handling Systems	Proceed to Boiler Room and shut off breakers for each individual AHU at motor control panel. This will shut down the AHU and keep anyone from overriding the system.	BEM on duty
Shut Down Boiler Room Exhaust Fan	Proceed to Boiler Room and shut off breaker for Boiler Room exhaust system motor control panel.	BEM on duty
Shut Down Compressors	Proceed to Boiler Room and shut off breaker for all compressors (5) at motor control panels.	BEM on duty
Shut Dock Doors	Proceed through Truck Terminal and shut all dock doors.	First Floor MPE
Shut Off All Mail Processing Equipment	Before exiting facility machine operators are to press the "Stop" button to shut off the machine.	Machine operator running individual MPE
Secure Main Office Station	Secure all POS Workstations Secure Main Vault Lock Front Doors Advise customers to exit facility as appropriate	Main Office Station Supervisor if on duty otherwise Senior Window Clerk on duty

SECTION A5 EMERGENCY EVACUATION ROUTES AND EET DUTY STATIONS FOR THE DES MOINES P&DC AND ROUTE MAPS

Emergency escape procedures must include graphic illustrations of emergency escape route assignments, shelters, and locations of fire alarms and extinguishers (ELM 852.2).

Upon evacuation, all personnel are to proceed to one of the following assembly areas based on their assigned work area. Evacuate to 1) Basement - Tornado, 2) VMF garage parking - Fire, 3) 2nd floor executive corridor and lunch room - BDS alert.

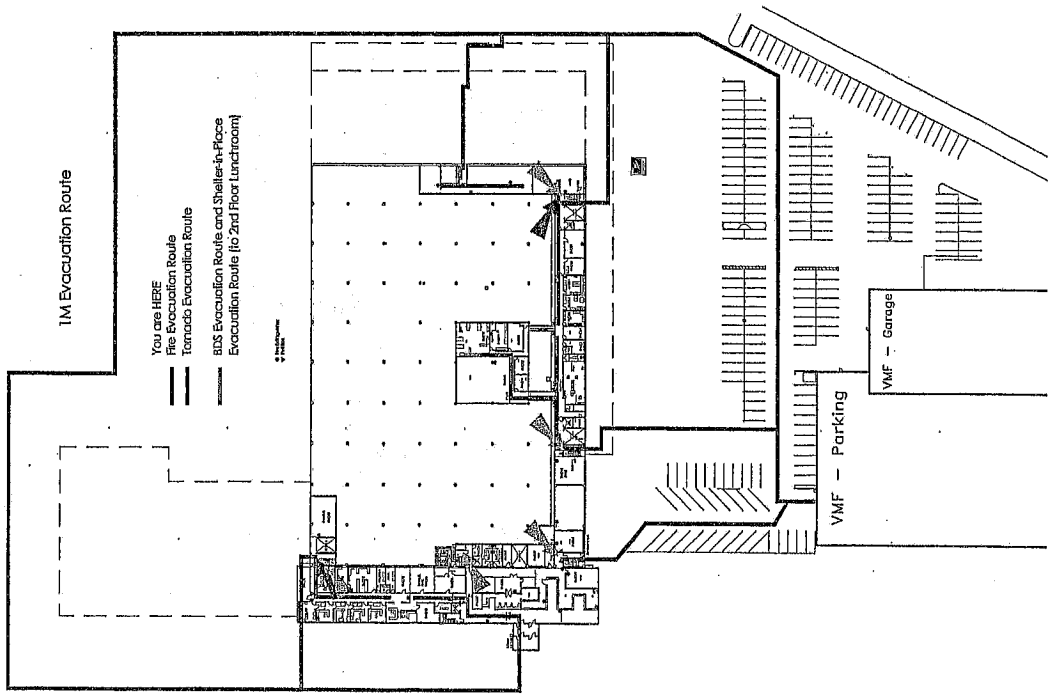
ROUTE MAP FOR:

- 1ST FLOOR
- 2ND FLOOR
- BASEMENT
- 1ST MEZZANINE WITH LOBBY
- 2ND MEZZANINE

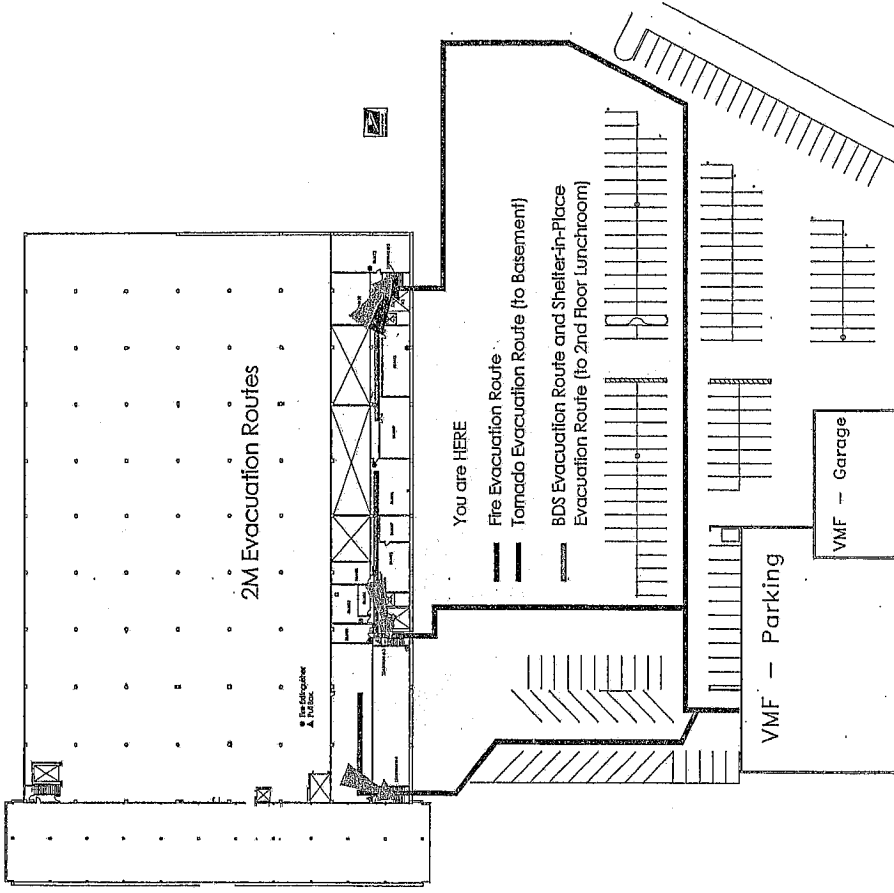
NOTES:

-ROUTE MAPS FOR EMERGENCY EVACUATIONS AND SHELTER-IN-PLACE ARE CONTAINED ON ONE SET OF DIAGRAMS.

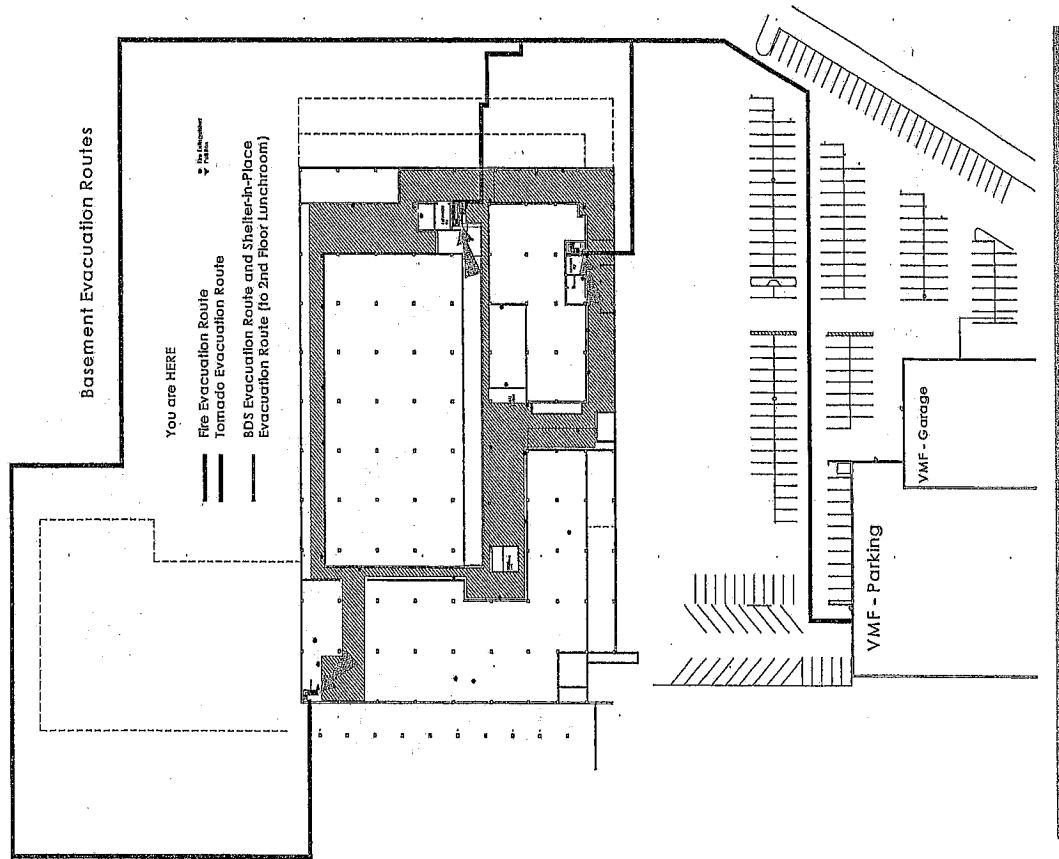
APPENDIX A: EMERGENCY ACTION PLAN



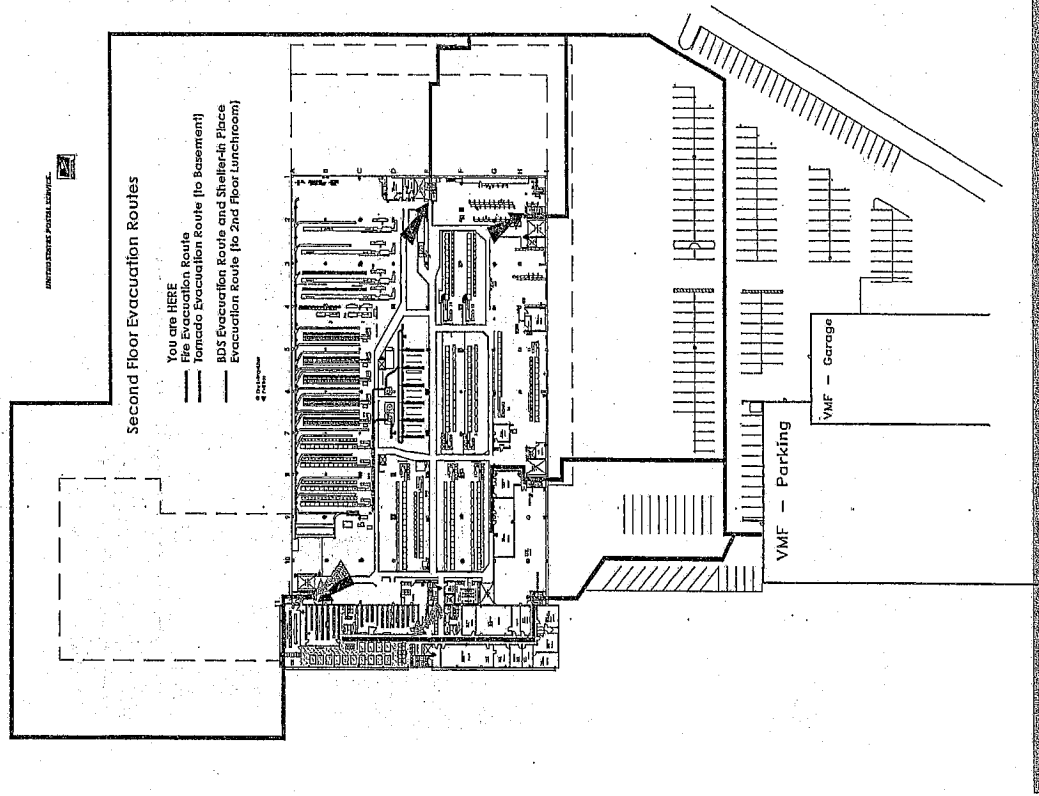
APPENDIX A: EMERGENCY ACTION PLAN

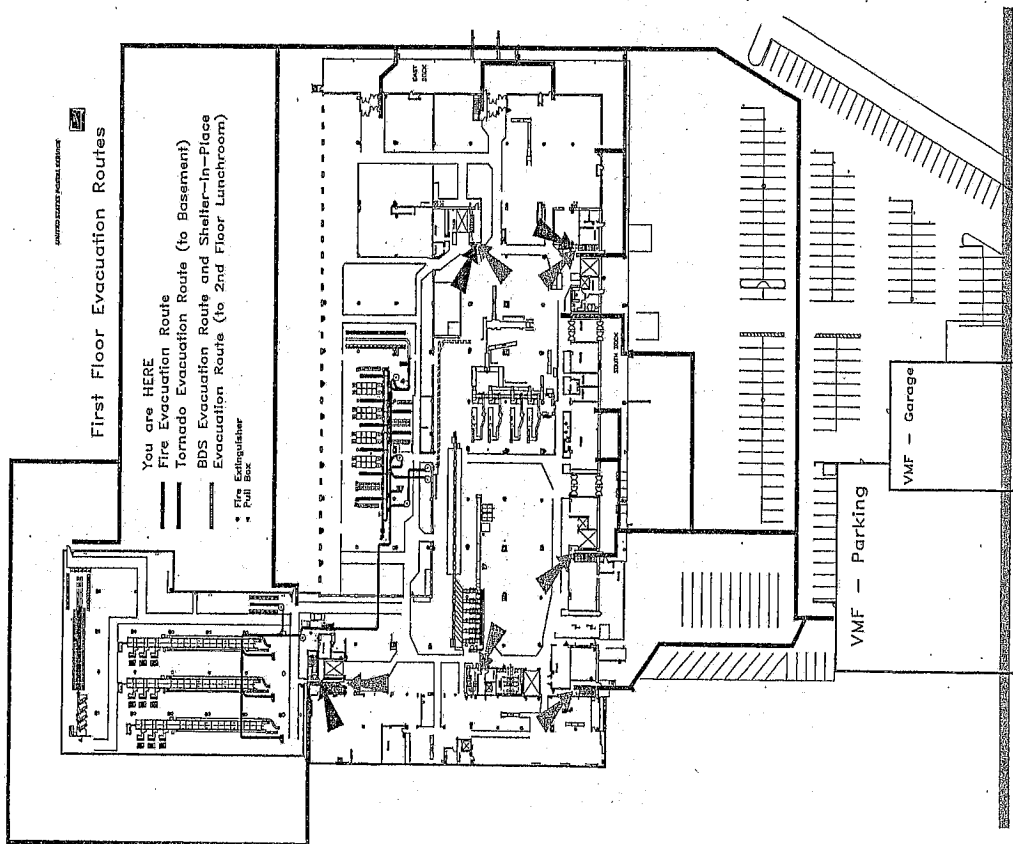


APPENDIX A: EMERGENCY ACTION PLAN



APPENDIX A: EMERGENCY ACTION PLAN





SECTION A6 SHELTER-IN-PLACE PROCEDURES AND ROUTE MAPS

The following are procedures for Sheltering-in-place when there is an external chemical, biological, or radiological release. For specific actions refer to the appropriate annex for that emergency.

- Shut down business operations. This could include closing the retail area and BMEU to customers. Post a sign instructing customers that the facility is temporarily closed.
- If customers, contractors, or visitors are present in the building, provide for their safety by asking them to stay inside the building rather than leave.
- Unless there is an immediate threat, allow employees, customers, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. Change the recording to indicate that the facility is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave. Additionally, indicate to onsite employees that they should not report to the facility.
- Secure exterior doors and close windows.
- If there is a danger of an external explosion, close window shades, blinds, and curtains.
- Select interior room(s) with the fewest windows or vents. Avoid overcrowding if possible.
- If possible, have a hard-wired telephone located in at least one of the rooms selected.

The following are additional procedures for external chemical, biological, and radiological releases:

- Have maintenance staff turn off all fans, heating, and air conditioning systems. If your system automatically provides for the exchange of inside air with outside air, it should be turned off, sealed, or disabled.
- Avoid rooms with mechanical equipment such as ventilation blowers or pipes since this equipment may not be totally sealed from the outdoors.
- For the room(s) selected, seal all windows, doors, and vents with plastic sheeting and duct tape. Consider precutting plastic sheeting and labeling each piece with the location of where it fits.

NOTE: ROUTE MAPS ARE INSERTED FOLLOWING SECTION A5.

APPENDIX A: EMERGENCY ACTION PLAN

SECTION A7

HEAD COUNTING PROCEDURES

In the event of an emergency at the Des Moines P&DC, all USPS personnel and non-employees are to proceed immediately to the designated rally points. Rally points consist of three primary areas: 1) Tomado - in Basement, 2) Fire and other situations requiring external evacuations- VMF garage parking, 3) Shelter-in-place - Executive corridor, lunchroom on 2nd floor (overflow at fire time of incident to IPS) and Service Lobby through internal stairwell located next to employee computer kiosk room). Supervisors shall secure an employee roster at the rally point in order to confirm the safe evacuation of all personnel. The Window Supervisor on duty will ensure that all customers are evacuated from the lobby area. BMEU and Truck Terminal SDOs will ensure that all customers and truck drivers are evacuated to the proper rally point. area

Upon arrival at the assembly areas, personnel are to form groups based on pay locations. Mail Processing, VMF, maintenance, IPS, and administrative SDO(s) are responsible for completing accurate head counting procedures for the personnel within their assigned s of responsibility. Window Supervisors will be responsible for accounting for all customer service employees and customers. The BMEU supervisor will account for all BMEU employees and customers. The Window and BMEU supervisors will record the names of each non-employee reporting to their respective assembly areas on the Des Moines P&DC Non-Employee Emergency Contact Form. A copy of the Des Moines P&DC Non-Employee Contact Form is included at the end of the Emergency Action Plan (EAP).

The head count SOP ROLL CALL procedures will be:

- Pull clip boards with TACS pay locations from storage area
- Line up all people of PL on one side of the area/room
- CALL OFF EACH NAME and have employee move to the other side of area/room
- Persons accounted for should be noted with an "A"
- Persons non-scheduled should be noted with a "NS"
- Persons who were here within the last 90 minutes but left should be denoted with a "W"
- Review who is left:
 - Extra people that need to be accounted for in the correct PL (make sure permanent PL is aware of employee.
 - Extra people that should have their name written down as extra people, such as a vendor, contractor, truck driver, customer, etc
 - Missing people should be denoted with a "M" and the MDO must be notified
- Turn in head count sheet to MDO
- MDO must check off every section of every tour to make sure that all sections have been completed.
- MDO must fax head count to VMF (515-283-7727) if it is a BDS alert

Log Sheets SOP:

- Must be picked up by SDO of the section that it is located and brought to rally point (Sections with Log sheets are Passport office, Caller service, Maintenance, Plant Managers office, BMEU and food services.)
- Must be given to MDO
- Must be faxed to first responders at VMF if it is a BDS alert.

APPENDIX A: EMERGENCY ACTION PLAN

Once each supervisor has completed the head count for their assigned personnel and all non-employees have been polled for their personal information, the completed lists will be transferred to the Des Moines P&DC Emergency Manager. The Emergency Manager will then report the names and suspected locations within the building of all individuals that are not accounted for to the on-site fire or law enforcement Incident Commander. Additional documentation will be completed, as required, based on the nature of the emergency after the completion of all head counting activities (i.e. "Epidemiological Information Post BDS Alert" sheet.)

Upon completion of the headcount, all employees will remain in their assigned Assembly Areas unless moved to a different location (away from fire, vehicle traffic, weather, etc.) by Emergency Services personnel.

A weather-resistant container will be pre-positioned at each assembly area to store the following materials. The recommended quantity of each is identified in parentheses:

- Clipboards (5)
- Up-to-date roster of all employees, for each tour of duty, that are assigned to each assembly area
- Blank Des Moines P&DC Non-Employee Emergency Contact Forms (12)
- Blank "Epidemiological Information Post BDS Alert" sheets (150)
- Pencils/Pens (12)
- Flashlights (2)
- Des Moines P&DC Fire Evacuation Route Maps (2)
- Des Moines P&DC BDS Evacuation Route Maps (2)

APPENDIX A: EMERGENCY ACTION PLAN

**SECTION A8
ROSTER OF INCIDENTAL SPILL RESPONSE
TEAM MEMBERS**

This table lists the names, titles, and contact numbers of incidental spill response team members trained to respond to an incidental spill of potentially hazardous materials.

Hazmat Spill Response Team Members Roster		
Name and Title	Response Level *	Contact
Steve Chevalier – Tour 1	Operations Level	(515) 283-7582
Rex Kingery – Tour 1	Operations Level	(515) 283-7582
John Gallaher – Tour 1	Operations Level	(515) 283-7582
Kearney LaSandra – Tour 1	Operations Level	(515) 283-7582
Rick Smith – Tour 1	Operations Level	(515) 283-7582
Dan Glade – Tour 1	Operations Level	(515) 283-7511
Sieg Spad – Tour 2	Operations Level	(515) 283-7582
James Hilgdon – Tour 2	Operations Level	(515) 283-7582
Gary Schmerbeck – Tour 2	Operations Level	(515) 283-7582
Mike Umphfleet – Tour 2	Operations Level	(515) 283-7525
Mike Gillespie – Tour 2 Passport Office	Operations Level	(515) 283-7743
John Carcone – Tour 3	Operations Level	(515) 283-7536
Pat Moran – Tour 3	Operations Level	(515) 283-7582
Roger Burkman – MVS	Operations Level	(515) 283-7582
Michael Antelman – Tour 2 AMF	Operations Level	(515) 283-7702
Larry Canady – Tour 2 AMF	Operations Level	(515) 283-7702
John Broadbent – Tour 3 AMF	Operations Level	(515) 283-7702

* First Responder: Awareness Level
 First Response: Operations Level
 Specialist Employee
 Bloodborne Pathogens

APPENDIX A: EMERGENCY ACTION PLAN

**SECTION A9
ROSTER OF TRAINED FIRST-AID PROVIDERS**

This table lists the names, titles, and contact numbers of personnel trained to provide first-aid for the installation.

First-Aid Providers Roster

Name and Title	Contact Number	Response Level *
Dawn Baber	(515) 283-7543	Nurse (RN)

First Aid services provided by Des Moines Fire Department

*First-Aid
 First-Aid/CPR
 First-Aid/CPR/AED
 Advanced First-Aid
 Nurse (RN)

**ATTACHMENT A – SECTION 1
DES MOINES P&DC FIRE PREVENTION PLAN**

Purpose

This plan documents the Fire Prevention Plan (FPP) procedures for the Des Moines P&DC. It outlines procedures for use by evacuees — employees, contractors, and other tenants at the installation.⁴

This plan is part of the Postal Service's policy of Integrated Emergency Management Planning (IEMP) that provides leadership, coordination, and support in the four phases of emergency management — Mitigation, Preparedness, Response, and Recovery. The Postal Emergency Management System (PEMS) supports this plan through rapid communication and notification of emergency occurrence, assessment of the severity of the emergency, requirements for emergency management teams, notification and response of local first responders, and potential activation of Continuity of Operations (COOP) Plans.

Response Actions

During an emergency, or when an emergency evacuation drill occurs, all USPS employees, contractors, and other building tenants must evacuate the building in a rapid but orderly manner. The first step in any emergency is to always protect people, classified or sensitive information, and postal facilities and equipment. Emergency Evacuation Team (EET) members have been pre-selected and trained to assist in carrying out a safe evacuation.⁵ Specific EET duties are outlined in Section 2.

In the event that a fire emergency requires building evacuation, occupants should follow the evacuation guidelines listed below.

- 1 SECURE CLASSIFIED MATERIALS, IF SAFE TO DO SO.
- 2 FOLLOW ANY DIRECTIONS GIVEN BY EET MEMBERS.
- 3 USING THE NEAREST AVAILABLE EXIT, GET OUT OF THE BUILDING (USE STAIRWELLS ONLY).
- 4 REMAIN CALM.
- 5 GO TO YOUR ASSIGNED ASSEMBLY AREA.
- 6 REMAIN AT THE ASSEMBLY AREA UNTIL RELEASED.

The Manager, In-Plant Support, or designee, acts as the Emergency Manager for all emergencies occurring at the Des Moines P&DC.

⁴ The Emergency Action Plan and Fire Prevention Plan must be in writing for installations with more than 10 employees. For installations with 10 or fewer employees, a written plan is not required.
⁵ Before Emergency Action Plan implementation, designate and train a sufficient number of persons (e.g., 1 EET, 1 alternate EET member per 20 employees for each tour) to assist in the safe and orderly evacuation of employees. For installations with 10,000 square feet of floor space or more, EETs must be designated for each work tour. Establish EETs for smaller facilities based upon operational needs.

Employee Alarm System

The Des Moines P&DC alarm system has a distinctive alarm for each type of emergency. Insert your alarm system notification process in Table 1 and include the specific alarm sound/sequence in Annex 3A.

Table 1. Emergency Alarms for Evacuations

Type of Emergency	Type of Alarm	Alarm Sound	Number of Alarms Given	Type of Evacuation
BDS	Audible	PA Announcement	Continuous	Full
Fire	Audible	Audible Alarm with Strobe Lights	Continuous	Full
Spill	Audible	Audible Alarm with PA Announcement	Intermittent	Variable Upon Location and Extent of Situation
Tornado	Audible	PA Announcement	Twice	Shelter-In-Place
Chemical	Audible	Audible Alarm with PA Announcement	Continuous	Shelter-In-Place
Radiological	Audible	Audible Alarm with PA Announcement	Continuous	Shelter-In-Place

FPP Distribution

A copy of the FPP for the Des Moines P&DC is maintained at the Installation Manager's office. Additional copies of the FPP are located at:

- Safety Office
- Supervisor's Stations

Each employee will receive a copy of the EET rosters for their assigned areas and emergency evacuation procedures and route maps for the installation. This enables employees to contact EET members in the event of an emergency and to become familiar with all emergency procedures, alarm notifications, and emergency evacuation routes. Employees may contact Mike Umphreest, Safety Specialist for additional information regarding the FPP or an explanation of their duties under the plan.

Reissue the FPP whenever it is updated. Record updates on the Record of Change form (see Table 1). Record all training completed since the last change to the FPP and place in the revised FPP.

APPENDIX A: EMERGENCY ACTION PLAN

Table 2. Record of Changes to FPP

Change Number	Date and Section	Name of Person Making Change	Change Summary
Version I-1.2(C)	7-15-05	Woody Swartzendruber	Quarterly update

Authority

The authority for the development of this plan is Steve Wenzel, Installation Manager, Des Moines P&DC. This plan complies with Federal and USPS policy requirements.

APPENDIX A: EMERGENCY ACTION PLAN

**ATTACHMENT A — SECTION 2
FIRE PREVENTION PLAN IMPLEMENTATION**

The Des Moines P&DC implements the FPP and ensures that adequate numbers of working fire extinguishers are available throughout the building. The FPP also makes certain fire extinguishers are available to extinguish chemical and electrical fires in rooms housing flammable chemicals or large amounts of electrical equipment.

To prevent fires, all employees, contractors, and other tenants must follow fire regulations and maintain good housekeeping at all times.

Housekeeping

Avoiding Careless or Needless Trash Accumulation

- Dispose of trash according to methods and schedules as identified in Handbook EL-801, Supervisor's Safety Handbook; Handbook EL-803, Maintenance Employee's Guide to Safety; and Handbook EL-814, Postal Employee's Guide to Safety.
- Neatly arrange stored materials in stockrooms and other storage enclosures with adequate aisles to provide access.
- Do not leave solvents, oily rags, or other flammable materials in the building, unless they are placed in approved and covered metal containers that have been provided for your use.

Keeping Areas Unobstructed

All employees, contractors, and other tenants of the installation must adhere to the following rules:

- Do not place or store anything in corridors, aisles, or stairways.
- Do not obstruct access to any aisles, stairwells, fire extinguishers, fire hoses, sprinkler valves, or fire alarm boxes.
- Do not obstruct any building exit doors, doors leading to emergency evacuation routes, or the evacuation routes themselves.
- Do not store items closer than 18 inches to sprinkler heads or smoke detectors.

Complying with Regulations

All postal employees, contractors, and other tenants of the installation must follow these fire regulations:

- Smoking is not permitted anywhere in the building or in enclosed garage spaces.
- Facilities Services and Safety personnel must authorize electrical appliances such as coffee pots, microwave ovens, refrigerators, fans, and heaters. All appliances must meet Unit Leader, Facilities Manager, or other safety specifications and have a visible "on" light located on the unit or the wall outlet.
- Authorized appliances must be placed in a safe location away from combustible materials
- Set up and maintain a system to ensure that all appliances are turned off at the end of each day or when not in use.
- Do not bring into the building any heat-producing devices such as halogen torch lamps, heaters, hot plates, heating elements, toasters, or other unauthorized appliances.

APPENDIX A: EMERGENCY ACTION PLAN

- Do not fasten back or hold open any fire doors. Keep fire doors closed at all times.
- Always consult with Installation Services when considering the storage of heavy objects or installation of machines and safes. Do not allow floor loadings to exceed allowable weight limitations.

APPENDIX A: EMERGENCY ACTION PLAN

**ATTACHMENT A — SECTION 3
FIRE PREVENTION PLAN REQUIRED LISTS,
PROCEDURES, AND TABLES**

Insert the following required information into the FPP at this point.

Identify all major fire hazards in the building and the proper fire protection equipment to control each hazard

Major Fire Hazard	Control Mechanism
Oil Storage Room	Fire-Resistant Enclosure
Welding, Cutting, Grinding Activities	Hot Work Permitting Policies Fire extinguisher at ready during work activities
Portable Heaters	Removal of combustible materials from work area Heater shall be secured against tipping Heater shall only be used while supervised
Recycling Materials	Removal of material prior to excess accumulation Cutting, welding, or grinding shall not be done in the area of recyclable material storage.
Flammable Storage Lockers	Fire-Resistant Enclosure

Identify potential ignition sources and their required control equipment

Ignition Source	Required Control Equipment
Hot Surfaces (i.e. boilers, soldering irons, heating guns)	Removal of combustible materials from work area
Welding, Cutting, Grinding Activities	Hot Work Permitting Policies Fire extinguishers at ready during work activities
Portable Heaters	Removal of combustible materials from work area Heater shall be secured against tipping Heater shall only be used while supervised

APPENDIX A: EMERGENCY ACTION PLAN

Identify potential ignition sources and their required control equipment	
Ignition Source	Required Control Equipment
Electrical Equipment	Preventative Maintenance Combustible materials shall not be stored directly adjacent to electrical equipment

Identify employees responsible for controlling fuel source hazards and maintaining equipment to prevent or control sources of ignition or fires

The following table identifies the regular maintenance activities, with associated procedure reference and responsible party, for fire-prevention equipment and the control of fuel-source hazards at the Des Moines P&DC:

System	Responsible Party	Responsible Supervisor	Route Sheet (Checklist Number)	Frequency
Fire Extinguishers	Maintenance Mechanic PS-5	Richard Bradford Tour 2	03 EMSYS ABC 7070	Monthly
Fire Extinguishers	Maintenance Mechanic PS-5	Richard Bradford Tour 2	03 EMSYS ABC 7072	Monthly
Fire Extinguishers	Maintenance Mechanic PS-5	Richard Bradford Tour 2	03 EMSYS ABC 7078	Monthly
Fire Extinguishers	Maintenance Mechanic PS-5	Richard Bradford Tour 2	03 EMSYS ABC 7079	Monthly
Fire Extinguishers	Maintenance Mechanic PS-5	Richard Bradford Tour 2	03 EMSYS ABC 7098	Monthly
Fire Extinguishers	Maintenance Mechanic PS-5	Richard Bradford Tour 2	03 EMSYS ABC 7099	Monthly
Fire Extinguishers	Maintenance Mechanic PS-5	Richard Bradford Tour 2	03 EMSYS ABC 7100	Monthly
Fire Extinguishers	Maintenance Mechanic PS-5	Richard Bradford Tour 2	03 EMSYS ABC 7071	Annual
Fire Extinguishers	Maintenance Mechanic PS-5	Richard Bradford Tour 2	03 EMSYS ABC 7073	Annual
Fire Extinguishers	Maintenance Mechanic PS-5	Richard Bradford Tour 2	03 EMSYS ABC 7082	Annual
Fire Extinguishers	Maintenance Mechanic PS-5	Richard Bradford Tour 2	03 EMSYS ABC 7085	Annual
Fire Extinguishers	Maintenance Mechanic PS-5	Richard Bradford Tour 2	03 EMSYS ABC 7086	Annual
Fire Extinguishers	Maintenance Mechanic PS-5	Richard Bradford Tour 2	03 EMSYS ABC 7088	Annual
Fire Alarm System	Building Equipment Mechanic	Richard Bradford Tour 2	02 EMSYS ALRM 7107	Annual
Sprinkler System	Building Equipment Mechanic	Rick Hall Tour 1	02 EMSYS SPKR 7077	Monthly
Sprinkler System	Building Equipment Mechanic	Rick Hall Tour 1	02 EMSYS SPKR 7109	Monthly

APPENDIX A: EMERGENCY ACTION PLAN

System	Responsible Party	Responsible Supervisor	Route Sheet (Checklist Number)	Frequency
Sprinkler System	Building Equipment Mechanic	Rick Hall Tour 1/Hall	02 EMSYS SPKR 7112	Monthly
Sprinkler System	Building Equipment Mechanic	Rick Hall Tour 1	02 EMSYS SPKR 7110	Annual
Sprinkler System	Building Equipment Mechanic	Rick Hall Tour 1	02 EMSYS SPKR 7113	Annual
Sprinkler System	Building Equipment Mechanic	Rick Hall Tour 1	02 EMSYS SPKR 7110	Annual
Sprinkler System	Building Equipment Mechanic	Rick Hall Tour 1	02 EMSYS SPKR 7110	Annual
Fire Alarm System	Building Equipment Mechanic	Randy Deets Tour 3	02 EMSYS ALRM 7075	Twice Monthly

Emergency Evacuation Team specific duties in conjunction with the fire department at the time of a fire:

DUTY	RESPONSIBLE PARTY
Directing Fire department to location of fire	Maintenance Manager on duty familiar with location of fire.
Inspecting fire site with fire department to determine that the fire is completely extinguished.	Maintenance manager or senior official on duty.
Shutting down all electrical power to building as directed by fire department	Maintenance manager on duty
Assessing fire department in maintaining crowd control	MDOs and SDOs on duty.
Maintaining perimeter security to prevent reentry until officially instructed to do so.	MDOs and SDOs will either assist police department or lock gates as directed by first responders.

APPENDIX A: EMERGENCY ACTION PLAN

ATTACHMENT B — SECTION 1
DES MOINES P&DC EPIDEMIOLOGICAL
INFORMATION

Purpose

This plan documents the epidemiological information gathering procedures for the Des Moines P&DC. It outlines procedures for use by evacuees—employees, contractors, and other tenants at the installation.

Epidemiological information is collected from USPS employees, contractors, and other building occupants in the event of a building evacuation due to BIOLOGICAL CONCERNS only.

This information is to be used solely to assist public health officials in determining appropriate medical response if the BDS alert is confirmed as a biological agent release. The information will not be maintained by the USPS and will remain in custody of the local public health officials until the termination stage has been completed.

Response Actions

During an emergency, or when an emergency evacuation drill occurs, all USPS employees, contractors, and other building tenants must evacuate the building in a rapid but orderly manner.

As previously noted, OSHA requirement 1910.38 (c)(4) requires all facilities to establish procedures to account for all employees after an evacuation. Each Supervisor is responsible for the safe evacuation of his or her group. Each employee assigned to the Supervisor must be accounted for after an evacuation.

When the evacuation alarm is sounded, all occupants including employees, contractors, customers, truck drivers, and visitors of the Des Moines P&DC will report to their assigned Assembly Areas. If an occupant is unable to report to the designated area assigned, they must report to the closest Assembly Area and notify the Emergency Evacuation Team (EET) Leader that this is *not* their designated area.

The Supervisor/designee will take attendance and record any missing employees. This information is given to the EET Leader at your assigned Assembly Area. At this point, each Assembly Area should be calm, orderly, and waiting for further instructions. Once everyone in the installation is accounted for, further instructions will be given by the Emergency Manager.

IF THE EVACUATION WAS THE RESULT OF A BIOLOGICAL INCIDENT, THE FOLLOWING PROCEDURES MUST BE FOLLOWED:

- 1 AFTER THE HEAD COUNTING PROCEDURES HAVE BEEN COMPLETED, THE SUPERVISOR/DESIGNEE WILL PASS OUT THE "EPIDEMIOLOGICAL INFORMATION POST BDS ALERT" SHEET TO ALL PERSONNEL AT THE ASSEMBLY AREA. THESE FORMS ARE TO BE PRE-POSITIONED OUTSIDE OF THE INSTALLATION AND WILL BE DISTRIBUTED BY THE EMERGENCY MANAGER'S DESIGNEE.
- 2 USPS PERSONNEL WILL FOLLOW DIRECTIONS IN FILLING OUT THE INFORMATION SHEET.

APPENDIX A: EMERGENCY ACTION PLAN
THE SUPERVISOR/DESIGNEE WILL COLLECT THE FORMS AND DELIVER THEM TO THE EMERGENCY MANAGER.

- 3 THE EMERGENCY MANAGER WILL DELIVER THE SHEETS TO THE LOCAL HEALTH DEPARTMENT FIRST RESPONDERS AND SOLICIT THEIR ADVICE.

A copy of the Post BDS Alert Epidemiological sheet is included on the preceding page.

**APPENDIX A: EMERGENCY ACTION PLAN
INDIVIDUAL STATUS REPORT**

This information is to be used to assist the Postal Service and public health officials in identifying individuals who were in the facility at the time of a BDS Alert, and to provide unredacted contact information in the BDS Alerts confirmed as a biological agent release. Please read the Privacy Act Statement prior to completion of this form.

Privacy Act Statement

The collection of this information is authorized by 39 USC 401 and 1001. It will be used to assist the Postal Service and public health officials to identify individuals who were in a facility at the time of a Biohazard Detection System Alert. We will disclose this information only as may be relevant in legal proceedings to law enforcement. If the Postal Service or requesting agency becomes aware of a potential legal violation, or a Congressional office at your request, premises or individuals under contract with USPS, to entities authorized to perform audits, as required by the National Labor Relations Act, to federal, state, and/or foreign government agencies, agencies, or the Equal Employment Opportunity Commission, and to the Postal Service's Personnel Board or Office of Special Counsel. Providing the requested information is voluntary, but, if not provided, the Postal Service may be limited in its ability to assess the likelihood of your exposure to a biohazard and to contact you with important health-related information.

Date: _____ Approximate Time: _____

Name: _____

Please Check Appropriate Box: EMPLOYEE: CUSTOMER: VISITOR:

CONTRACTOR: Firm: _____ Supervisor: _____

Pay location: _____

Home Address: _____

Phone Number(s) where you can be reached day and night: _____ OFFICE: _____

HOME: _____ PAGER: _____

CELL: _____

Please provide the name, relationship, and telephone number(s) of a family member or friend who can help locate you in the event the Postal Service cannot reach you:

Contact Name: _____ OFFICE: _____

HOME: _____ PAGER: _____

CELL: _____

FACILITY NAME: _____

FACILITY ADDRESS: _____

Where were you located at the time of the notice to evacuate? _____

What route did you take to exit the facility? _____

What rally point did you report to? _____

If in the installation, what activities were you doing for two hours prior to the evacuation, where were you located, and what was the duration of each activity listed? (work performed, breaks, lunch, etc.)

Activity	Location*	Duration

