



# Emergency Actions Guide



## Responding to Active Assailant near you or your building

Run	Hide	Fight
<ul style="list-style-type: none"> <li>• Have an escape route and plan.</li> <li>• Leave your belongings.</li> <li>• Help others escape, if possible.</li> <li>• Keep your hands visible.</li> <li>• Prevent individuals from entering an area.</li> <li>• <b>Do not</b> pull the fire alarm.</li> <li>• <b>Do not</b> attempt to move wounded people.</li> </ul>	<ul style="list-style-type: none"> <li>• Hide out of assailant's view, behind large items (i.e., cabinets, desks).</li> <li>• Lock &amp; blockade the door.</li> <li>• Silence cell phones and/or other notification devices &amp; turn off any noise sources.</li> <li>• Remain quiet and calm.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>As a last resort</b>, only if life is in imminent danger, attempt to disrupt and/or incapacitate the assailant.</li> <li>• Act as aggressively as possible &amp; use objects as improvised weapons.</li> <li>• Commit to the action against the assailant.</li> </ul>
<b>When law enforcement arrives</b>		
<ul style="list-style-type: none"> <li>• Remain calm.</li> <li>• Follow officers' instructions.</li> <li>• Empty your hands.</li> <li>• Immediately raise hands and spread fingers.</li> <li>• Keep hands visible at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Do not</b> point, scream, or yell.</li> <li>• <b>Do not</b> stop to ask officers for help or directions.</li> <li>• <b>Do not</b> make quick movements toward officers (don't try to grab/hold onto them for safety).</li> </ul>	
<p>Note: PPD-SE-1016 has more guidance on preparing for an Active Assailant</p>		



## Workplace Violence (other than active assailant)

If a person is exhibiting hostile behavior towards you that reasonably could cause serious bodily harm, you should immediately leave the area via the quickest route possible.

### If a violent confrontation cannot be avoided:

Do	Do Not
<ul style="list-style-type: none"> <li>• Try to stay calm.</li> <li>• Position yourself, if possible, so that an exit route is readily accessible.</li> <li>• Move away from any objects that may be employed as a weapon.</li> <li>• Avoid challenging body language.</li> <li>• Listen empathetically to what the person is saying.</li> <li>• Ask questions to help retain control of the conversation.</li> <li>• When law enforcement arrives follow their directions.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Do not</b> argue with the hostile individual.</li> <li>• <b>Do not</b> challenge, try to bargain, or make promises that you cannot keep.</li> <li>• <b>Do not</b> physically touch a hostile person or try to force them to leave.</li> <li>• <b>Do not</b> attempt to disarm or accept a weapon from the person in question.</li> </ul>

### Remember

Always report threats, acts of aggression, or acts of violence.

Note: Witnesses are a better choice to report the incident to lessen the potential or inciting the potentially violent individual.



## Responding to Bomb or Explosive Threat

By telephone	By mail/email	In person
<ul style="list-style-type: none"> <li>• Complete Form-624. UCOR Bomb Threat Check List as soon as possible to accurately capture the information.</li> <li>• Report the incident and alert supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Report the incident and alert supervision.</li> <li>• Protect/preserve the written threat by laying it on a flat surface and covering it.</li> <li>• Provide the threat as directed by the ESWO/ORNL LSS/Y 12 PSS/OROC (generally to law enforcement or security personnel).</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain as much information as possible from the person making the threat.</li> <li>• Report the incident and alert supervision.</li> <li>• <b>Do not</b> attempt to confront or restrain the individual making the threat.</li> </ul>
<b>In ALL cases</b>		
<ul style="list-style-type: none"> <li>• <b>Do not</b> pull the fire alarm if a bomb threat is received.</li> <li>• The ESWO/ORNL LSS/Y-12 PSS/OROC will determine what protective actions to take and issue through the Mass Notification System.</li> </ul>		



# Emergency Actions Guide (continued)



## Responding to Suspicious Packages/Mail

### Indicators that suspicious object could be explosive device

Visual markings	Touch and feel
<ul style="list-style-type: none"> <li>• Unknown, missing, foreign, unrecognized, or unusual place of origin or return address</li> <li>• Unusual or overly large titles or incorrect spelling of name.</li> <li>• Inappropriate use of restrictive markings (i.e., “Private,” “To Be Opened Only By”)</li> <li>• Poorly handwritten, or addressed with cut-out lettering</li> <li>• Excessive or unusual wrapping, packaging, labeling, or postage</li> </ul>	<ul style="list-style-type: none"> <li>• Greasy, grainy, or powdery feel on the exterior of the package</li> <li>• Uneven balance</li> <li>• Excessively heavy weight for its volume</li> <li>• Protruding wires</li> <li>• Holes in envelope or wrapping</li> <li>• Unusual odor</li> </ul>

### What to do:

Upon receipt	If opened	With powdery substance
<ul style="list-style-type: none"> <li>• Ensure that the object is not disturbed, opened, or moved.</li> <li>• Report the incident and alert supervision.</li> <li>• Follow instructions provided by the ESWO/ORNL LSS/Y-12 PSS/OROC.</li> <li>• Upon the arrival of First Responders, follow their directions.</li> </ul>	<ul style="list-style-type: none"> <li>• Immediately close or reseal the package or envelope.</li> <li>• Slowly place the envelope or package on your desktop and leave the room immediately.</li> <li>• Wash your hands thoroughly using soap and water.</li> <li>• Report the incident and alert supervision as soon as possible.</li> <li>• Follow instructions provided by the ESWO/ ORNL LSS/Y-12 PSS/OROC.</li> </ul>	<ul style="list-style-type: none"> <li>• Close the item without disturbing any additional material.</li> <li>• <b>Do not</b> move with the exception of calling to report the incident.</li> <li>• Follow the directions of the ESWO/ORNL LSS/Y-12 PSS/OROC.</li> <li>• Upon the arrival of First Responders follow their guidance.</li> </ul>

### Follow instructions

- **Do not** pull the fire alarm. The ESWO/ORNL LSS/Y-12 PSS/OROC will determine the protective actions to be taken and issue through the Mass Notification System.



# Emergency Actions Guide (continued)



## Earthquake

May cause structural damage, injuries, or death

**The greatest danger is from falling and flying objects rather than a building collapse.**

### Do

- Drop, Cover, and Hold On. Get under a desk or table and hold onto the leg, if possible. Avoid injuries by dropping to the ground before the earthquake drops you.
- If OUTSIDE: get away from anything that could fall on you: buildings, power lines, chimneys, etc.
- If DRIVING: move as far out of traffic as possible and carefully stop your car. Stay clear of bridges, overpasses, trees, light posts, power lines, or signs.
- STAY INSIDE your car until the shaking stops.
- Beware of breaks in the pavement, fallen rocks, and bumps in the road at bridge approaches when you resume driving.

### Do Not

- **Do not** run outside or to other rooms during shaking. The area near the exterior walls of a building is the most dangerous place to be. Windows, facades, and architectural details are often the first parts of the building to collapse.
- **Do not** stand in a doorway. They do not protect you from flying or falling objects and in modern homes are no stronger than any other part of the house.
- **Do not** attempt to use elevators as power will most likely be lost.

### More information

USGS information on earthquake preparedness: <https://www.usgs.gov/programs/earthquake-hazards>



## Emergency Actions Guide (continued)



### Evacuation

- Most likely indicator of the need to evacuate: sounding of the fire alarm
- Other indicator: Evacuation message through a Mass Notification System or public address system from ESWO, ORNL LSS, Y-12 PSS, or OROC

#### If evacuation is needed:

1. **Follow** the guidance in the Emergency Action Plan (EAP).
2. If unable to evacuate, **alert facility “Searchers” or coworkers** to report your condition and location to the first responders.
3. **Do not** use elevators.



## Fire or Explosion

### Report the incident and alert supervision.

Trained on fire extinguisher	Blocked from leaving facility	You catch fire
<ul style="list-style-type: none"> <li>• If safe to do so, attempt to put out the fire.</li> <li>• Do not take an unsafe action.</li> <li>• Evacuate if you are unsuccessful extinguishing the fire.</li> </ul>	<ul style="list-style-type: none"> <li>• Is there smoke? Crawl low to the ground.</li> <li>• Check closed doors. Use back of hand to feel upper, lower, and middle parts of door.</li> <li>• Door If the door is not hot. B: brace yourself against it and open slowly.</li> <li>• Door If the door is hot. D: do not open. Seek another exit.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not run.</li> <li>• Stop-drop-roll to extinguish fire.</li> </ul>

### Remember

Never go back into a burning building unless trained and wearing the proper protective equipment.



## Flash flood/flooding

Could occur at work location and on roadways.

### Do

- Report the incident and alert supervision.
- In a car: Stay inside the car if it is trapped in rapidly moving water. If water is rising inside the car, get on the roof.
- Trapped in a building: Get to the highest level. Only get on the roof if necessary.
- Signal for help.

### Don't

- **Do not** walk, swim, or drive through flood waters. Turn Around, Don't Drown!
- **Do not** climb into a closed attic to avoid getting trapped by rising floodwater.

### Remember

**Six inches** of moving water can knock you down

**One foot** of moving water can sweep your vehicle away.

For more information on flooding preparedness visit: [www.ready.gov/floods.gov](http://www.ready.gov/floods.gov)



## Hazardous Materials Release

Could involve airborne chemical or radiological materials

**Shelter-In-Place is primary protective action.**  
**Notification is normally directed by ESWO, ORNL LSS, Y-12 PSS, OROC**  
**via a Mass Notification System.**

### Do

- Follow guidance from facility-specific EAP and LEM (as applicable)
- Outside? Go indoors immediately.
- Close windows and doors.
- Turn off sources of outdoor air (supply-air fans, air conditioners, ventilation systems).
- Perform any necessary emergency shutdown procedures, only if safe and trained to do so.
- Remain indoors and listen for additional information on emergency alert/notification systems.

### Do Not

- Do not leave the building unless directed to do so by the ESWO/ORNL LSS/Y-12 PSS/OROC.



## Severe Weather (Tornadoes)

**Take Cover, or Shelter for Severe Weather at Y-12, is the primary protective action.**

### If indoors

- Immediately move to the Take Cover/Shelter area identified on Emergency Action Plan.
- If time permits, secure classified materials (if applicable).
- If time permits and safe and trained to do so, perform necessary emergency shutdown procedures.
- Can't get to Take Cover area? Take cover under available sturdy furniture or in reinforced stairwells.

### If outdoors

- If no strong, permanent structure is available, lie flat in a ditch or ravine.
- You can take shelter in large, buried drainage culverts. However, stay aware of the potential for flash flooding in low-lying areas.
- Avoid utility poles, trees, or towers, which might topple.
- Do not take refuge in temporary structures (i.e., trailers, motor vehicles, and other mobile equipment).
- Do not take shelter under highway overpasses as blowing debris can cause serious injury and death.

### Note

Winter weather is not included here.