



# NICHD



## Emergency Preparedness And Response

### Safety First...

- 1) Learn about NICHD's emergency plans. <http://insider.nichd.nih.gov/safetysite>
- 2) Know the exit routes and evacuation plans for your building.
- 3) Know the location of fire extinguishers and medical kits.
- 4) Make a list of important phone numbers. Keep a printed list at your desk and near other telephones.
- 5) Gather personal emergency supplies in a desk drawer. Store a flashlight, walking shoes, water bottle, and nonperishable food.
- 6) To report an emergency, call 911 (on campus) or 9-911 (off campus).

### Emergency Events Can Happen at Any Time. Do You Know What to Do?

#### Deciding to Go or to Stay

- 1) **Gather information.** Gather as much information as possible about the emergency using NICHD and NIH information sources, and public radio and television.
- 2) **Listen for instructions.** Watch and listen for official instructions on whether to stay or go (check e-mail, audio alerts, phone calls, fire alarms, or verbal announcements).
- 3) **Follow instructions.** If official instructions are provided, immediately follow them.
- 4) **Use your best judgment.** In the absence of official instructions, make your decision on whether to go or stay.

#### Deciding to Go = Evacuation

A wide variety of emergencies, both man-made and natural, may require all or parts of NICHD facilities to be evacuated. In the event of immediate or suspected danger, you may be asked to promptly evacuate.

#### Building Evacuation

During an emergency building evacuation, stay calm and follow the instructions below:

- 1) **Backup electronic files.** If time allows, save electronic files to the network and turn off your computer.
- 2) **Close all doors and windows but DO NOT lock.**
- 3) **Proceed to stairways in an orderly manner.** Hold handrails and walk down the stairs. If you are unable to use the stairs, wait in the area of refuge for fire and rescue personnel or termination of the emergency. Each building has designated Aides to Individuals with Disabilities to provide assistance. Assist people with special needs.
- 4) **DO NOT use the elevators unless instructed by fire or law enforcement personnel.** If necessary, crawl under the smoke to breathe cleaner air.
- 5) **Vacate the building.** Immediately vacate the building as directed by the occupant evacuation team members and proceed to the assembly area.
- 6) **Monitor the situation.** Prepare to move further away from the building in case the incident expands.
- 7) **DO NOT re-enter the building until instructed.** Remain in your assembly area until the Occupant Emergency Coordinator or fire/law enforcement officials communicates the "all clear" to re-enter.

#### NIH Campus Evacuation

In the event that several buildings or the entire NIH campus should be evacuated, employees will be directed to leave the campus by the nearest exit. The following link provides a listing of evacuation exits: <http://ser.ors.od.nih.gov/evacplan.htm>



## Deciding to Stay = Shelter-in-Place

In some emergencies, it is safer to stay inside your building. Should an emergency event occur during working hours, employees may be advised to shelter-in-place. The term "shelter-in-place" means selecting a small, interior room, with no or few windows, and taking refuge there until an all-clear signal has been issued.

### Shelter-in-Place

During a shelter-in-place event, stay calm and follow the instructions below:

- 1) **Back up electronic files. If time allows,** save electronic files to the network and turn off your computer.
- 2) **Seek shelter.** If you are outdoors, immediately go inside the closest building.
- 3) **Do not attempt to leave the building or campus to pick up children or other family members.**
- 4) **Close all windows and doors but DO NOT lock.**
- 5) **Listen for instructions on where to shelter.** If instructed to shelter at your desk, stay in place. If instructed to go to a pre-determined sheltering area, go immediately.
- 6) **Monitor the situation.** Be on alert for further instructions.
- 7) **Minimize telephone use, including personal cell phones, unless you have an emergency in your shelter.** This leaves the phones available for emergencies.
- 8) **DO NOT leave the shelter area until instructed.** Remain in your shelter location until the Occupant Emergency Coordinator or fire/law enforcement officials communicate the "all-clear" to leave.

## Closure of NIH Facilities

### Before the Workday Begins

If a weather-related or other emergency arises before the workday begins, the Office of Personnel Management (OPM) will provide an announcement regarding the operating status of the Federal Government to the media as early as possible. As soon as the status is determined, it will also be posted on the OPM web site:

<http://www.opm.gov/status/index.aspx>

OPM's Office of Communications also provides a recorded message on **202-606-1900**.

### Closure of NIH Facilities During the Workday

If severe weather conditions or other emergencies arise during the workday, OPM may authorize an early dismissal. If it becomes necessary to dismiss staff during the workday, the NIH Office of Human Resources (OHR) will notify staff of the decision as soon as possible. **Staff members are not to rely on media announcements alone for early dismissal.**

### Keeping Informed

Have a battery-operated radio tuned to a local all-news or talk-radio station, such as:

- 1) **NIH emergency radio station 1660 AM**
- 2) **WTOP 107.7 FM or WTOP 1500 AM**

# Think Safety—Act Safely

## Important Telephone Numbers:

### NIH Emergency Telephone Numbers

Police-Fire-Rescue-HAZMAT (on campus) .....	911
Police-Fire-Rescue-HAZMAT (off campus) .....	9-911
Emergency Communications Center .....	301-496-5685
Emergency Maintenance Services .....	301-435-8000

### NIH Non-Emergency Telephone Numbers

Fire Department .....	301-496-2372
Police Department .....	301-496-2387
Security & Emergency Response Services .....	301-496-6893
Division of Emergency Preparedness & Coordination .....	301-496-1985
Division of Occupational Health & Safety .....	301-496-2960
Division of Physical Security Management .....	301-496-9109