



NICHD Employee Emergency Guide



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Forward

NICHD has emergency plans in place to provide for the safety and protection of NICHD personnel, contractors, and visitors across a wide range of potential emergencies. Emergency response guidelines also serve to safeguard animals, research and property, and focus on the continued execution of essential functions during a crisis event.

An emergency is any unexpected situation that requires prompt action to protect life and property. Examples of emergencies include: fires; explosions; chemical, biological, and radiological incidents; bomb threats; civil disturbances; medical emergencies; natural disasters; structural failures; and accidental or man-made disasters. This guide provides NICHD employees with information on how to prepare for, respond to, and recover from an emergency. It will be updated periodically to incorporate lessons learned during drills and exercises or following the release of new guidance or policy. Please check the NICHD Insider Safety Site on a frequent basis for the latest guidance: <http://insider.nichd.nih.gov/services/safetysite/Pages/default.aspx>

Recommended changes to this plan should be directed to the NICHD Emergency Management/Continuity of Operations (EM/COOP) Team at nichdsafetyinfo@mail.nih.gov or in-person at 6100 Executive Blvd., Room 5F01, Rockville, Maryland 20852.

Emergency Contact Numbers

To report a crime in progress and/or life threatening situations, personal injury, traffic accidents, or suspicious activities:

On the NIH campus dial 911

Off the NIH Campus dial 9-911

To report a criminal act not in progress, a theft of personal property, or to report a non-injury accident, call (301) 496-5685.

Other NIH Emergency Phone Numbers:

NIH Emergency Phone Numbers	On-Campus	Off-Campus
Police-Fire-Rescue-HAZMAT	911	9-911
Emergency Communications Center (24 hour)	301-496-5685	301-496-5685
Emergency Maintenance Services	108	301-435-8000

NIH Non-Emergency Phone Numbers

Security and Emergency Response	301-496-6893
Division of Occupational Health & Safety	301-496-2960
Division of Emergency Preparedness & Coordination	301-496-1985
Division of Engineering Services	301-435-8000
NIH Fire Department	301-496-2372
NIH Police Department	301-496-2387 or 301-496-5685 (after hours)

Introduction

The NICHD Emergency Management and Continuity of Operations (EM/COOP) program provides for the safety and protection of NICHD personnel, contractors and guests while continuing the execution of mission essential functions across a wide range of potential emergencies. Emergency response guidelines serve to safeguard animals, research, and property. The EM/COOP program is designed to ensure the following:

- NICHD employee safety. Employee safety is a top priority. NICHD has emergency plans in place to provide for the safety and protection of NICHD personnel,



contractors, and visitors. Employee resources can be downloaded from the NICHD Insider Safety Site: <http://insider.nichd.nih.gov/services/safetysite/Pages/default.aspx>

- NICHD emergency preparation and response. Each NIH building has an Occupant Emergency Coordinator and a team of volunteers to help implement immediate, orderly actions to safeguard life and property during an emergency. NICHD has designated shelter-in-place (SIP) locations and kits stored across the Institute for use during events that require employees to stay in place for a period of time.
- NICHD protection of critical assets. NICHD Emergency response guidelines, including the Building Critical Inventory Program (BCIP) plan, serve to safeguard animals, research, and property and focus on the continued execution of NICHD essential functions during a crisis event.
- NICHD/NIH collaboration. NICHD works closely with the NIH Division of Emergency Preparedness and Coordination on preparedness and response efforts.

1 NIH EMERGENCY RESPONSE SYSTEM

The NIH has a robust crisis response and recovery capability in place on the NIH Bethesda Campus. This capability includes the NIH Division of Fire Rescue Services (Fire Department), the NIH Division of Police (Police Department) and the Division of Emergency Preparedness and Coordination (DEPC). These three Divisions are responsible for all response and recovery operations on campus and reach across the NIH-enterprise.

If an event occurs on the NIH Bethesda Campus, the initial response will be handled by the NIH Fire Department or Police Department. Depending on the nature of the event, either the NIH Fire Department or Police Department deploy to the scene and conduct response operations. If an event occurs at an NIH facility beyond the campus, county fire and police provide emergency response support. Once the event is controlled, the Division of Emergency

Preparedness and Coordination assumes control and implementation of the NIH Continuity of Operations Plan (both on-campus and off-campus).



1.1 NIH Division of Emergency Preparedness and Coordination (DEPC)

The Division of Emergency Preparedness and Coordination (DEPC) is the principal emergency planning resource for the NIH and is responsible for coordinating all NIH resources essential to emergency planning and preparedness functions. This includes serving as the NIH Emergency Coordinator with Montgomery County emergency preparedness organizations, state offices, and with national emergency response organizations under the leadership of the Department of Health and Human Services (DHHS) and the Federal Emergency Management Agency (FEMA).

1.2 NIH Senior Management Group

The Senior Management Group (SMG) is composed of the NIH Director and other pre-designated NIH senior staff and acts in the capacity of decision maker during an emergency event. The SMG, in coordination with the Disaster Recovery Coordinator (DRC), determines the degree of NIH notification and level of NIH resource allocation, and ultimately decides whether activation of the NIH COOP Plan is necessary. In addition, the SMG serves as the NIH liaison with the HHS Office of the Secretary and the Executive Branch; issues NIH policy; and coordinates management issues involving the IC Directors.

The SMG is composed of the:

- NIH Director
- NIH Deputy Director
- Deputy Director for Intramural Research
- Deputy Director for Extramural Research
- Deputy Director for Management
- Director, Office of Research Services
- OD Executive Officer
- Office of General Counsel

1.3 NIH Senior Management Coordinator (SMC)

The Senior Management Coordinator (SMC) acts in the role of liaison between the Senior Management Group and the Disaster Recovery Coordinator. All communications, requests and/or direction between the Senior Management Group and Disaster Recovery Coordinator shall flow through the SMC. The Office of Research Services (ORS) Associate Director holds the role of the SMC.

1.4 NIH Disaster Recovery Coordinator (DRC)

The Disaster Recovery Coordinator (DRC) is responsible for the overall direction and control of response support and recovery operations. He/she communicates and coordinates with the

Senior Management Coordinator, directs all response support and recovery operations, provides and coordinates information with the Emergency Support Teams (EST) and EST Leaders, and maintains communications with response entities. The role of the DRC is held by the NIH DEPC Director or a designated alternate.

1.5 NIH Emergency Support Teams (ESTs)

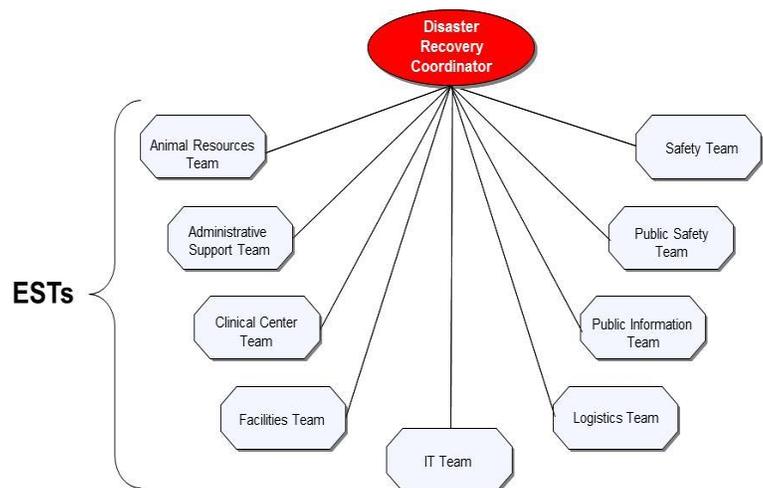
The Emergency Support Teams (ESTs) are pre-designated teams within the NIH that have distinct roles and responsibilities in response support and recovery operations. Each EST has a designated leader who is responsible for their respective team's activities and for coordinating resources, as needed. During emergency events, Institutes and Centers (ICs) may request additional resources from any of the ESTs via the NIH Disaster Recovery Coordinator.

The nine NIH ESTs are comprised of the following:

- Administrative Support Team
- Animal Resources Team
- Clinical Center Team
- Facilities Team
- Information Technology Team
- Logistics Team
- Public Information Team
- Public Safety Team
- Safety Team

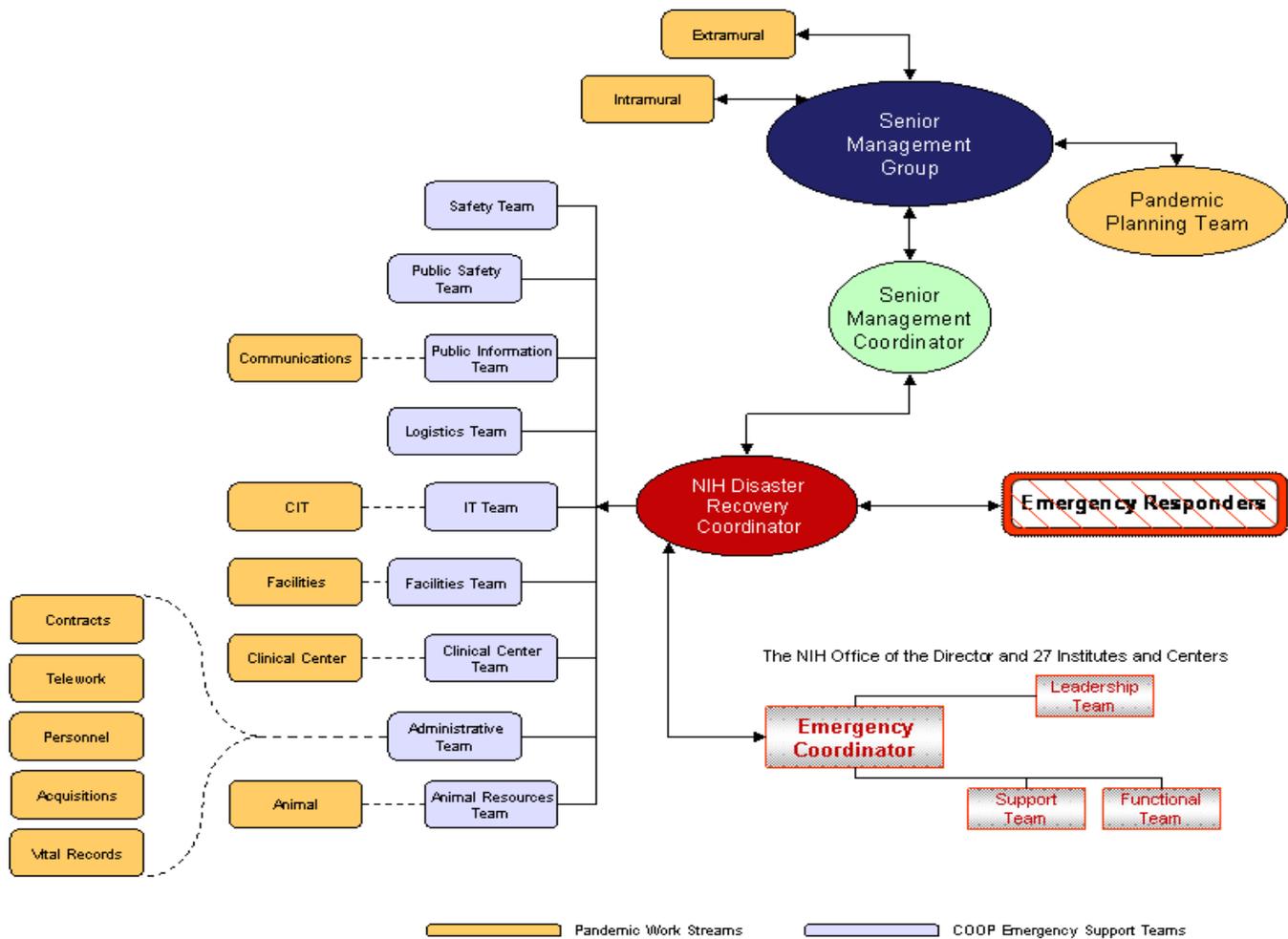
The DEPC leads all COOP operations, with the lead point of contact being the NIH Disaster Recovery Coordinator. When an event occurs, the Disaster Recovery Coordinator confers with NIH responders and the NIH Senior Management Coordinator. They assess the situation and determine if NIH COOP Plan activation is required. Upon COOP Plan activation, the Disaster Recovery Coordinator contacts the nine Emergency Support Teams alerting them of the situation and allocating resources as needed.

Figure 1. NIH Emergency Support Teams



The IC Crisis Response Team (CRT) structure connects with NIH response and recovery operations through communications between each IC Emergency Coordinator (EC) and the NIH Disaster Recovery Coordinator. When an event occurs, the Disaster Recovery Coordinator notifies all Emergency Coordinators via an automated notification system called Alert NIH. It is the responsibility of each Emergency Coordinator to communicate the information to their respective Crisis Response Team, and ultimately to their entire IC. The Disaster Recovery Coordinator then coordinates the provision of required resources through the NIH COOP structure (depicted on the next page).

Figure 2. NIH Full Scale Response and Recovery



1.6 NIH Essential Functions

In order to continue operating during continuity events, the NIH has identified several mission essential functions that must be maintained. Other activities, while important, are not deemed critical to the survivability of the NIH and can be temporarily deferred.

The NIH mission essential functions are:

1. Protect all patients on the NIH campus by maintaining the Clinical Center patient care areas as needed, and by providing limited food services in Building 10.
2. Protect all NIH personnel and assets by ensuring the safety of employees; the readiness of first responders; and uncompromised physical security features, including the key card systems (e.g., the internal NIH system and the third party key card system for access to sensitive locations).

3. Protect all research animals used at the NIH by providing appropriate animal care services, and the ancillary logistical support to ensure necessary supplies (e.g., food and bedding) are available.
4. Process functional commitments by continuing the support and processing of grants and contracts including the Payment Management System, grant processing, contractor payment, payroll and grantee payment.
5. Provide information technology (IT) services for critical systems and databases including maintaining the NIH mainframe and data center; providing IT support, particularly as it relates to patient and animal care activities; and maintaining radio systems.
6. Protect vital research including facilities, equipment, resources and records by maintaining scientific data, physical specimens (live and preserved) and documentation (hard copy and electronic); maintaining unique biological stocks; providing acquisition services as required; providing facilities support, such as emergency power; and providing critical facility and grounds maintenance.
7. Ensure continued and effective communication with internal and external stakeholders including communications with the media; communications with HHS, NIH ICs and NIH satellite facilities; communications with research applicants, research grantees, and research contractors; and ensuring the coordination and release of public information messages, including maintaining the NIH Homepage.
8. Upon the activation of the National Response Framework (NRF), the National Institute of Environmental Health Sciences NIEHS may be activated by the Occupational Safety and Health Administration (OSHA) under the NRF's Worker Safety and Health Support Annex to provide a number of key functions. These include providing: 1) training and technical assistance to instructional staff, curriculum development experts, subject-matter experts, and professional staff; 2) safety training to worker target populations with respect to the nature and location of the incident and the particular hazards; 3) assistance and support in the development and delivery of site-specific health and safety training through appropriately qualified Worker Training and Education Program (WETP) awardees' instructional staff; and 4) assistance such as respirator fit-testing and distribution of Personal Protective Equipment.

1.7 NIH Emergency Tier Designations

All NIH employees are designated as "Emergency," "Mission Critical/Mission Operations," or "Other Mission Services & Support." These designations are made by IC Management based on the activities/functions the employee performs in support of the NIH/IC mission and will be used when emergency conditions affect an employee's official duty station.. All NIH employees and contractors must be assigned to a specific Tier.

Tier I – Emergency Employees: This designation requires employees to report to work at the regularly scheduled start of their duty hours. If an emergency employee is not scheduled to start a tour of duty when an emergency event occurs and he/she is needed to ensure continuity of operations, an immediate supervisor or authorized official will contact him/her. Emergency Employees have been further separated into Tiers IA and IB.

Tier IA Emergency Employees are those employees whose functions involve or support patient care.

- Patient Care Staff
- Patient Care Support Staff, including Patient Support Staff

Tier IB Emergency Employees include, but are not limited to, those employees whose functions are necessary for the operation of critical building systems; care and feeding of animals; fire and police response; continued operation of critical IT systems and databases; and/or ongoing uninterrupted services following delayed openings, dismissals, and closures. Some emergency employees may perform their duties outside normal NIH operating hours (after hours, weekends, and holidays) as part of their normal work schedule. These employees include:

- ORF Building Maintenance Staff
- ORS Fire Department Staff
- ORS Police Department Staff
- Employees responsible for maintaining critical IT infrastructure
- Animal Care Staff
- Utility Systems Staff
- Waste Water Treatment Operator

Tier II – Mission Critical/Mission Operations Support Employees: Employees designated as “Mission Critical/Mission Operations Support” are assigned to functions that are critical to the continued performance of NIH Mission Essential Functions as well as to IC Critical Program and Business Operations. Because these functions may be performed at alternative work locations, these employees must have current telework agreements in place and are expected to work remotely during emergencies. They may also be called to report to work onsite to maintain continuity of Government operations involving incidents such as national security, natural/man-made disasters, extended emergencies, or other unique situations such as a pandemic influenza outbreak.

Mission Critical/Mission Operations Support employees are delineated into three sub-tiers based on function and to ensure a sufficient depth of resources:

Tier IIA – Mission Critical: Directs, Organizes, Plans and/or Executes NIH Mission Essential Functions. Tier IIA employees are typically activated upon immediate notification of an emergency. These employees include:

- NIH Senior Management Group (SMG)
- Designated IC Leadership (Director, Deputy Director, Scientific Director, Executive Officer, Clinical Director and Extramural Program Leadership)
- NIH CRT Operations and Emergency Support Team Leads
- IC Emergency Coordinators
- Chief Security Officer (ORS Director)

Tier IIB – Mission Critical: Directs, Organizes, Plans, and/or Executes NIH and IC Program and Business Functions. Tier IIB employees will be activated as required by Tier IIA personnel. These employees include:

- CRT Emergency Support Team Members
- IC Crisis Response Team Functional Team Leads and Members (excluding those that may be in a higher Tier, e.g., Patient Care and Animal Care)
- Deputy Chief Security Officer (Associate Director for Security and Emergency Response)
- OM Business Continuity Team (OMBCT), OD Director, and Division Directors or equivalent
- Personnel involved in conducting intramural research or directly supporting the conduct of intramural research pertaining to that research that could be performed at an alternative work site during an emergency
- Personnel involved in supporting critical IT service and support functions
- Individuals designated to augment or replace Tier IIA workforce due to illness, absences, or increased operational requirements

Tier IIC – Mission Operations Support: These functions may be performed at an alternative worksite during normal duty hours or as otherwise directed. NIH employees who perform administrative or programmatic functions that support the Mission of the IC and can be performed from an alternative work site during an emergency. These employees include:

- Individuals designated to augment or replace Tier IIB workforce due to illness, absence, or increased operational requirements

Tier III – Other Mission Services & Support Employees: Includes the following employees:

- Employees whose functions must be performed onsite at their duty station but not at the onset of an emergency

- Employees whose functions must be performed onsite at their duty station but not during an emergency when the emergency impacts their duty station (also relevant for an at-home duty station)
- Employees who are not eligible to telework
- Employees who choose not to participate in the telework program

1.8 NICHD's Role in the NIH Response System

Each IC is responsible for its own operations and employees. While NIH provides response and recovery support, each IC will communicate with their respective employees and ensure the continuity of critical operations. To address this responsibility, NICHD has led all ICs in establishing a comprehensive EM/COOP program. The NICHD EM/COOP program is committed to building resilience by:

- Improving employee emergency preparedness;
- Building EM/COOP operational capability;
- Maintaining current, effective response plans; and
- Regularly testing, training, and exercising.

2 NICHD EMERGENCY MANAGEMENT/CONTINUITY OF OPERATIONS (EM/COOP) PROGRAM

2.1 NICHD Continuity of Operations

NICHD's EM/COOP Plan is designed to ensure the health and safety of NICHD employees, contractors, and visitors and help leadership manage an event that disrupts NICHD critical operations. It is applicable to employees located on the Bethesda, Maryland campus and the facilities in the surrounding area and covers the full spectrum of manmade, natural, and technological emergencies and threats. The Plan is organized along a concept of operations that breaks an event into phases:

- **Emergency Response**, where the focus is on life safety and property protection.
- **Continuity of Operations**, where the focus is on ensuring the survivability of the IC through the continuation of essential functions.
- **Reconstitution**, where the focus is on returning to full, normal operations following an emergency.

Continuity of operations at NICHD relies on a "corporate" NICHD plan, since the plans are not tied to a specific building. The NICHD Crisis Response Team is responsible for implementing the COOP specific plans and procedures during an emergency event. The NICHD Emergency Coordinator serves as the liaison to the NIH COOP Disaster Recovery Coordinator and is responsible for communicating NICHD requests for additional support.

2.2 National Terrorism Advisory System (NTAS)

The National Terrorism Advisory System (NTAS) replaced the color-coded Homeland Security Advisory System (HSAS). This new system allows for more effective communication about terrorist threats by providing timely, detailed information to the public; government agencies; first responders; airports and other transportation hubs; and the private sector. NTAS Alerts will only be issued when credible information is available. These alerts will include a clear statement that there is an imminent threat or elevated threat.

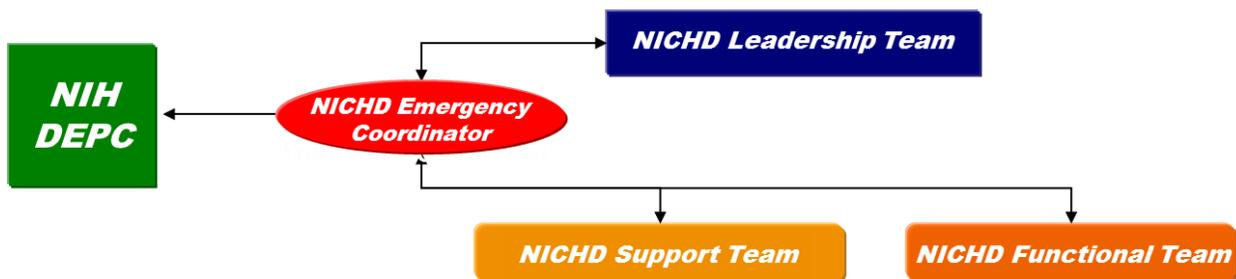
Imminent Threat Alert
Warns of a credible, specific, and impending terrorist threat against the United States.

Elevated Threat Alert
Warns of a credible terrorist threat against the United States.

2.3 NICHD Crisis Response Team (CRT)

In order to efficiently execute the EM/COOP plan, roles and responsibilities have been assigned to pre-designated NICHD staff. The CRT comprised of Leadership, Support, and Functional Teams as shown in Figure 3, is critical in the management of NICHD EM/COOP operations.

Figure 3. NICHD Crisis Response Team



Leadership Team

The Leadership Team provides strategic decision-making, coordination, and communication for NICHD when an incident occurs. The Leadership Team is comprised of the following members:

- Director
- Deputy Director
- Director, Division of Intramural Research
- Director, Division of Extramural Research
- Associate Director, Administration Management
- Associate Director, Science Policy, Analysis, and Communication
- Office of Extramural Policy
- Emergency Coordinator

The Leadership Team is responsible for—

- Determining the effect an emergency has on NICHD;
- Establishing priorities during emergencies;
- Conducting liaison activities with the NIH COOP Senior Management Group ;
- Coordinating management issues involving NICHD Divisions, Branches, Laboratories and Centers;
- Coordinating communication activities with NICHD employees;
- Coordinating the release of information to groups outside of the NIH with the NIH COOP Public Information Team; and
- Issuing NICHD policy.

Relationship with Emergency Coordinator

The Emergency Coordinator is responsible for ensuring operational steps are followed for timely emergency response. In addition, the Emergency Coordinator is responsible for preparedness activities such as:

- Establishing and maintaining CRT capabilities;
- Maintaining Crisis Management Center CMC operational status;
- Coordinating with the NIH COOP Disaster Recovery Coordinator;
- Coordinating with appropriate Occupant Emergency Organizations; and
- Maintaining the EM/COOP Plan.

Relationship with the Support Team

The Support Team oversees readiness, activation, and coordination of the CMC. The Support Team is responsible for—

- Ensuring the CMC is in a state of readiness for activation;
- Ensuring IT and communications equipment is operational and secure within the CMC ;
- Establishing the CMC at the onset of a crisis, or upon activation of the CRT;
- Ensuring operational personnel within the CMC are safe and secure ;
- Receiving and coordinating the flow of information in and out of the CMC;
- Providing procurement support for CMC activities (i.e., food, water, etc.);
- Providing staff, as necessary, to maintain the CMC; and
- Providing an ongoing log of activities performed (history).

Relationship with the Functional Team

The Functional Team executes activities to sustain essential functions and consists of personnel from each NICHD office that supports a mission critical activity. The primary responsibility of this team is to help NICHD sustain essential functions during an emergency.

The Functional Team is responsible for—

- Upon activation, establishing contact with the Functional Team Coordinator and/or the CMC;
- Coordinating the initial crisis response to the site(s);
- Responding to designated facilities or areas to ensure critical mission functions are maintained
- Assessing the situation;
- Performing and/or recommending initial and follow-up actions;
- Maintaining essential functions, as necessary;
- Coordinating additional resources, as necessary, with support from the Functional Team Coordinator; and
- Providing regular status updates to the CMC.

3 NICHD Emergency Communications

The main objective of communications during an emergency event is to ensure the quick and accurate delivery of information to NICHD employees, the media, researchers and grantees, stakeholders, government officials, and the general public. Due to its importance, communications has been classified as an essential function of the Institute.

It is essential that NICHD leadership and CRT members have the ability to communicate during an emergency both internally to NIH/NICHD divisions, branches, and offices as well as externally to other agencies and the public. Interoperable communications provide capabilities needed to maintain mission essential functions, the ability to communicate with internal NIH elements and other stakeholders, and access to data and systems necessary to conduct response activities.

The following communication systems that may be utilized in the event of an incident include:

- Alert NIH (Automated alert/notification system)
- Smart phones (i.e. iPhone) or cellular phones
- GETS Cards
- E-mail
- Telephones
- Internet access
- Intranet access
- Facsimile machines



3.1 Alert NIH

Alert NIH is a managed communications service that allows employees to instantly receive information anywhere, anytime, across most any device, including cell phones, work phones, home phones, work or personal email accounts, and pagers. While this type of service has been successfully utilized by NIH emergency response and recovery personnel, and IC Crisis Response Teams, it is now being expanded to provide all NIH employees and contractors access to the notification system. Alert-NIH allows the NIH, and the employee's respective IC, to broadcast messages to all employees and contractors simultaneously, or to selected individuals or groups, in a faster, more efficient manner than the traditional mass notification methodology presently used.

4 NICHD Life Safety

NICHD understands that its most important asset is its employees. Therefore, establishing, training, and revising emergency life safety procedures on a routine basis is an important component of ensuring employees, visitors, and contractors understand their roles and responsibilities should an emergency occur.



The following sections describe the different life safety actions employees, contractors, and visitors may be asked to execute in the event the NIH campus and/or specific buildings are threatened or affected by an emergency situation. They will also provide important contact information and general campus information that may be helpful to you during an emergency.

4.1 NICHD Building Locations and Contact Numbers

NICHD staff occupies several buildings on the NIH campus and in other areas. The table below displays which buildings house NICHD staff along with the Facility Manager POC.



Facility Managers are the first point of contact for Administrative Officers in resolving all NICHD facilities-related issues. They are responsible for ensuring that service level agreements are met and occupants enjoy use of the space as intended.

Facility Manager Contact Information

Building Number	Facility Manager Name	Facility Manager Contact Number	
6A&B	Edward Kim	301-594-4010w	301-957-5912c
9	Mckinley Brown	301-594-1795w	240-479-0444c
10	Timothy Berry	301-5947619w	240-478-8362c

Building Number	Facility Manager Name	Facility Manager Contact Number
	Larry Wongus	301-594-6450w 301-252-9424c
10/CRC	Donald Edwards	301-451-3076w 240-479-1849c
13	Jeffrey Neilson	301-496-3674w 240-328-5056c
18	Darin Thomas	301 594 8359w
31A	Duron Galloway	301 451 1996w
32T	Darin Thomas	301 594 8359w
35	Ronald Brown Matthew Funk	301-594-1283w 301-594-1284w
49	Albert Lee	301-402-3694w 240-478-8360c
6100 Exec Blvd.	Karen Queen	301-496-7919w 301-252-8486c
Rockledge 1	Ronald Farrar	301-435-0001w 301-252-8484c
Poolesville 110 and 112	David Shaw	301-496-9040w 240-478-8356c
Medical Center Drive Building C	TBD	TBD

4.2 NICHD Occupant Emergency Coordinators

The NICHD Occupant Emergency Coordinators (OEC) assists in providing emergency procedures for the protection of life and property of building occupants. They are also charged with managing controlled evacuations for Building 31 and the Executive Boulevard facility.

The following individuals have been designated as primary and alternate OECs for Building 31 and 6100 Executive Boulevard. It is highly recommended that you introduce yourself to your respective OEC and alternate.

OEC Contact Information

Building	Primary OEC	Alternate OEC
NIH Campus, 31 A (NCI Lead IC)	Gregory (Ryan) Horst 301-435-0385 Rm. 11A35	Corey Bodmer 301-443-9536 Room 11A36
6100 Executive Blvd.	Tracy Springer 301-402-7899 Room 5F01	TBD

4.3 Building or Campus Evacuation

In the event of a building evacuation, please follow the NICHD OEC's instructions.

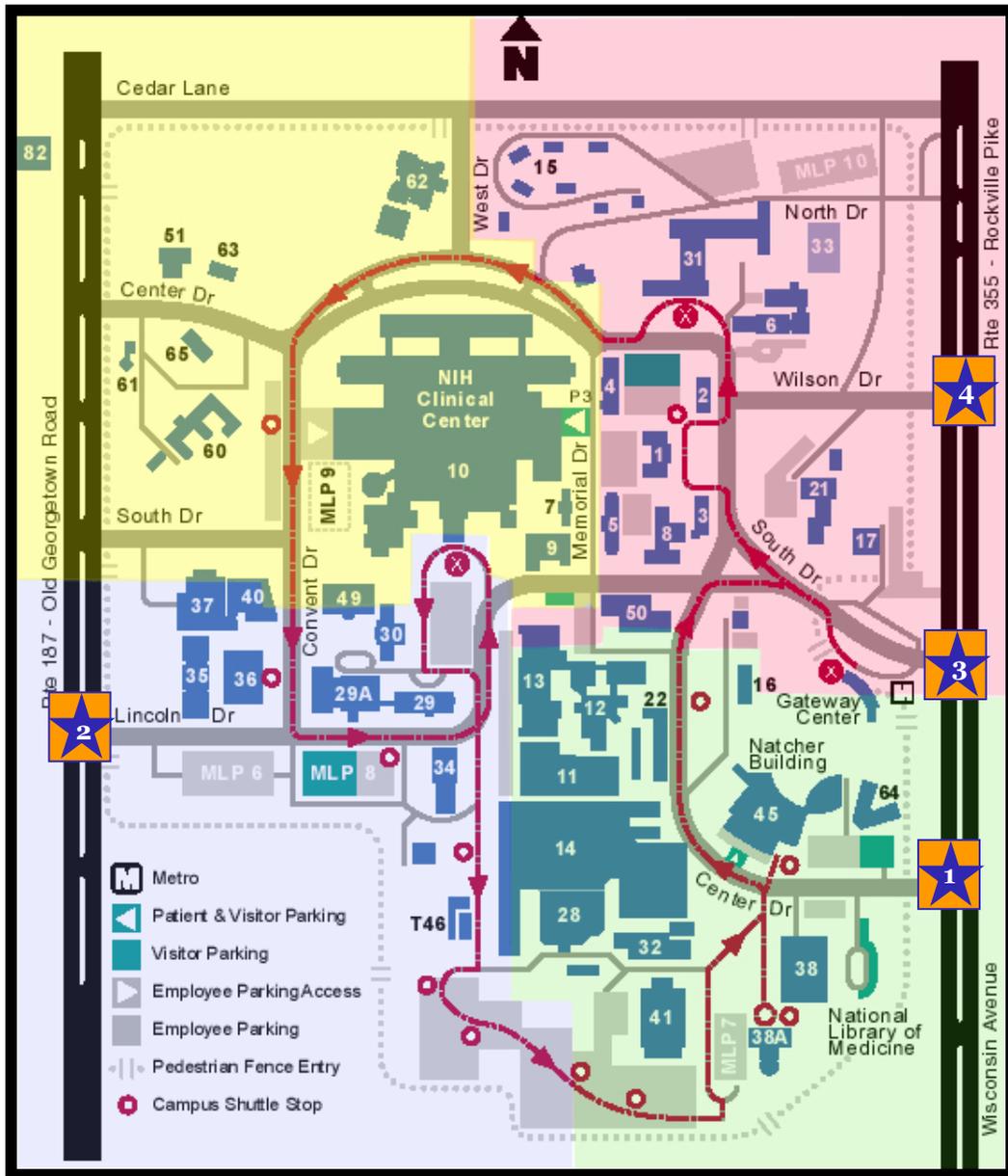
Persons authorized to order a building evacuation include:

- ✓ Designated Official (NICHD Executive Officer or the alternate highest-ranking official or designee selected by mutual agreement by other occupant IC officials).
- ✓ Occupant Emergency Coordinator.
- ✓ Senior fire or police officer.
- ✓ Director, Division of Emergency Preparedness and Coordination (DEPC), NIH Security and Emergency Response (SER).
- ✓ Director, SER or the senior SER official present and/or aware of the problem.
- ✓ Emergency Planning Coordinator, DEPC, SER.

In the event a campus-wide evacuation is necessary, the NIH Bethesda campus is sectioned into four quarters to distribute evacuees evenly. NIH police and security personnel will direct employees, visitors, and contractors to the nearest exit. The blue stars indicate exit roads from the NIH campus:

1. Center Drive at Rockville Pike
2. Lincoln Drive at Old Georgetown Road
3. South Drive at Rockville Pike
4. Wilson Drive at Rockville Pike

Figure 4. NIH Campus Evacuation Map



4.4 Shelter-in-Place



Shelter-in-place (SIP) means to take shelter in an interior room with few or no windows until an “all clear” order is given. Shelter-in-place procedures are initiated when emergency conditions indicate it would be safer for occupants to remain in the building than to evacuate. Shelter-in-place is intended to be for a short period of time – meaning hours, not days.

In the event that it is necessary to shelter-in-place, a notification message will be announced by any and all means available (person-to-person, email, megaphone, etc.). It is extremely important to follow shelter-in-place instructions not only for your safety, but for the safety of your fellow co-workers and first responders.



When you hear a SIP announcement, please listen carefully to the instructions provided. If you are asked to move to the nearest SIP location, please do so immediately. SIP locations for Building 6100 are listed below. Please become familiar with these locations and determine which SIP room is located nearest to you.

6100 Executive Boulevard Shelter-in-Place Locations

Floor Number	Primary SIP Location	Secondary SIP Location	Tertiary SIP Location	Comments
2 nd Floor	2A03	2A01	N/A	NICHD only occupies half the floor. Both identified SIP locations are located in the NICHD occupied space.
3 rd Floor	3A01H	3A01F	3G01E	NICHD only occupies about a quarter of the floor. It is recommended that all three SIP locations be used due to the limited space within each identified location and to safely accommodate all NICHD staff in that area.
4 th Floor	4B01G	4B05M	NA05	Secondary SIP location has a glass door that swings outward and does not lock. However, there are several interior offices within that suite area that would be suitable for SIP.
5 th Floor	5E01	5D01D	5B01A	Suite area 5E03 can also be used as SIP space if suite office doors with windows are closed.
7 th Floor	7A07B	7B01	7B07 and 7A07U	All four locations should be used.
8 th Floor	8A17A	8B01	8A07 and 8A17D	All four locations should be used.

Building 31 Shelter-in-Place Locations:

1. Under development
2. Under development

Once you are safely in a SIP location, record who is around you and who may be missing. Monitor the situation for information updates via radio, cell phone, or television, if available. You

will also need to listen for the “all clear” message. This message may come from the building Occupant Emergency Coordinator or a fire/police official. Authorities having jurisdiction (e.g., fire, police) determine if it is safe to leave the shelter-in-place room.

4.5 SIP Kits and Personal Emergency Kits

To help prepare NICHD staff for a SIP event, NICHD has developed SIP Kits containing a variety of emergency supplies and are currently stored in every lab, branch, and division. These kits will soon be re-located to designated SIP rooms for use by employees during shelter-in-place situations.

SIP kits are designed to maximize safety throughout a shelter-in-place order. Each kit is equipped with instructions for use and essential supplies such as:

- ✓ Food and water;
- ✓ Emergency radio, flashlight, and batteries;
- ✓ First aid kits, gloves, and sanitation products; and
- ✓ Tents, survival blankets, and assorted personal hygiene items.



SIP kits have enough supplies to sustain 30 people for 1 day. SIP Kits are not to be moved, tampered with, or altered in any way unless explicit permission is provided from the POC or in the event of an emergency.

NICHD employees are encouraged to develop personal emergency desk kits that include personal emergency numbers (e.g., family, schools, doctors, neighbors), necessary medications, comfort snacks (e.g., chocolate, chips, bottled water), and anything else that may be needed during an emergency. Personal kits should be inventoried by employees every 3 to 6 months to ensure items are still edible and/or safe to use.

Personal emergency desk kits should be stored in an easily accessible desk drawer so you can grab and go quickly when needed.

4.6 Emergency Planning Tips for Employees with Functional Needs

Individuals with disabilities have unique needs that require more detailed planning to prepare for an emergency. Each employee is best equipped to assess his/her own mobility needs and/or physical challenges that would require attention during an emergency. Employees with functional needs are encouraged to develop a personal emergency plan and communicate it to NICHD emergency personnel, such as NICHD designated Occupant Emergency Coordinators (OECs) or the NICHD Emergency Coordinator (EC).

Personal emergency plans should include the following:

- ✓ The type of assistance you may need during an emergency.
- ✓ Identification of a “buddy” and alternate buddy to assist your needs during an emergency.
- ✓ Although it is not required to self-identify yourself as an individual with a disability, consider notifying your OEC of any additional assistance you may need during an emergency.
- ✓ Planning considerations for power outages and personal injuries.
- ✓ Communications preparation for how you and your designated buddy would communicate clear, concise instructions to emergency personnel.
- ✓ Requesting alternative alert systems, such as strobe alarms or vibrating pagers, if needed.

5 NICHD EMPLOYEE EMERGENCY PREPAREDNESS

EMERGENCY NUMBERS
On Campus.....911
Off Campus.....9-911

5.1 Reporting Incidents

Incidents should be reported as soon as they are discovered. To report a crime in progress and/or a life-threatening situation, personal injury, traffic accident, or other suspicious activity, dial 911 (on NIH campus) or dial 9-911 (off NIH campus).

5.2 Fire Emergencies

Every second counts in the event of a fire emergency. Before a fire occurs, it is important to prepare using the following safety tips:

- Test fire alarms twice a year and change batteries in detectors at least once a year.
- Test fire extinguishers and ensure all members of your family know how to use them.
- Plan multiple escape routes from all rooms.
- Designate a safe meeting area outside of the home all family members.
- Teach children about fire prevention and safety tips.

5.3 Severe Weather Emergencies

Every state in the United States has experienced tornadoes and other forms of severe weather; therefore, it is important to prepare before such emergency events occur so that you and your family are safe during and after these events.

- Preparations should include:
 - Building an emergency supply kit
 - Documenting and practicing a family emergency plan
 - Staying alert of potential weather emergencies
 - Recognizing the emergency alerts in your area
 - Knowing where to take shelter

5.4 Chemical/Biological/Radiological Events

Chemical agents are poisonous vapors, aerosols, liquids and solids that have toxic effects on people, animals, or plants.¹ There are several ways in which the chemical agents can be used to create emergency situations (i.e. spraying targeted areas, or using liquid chemicals to create a hazard to people and the environment). While potentially lethal, it is important to note that chemical agents are difficult to produce in mass quantities and dissipate quickly outdoors.

Biological agents are organisms or toxins that can kill or incapacitate people, livestock, and crops. There are several ways in which biological agents can be used to create emergency situations, including: aerosols, animals, food and water contamination, and person-to-person. However, like chemical agents, biological agents are difficult to grow and maintain and many breakdown quickly when exposed to the environment.

Radiological Dispersion Devices (RDD) combine conventional explosion devices with radioactive materials and are designed to scatter dangerous and sub-lethal amounts of radioactive materials over a broad area.

Unlike the other emergency events, chemical, biological, and radiological events may or may not immediately obvious. However, like other emergency events, there are several ways to prepare yourself and your family for such events, to include:

- Build an emergency supply kit.
- Make a family emergency plan so that everyone will know where to meet and/or with whom to contact, preferably a person that is out-of-town.
- Ensure all required and suggested immunizations are up to date.
- Locate shelters, including fallout shelters, in your area.

5.5 Influenza Pandemic

Influenza, commonly known as the "flu", is an infectious disease carried by humans and a wide variety of birds. It is most often transmitted via coughing and sneezing. The most common type of the flu is the seasonal flu that occurs in the fall and winter months.

An influenza pandemic occurs when a new influenza virus subtype appears, against which no one is immune. This may result in several simultaneous epidemics worldwide. Young children; anyone 50 or older; those who have a chronic medical condition; and pregnant women have the highest risk of catching the influenza.

¹ Ready.gov

In order to prepare yourself for a possible influenza outbreak it is recommended that you:

- Practice basic infection control techniques such as washing your hands to soap and water or alcohol-based hand wipes; covering your nose and mouth when coughing or sneezing; and limiting contact with eyes, nose, and mouth.
- Become familiar with potential workplace risk factors such as shared office space and equipment.

After an influenza outbreak, it is important that you:

- Sanitize computers, telephones, and other frequently-shared office equipment.
- Limit direct contact with co-workers and clients as much as possible.
- If you are sick, stay home, or if you begin to feel ill while at work, leave immediately.
- If possible, telework from home to minimize the risk of exposure to germs.
- Use face shields or surgical masks and gloves to help prevent the spread of germs.

5.6 Workplace Violence

Although workplace violence and active shooter situations are rare, it is important to be prepared for any situation. The Department of Homeland Security (DHS) defines an active shooter as an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. As active shooter situations are often over within minutes and before law enforcement arrives individuals must be prepared both mentally and physically to deal with these emergency events.

The following tips are recommended by DHS before an active shooter situation occurs:

- Be aware of your environment and any possible and possible dangers;
- Take note of the two nearest exits in any facility you visit;

During an active shooter situation:

- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- Call for help when it is safe to do so.

5.7 Cyber Incidents

Unlike physical incidents, cyber threats may initially be difficult to identify and comprehend. You can help avoid cyber incidents at NICHHD following a few simple safety precautions:

- Only connect to the Internet via secure, password-protected networks;
- Do not click on links, open attachments, or respond to emails from strangers;
- Do not respond to requests for Personally Identifiable Information (PII) over the Internet;
- Password protect all electronic devices;
- Use strong passwords and change them on a regular basis.

6 APPENDICES

6.1 Appendix: Child and Family Actions

When it comes to planning for emergencies, it is extremely important to make sure that those around you are prepared—especially children. There are simple things you can do to help keep your family safe. Here are some tips for teaching your children about safety and equipping them to properly respond in an emergency.

1. Sit down with your younger children and teach them to repeat their first and last names. Children are more likely to remember their full name if you create a special “name” song. Once they’re familiar with this song, you may choose to add another verse to include names of family members. If they are old enough, teach your kids how to spell and write each one.
2. Make sure your children know their home address, city, state and phone number. Teach them how to dial a phone.
3. Tell your children who they can go to for help. Be sure they’re familiar with these people and understand that they are “safe adults.”
4. Parents should identify a secret family password and teach it to their children. The word should be simple and easy to remember; like a color, favorite food, or a Disney character. Make sure to tell your children that this word is not to be shared with anyone outside the immediate family, including close friends.

As a parent or caregiver, it can be hard to keep up with everything especially when it comes to practicing safety. Below is a checklist to help you keep important child safety tips in mind.

- Keep a current picture of your children in your wallet or purse.
- Have a copy of your child’s finger prints (kits can be found online).
- Review important information with your children at least once a week (i.e. house information, telephone number, secret password).
- Teach your children not to go outside without supervision or a friend. Make sure they follow the “buddy system” no matter where they are or what they are doing.
- Talk about policemen and firefighters and how they help people during emergencies.
- Review your home emergency plans, fire escape plans, and safe rooms with your children at least once a month.
- Practice or drill home emergency plans at least twice a year.
- Provide your children with some type of training in self-defense.
- Teach your children to always lock doors behind them when entering or leaving the

house.

- ❑ Pick up favorite child books about safety such as "The Berenstain Bears Learn About Strangers" or "Stop, Drop, and Roll—A book about Fire Safety."
- ❑ Make sure to discuss safety with your older children as they are just as likely to be victimized as younger ones. This especially pertains to computer safety.

When a child becomes separated from a guardian, it can be a scary experience for all involved. This happens every day in crowded places such as malls and fairs. Learn what to do if your child is lost.

Recent Photo of Child—Head-and-shoulders picture in which your child's face is clearly in focus. The photo should be taken on a solid, neutral, or plain background.

Laminated Wallet Card—Include identifiers such as name, nickname, height, weight, sex, age, eye color, dentition, eyeglasses, hair color, identifying marks, and disabilities.

Inkless Fingerprints



For more information about child safety, please see the NICHD Child Safety Guide posted on the Insider Safety Site

<https://insider.nichd.nih.gov/services/safetysite/Pages/default.aspx>.

6.2 Appendix: Pet Preparedness

The best way to keep family pets safe during an emergency is to plan ahead. By creating a Pet Preparedness Action Plan, your pets are more likely to make it through a disaster unharmed. This guide is designed to help you prepare for the unexpected, plan for what you will do in an emergency, and ensure the safety of your pets throughout an event.

PREPARE

Get a Rescue Alert Sticker

This emergency window decal will let people know that pets are inside your home. Be sure it is visible to rescue workers and that it includes the types and number of pets in your household, the name of your veterinarian, and your veterinarian's phone number. If you must evacuate with your pets, and time permits, write "EVACUATED" across the stickers before leaving your home. Rescue Alert Stickers are available for free online from The Animal Society for the Prevention of Cruelty to Animals (ASPCA).



Ensure Proper Identification

Your pets should wear a collar with a rabies tag and identification at all times. You may also consider permanent identification such as microchipping. Animal rescue agencies rely on identification tags and microchips to reunite pet owners with lost pets.

Take a Picture of You and Your Pet(s)

If you and your pets become separated during a disaster, a picture will help to identify them and prove ownership. Keep a photo in your pet emergency kit and one in your wallet at all times.

Emergency Supplies

Keep a 3-4 day supply of food and portable water. Food should be kept in an airtight container.

Have a Crate or Carrier for Each Family Pet

In an emergency, it may be necessary to contain your pets for safety reasons, evacuation, or transportation to an emergency animal shelter. On the side of each crate, tape a clear plastic envelope with the following information:

- Your Name and Contact Information
- Pet Name, Age, and Breed
- A Current Picture of Your Pet
- Vaccination Record
- List of Pet Medications or Special Needs
- Your Veterinarian's Contact Information
- Your Pet's License or Microchip Number



Take a Picture of You and Your Pet/s

If you become separated from your pet/s during a disaster, a picture will help to identify your pet and prove ownership. Keep a photo in your pet emergency kit and one in your wallet at all times.

PLAN TO RESPOND

Make a plan for what to do during an emergency. Some things to consider in your Pet Preparedness Action Plan include:

Evacuation Preparation

Create a plan to get away. Determine how you will assemble your pets and where you will go.

Designate a Caregiver When choosing a temporary caregiver, consider someone who lives close to your residence. He or she should be someone who is generally available during the day

and has easy access to your home. A set of keys should be given to this trusted individual. This may work well with neighbors who have pets of their own—you may even swap responsibilities, depending upon who has accessibility.

Develop a Buddy System Plan with family, neighbors, or friends to make sure someone is available to care for or evacuate your pets if you're unable to do so. Ensure that your "buddies" are familiar with your pet evacuation plans and emergency supplies. Also identify a meeting location in an emergency.

Talk to Your Veterinarian Discuss things to include in your pet's emergency supply kit, ways to minimize stress during an emergency, and ask for a list of Veterinarians and Animal Hospitals in areas that you may temporarily seek shelter.

RECOVERY

What to do following an emergency ...

Don't let your pets outdoors unattended and off-leash. The disaster may have altered familiar scents and landmarks and your pet could easily get confused and become lost. Debris and contaminated water sources could be also be dangerous to your pet.

If any of your pets are lost, contact local Veterinarians, pet shelters, and humane societies. Be prepared to prove ownership. You may also post missing pets on the United States Department of Agriculture Missing Pet Network at www.missingpet.net.

For more information about pet safety, please see the NICHHD Pet Safety Guide posted on the Insider Safety Site <https://insider.nichd.nih.gov/services/safetysite/Pages/default.aspx>.

6.3 Appendix: Home Preparedness

There are four simple steps you can take to prepare for an emergency and help keep your family safe.

Step 1: Find out what you need to do to prepare.

Step 2: Create a Family Emergency Plan.

Step 3: Prepare a Disaster Supply Kit.

Step 4: Write down contact information you will need in an emergency and store important documents in a safe place away from your home.



Step 1 – Getting Ready

Before creating a family emergency plan and developing a disaster supply kit, you'll need to be aware of any special planning considerations. Contact your local emergency preparedness office for information that can help you plan for the most common events.

Information to gather includes:

- ▶ The types of emergencies most likely to occur in your area.
- ▶ The method/s used for warning local residents of an emergency.
- ▶ Designated community evacuation routes and shelters.
- ▶ Emergency services available within your county/state.

It is also important to be aware of your workplace emergency plans and efforts being taken to ensure the safety of your children at daycare or in school.

Step 2 – Creating a Family Emergency Plan

Every household should decide ahead of time how it will stay in touch in an emergency. Creating a family emergency plan will help you maintain communication and stay as safe as possible. Some events will require families to shelter in place, while others may prompt evacuation. Advanced planning will ensure you know what to do under any circumstance.

When developing your family emergency plan, it is recommended that you include the following information:

- ▶ Exit/Escape Routes
- ▶ Family Communications
- ▶ Utility Shut-Off and Safety
- ▶ Insurance and Vital Records
- ▶ Special Needs
- ▶ Caring for Pets
- ▶ Safety Skills



Step 3 – Preparing a Disaster Preparedness Kit

Assemble supplies you might need in an evacuation. Store them in an easy-to-carry container such as a backpack or duffle bag.

- ▶ A supply of water (one gallon per person per day). Store water in sealed, unbreakable containers. Identify the storage date and replace every six months.

- ▶ A supply of non-perishable packaged or canned food and a non-electric can opener.
- ▶ A change of clothing, rain gear, and sturdy shoes.
- ▶ Blankets or sleeping bags.
- ▶ An extra pair of glasses.
- ▶ A first aid kit and prescription medications.
- ▶ A battery-powered radio, flashlight and plenty of extra batteries.
- ▶ Credit cards and cash.
- ▶ An extra set of car keys.
- ▶ A list of family physicians.
- ▶ A list of important family information.
- ▶ Special items for infants, elderly or disabled family members.

Step 4 – Emergency Information & Document Storage

In an emergency, there is very little time to rummage through personal effects and find important documentation. To lessen the burden of recovery, gather essential documents in advance of an event and store in a safe place away from your home. Emergency documentation includes but is not limited to the following:

- ▶ Birth Certificates
- ▶ Parent or Guardian Information
- ▶ Wills and/or Trusts
- ▶ Emergency Contacts
- ▶ Family Medical Information
- ▶ Financial Information
- ▶ Insurance Policies
- ▶ Deeds
- ▶ Property Records
- ▶ Inventory of Home Possessions
- ▶ Pet Registration Papers, Vaccination Documents, and Veterinary Contact Information

For more information about home and family safety, please visit the Insider Safety Site <https://insider.nichd.nih.gov/services/safetysite/Pages/default.aspx>.

Remember to **THINK SAFETY**

Questions or comments may be directed to:

NICHHD Emergency Coordinator, nichdsafetyinfo@mail.nih.gov