

From: Phyllis Bower
Sent: Wednesday, October 15, 2008 1:19 PM
To: Aaron Alvarado; Adelis Rodriguez; Alba Sanchez; Anthony Briggs; Betty Freeman; Beverly Anker; Brandi Hamilton; Carolyn Cooper; Christine Sihag; Claudia Melgar; Daniel App; Danielle Emche; David Price; Donald King; Eleni Jernell; Heriberto Colon; James Leedom; Jeff McDermott; Jeffrey Mitchell; Jennifer Defino; Jordan Pulaski; Kala Shankar; Kathleen Shino; Manon Butt; Matthew Bucher; Meghan Nagle; Michael Mills; Michael Turner; Michele Sharpe; Mona Selden; Monique Williams; Neha Dhir; Nicole Pratt; Phyllis Bower; Robin Barnes; Romena Moy; Sharlene McCubbin; Sharon Lim; Sheila Bumpass; Stephen Pool; Valerie Whipple; Vicki Gladhill; Wanda Brown
Subject: Twinbrook Occupant Emergency Plan -- Evacuation Instructions
Attachments: NEW Evacuation Assembly Area.pdf

All,

There has been some confusion in the past regarding the procedures in the event of an evacuation of the Twinbrook facility. The Division of Facilities Services and Security has recently completed the Twinbrook Occupant Emergency Plan and will be posting it on the ADM webpage in the next few days. Until then I want to share some of the highlights of the plan. In the event of an emergency, the first priority is to reach safety and to account for all members of our staff. By being aware of and following these guidelines, we should be successful in responding to potential threats to the facility.

1. If you are outside the building and you hear the alarm, DO NOT go inside the building or drive into the garage.
2. If you are inside the building please exit by the nearest exit.
3. There are 3 exits on the first floor: one by the pantry/kitchen area; the other two are outside the glass doors, one to the left (Shadyside Deli exit) and the main building glass door exit. If the Shadyside exit is not blocked and available it is the preferred exit since DC gathering location will be at Thompson Ave. near the Syms parking lot. See map of assembly area attached. Claudia will also be providing a paper copy to the staff and posting a copies around the office.
4. If you exit through the main glass doors of the building, you must walk down to Chapman Ave. and then to Thompson. Do not stay in the front of the building as the entrance must be clear and available for the first respondents.
5. Our plan has designated floor, stairwell and exit monitors, who can be identified by yellow armbands. Please follow their instructions. At this time (it may change later) Claudia Melgar is the floor monitor, Sharlene McCubbin is the exit monitor by the Shadyside Deli and Robin Barnes is the stairwell monitor by the pantry exit. Please follow their instructions.
6. Staff requiring assistance also have designated monitors to assist in their exit.
7. The plan requires everyone to exit the building, walk down the Chapman Ave. sidewalk to the corner with Thompson Ave and cross the street. DC assembly area is on

Thompson Ave. (dead end street) past the Syms parking lot. It is requested, if at all possible, that you do not [cut through](#) the Syms parking lot.

8. Do not go to the parking garage. Exit the building and go the designated assembly area.
9. Once at the assembly area contact your branch chief or designated acting branch coordinator and let them know you are OK and out of the building. The branch chiefs will contact Phyllis Bower and/or Alba Sanchez (NRC's occupant emergency coordinators)(OEC) by phone and advise that everyone is accounted for. A list with updated cell phone numbers [is being prepared](#) for distribution.
10. Phyllis and Alba (or the designated NRC's OEC) will be located in front of the main entrance of the Twinbrook building along with the Indian Health Services OEC(s). We will most likely be by the shuttle pick up area in order to stay clear of the emergency response staff.
11. I want to emphasize that it is important that you GO to the designated assembly area immediately and locate your branch chief. You may need to assist in providing information on the whereabouts of co-workers, who may be at meetings at WF headquarters, training, leave, etc.
12. Do not reenter the building until an emergency response official makes an "all clear" announcement.
13. Once the Occupant Emergency Plan is available on the ADM website, I urge you to read it. There is useful information regarding different scenarios like bomb threats, suspicious packages, medical emergencies, etc. There are useful checklists, telephone numbers, etc.
14. As always if you see any suspicious activity or notice a dangerous situation please notify NRC [Central Alarm System](#) at (301)415-2000 and in the event of an emergency call 911.

If [you](#) have any questions please let me [or Alba](#) know [and we](#) will assist in finding the answers.

E-mail Properties

Mail Envelope Properties (B7A38802E3EA2D42834928D4E570981C82C7D1B4B1)

Subject: Twinbrook Occupant Emergency Plan -- Evacuation Instructions
Sent Date: 10/15/2008 1:19:08 PM
Received Date: 10/15/2008 1:19:08 PM
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NEW Evacuation Assembly Area.pdf 265448

Options

Expiration Date:

Priority: olImportanceNormal

ReplyRequested: False

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Recipients received: