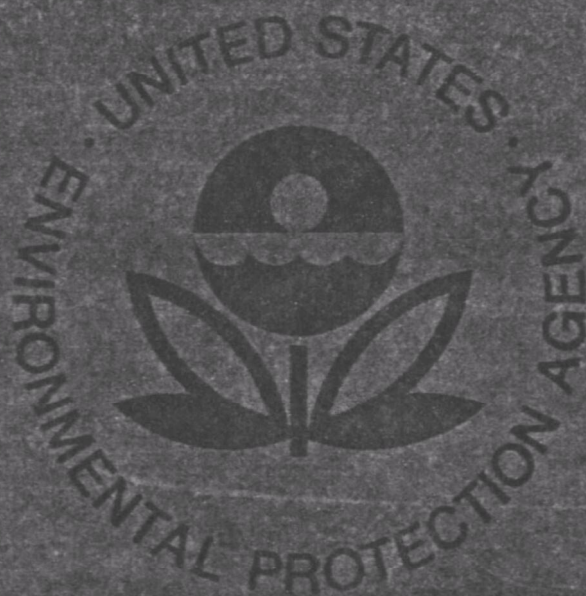


**EMERGENCY  
PREPAREDNESS  
PLAN**

**REGION X**



# U.S. ENVIRONMENTAL PROTECTION AGENCY

REPLY TO  
ATTN OF: 10A M/S 305

April 24, 1972

SUBJECT: Interim Emergency Instructions

TO:

All Employees

The listed major emergency instructions are defined briefly below for a quick reference. The action to be taken, and the people responsible are defined in more detail throughout the booklet. Please study the procedures to be followed in case of an emergency carefully so that you become very familiar with the procedures.

## FIRE:

If you discover an unauthorized fire go to a fire alarm station and activate the alarm. Next contact the floor warden and safety officer and report the location and intensity of the fire. Leave the building by the appropriate fire exit or follow the instructions of the floor warden. DO NOT USE THE ELEVATORS. Direct your visitors to safety. Proceed away from the building no less than one half block. You will be notified by the safety officer or the floor warden when it is safe to return to the building.

## BOMB THREAT:


If you receive a bomb threat, immediately call Ext. 9-911. This is the number reserved exclusively for emergencies. Do not reveal or discuss the fact that you have received a bomb threat. If the emergency evacuation alarm sounds, leave the building the same as for fire.

## DEMONSTRATIONS:

If there are demonstrators in your area, you should not become involved. Remain at your desk and continue with your work. You are not, however, expected to risk personal injury. If, in your judgment, the behavior of the demonstrators suggest possible personal injury, the decision to leave the building is yours.

EARTHQUAKES:

If you are indoors, crawl under a desk or table or stand in a doorway or against an interior wall. Be alert for moving objects. You will be directed to evacuate the building if necessary after the initial shock. If you are outdoors, get away from buildings as soon as possible. The greatest point of danger is just outside doorways and close to outer walls. Stay away from windows.

  
Hurlon C. Ray  
Assistant Regional Administrator  
for Management

# U.S. ENVIRONMENTAL PROTECTION AGENCY

REPLY TO:  
ATTN OF: 10A M/S 509

April 24, 1972

SUBJECT: EPA Region X Self-Protection Plan

TO:

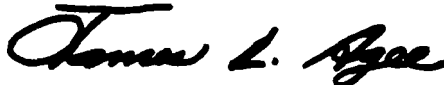
See Below

The Environmental Protection Agency must be prepared to safeguard its personnel and property and to carry out its essential functions to the extent possible during emergency situations. Accordingly, the attached self-protection plan has been prepared to provide general instructions, policies and procedures and to assign certain responsibilities.

The plan provides only general instructions for many situations. No additional or more detailed instructions are possible since there is no substitute for human judgment in all situations.

Personnel have been selected to provide for emergency building evacuation as well as to assist in other capacities.

All Regional Office personnel are responsible for knowing the procedures to follow in case of an emergency and for being familiar with emergency evacuation instructions. Orientation presentations will be made to all of our employees and periodic evacuation drills will be held. As a part of the orientation presentations, employees will be provided with individual copies of appropriate instructions.

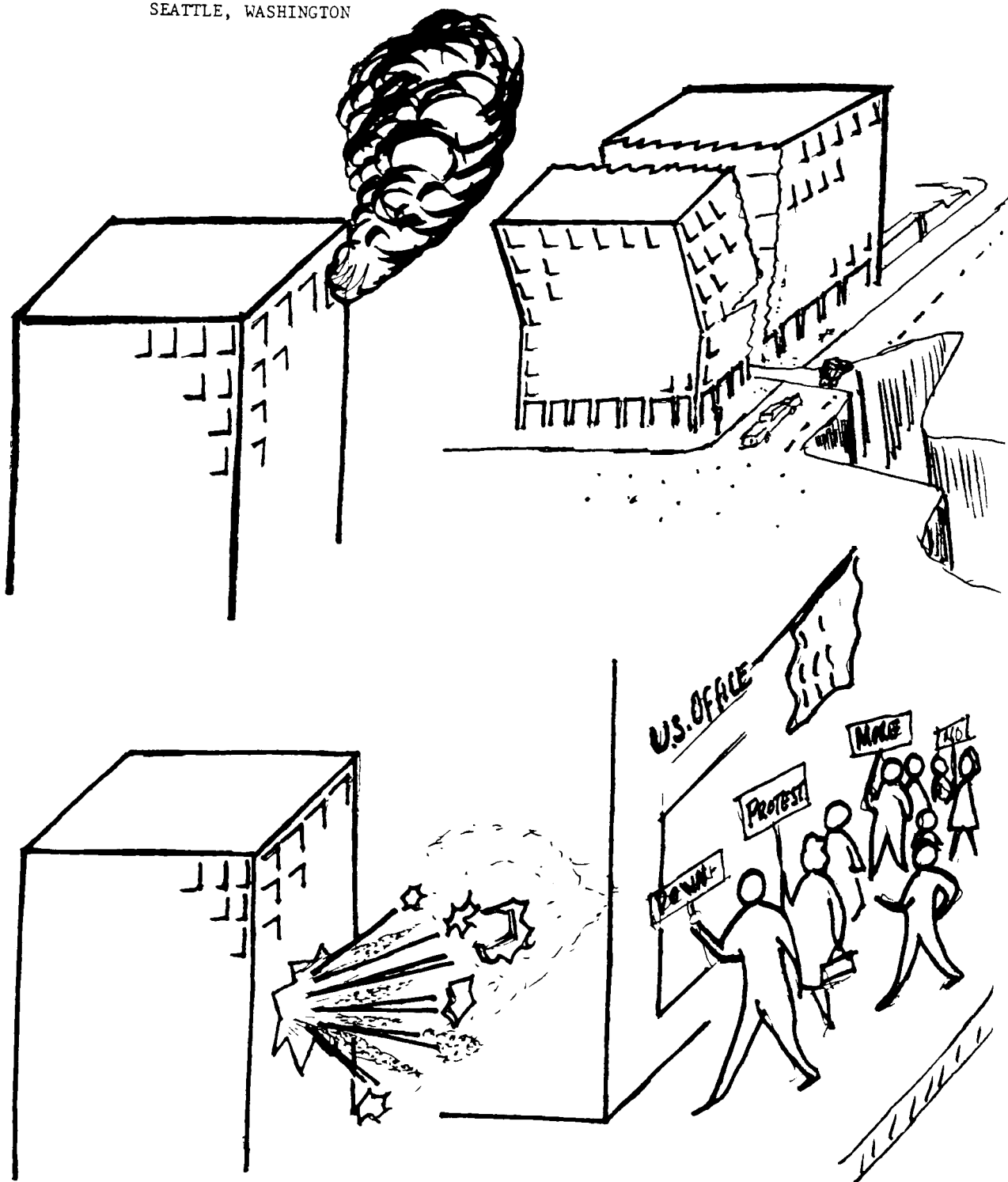


James L. Agee  
Regional Administrator

## Attachment

Addressees:  
Regional Administrator  
Deputy Regional Administrator  
Division Directors  
Communication Center Roster  
Warden Roster

EPA, REGION X SELF PROTECTION PLAN  
PARK PLACE  
SEATTLE, WASHINGTON



EPA REGION X SELF PROTECTION PLAN  
PARK PLACE BUILDING, SEATTLE, WASHINGTON

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1. KEY TELEPHONE NUMBERS:

Seattle Police Department-----9-911  
Seattle Fire Department-----Emergency No.-----9-911  
GSA Building Manager, Federal Building-----2-5655  
U. S. Attorney-----2-7970  
Communications Center-----Emergency No.-----2-1235  
Park Place Building Manager-----MA 4-1644  
EMERGENCY First Aid-----9-911  
U. S. Marshal-----2-5500

The U. S. Marshal's Office will automatically alert  
the FBI and the U. S. Attorney

## Environmental Protection Office Personal Emergency Phone Numbers:

a. Clark Smith-----SH 6-6006  
b. Amos Bates-----486-5979  
c. Hurlon C. Ray-----885-3931  
d. Robert Burd-----SH 7-1363  
e. Douglas Hansen-----VI 2-2770  
f. Donald Moos-----352-3530

2. CHAIN OF COMMAND:

A. The Chief Officer of EPA, Region X, is the Regional Administrator.

At his discretion and in his absence, the Assistant Regional Administrator for Management becomes the Chief Officer. All personnel in the warden staff organization will take their instructions from the Chief Officer.

B. When a Chief Officer is not in the building, the following personnel in the order listed are Duty Officers-of-the-Day to act as Chief Officer:

Duty Officer

Assistant Regional Administrator for Management

Director of Air and Water Programs

Director of Catogorical Programs

Director of Equal Opportunity Division

Director of Public Affairs Division

C. A Duty Officer must be available at all times. If the Duty Officer leaves the building, he must arrange for another Duty Officer to act for him and advise the Communications Center. At no time will a Chief Officer also be a Duty Officer. This may require extending the Duty Officer Roster to include sub-division directors.

D. The Assistant Regional Administrator for Management will assist the Chief Officer in meetings with demonstrators.

3. COMMUNICATIONS:

- A. A Communication Center has been established in Room 9A Ext. 2-1233 to keep the Chief Officer informed of emergency developments and employees informed of the true state of conditions in the Seattle area.
- B. The Communications Center Officer is the Assistant Regional Administrator for Management. In his absence the following personnel in the order listed will act for him:
- (1) Financial Officer - Larry Petersen
  - (2) Program Planning Branch - John Underwood
  - (3) Grants Administration Branch - George McCulley
  - (4) Enforcement Division - John Vlastelicia
  - (5) Personnel Branch - Clarence T. Saito

Assistance for the Center will be recruited from the above roster.

- C. During demonstrations the following individuals will be observers for the center:

<u>9th Floor</u>	<u>10th Floor</u>	<u>11th Floor</u>
Gary O'Neal	Robert Burd	Douglas Hansen
Larry Petersen	Carroll Veirs	Lester Blaschke
Francis Nelson	Daniel Petke	Edward Cowan
Walter Jaspers	Leonard Miller	Robert Poss

4. FIRE:

- A. If you discover a fire, go to the Fire Alarm System and activate the alarm. Notify the floor warden and gather up your personal belongings.
- B. Leave the building by the appropriate fire exit or follow the instructions of the Area Warden. DO NOT USE THE ELEVATORS.
  - (1) Employees are responsible for directing their visitors to safety.
  - (2) Wardens will check their areas to assure that no one remains and then leave the premises to take charge of evacuees.
- C. Proceed away from the building no less than one-half block.
- D. If someone is injured, call 9-911, describe the injury and give the location of the injured person.
- E. Wardens will be notified by the Safety Officer when it is safe to return to the building.

5. BOMB THREATS:

- A. If you receive a bomb threat, notify the Communications Center, Ext. 2-1233. The Center will notify the Chief Officer. If the Chief Officer decides to evacuate EPA space, he will instruct the Park Place Building Manager, MA 4-1644 to sound the alarm for emergency evacuation.
- B. DO NOT reveal or discuss with other employees the fact that a bomb threat has been received. If the emergency evacuation alarm sounds, leave the building by the appropriate fire exit or follow the instructions of the Area Warden. DO NOT USE THE ELEVATORS.
  - (1) Employees are responsible for directing visitors to safety.
  - (2) Wardens will check their areas to assure that no one remains, then leave the premises to take charge of evacuees.
- C. Proceed away from the building no less than one-half block.
- D. If someone is injured, call 9-911 and request emergency First Aid Service, describe the injury and give the location of the injured person.
- E. The Park Place Building Manager will establish controls to prevent unauthorized access to EPA space.
- F. Wardens will be notified by the Safety Officer when it is safe to return to the building.

6. DEMONSTRATIONS AND CIVIL DISORDERS:

A. Demonstrators Reported in the Vicinity of the Building:

- (1) If the Safety and Security Officer receives information that demonstrators are enroute to demonstrate against the Department, he will alert the Communications Center, Ext. 2-1233. If the Center receives the information, it will notify the Chief Officer.
- (2) The Chief Officer or his designee and the Security Officer will prepare to meet with the demonstrators.
- (3) If instructed by the Chief Officer, the Center will alert:
  - a. The Seattle Police Department-----9-911
  - b. The GSA Building Manager, Federal Building----2-5655
  - c. The Park Place Building Manager-----MA4-1644
  - d. The U. S. Marshal's Office-----2-5500

B. Demonstrations Against EPA

- (1) If the Chief Officer receives information that demonstrators have entered EPA space, he will alert the Communications Center. If the Center receives the information, it will notify the Chief Officer.
- (2) The Center will automatically alert:
  - a. The Seattle Police Department-----9-911
  - b. The Park Place Building Manager-----MA 4-1644
  - c. The GSA Building Manager, Federal Building-----2-5655
  - d. The U. S. Marshal's Office-----2-5500
- (3) If the demonstration is not against an agency, the Chief Officer or his designee and the Management Officer will talk to the leaders. If the demonstrations is against an agency, instructions in Section 6.c, Page 9 should be followed.
- (4) In most cases, demonstrators should be directed to the Regional Administrator's Conference Room.
- (5) No employee should restrain anyone from entering EPA Space.
- (6) If the invitation to meet with the Chief Officer is rejected, he will take whatever action he thinks appropriate. If the Chief Officer requests that the Police be called in, he will direct the Center to call:
  - a. The Seattle Police Department-----9-911
  - b. The GSA Building Manager, Federal Building-----2-5655
  - c. The Park Place Building Manager-----MA 4-1644
  - d. The U. S. Marshal's Office-----2-5500

B. Demonstrations Against EPA (Cont'd)

- (7) Ordinarily evacuation of personnel should be required. If it becomes necessary, the order should be given as quietly as possible. THE ALARM SYSTEM SHOULD NEVER BE USED FOR THIS PURPOSE.
- (8) If anyone is injured, call 9-911, describe the injury and give the location of the injured person.

C. Demonstrations Within a Certain Floor:

- (1) The Division head of an operating agency confronted with a demonstration should notify the Communications Center, Ext. 2-1233, that demonstrators are in his space. The Division head may make a recommendation for appropriate action by the Chief Officer.
- (2) The Center will notify the Chief Officer and relay the recommendation; the chief officer may accept the recommendation. If he does not, instructions for Demonstrations Against EPA, page 7, should be followed.
- (3) If a Program Head requires the presence of the Chief Officer, he should brief him as to the current situation.
- (4) The Center, if instructed by the Chief Officer, will call for Police assistance, 9-911, and notify the following officers:
  - a. The Park Place Building Manager-----MA 4-1644
  - b. The GSA Building Manager, Federal Building--2-5655
  - c. The U. S. Marshal's Office-----2-5500
- (5) If anyone is injured, call 9-911, request emergency first aid service, describe the injury and give the location of the injured person.

D. Demonstrators Refuse to Leave EPA Space:

- (1) If demonstrators refuse to leave when requested, the Chief Officer will ask or signal that the Police be called in.
- (2) If the Chief Officer obviously cannot do so, the following personnel in the order listed may decide to call the Police.
  - a. Deputy Regional Administrator
  - b. Division Directors
  - c. Safety and Security Officer
  - d. Building Facilities Officer
  - e. Division Secretaries
- (3) If instructed by the Chief Officer or an officer listed above, the center will call for Police assistance 9-911 and notify:
  - a. The Park Place Building Manager-----MA4-1644
  - b. The GSA Building Manager, Federal Building---2-5655
  - c. The U. S. ~~Marshal~~'s Office-----2-5500
- (4) When police have arrived, the Chief Officer may inform the demonstrators to leave or face arrest.
- (5) If they refuse to leave, the chief officer may request the police to arrest and remove them.
- (6) If anyone is injured, call 9-911, describe the injury and give the location of the injured person.

E. Rules Relating to Conduct on Federally-Leased Property:

(1) In general, the following conduct is prohibited in Federal buildings:

- a. Willfully removing, damaging or destroying property.
- b. Disregarding instructions of authorized individuals during emergencies.
- c. Creating a nuisance, such as loud, abusive or improper language, loitering, sleeping or assembly, the creation of a hazard to persons, or disorderly conduct.
- d. Entering Federal space while under the influence of intoxicating beverages or drugs, or consumption of intoxicating beverages or drugs on the premises.
- e. Distribution of pamphlets, handbills, or flyers without prior approval.
- f. Carrying explosives, firearms or other deadly weapons openly or concealed except for official purposes.

(2) Photographs for news purposes may be taken in public space without prior permission.

(3) The general rule is to keep the building open for normal conduct of business. Even peaceful demonstrators should leave the premises at the close of business, but they may remain at the discretion of the Chief Officer.

F. Ordering Arrests:

- (1) If possible, consult with the U. S. Attorney, Ext. 2-4735, before ordering arrests. The general policy is to apply the least force necessary to protect personnel, functions and property without unnecessarily curtailing freedom of expression.
- (2) Arrests should be ordered in the following situations:
  - a. If there is damage to property.
  - b. If demonstrators refuse to leave when requested to do so.
  - c. If there are attacks on, injury to, or undue verbal abuse of personnel.
  - d. If there are disruptions of Federal functions.
- (3) When there are disorders in more than one area and the Chief Officer cannot be present, the senior supervisor present will make the arrest decision.
- (4) If an arrest is ordered, make a report for the record and get depositions from all witnesses.

7. EARTHQUAKE:

- A. If indoors, crawl under a desk or table or stand in doorways or against interior walls. Be alert for moving objects. You will be directed to evacuate the building, if necessary, after the initial shocks.
- B. If outdoors, get away from buildings as soon as possible. The greatest point of danger is just outside doorways and close to outer walls. Go to clear areas and stay away from windows.

8. WARDEN ORGANIZATION9TH FLOOR:

AREA I WARDEN

PRINCIPAL: LARRY PETERSEN  
1ST ALTERNATE: ROSEMARY STEPHENSON  
2ND ALTERNATE: YOSHIKA NAKATSU

AREA II WARDEN

PRINCIPAL: MARCELLE HUNTER  
ALTERNATE: JOHN UNDERWOOD

AREA III WARDEN

PRINCIPAL: HELEN WEITZ  
1ST ALTERNATE: GARY O'NEAL  
2ND ALTERNATE: BILLIE WINE

AREA IV WARDEN

PRINCIPAL: DI ANNE ALLSION  
ALTERNATE: WALT JASPERS

10TH FLOOR:

AREA I WARDEN

PRINCIPAL: THERESA MERGNER  
ALTERNATE: HAROLD GEREN

AREA II WARDEN

PRINCIPAL: BETTY WIESE  
1ST ALTERNATE: LEONARD MILLER  
2ND ALTERNATE: KATHY ARDNA

AREA III WARDEN

PRINCIPAL: KATHY REDDING  
ALTERNATE: DAN PETKE

AREA IV WARDEN

PRINCIPAL: BECKY MOORE  
ALTERNATE: GEORGE MC CULLEY

11TH FLOOR:

AREA I WARDEN

PRINCIPAL: CHRIS SCHWARZ  
ALTERNATE: LEE JOHNSON

AREA II WARDEN

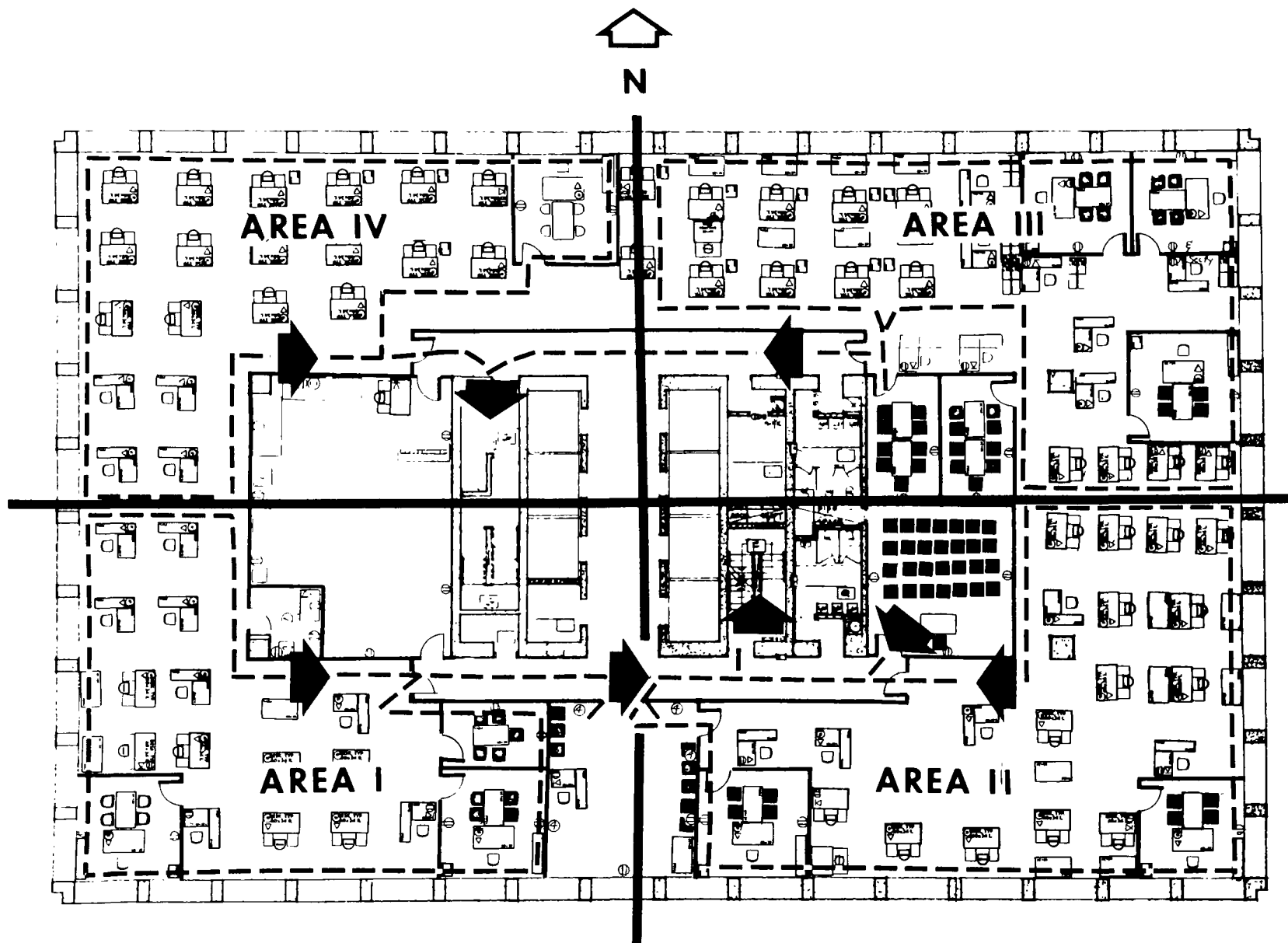
PRINCIPAL: PAM LONG  
ALTERNATE: AL HICKS

AREA III WARDEN

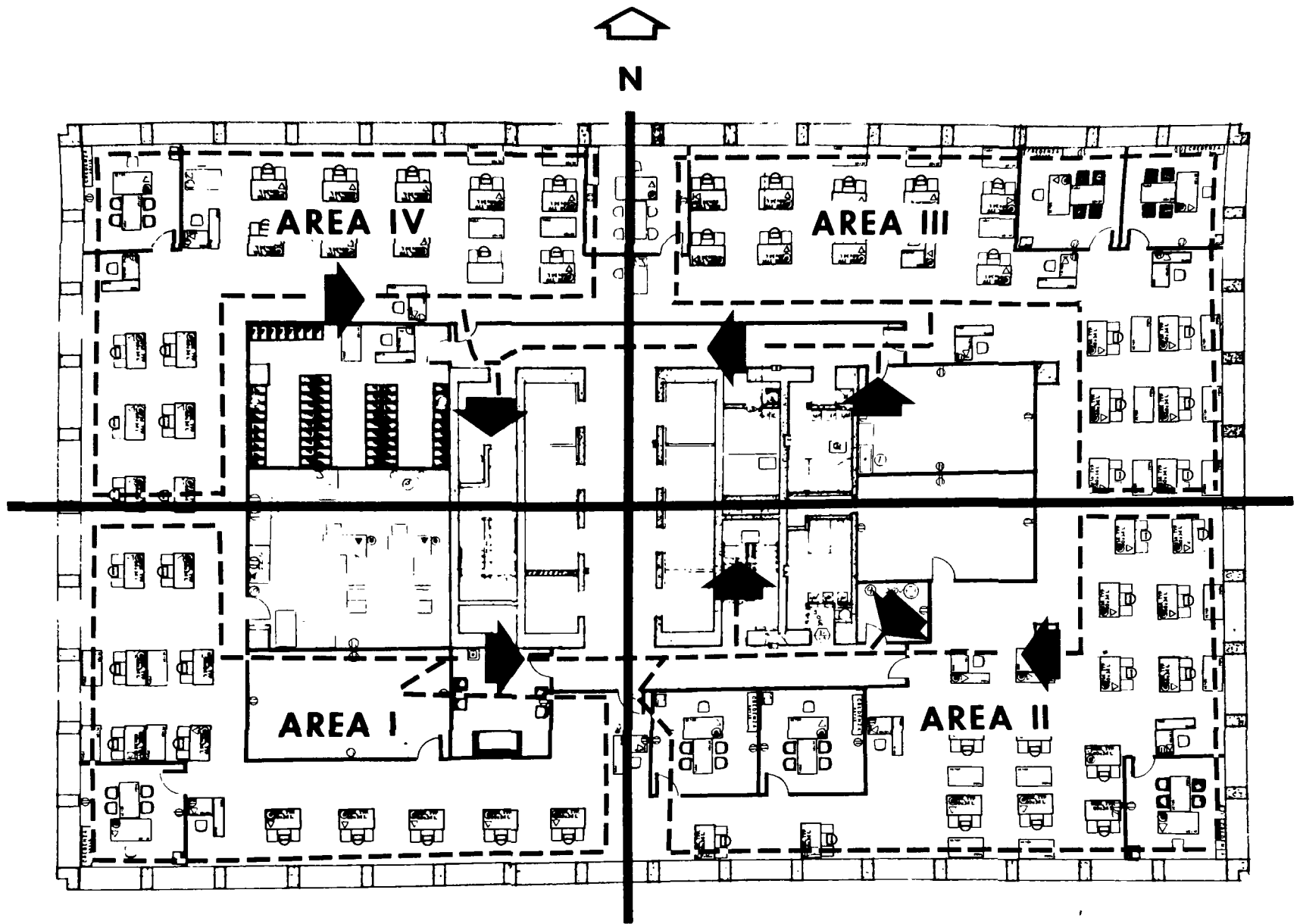
PRINCIPAL: LLOYD REED  
ALTERNATE: ELAINE ELLERSICK

AREA IV WARDEN

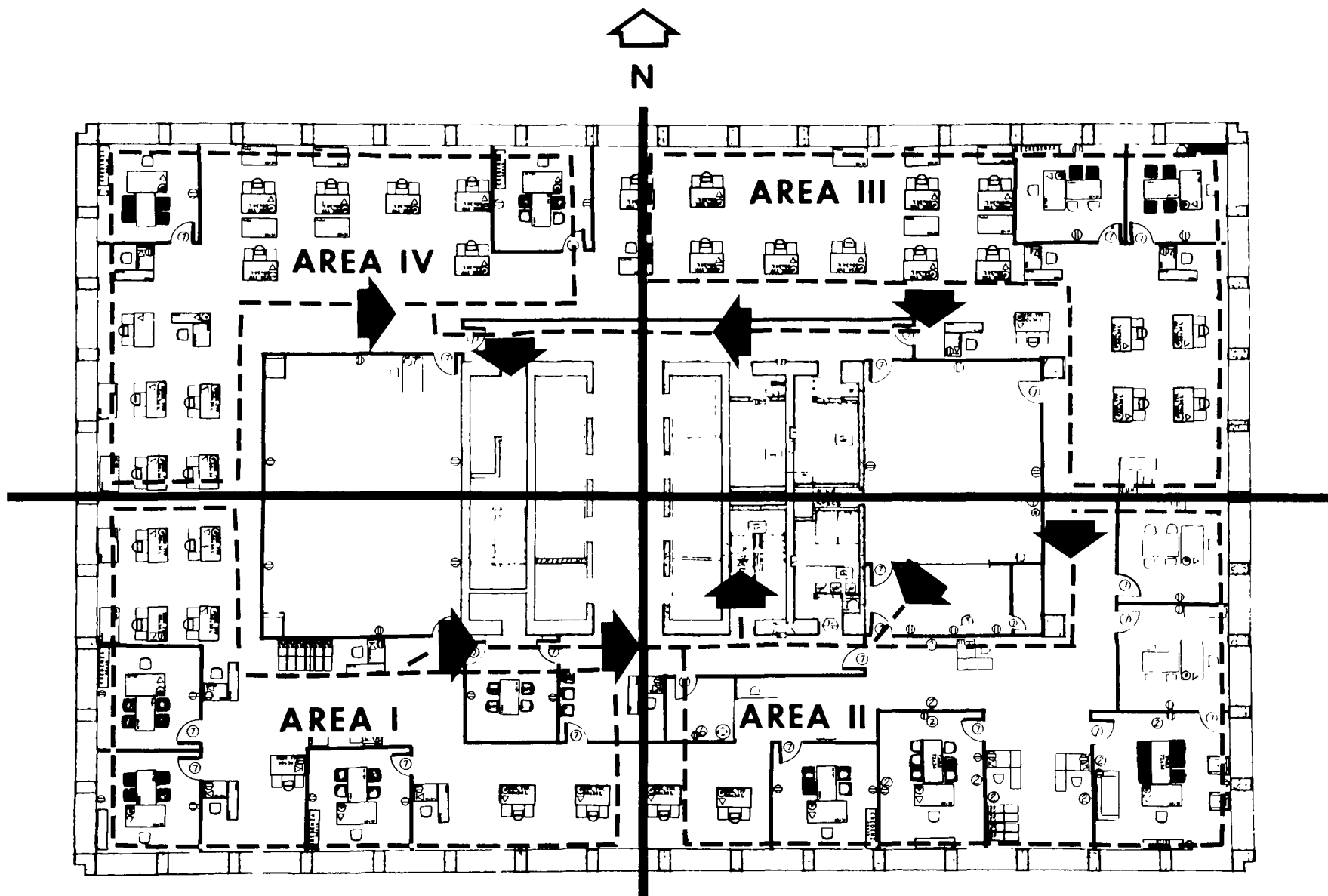
PRINCIPAL: NELSON GRUBBE  
ALTERNATE: GRACE GLOVER



**EVACUATION ROUTE FROM EPA 9TH FLOOR**



**EVACUATION ROUTE FROM EPA 10TH FLOOR**



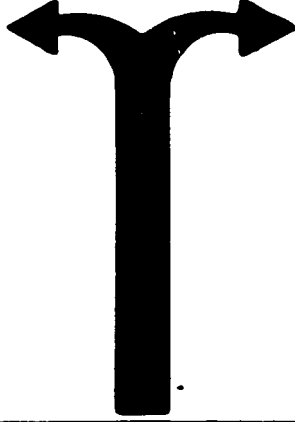
**EVACUATION ROUTE FROM EPA 11TH FLOOR**



INTERSTATE HWY 5

7th

PARK PLACE  
BUILDING



UNIVERSITY

SENECA

6th ST.

ESCAPE ROUTES FROM PARK PLACE BUILDING