

**SITE-SPECIFIC  
PUBLIC PROTECTION PLAN**

**FOR THE**

**Investigation of Burial Pit 3  
at  
4825 Glenbrook Road  
Spring Valley FUDS, Washington, D.C.**

**CONTRACT NO.: W912DR-05-D-0022  
DELIVERY ORDER NO.: 0040**

*Prepared For:*



**U.S. ARMY CORPS OF ENGINEERS  
BALTIMORE DISTRICT  
BALTIMORE, MD 21201-1715**

**October 2007**

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## LIST OF ACRONYMS

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AEGL-2	Acute Exposure Guideline Level-2
AU	American University
CAFS	Chemical Agent Filtration System
CEMP	Community Emergency Management Plan
CWM	Chemical Warfare Materiel
DCHSEMA	D.C. Homeland Security and Emergency Management Agency
DDOE	District Department of the Environment
DOH	D.C. Department of Health
ECBC	Edgewood Chemical Biological Center
ECS	Engineering Control System
EOD	Explosive Ordnance Disposal
EPA	U.S. Environmental Protection Agency
HAZWOPER	Hazardous Waste Operations and Emergency Response
MACS	Modular Aluminum Containment Structure
MCE	Maximum Credible Event
MEC	Munitions and Explosives of Concern
MINICAMS	Miniature Chemical Agent Monitoring Systems
PAO	Public Affairs Office
PIP	Public Involvement Plan
PM NSCM	Product Manager for Non-Stockpile Chemical Materiel
PVC	polyvinyl chloride
RAB	Restoration Advisory Board
SSHO	Site Safety and Health Officer
SSHP	Safety and Health Plan
SVFUDS	Spring Valley Formerly Used Defense Site
TE	Technical Escort
TNT	trinitrotoluene
USACE	U.S. Army Corps of Engineers
USACE Baltimore	U.S. Army Corps of Engineers, Baltimore District
USAESCH	U.S. Army Engineering and Support Center, Huntsville
USATCES	U.S. Army Technical Center for Explosive Safety
UXO	unexploded ordnance

## 1. INTRODUCTION

The purpose of this Site-Specific Public Protection Plan is to inform the nearby residents living within 742 feet of the Investigation of Burial Pit 3 project area of the Spring Valley Formerly Used Defense Site (SVFUDS) about project-related public safety protective actions. These actions would be implemented in the event of an emergency during intrusive operations (including digging and recovery of items of interest found beneath the surface) associated with the Investigation of Burial Pit 3 at 4825 Glenbrook Road. These operations involve Munitions and Explosives of Concern (MEC) and Chemical Warfare Materiel (CWM). MEC, CWM, and hazardous industrial chemicals are known to exist at this burial site (see Appendix A – Site Map) formerly used by the American University (AU) Experiment Station. During World War I, the AU Experiment Station was established to investigate chemical agents, antidotes, and protective equipment for the U.S. Government. MEC and CWM are safety hazards that constitute an imminent and substantial endangerment to the general public, site personnel, and the environment. The comprehensive safety, response, and training procedures described in this document are designed to minimize the potential risk to the community in the event of an emergency.

This Site-Specific Public Protection Plan is a stand-alone document that supports the Site-Specific Work Plan for the Investigation of Burial Pit 3, 4825 Glenbrook Road (Parsons, 2007) and the Site-Wide Work Plan for the SVFUDS site. The Site-Wide Work Plan and the Site-Specific Work Plan include an Accident Prevention Plan and Site Safety and Health Plan Supplement for the Investigation of Burial Pit 3 at 4825 Glenbrook Road and other plans that address site-specific aspects of intrusive activities associated with MEC and CWM at 4825 Glenbrook Road to ensure the safety of site workers, support personnel, and the public. The U.S. Army Corps of Engineers (USACE), Baltimore District, Public Affairs Office (PAO) and the project-dedicated Community Outreach Team will continue to provide information to the surrounding community on significant activities throughout the duration of operations in accordance with the Spring Valley Public Involvement Plan (PIP).

This Site-Specific Public Protection Plan may be implemented during intrusive activities associated with the Investigation of Burial Pit 3. This investigation will generally be conducted

Monday through Friday from 8 a.m. to 4 p.m. within a tented Engineering Control System (see Section 2.4) operating under negative pressure with a Chemical Agent Filtration System to remove any chemical agents. If the unlikely event of a possible chemical release to the environment were to occur, the public will be advised to Shelter-in-Place (see Section 2.10 and Appendix F). Shelter-in-Place consists of staying indoors, closing all doors and windows, and shutting off central, or window, heat or air conditioning units. The public should remain indoors until notified that there is no longer a threat from a chemical release and the “All Clear” siren has sounded the end of the Shelter-in-Place protective measure, before resuming normal activities.

USACE Baltimore will make available a voluntary Shelter-in-Place program for individuals and organizations who reside, work, or routinely operate within 742 feet of the burial pit located at 4825 Glenbrook Road. The Shelter-in-Place program will be similar in method and procedure to that used by USACE Baltimore during the American University Lot 18 Anomaly Investigation. USACE Baltimore will make reasonable efforts, through mailings, print media, neighborhood canvassing, public meetings, and one-on-one meetings with residents and organizations that request the voluntary Shelter-in-Place program, to provide the information and knowledge needed to allow potentially affected individuals to decide for themselves whether or not to participate in the Shelter-in-Place training that USACE Baltimore will offer.

The following relevant appendices supplement this Site-Specific Public Protection Plan to support the intrusive activities during the Investigation of Burial Pit 3 at 4825 Glenbrook Road:

- Appendix A: Site Map
- Appendix B: Site-Specific Emergency Response Flow Chart
- Appendix C: Emergency Management Plans
- Appendix D: Site-Specific Public Affairs and Neighborhood Outreach Schedule
- Appendix E: Site-Specific Neighborhood Outreach Plan
- Appendix F: Site-Specific Siren and Ring-Down System Testing and Operations Plan

## **2. DEFINITION OF TERMS**

### **2.1 ACUTE EXPOSURE GUIDELINE LEVEL-2 (AEGL-2) DISTANCE**

The Acute Exposure Guideline Level-2 (AEGL-2) distance is the distance beyond which the public will not experience irreversible or other serious long-lasting health effects, or an impaired ability to escape associated with the unlikely event of a chemical release. The predicted AEGL-2 distance calculation is based on the meteorological conditions, and the type and quantity of suspect chemical warfare materiel (CWM) (see Section 2.2). The AEGL-2 distance for the Investigation of Burial Pit 3 without engineering controls was determined to be 226 meters (742 feet). However, the Investigation of Burial Pit 3 will utilize several engineering controls, including an Engineering Control System (see Section 2.4) combined with a Chemical Agent Filtration System, to reduce the effective AEGL-2 distance outside of the Engineering Control System to zero.

### **2.2 CHEMICAL WARFARE MATERIEL (CWM)**

As defined in the April 21, 2005, Munitions Response Terminology, Memorandum for the Assistant Chief of Staff for Installation Management, CWM is an item configured as a munition containing a chemical substance that is intended to kill, seriously injure, or incapacitate a person through its physiological effects. The term CWM includes chemical agents in other-than-munitions configurations. CWM does not include industrial chemicals; riot control devices; chemical herbicides; smoke and flame producing items; or soil, water, debris or other media contaminated with chemical agent.

### **2.3 INDUSTRIAL CHEMICALS**

Industrial chemicals are chemicals developed or manufactured for use in industrial operations or research by industry, government, or academia. These chemicals are not primarily manufactured for the specific purpose of producing human casualties or rendering equipment, facilities, or areas dangerous for human use. Hydrogen cyanide, cyanogen chloride, phosgene, and chloropicrin are industrial chemicals that also can be military chemical agents. Industrial chemicals in Pit 3 may be found in munitions (white phosphorus and arsine; other arsenicals), glass containers, or drums.

## 2.4 ENGINEERING CONTROL SYSTEM (ECS)

Engineering control systems minimize exposure of on-site personnel and the nearby public in the unlikely event of either a munition explosion and or a release of a chemical agent. The ECS selected for Investigation of Burial Pit 3 includes a Modular Aluminum Containment Structure (MACS) and associated Vapor Containment Cover, combined with a Chemical Agent Filtration System (CAFS). A Modular Aluminum Containment Structure is a reinforced building designed to contain the effects of a munition blast and fragmentation. A Vapor Containment Cover is an impermeable fabric cover designed to prevent the release of any vapors outside of the ECS. The ECS operates under negative pressure to contain a chemical release. The CAFS is specifically designed to monitor and remove chemical agent vapors and particulates.

## 2.5 EXCLUSION ZONE

An exclusion zone is the operational work area where the intrusive investigation will be performed. The expected munition or chemical agent determines the size of an exclusion zone. The exclusion zone distance for a site is defined as the greater of the Minimum Separation Distance or the Maximum Credible Event (MCE)-based AEGL-2 distance. When the Engineering Control System is used, the exclusion zone distance is reduced to within the confines of the Engineering Control System where the effects of a munition blast and fragmentation are contained and/or chemical agent vapors are contained, monitored, and removed.

## 2.6 MAXIMUM CREDIBLE EVENT (MCE)

The MCE is the maximum release of a chemical agent from a munition, bulk container, or process that could occur as a result of an unintended, unplanned, accidental incident. The event must be realistic with a reasonable probability of occurrence. The magnitude of the potential hazard depends upon the meteorological conditions and the type and quantity of CWM. The MCE identified for the Investigation of Burial Pit 3 is an instantaneous release of arsine from a non-explosively configured 75-mm Mark II chemical projectile.

## **2.7 MUNITIONS AND EXPLOSIVES OF CONCERN (MEC)**

MEC is defined as specific categories of military munitions that may pose unique explosive safety risks. The term MEC includes unexploded ordnance (UXO), discarded military munitions, and munition constituents (e.g., TNT) present in high enough concentrations to pose an explosive hazard.

## **2.8 UNEXPLODED ORDNANCE (UXO)**

UXO includes military munitions that have been primed, fuzed, armed or otherwise prepared for action and have been fired, dropped, launched, projected, or placed in such a manner as to constitute a hazard to operations, installations, personnel, or material and remain unexploded either by malfunction, design, or any other cause.

## **2.9 MUNITION WITH THE GREATEST FRAGMENTATION DISTANCE**

Based on the record of items discovered at the SVFUDS to date, the munition with the greatest fragmentation distance that can reasonably be expected to be encountered during the Investigation of Burial Pit 3 is a 75-mm Mark II chemical projectile with an explosive burster. The Hazardous Fragment Distance of 200 feet will be used as the Minimum Separation Distance for unintentional detonations. However, the Investigation of Burial Pit 3 will utilize an Engineering Control System designed to contain the effects of a munition blast and fragmentation, and reduce the Minimum Separation Distance outside of the Engineering Control System from 200 feet to zero.

## **2.10 SHELTER-IN-PLACE**

Shelter-in-Place is a protective measure employed to protect the public during an accidental release of hazardous chemicals. Shelter-in-Place consists of closing all doors and windows, and shutting off central, or window, heat or air conditioning units. If an accidental release were to occur during the project investigation hours from 8 a.m. to 4 p.m., Monday through Friday, the Shelter-in-Place protective measure would be activated by a siren and ring-down system. If this system is activated, the public should remain indoors until they hear the "All Clear" siren or receive the "All Clear" message from the ring-down system. The "All Clear" siren, the ring-

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down message, and Emergency Broadcast communications inform the public that the Shelter-in-Place protective measure is over, and to resume normal activities (see Appendix F).

### **3. KEY AGENCY RESPONSIBILITIES**

#### **3.1 U.S. ARMY CORPS OF ENGINEERS, BALTIMORE DISTRICT (USACE BALTIMORE)**

USACE Baltimore is the project manager in charge of the overall operations at the SVFUDS, Washington, D.C. USACE Baltimore is responsible for all planning, policy implementation, project execution, and the coordination of the support agencies and contractors. USACE Baltimore will use the Public Affairs Office (PAO) and the project-dedicated Community Outreach Team to respond to questions as well as to communicate progress and results to the public. USACE Baltimore will make management decisions based on recommendations from U.S. Army Engineering and Support Center, Huntsville (USAESCH), U.S. Army 22nd Chemical Battalion (Technical Escort/TE), the MEC contractor, and Edgewood Chemical Biological Center (ECBC).

The USACE Baltimore Site Operations Officer is Capt. Drew White (443-986-3450) who will provide oversight and coordination during all SVFUDS intrusive investigation activities of suspect MEC/CWM anomalies. Capt. White will field questions and coordinate support with the District of Columbia and federal agencies. In addition, the Site Operations Officer will:

- Initiate the Site-Specific Public Protection Plan in the event that chemical agents are detected outside of the Engineering Control System in accordance with the USAESCH recommendations;
- Make notifications in accordance with the Emergency Response Flow Chart (Appendix B); and
- Ensure that information concerning a chemical event and subsequent emergency response efforts are provided to the District of Columbia and federal agencies.

#### **3.2 U.S. ARMY ENGINEERING AND SUPPORT CENTER AT HUNTSVILLE (USAESCH)**

The USAESCH is the Ordnance and Explosives Center of Expertise for the planning and execution of all operations in support of Spring Valley intrusive operations. The USAESCH will:

- Be on-site during the intrusive and removal activities;

- Provide safety oversight during intrusive operations within the exclusion zone; and
- Advise the USACE Baltimore Site Operations Officer of any operational constraints or safety violations.

### **3.3 U.S. ARMY PROGRAM MANAGER FOR CHEMICAL DEMILITARIZATION, OFFICE OF THE PRODUCT MANAGER FOR NON-STOCKPILE CHEMICAL MATERIEL (PM NSCM)**

- The PM NSCM is responsible for destroying CWM and other munitions or containers of hazardous industrial chemicals that may be recovered during removal activities during the Investigation of Burial Pit 3.
- PM NSCM supports USACE Baltimore by providing Multiple Round Containers for containerizing CWM, the Interim Holding Facility for storing CWM, and all munition assessment equipment and technologies.
- PM NSCM also coordinates and arranges the training of all medical response support personnel on the treatment of CWM exposure.
- PM NSCM is responsible for arranging the interim storage and off-site transportation of CWM at the SVFUDS, Washington, D.C. CWM may be stored at an interim storage facility and transported off-site by the U.S. Army 22nd Chemical Battalion, or destroyed on-site using Army-approved mobile neutralization systems.

### **3.4 U.S. ARMY 22ND CHEMICAL BATTALION (TECHNICAL ESCORT/TE)**

- TE is a specialized unit of the U.S. Army Soldier and Biological Chemical Command and provides the Department of Defense with a worldwide capability of responding to, neutralizing, and disposing of chemical agent, munitions, and other hazardous materials.
- TE is to assess intact suspect chemical items, such as glassware or munition items. If a chemical agent “ring off” (alarm - see Site-Specific Work Plan for the Investigation of Burial Pit 3 at 4825 Glenbrook Road, Appendix D, Accident Prevention Plan/Site Safety and Health Plan Supplement, Section 2.4) occurs while air monitoring is being conducted, if a chemical munition is identified, or if an intact unknown object or materiel is encountered, TE (and the MEC Contractor) will execute mitigation activities.
- TE is responsible for packaging and transporting CWM that remains in its original configuration. (CWM not in its original configuration will be handled and/or treated and disposed by the MEC Contractor.)
- TE will respond to an emergency occurring during on-site transport or storage of CWM at the Interim Holding Facility.

- In case of a munitions-related emergency, TE will recommend a course of action to the USAESCH.

### **3.5 EDGEWOOD CHEMICAL BIOLOGICAL CENTER (ECBC)**

During intrusive operations, ECBC will conduct the air monitoring and analysis for CWM and agent breakdown products at the SVFUDS to ensure worker and public protection. ECBC will also be responsible for operation of the Chemical Agent Filtration System.

### **3.6 MUNITIONS AND EXPLOSIVES OF CONCERN (MEC) CONTRACTOR**

The Munitions and Explosives of Concern (MEC) Contractor furnishes overall site management and coordination of subcontractors during field operations.

- The MEC Contractor will provide a Site Safety and Health Officer (SSHO) who is responsible for ensuring the intrusive investigation of anomalies associated with MEC and CWM are conducted safely in accordance with the Site-Specific Work Plan.
- The MEC Contractor is responsible for the installation and maintenance of the engineering controls.
- The MEC Contractor will provide Unexploded Ordnance (UXO) qualified personnel to perform the intrusive investigation and removal operations.
- The MEC Contractor will assist TE in executing mitigation activities if a suspect chemical item is encountered.
- The MEC Contractor will assist ECBC in performing air monitoring for CWM and agent breakdown products, particularly for arsine.

### **3.7 D.C. GOVERNMENT**

The D.C. Homeland Security and Emergency Management Agency (DCHSEMA) will ensure proper coordination throughout the city government for support of intrusive investigation of anomaly activities associated with MEC and CWM at the SVFUDS. This agency provides 24-hour emergency assistance to the public, achieved by mobilizing and deploying emergency services personnel and resources; updating emergency operation plans and strategies; training emergency personnel; managing special events; and informing the public of impending emergencies and disasters, in order to save lives and protect property in the District of Columbia.

- In the event that activation of the Shelter-in-Place system is necessary, DCHSEMA and local police and fire departments would be contacted directly by the Site Operations Officer as well as through the automatic siren and ring-down alert system.
- Metropolitan Police Department's Special Operations Division will have officers on duty at the site during intrusive operations, and during transportation of items for disposal.
- Upon activation of the Shelter-in-Place system, District 2 will have six patrol cars deployed immediately to the six roads leading to the site, just outside of the 742 feet Shelter-in-Place Zone. During such an emergency, these officers will assist and identify all persons leaving the zone during an emergency. If an actual release has occurred, all those potentially exposed will be contacted directly to ensure their well being.
- The local fire department will have over 60 emergency response personnel remain on stand-by duty off-site during the intrusive investigation of anomaly activities associated with MEC and CWM at the SVFUDS. These personnel will be available to respond to all 9-1-1 calls from residents inside the 742-foot Shelter-in-Place zone during an emergency.

The D.C. Cluster 13 Community Emergency Management Plan (CEMP) and the corresponding Site Specific Response Plans (see Appendix C) provide further information about the roles and responsibilities of these agencies during an emergency, including information about the Health Incident Command System. This system also relies on the Community-Based Clinics Emergency Preparedness Plan described in the CEMP. The D.C. Department of Health (DOH) is the lead agency for Emergency Support Function #8 of the District Response Plan. DOH is responsible for providing a range of services to the residents and for coordinating all health and medical activities in the aftermath of a disaster or other emergency.

Although no specific tasks are assigned by this plan to these agencies, USACE Baltimore will provide information and support to assist in the emergency response planning efforts of these agencies. These agencies will be participants in the planned Tabletop Exercise (see Section 4.4.2.1). USACE Baltimore will also invite Community Emergency Response Team members to participate in the Tabletop Exercise.

### **3.8 AMERICAN UNIVERSITY (AU)**

A portion of the American University (AU) campus is located within the AEGL-2 distance (742 feet). AU is an independent educational university with more than 11,000 students. The AU

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campus area impacted by the Pit 3 Investigation includes a ball field, classrooms and offices at the Watkins Building, a utility building, the Child Development Center, Hamilton Admissions building, and the Financial Aid building. The Public Safety Building, two dormitories (Centennial and Anderson Hall), and the Media Production Center are nearby but outside the AEGL-2 area of concern. In the event of an emergency during intrusive operations associated with MEC and CWM, AU will take steps to (a) assure the safety and security of the campus community; (b) communicate vital information pertaining to the emergency to the campus community; (c) coordinate with the local, regional, and federal emergency personnel responding to the emergency; and (d) resume normal operations as soon as it is safe and practical.

In the event of an emergency during intrusive operations associated with MEC and CWM, AU's emergency personnel and campus community shall rely upon the expertise of the local, regional, and federal professionals to control and abate the emergency. AU staff shall implement Shelter-in-Place in buildings within the AEGL-2 distance.

AU, as the property owner at 4825 Glenbrook Road, also participates in the Spring Valley Partnering Group meetings.

## **4. PROTECTIVE ACTIONS AND PROCEDURES**

### **4.1 SITE CONTROL AND SITE WORK ZONES**

Information about site control is also presented in the Site-Specific Work Plan for the Investigation of Burial Pit 3 at 4825 Glenbrook Road, Section 3.8.1.5.

#### **4.1.1 The Exclusion Zone**

The exclusion zone for the Investigation of Burial Pit 3 will be the footprint of the Engineering Control System, where chemical agent vapors are contained, monitored, and removed. The Engineering Control System measures 16 by 50 feet.

#### **4.1.2 The Contamination Reduction Zone**

The contamination reduction zone (16 by 45 feet) is the transition area between the exclusion zone and the support zone. The contamination reduction zone includes the personnel decontamination station, the drum handling area, and the area that extends to the support zone boundary.

#### **4.1.3 The Support Zone**

The support zone is considered a clean area and consists of all areas (excluding the contamination reduction zone and exclusion zone) within the fenced areas of 4825 Glenbrook Road. Visitors and administrative support staff are not permitted beyond the support zone during intrusive investigation activities, which will be conducted Monday through Friday from 8 a.m. to 4 p.m.

### **4.2 NOTIFICATION AND EDUCATION**

Prior to the intrusive investigation of anomaly activities associated with Munitions and Explosives of Concern and Chemical Warfare Materiel at the Pit 3 project area, the USACE Baltimore Public Affairs Office and the project-dedicated Community Outreach Team will communicate the potential hazards to the members of community who may be impacted. Key assumptions supporting the voluntary neighborhood Shelter-in-Place education effort are as follows:

- It is the determination of the USACE CWM experts that engineering controls proposed for the Investigation of Burial Pit 3 will limit the calculated Maximum Credible Event (MCE) to the confines of the Engineering Control System.
- The USACE has high confidence in the redundant controls and barriers of the Engineering Control System to safely contain the effects of the MCE, yet acknowledges that non-technical concerns call for well-defined additional precautions. These concerns include the close proximity of occupied private residences and academic buildings, and the certainty that this high-probability investigation will encounter ordnance-related items.
- USACE Baltimore will make available a voluntary Shelter-in-Place program for those individuals and organizations who reside, work, or routinely operate within 742 feet of the burial pit located at 4825 Glenbrook Road.
- USACE Baltimore will make reasonable efforts, through mailings, print media, neighborhood canvassing, meetings, and one-on-one meetings with residents and organizations that request it, to provide the simple Shelter-in-Place instructions. In addition, USACE Baltimore will provide the information needed to allow potentially affected individuals and organizations to decide for themselves whether or not to participate in the additional Shelter-in-Place training and the ring-down and email alert notification system that USACE Baltimore will provide.
- The Shelter-in-Place program will be similar in method and procedure to that used by USACE Baltimore during the AU Lot 18 Anomaly Investigation.

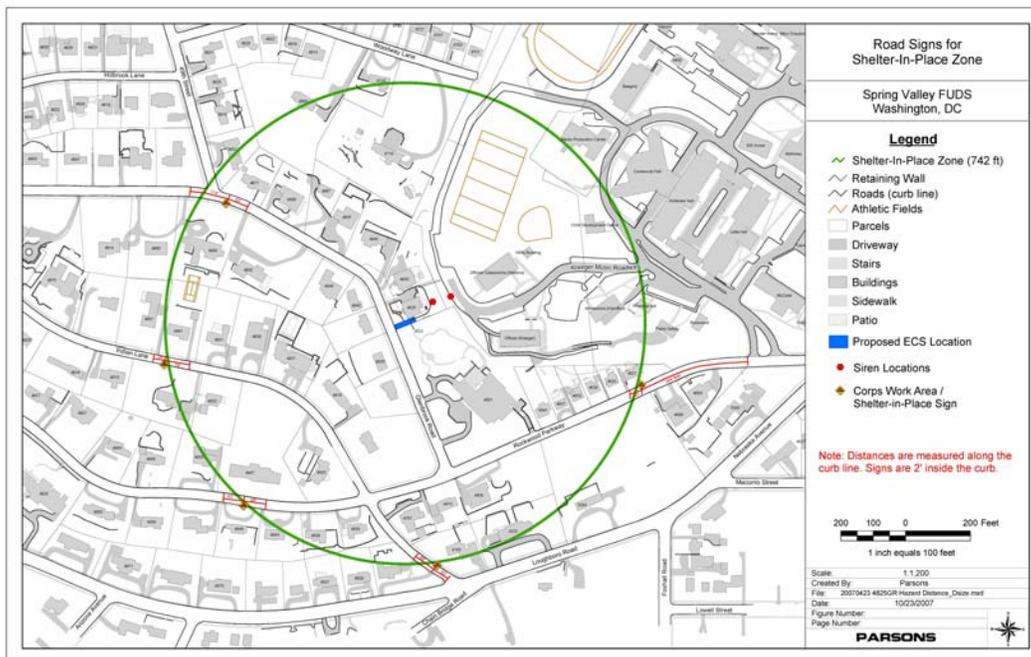
Attachment 4.1, which is presented at the end of this section, provides a summary of the safety measures for the Investigation of Burial Pit 3 at 4825 Glenbrook Road.

All nearby community residents within the AEGL-2 distance of 742 feet (calculated without considering the protective measures of the engineering controls) shall be notified of the potential hazards identified in the Site-Specific Work Plan. If the unlikely event of a possible chemical release were to occur outside of the Engineering Control System, all at-risk residents shall be alerted to Shelter-in-Place.

The AEGL-2 boundary of 742 feet intersects local roads at five locations, and signs will be posted at each of these intersections (see Appendix A site map). The signs, which will be 3 ft by 4 ft, will include the following information:



Note: A real estate hanger box containing Shelter-in-Place instructions and fact sheets will be attached to the sign. The map below indicates the temporary (Monday–Friday, 8 a.m. to 4 p.m.) placement locations of the sign.



### 4.3 AIR MONITORING

An air-monitoring program will be conducted by the Edgewood Chemical Biological Center (ECBC) during all CWM-related intrusive operations. Details of the air monitoring are described in the Accident Prevention Plan/Site Safety and Health Plan Supplement (Appendix D) to the Site-Specific Work Plan for the Investigation of Burial Pit 3 at 4825 Glenbrook Road and the Air Monitoring Plan (Attachment 1 to the Site-Wide Work Plan), and include:

- Monitoring equipment for each contaminant or hazard to be monitored;
- Activities to be monitored;
- Locations to be monitored; and
- Specific actions to be taken should a positive monitoring result, or “ring-off,” occur.

### 4.4 TRAINING

#### 4.4.1 Personnel Training

All personnel working in the exclusion zone are required to have completed the 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training and the Explosive Ordnance Disposal (EOD) Qualified training which details procedures for evaluation and disposal of unexploded ordnance/munitions and explosives of concern (UXO/MEC).

In addition to a medical surveillance program, all personnel receive CWM training including methods of detecting a chemical release, emergency procedures, and safe work practices. All personnel also receive site-specific training to ensure thorough understanding of the Site Safety and Health Plan (SSHP) and the physical and safety hazards of the site.

Daily morning tailgate safety meetings review specific health and safety issues, site activities for that day, changes in site conditions, and topics in the site-specific training as they apply to daily activities. Safety meetings discuss daily hazards and emergency procedures, and identify a rally point.

Each supervisor engaged in the site work must have at least 8 additional hours of specialized training on managing such operations, and 3 days of field experience under the supervision of a trained and experienced supervisor.

#### **4.4.2 Emergency Preparedness Drills**

Prior to the start of the intrusive activities associated with MEC and CWM for the Investigation of Burial Pit 3 at 4825 Glenbrook Road, all District of Columbia and site emergency response personnel will be given the opportunity to participate in a Tabletop Exercise and Pre-Operational Surveys to test the efficiency of this Site-Specific Public Protection Plan and evaluate operational readiness.

USACE Baltimore will coordinate the Tabletop Exercise and a local internal Pre-Operational Survey in preparation for a Pre-Operational Survey conducted by the U.S. Army Technical Center for Explosive Safety (USATCES) for the Department of the Army Safety Office. The Tabletop Exercise and Pre-Operational Surveys will be scheduled at Spring Valley, Washington, D.C., and will include various emergency scenarios for the planned operation.

##### **4.4.2.1 Tabletop Exercise**

The purpose of the Tabletop Exercise is to evaluate emergency plans and procedures and to resolve questions of coordination and assignment of responsibility. Participants include USACE Baltimore, USAESCH, TE, ECBC, PM NSCM, the MEC Contractor, D.C. Emergency Operations, D.C. Police Department, D.C. Fire Department, George Washington University Hospital, District Department of the Environment (DDOE), and U.S. Environmental Protection Agency (EPA). The Tabletop Exercise will include discussion of various simulated emergency situations in a non-threatening format. The Tabletop Exercise is currently scheduled to occur on 1 October 2007, prior to the internal pre-operational survey.

##### **4.4.2.2 Local Internal Pre-Operational Survey**

The local internal pre-operational survey evaluates the operational procedures and all aspects of the intrusive investigation activities. Participants include USACE Baltimore, USAESCH, TE, and ECBC. Each procedure is assessed for operational readiness through the demonstration of

various scenarios. The local internal pre-operational survey assures compliance with all provisions of the Chemical Safety Submission, the Site-Specific Work Plan, and U.S. Army regulations, as well as verifying operator proficiency. Procedures include:

- Review of pertinent documents.
- Inspection of equipment and facilities.
- Verification of employee training and procedures.
- Witnessing of selected system testing and operations.

The local internal pre-operational survey is scheduled to occur on 9 to 12 October 2007, immediately prior to the Department of the Army Safety Pre-Operational Survey.

#### **4.4.2.3 Department of the Army Safety Pre-Operational Survey**

The Pre-Operational Survey performed by USATCES for the Department of the Army Safety Office is another formal review and assessment of an intrusive operation that has the potential for chemical agent exposure. Participants include USACE Baltimore, USAESCH, TE, ECBC, and USATCES. This survey examines operational readiness through the demonstration of various scenarios. The Department of the Army Safety Pre-Operational Survey assures compliance with all provisions of the Chemical Safety Submission, the Site-Specific Work Plan, and U.S. Army regulations, as well as verifying operator proficiency. Procedures include:

- Review of pertinent documents.
- Inspection of equipment and facilities.
- Verification of employee training and procedures.
- Witnessing of selected system testing and operations.

The Department of the Army Safety Pre-Operational Survey is scheduled to occur between the 15<sup>th</sup> to 19<sup>th</sup> of October 2007.

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**ATTACHMENT 4.1**

**SAFETY MEASURES AND LAYERS OF PROTECTION**

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Safety Measures at  
4825 Glenbrook Rd

# HAZARD

## "Layers of Protection"

Between YOU and the HAZARD

### Preventative Protective Measures

Safe Work Practices/Video Monitoring  
Up-Front Coordination w/ Emergency Responders  
Well-Trained, Experienced Work Force  
Multi-Agency Planning/Review

### Physical Protective Measures

Real Time/Near Real Time Air Monitoring  
Chemical Agent Filtration System  
ECS under Negative Pressure  
Vapor Containment Cover  
Modular Aluminum Containment Structure

### Emergency Response Protective Measures

Shelter in Place Training/Notification  
(Siren, Ring-Down/Email System)  
Conservative Air Modeling  
Frequent Calculation of AEGL distance  
Conservative Meteorological Conditions  
Conservative Health Standards (AEGLs)  
Conservative Maximum Credible Event



YOU

## **5. EMERGENCY PROCEDURES**

During the Investigation of Burial Pit 3, TE and the MEC Contractor will conduct the intrusive investigation of anomalies possibly associated with CWM using an approved Engineering Control System, where chemical agent vapors are contained, monitored, and removed.

In the event an emergency occurs (i.e., possible release of chemical agents outside of the Engineering Control System), USACE Baltimore will be responsible for coordination of all assisting agencies to protect all residents, support personnel, and site workers.

### **5.1 INTRUSIVE INVESTIGATION USING ENGINEERING CONTROLS**

#### **5.1.1 Notification and Education**

All residents within the AEGL-2 distance (calculated without the engineering controls) shall be notified by the USACE Baltimore Public Affairs Office and the Spring Valley Community Outreach Team of the impending intrusive investigation with its potential hazards. In accordance with the Public Affairs and Neighborhood Outreach Schedule (Appendix D), a letter will notify each resident. The letter will identify the activities to be conducted, the date these activities are planned to take place, provide Shelter-in-Place instruction to remain in the residence if the unlikely event of a possible chemical release were to occur outside of the Engineering Control System, and identify the telephone number of the USACE Baltimore PAO and the Spring Valley Community Outreach Team for inquiries.

#### **5.1.2 Engineering Control System-Contained Intrusive Investigation**

Because an approved Engineering Control System will be used during the Investigation of Burial Pit 3, the AEGL-2 distance is reduced to the confines of the Engineering Control System where chemical agent vapors are contained, monitored, and removed.

#### **5.1.3 Emergency Response**

Incidents involving a possible release of a chemical agent outside of the Engineering Control System (ECS), i.e., a series of detections of hazardous substances (see Table F-1 on page F-4),

will initiate an emergency response. In the event of an emergency (e.g., confirmed ring-off of monitoring equipment, chemical agent release, chemical spill), personnel inside the ECS will immediately execute mitigation activities. The USAESCH Site Safety Officer will evaluate the on-site conditions and recommend a course of action to the Site Operations Officer, including whether Shelter-in-Place notification is warranted. If warranted, the Site Operations Officer will implement the Site-Specific Public Protection Plan and notify all individuals within the AEGL-2 distance with a siren and ring-down system, advising them to Shelter-in-Place. Shelter-in-Place consists of quickly going inside a building or nearby vehicle, closing all doors and windows, and shutting off central, or window, heat or air conditioning systems. The public should remain inside until notified that the emergency is over via the “All Clear” siren and message relayed by the ring-down system.

USACE Baltimore will make a decision to continue with, or suspend, operations based upon the recommendations of the USAESCH, TE, and ECBC. The USACE Baltimore Site Operations Officer shall make the necessary off-site requests for assistance from the appropriate participating agencies, and provide notifications to the various support organizations according to the Emergency Response Flow Chart (Appendix B).

#### **5.1.4 “All Clear” Notification**

After the site has been returned to a safe condition, and following the recommendation of the USAESCH, TE, and ECBC, with the District of Columbia Department of the Environment concurrence, the USACE Baltimore Site Operations Officer shall notify the public and agencies by means of a siren and ring-down system of the “All Clear”.

After-action information detailing the nature of the chemical event and subsequent local emergency response actions will be provided to the surrounding community in accordance with the Public Affairs and Neighborhood Outreach Schedule (Appendix D).

## 6. KEY CONTACT PERSONNEL

The following personnel are designated as key contact personnel for this Site-Specific Public Protection Plan:

### **District Engineer**

USACE, Baltimore District (CENAB-EX)  
Colonel Peter W. Mueller (410) 962- 4545

### **Site Operations Officer**

USACE, Baltimore District (CENAB-EN)  
Captain Drew White (443) 986-3450 (cell)

### **MMRP Project Manager**

USACE, Baltimore District (CENAB-EN)  
Dan Noble (410) 962-6782

### **Chemical Warfare Materiel Project Manager**

U.S. Army Engineering and Support Center at  
Huntsville  
Attn: Chemical Warfare Materiel Design  
Center (CEHNC-ED-CS-P)  
Bruce Whisenant (256) 895-1633

### **Public Affairs Office**

USACE, Baltimore District (CENAB-PA)  
Joyce Conant (410) 962-2626 or (410) 962-  
2809

### **Spring Valley Community Outreach Team**

Baltimore District (CENAB-EN)  
Carrie Johnston (410) 962-0157

### **Deputy Director of Chemical Biological Center**

Aberdeen Proving Ground (ECBC)  
John Ditillo (410) 436-4679

### **22<sup>nd</sup> Chemical Battalion (Technical Escort)**

Aberdeen Proving Ground (CBDCOM-TE)  
Michael A. Rehmert (410) 436-8524

### **MEC Contractor Project Manager**

Parsons  
Fairfax, Virginia  
Deepak Bhinge (703) 218-1092

### **Director of Public Safety**

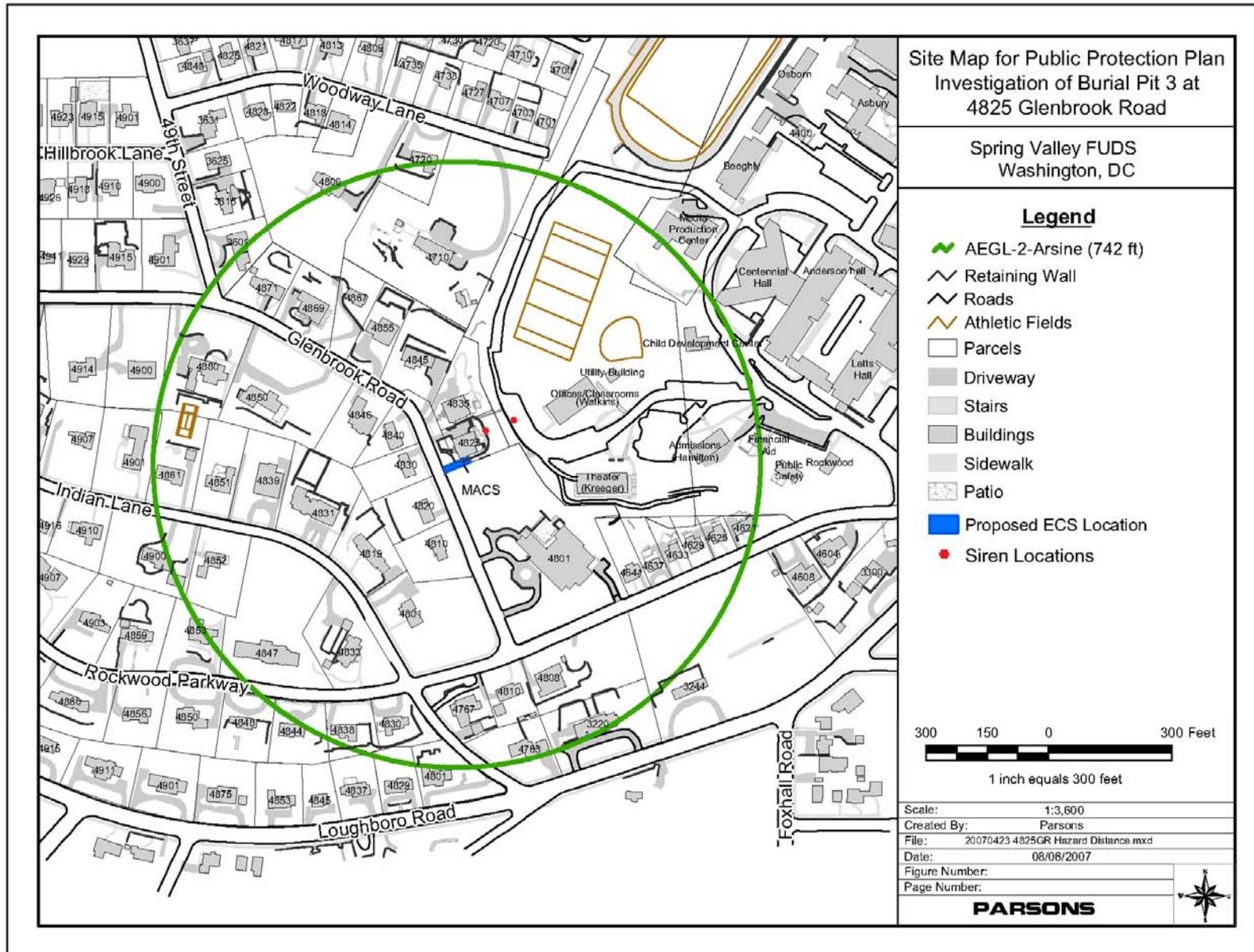
American University  
Michael McNair (202) 885-3636

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## **APPENDIX A**

### **SITE MAP**

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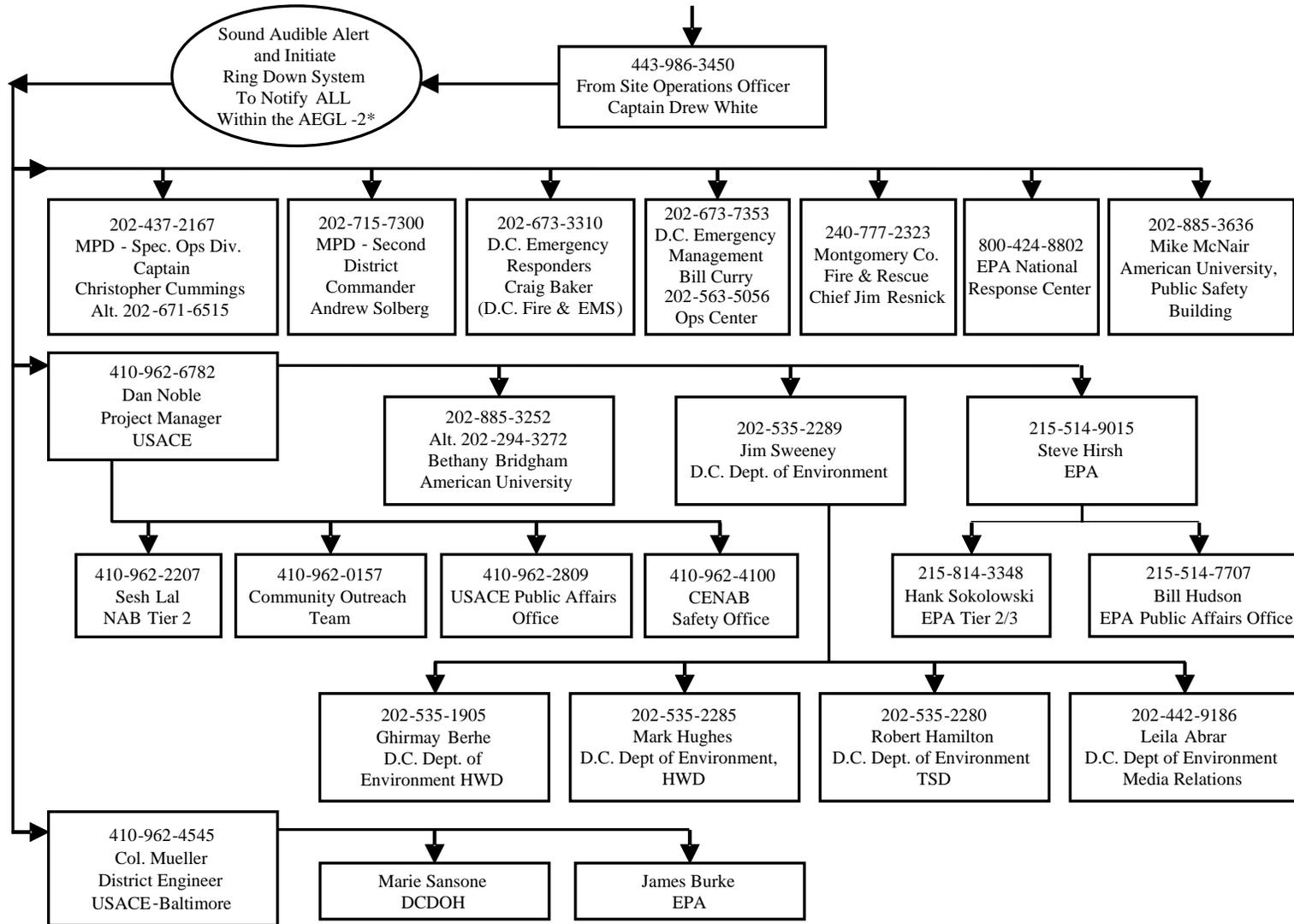
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## **APPENDIX B**

### **SITE-SPECIFIC EMERGENCY RESPONSE FLOW CHART**

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APPENDIX B – SITE-SPECIFIC EMERGENCY RESPONSE FLOW CHART



**\*Note: When activated, the ring -down system will also alert all individuals on this page.**

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**APPENDIX C**

**EMERGENCY MANAGEMENT PLANS**

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**APPENDIX C.1**

**DISTRICT OF COLUMBIA CLUSTER 13 COMMUNITY EMERGENCY  
MANAGEMENT PLAN (CEMP)**

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CLUSTER 13  
COMMUNITY EMERGENCY MANAGEMENT PLAN (CEMP)  
SPRING VALLEY, PALISADES, WESLEY HEIGHTS, FOXHALL  
CRESCENTS, FOXHALL VILLAGE, GEORGETOWN RESERVOIR



**I. INTRODUCTION**

- A. Goal:** The goal of this Community Emergency Management Plan (CEMP) is to assist the residents of the District of Columbia in preparing themselves, their families, their communities and their neighborhoods to cope with any and all types of emergencies.
- B. Purpose:** To establish emergency management functions and responsibilities within 39 neighborhood clusters within the District of Columbia. This document will augment the *District Response Plan (DRP)* dated April 4, 2002.

**II. APPLICATION AND SCOPE**

The CEMP will apply to any public emergency, which is defined in D.C. Code 72301 as a disaster, catastrophe, or an emergency situation where the health, safety or welfare of persons in the District are threatened. This plan considers the emergencies and disasters likely to occur as described in the *District of Columbia Hazard Identification and Vulnerability Study (HIVS)*.

**III. ORGANIZATION**

- A. Framework:** The DRP provides the framework for how the District of Columbia will respond to any and all emergencies. This plan takes an all-hazards approach to disaster response, plus unifies and coordinates the efforts of the District's organizations in order to provide a comprehensive and effective approach for responding to and reducing the impact of an emergency. The DRP describes the functions and activities necessary to implement the four phases of emergency management – mitigation, preparedness, response and recovery, as well as, the use of community, volunteer, private sector and government resources.
  - 1. The Mayor established the Mayor's Emergency Preparedness Council (EPC) in order to maintain, exercise, and review the DRP. The Mayor also established an Emergency Preparedness Group (EPG) to support the EPC and establish the framework for ongoing disaster preparedness planning.
  - 2. The District's Emergency Operations Center (EOC) is staffed 24 hours a day, 7 days a week by the Operations Officers of the District of Columbia Emergency Management Agency (DCEMA). During an emergency or disaster, the EOC assumes enhanced operations under the incident command system. The level of enhancement is dependent upon the severity of an event. Detailed EOC procedures outlined by the District and an organizational chart are in the DCEMA Emergency Operations Procedures, which can be found in the DRP.

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**(Framework, Continued)**

3. The DRP employs an Emergency Support Function (ESF) approach that groups direct assistance and operational support that the wards and clusters may need in order to accomplish hazard mitigation and preparedness, plus emergency and disaster response and recovery. The plan consists of:
  - a. The **Basic Plan** presents the policies and concepts of operations that guide how the District agencies will conduct mitigation, preparedness, response, and recovery activities.
  - b. The **Emergency Support Function Annexes (ESF)** organizes the various District agencies and departments into 15 different support functional areas. The ESFs describe the mission, policies, concept of operations, and responsibilities of the primary and support agencies involved in implementation of activities.
  - c. The **Appendices** contain additional pertinent information such as authorities, catalog of agreements, definitions, acronyms, and hazards affecting the District of Columbia.
  - d. The **Supporting Annexes** include additional annexes that are relevant to the DRP.

**IV. HAZARD ANALYSIS**

**A.** The District's Hazard Analysis has indicated that there are 15 hazards that could potentially affect the District. The hazards that could potentially affect the District are not limited to, but could include: terrorism, severe weather, urban fires, transportation, special events, demonstrations, urban floods, water supply failure, critical resources shortages, utility and power failures, hurricanes, radiological and hazardous materials incidents, prison/jail incidents, civil disorders, explosions, and earthquakes.

**B. Cluster 13 has identified specific issues that could potentially affect their neighborhood clusters:**

- Electrical Outages (McArthur Blvd and Foxhall Village)
- Flooding
  - Intersection of Massachusetts Avenue and 49<sup>th</sup> Street.
  - Mudslides at Canal Road
- Public Health Concerns
- Mustard Gas and unexploded ordinance found in backyards in Spring Valley.
- Terrorism towards to following items:
  - Metro Station (Petworth and Columbia Heights)
  - Water System
  - Bridges
  - Communications tower for all cable companies at 14<sup>th</sup> and Florida
  - Embassies located in the cluster
  - Presidential Helicopter (final approach to White House takes the helicopter over cluster 2)

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**V. SPECIFIC CLUSTER RESPONSE GUIDELINES AND INFORMATION**

**Neighborhood Cluster 13** is formed by the neighborhoods of **Spring Valley, Palisades, Wesley Heights, Foxhall Crescents, Foxhall Village, and Georgetown Reservoir**. The neighborhood has an approximate population of 18,700 roughly 3% of the District's total population (2000 data).

The District of Columbia's Office of Planning has compared the estimated data for Cluster 13 with citywide data and found some interesting differences. For example, Cluster 13 has:

- A population that is predominately white
- A population with a higher percentage of Asian-American residents than African-American residents
- A higher median income than the rest of the city
- A high percentage of owner-occupied single-family homes.

**The following services are located within Cluster 13.**

**Facts about the Alert DC Citizen Emergency Notification System**

DCEMA announced the city's new citizen emergency notification system, Alert DC, at the Mayor's press conference on Wednesday, July 7, 2004.

The new system has four major components:

**Text Alert DC** allows citizens to receive emergency messages about an event on text-capable devices - cell phone, computer email, pager and Personal Digital Assistant (PDA). Citizens must enroll online at **Alert.dc.gov** and be able to identify the types of their devices and their access numbers or addresses. They must also select the neighborhoods and/or schools about which they wish to receive messages (*They can select as many schools and neighborhoods as they wish*).

**Voice Alert DC** allows emergency managers to notify citizens by telephone of an actual or impending incident that may require them to take some protective action (evacuate, shelter-in-place, etc.). Emergency managers can select very precise geographic areas and call the phones in that area to deliver emergency instructions. Instructions can be delivered in multiple languages and formatted for devices for the hearing impaired. Home and most business lines are automatically registered; the system will be modified at a future date to register cell phone numbers.

An enhanced **Emergency Alert System (EAS)** and **the Emergency Information Center** website are the other two components.

The District Emergency Management Agency (DCEMA) is installing and testing new equipment in conjunction with the Maryland Emergency Management Agency at several area radio and television stations as part of its management of the **Emergency Alert System (EAS)**, the partnership with local media outlets.

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The new equipment is being provided to a number of local stations including WBIG-FM, WASH-FM, WWDC-FM, WMZQ-FM, WTEM-AM, WWRC-AM, WIHT-FM, WPGC-FM & AM, WTOP-AM, WGMS-FM, WMAL-AM, WRQX-FM, WJZW-FM, WHUR-FM and News Channel 8/WJLA TV Channel 7. DCEMA is also in the process of installing equipment at the National Weather Service that will allow broadcast over the National Oceanic and Atmospheric Administration (NOAA) weather alert radio system.

The new equipment will allow DCEMA to transmit via satellite or the Internet, emergency messages or priority news information simultaneously to each of the stations and NOAA for broadcast to the public and for relay of the information to other local stations for their use. This replaces the old system under which DCEMA notified one station, which then notified other stations one by one.

The **Emergency Information Center (EIC) web site ([alert.dc.gov](http://alert.dc.gov))** is a cross-agency portal for emergency preparedness information that also serves as the official D.C. government source of information during an emergency or disaster. During non-emergency conditions the EIC portal provides links to DC and national sites that have preparedness information. It also allows citizens to use specially prepared District maps to quickly find medical, police, fire and other information. During emergencies the site provides immediate information about closures and other conditions pertaining to the emergency, including location specific information in both text and mapping format. This website is currently available and was used during Hurricane Isabel to display emergency information.

You may receive questions from the public about the new system. Here are some possible questions and answers.

Q. Can persons who do not reside in the District receive alerts through the Alert DC voice and text systems?

A. For the text system, yes. Anyone, whether they reside in the District or not, can register to receive alerts through Alert DC. This includes commuters. For the voice system, currently, no. Calling is based on the phone line service address, which must be in the District of Columbia. The District is not legally entitled to phone data for customers outside the District. We hope in the future to be able to identify any cell phones within the effected area and be able to notify the cell phone user automatically along with landline users.

Q. How do I sign up for the alert system?

A. *The voice alert system – **Voice Alert DC** – does not require sign up. To receive text alerts through **Text Alert DC**, you must sign up on line. From your Internet provider home page, type in **alert.dc.gov**. Then, click on **Text Alert** and follow the prompts.*

Q. I don't have a computer or an email address. Can I still sign up for the text alert system?

A. *Yes. You can use any computer (at work, at school, at the library, at a friend's house) to sign up. If you don't have an email address, the system will create a "dummy address" for you to use as part of the sign up process.*

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**(Text Alert, Continued)**

Q. How many neighborhoods and/or schools can I sign up to receive message about?

A. *You can sign up to receive messages about as many neighborhoods or schools as you wish.*

Q. How many devices can I register to receive messages on?

A. *You can register to receive messages on as many devices as you wish – cell phone, computer email, pager and PDA. You can register any device that can receive a text message.*

**TEXT ALERT REGISTRATION INSTRUCTIONS**

- Log onto <http://alert.dc.gov>
- Click on the “Text Alert” button under Receive Emergency Alerts.
- Type your name
- Enter your e-mail address
- Select devise(s), if relevant (you must choose a service provider in the box to the left and put in a phone number or e-mail address to the right)
- Enter a password (it will ask you to do this twice to confirm)
- Select communities (pick one or as many as you like. By choosing a school, you are sent information from the community that school is located in)
- Click Register (on the bottom of the page)
- Response to questions, when appropriate or just click no to all
- Click Finish registration

**(District Services, Continued)**

**Recreation Centers**

- Hardy Recreation Center, 4500 Q Street, NW
- Palisades Recreation Center, 5200 ½ Sherrier Place NW

**DC Public Schools**

- Key Elementary School, 5001 Dana Place, NW
- Horrace Mann Elementary School, 4300 Newark Street, NW

**Private Schools**

- St. Patrick’s, Whitelawn
- Field Midland High School, Foxhall Road
- Rock Creek International Day School, 1550 Foxhall Road
- Lab School, 4700 Reservoir Road
- Our Lady of Victory
- River School

**Medical Care Facilities**

- Riverside Hospital, Mental Health, 4600 MacArthur Blvd
- Sibley Memorial Hospital, 5255 Loughboro Road
- Children’s Hospital Clinic, 4900 Massachusetts Ave.
- Medical Offices, 3301 North Mexico Ave.

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**Senior Facilities**

- Grand Oaks @ Sibley Hospital

**Libraries**

- Palisades, 4901 V Street, NW

**Fire and EMS Stations**

- Station 29, 4811 Macarthur Blvd

**Police Stations and Police Service Areas**

- PSAs 205, 2<sup>nd</sup> District Station, 3320 Idaho Ave. NW

**Neighborhood Organizations and Groups**

- Palisades Citizens Association
- Spring Valley/Wesley Heights Citizens Association
- Foxhall Citizens Association

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**VI. CLUSTER EMERGENCY RESPONSE PROGRAM**

**A. Objectives:**

The overall objective of the Cluster Emergency Response Program (CERP) is to provide the capability for stabilization and recovery within the first few hours to the first few days (72 hours) of a disaster; when governmental services may be unable to respond to all requests for assistance and/or public telephone facilities are not available for communicating requests for aid.

The plan entails a Neighbor-to-Neighbor self-help program. It provides the primary link between citizens and the professional response personnel of the responsible government agencies. When individuals and their neighborhoods are prepared to mutually assist each other immediately after a disaster, lives can be saved, property can be spared and emergency services can focus on responding to the most devastated areas.

This program places a great deal of emphasis on organization, team operations and information gathering. These details are necessary because emergency response procedures are unfamiliar to most people, and only occasionally practiced. Underlying it all though, is the primary objective of assisting our neighbors.

The kind of disasters in which a Cluster ERP response includes earthquakes, hurricanes, floods, tornadoes, terrorism, power outages, and major fires.

**B. Organization:**

**1. Preparedness**

**a. Individual Preparedness:**

While the overall goal of the Cluster Emergency Response Program is to develop neighborhood self-sufficiency during times of disaster, preparedness efforts must focus on individuals and families in their homes. A city whose population is prepared at home will see a significant reduction in the need for police, fire and rescue support. All individuals should be prepared to be self sufficient for the first 72 hours after a disaster. Additional information on individual and family preparedness can be obtained from the DC Emergency Management Agency and other organizations such as the Red Cross.

Immediately after September 11, DC Mayor Anthony A. Williams convened an interagency Domestic Preparedness Task Force to examine the city's overall preparedness, existing emergency plans and procedures and related training efforts to determine short- and long-term action recommendations. The task force has evolved into a permanent Emergency Preparedness Council (EPC) that provides a framework to support the city's ongoing effort to develop preparedness policy and coordinate preparedness activities in the District. The District also helps residents prepare for an emergency in the following ways:

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**Ward Days**—These community events provide citizens with the opportunity to take part in two training courses, “*Basic Emergency Management for the District of Columbia*” and “*Terrorism: A Citizen’s Awareness*”. These courses are designed to:

- Help prepare residents to respond to and recover from emergencies and disasters
- Teach them how to develop a family preparedness plan
- Inform them about the [District Response Plan](#)

**Training**—Citizens and District emergency response personnel can take emergency preparedness training courses in a broad range of disciplines, including:

- Personal safety and protection Community emergency response teams
- Emergency response to terrorism
- Bioterrorism
- Hazardous materials
- Debris management
- Shelter operations
- Earthquakes, flood and inclement weather

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**Before An Emergency Strikes**

In the District, we use the Emergency Alert System (EAS) during major emergencies. When the decision is made to activate the EAS, original programming will be interrupted and an emergency message will be broadcast. It is important that you listen to instructions. Emergencies may strike when your family members are away from home, so find out about plans at your workplace, school, or anywhere else you and your family spend time. After creating a household emergency plan you should take the time to review it with your family every six months. Take the following steps to create a household emergency plan or a Family Emergency Plan.

- 1 Meet with household members and discuss the dangers of possible emergency events, including fire, severe weather, hazardous spills, and terrorism.
- 2 Discuss how you and your family will respond to each possible emergency.
- 3 Discuss what to do in case of power outages or personal injuries.
- 4 Draw a floor plan of your home. Mark two escape routes from each room.
- 5 Teach adults how to turn off the water, gas, and electricity at main switches. *If for any reason you do turn off natural gas service to your home, call Washington Gas to restore service. DO NOT ATTEMPT TO RESTORE GAS SERVICE YOURSELF.*
- 6 Post emergency contact numbers near all telephones and pre-program emergency numbers into phones with autodial capabilities. See [Emergency phone numbers](#).
- 7 Teach children how and when to dial **911** to get emergency assistance.
- 8 Teach children how to make long-distance telephone calls.
- 9 Pick a friend or relative that all family members will call if separated (it is often easier to call out-of-state during an emergency than within the affected area).
- 10 Instruct household members to turn on the radio and tune it to WTOP 1500 AM for emergency information.
- 11 Pick two meeting places:
  - A place near your home
  - A place outside your neighborhood in case you cannot return home after an emergency
- 12 Take a Basic First Aid and CPR Class. Contact American Red Cross for more information.
- 13 Keep family records in a waterproof and fireproof safe. Inexpensive models can be purchased at most hardware stores.
- 14 Tools such as screwdrivers, cutters, and scissors; duct tape; waterproof matches; a fire extinguisher; flares; plastic storage containers; needle and thread; pen and paper; a compass; garbage bags; and regular household bleach.

**Services to residents**

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- Operation of cooling centers during heat advisory days
- Operation of community-based emergency shelters
- Operation of Community Emergency Service Sites where residents can request public safety assistance

**Before An Emergency Strikes**

An emergency can occur without warning, leaving little or no time for you and your family to plan what to do next. The following information will tell about the things you can do to be prepared—before an emergency occurs:

**Prepare an Emergency Go Kit**

Often during an emergency, electricity, water, heat, air conditioning, or telephone service may not work. Preparing an Emergency Go Kit ahead of time can save precious time in the event you must evacuate or go without electricity, heat, or water for an extended period of time. You can gather water, food, first-aid supplies, clothing, bedding, tools, and other essential items to store at any time. You should consider including the following items:

**Emergency Go Kit**

- 1 At least a 3-day supply of water (1 gallon per person per day). Store water in sealed, unbreakable containers. Replace every 6 months.
- 2 A 3- to 5-day supply of non-perishable packaged or canned food and a non-electric can opener.
- 3 A change of clothing, rain gear, and sturdy shoes.
- 4 Blankets, bedding, or sleeping bags.
- 5 A first aid kit and prescription medications (be sure to check the expiration dates).
- 6 An extra pair of glasses or contact lenses and solution (be sure to check the expiration dates).
- 7 A list of family physicians, important medical information, and the style and serial number of medical devices such as pacemakers.
- 8 Special items for infants, the elderly, or family members with disabilities.
- 9 A battery-powered radio, flashlight, and plenty of extra batteries.
- 10 Identification, credit cards, cash, and photocopies of important family documents including home insurance information.
- 11 An extra set of car and house keys.

**Neighbors Helping Neighbors**

Working with neighbors in an emergency can save lives and property. Meet with your community members to plan how you could work together until help arrives. If you're a member of a neighborhood organization, such as a home association or crime watch group, participate in

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emergency preparedness activities and planning for your community.

**Business Preparedness**

Businesses are just as vulnerable to the effects of emergencies as ordinary citizens. Basic steps that a business should take to prepare for an emergency include:

- Prepare backups and store offsite all computer records (i.e. payroll, inventory records).
- Have an evacuation plan in place to evacuate staff and customers and test this plan regularly.
- Maintain sufficient insurance coverage for your business.
- Identify critical business functions that absolutely must continue (i.e. shipping, inventory control, payroll) and come up with processes to ensure these will carry on.

**Things to think about**

If any member of your household has a disability or is elderly, find out what services may be available to aid in their care or evacuation in the event of an emergency. The [Disaster Preparedness Manual](#) is one valuable resource.

**If Your Power Goes Out**

- 1 Remain calm, and assist family members or neighbors who may be vulnerable if exposed to extreme heat or cold.
- 2 Locate a flashlight with batteries to use until power comes back on. Do not use candles—this can cause a fire.
- 3 Turn off sensitive electric equipment such as computers, VCRs, and televisions.
- 4 Turn off major electric appliances that were on when the power went off. This will help to prevent power surges when electricity is restored.
- 5 Keep your refrigerator and freezer doors closed as much as possible to keep cold in and heat out.
- 6 Do not use the stove to heat your home—this can cause a fire or fatal gas leak.
- 7 Use extreme caution when driving. If traffic signals are out, treat each signal as a stop sign—come to a complete stop at every intersection and look before you proceed.
- 8 Do not call **911** to ask about the power outage. Listen to radio news for updates.

**Pets and Animals in Disasters**

The following information has been prepared by the [Humane Society of the United States](#) in cooperation with the American Red Cross.

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**COMMUNITY EMERGENCY MANAGEMENT PLAN (CEMP)**  
**SPRING VALLEY, PALISADES, WESLEY HEIGHTS, FOXHALL**  
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The best way to protect your family from the effects of a disaster is to have a disaster plan. If you are a pet owner, that plan must include your pets. Being prepared can save their lives. *In the event of a disaster, if you must evacuate, the most important thing you can do to protect your pets is to evacuate them, too.* Leaving pets behind, even if you try to create a safe place for them, is likely to result in their being injured, lost, or worse. So prepare now for the day when you and your pets may have to leave your home.

- Identify veterinarian practices; animal clinics or hospitals are in the cluster.
- Identify animal-related businesses (pet stores, pet supplies, etc.) in the cluster.
- Identify kennels, animal breeders, and boarding facilities in the cluster.
- Identify facilities that could serve as emergency shelters for pets, such as empty warehouse.

*For more information regarding animals and pets, contact the Humane Society of the United States, Disaster Services, 2100 L STREET NW, WASHINGTON, DC 20037 or 202-452-1100.*

## **VII. HAZARDS AND EMERGENCIES**

### **A. Technological Hazards Emergencies**

If you are notified or become aware of a technological hazards emergency such as a chemical, biological, or radiological emergency as well as a fire or explosion, *do not panic*. The best defense from any of these emergencies is education and awareness. In the unlikely event that there is a technological emergency, knowing how to respond will greatly reduce panic and fear. If you need to get out of the surrounding area or are directed to evacuate, do so immediately and:

- Take your Emergency Go Kit.
- Lock your home.
- Travel on routes specified by local authorities.
- Travel with car windows up and air vents, air conditioner, and heater turned off.
- Head up-wind of the incident.

Emergency personnel are trained to respond to these situations. They will tell you what to do, either at the incident site, or via TV or radio. Emergency Broadcasts can be received via the Emergency Alert System (EAS) from WTOP at 1500 AM.

#### **If you are sure you have time:**

- Close and lock windows and doors and close all vents and fireplace dampers.
- Turn off all fans and heat or air conditioning.

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- Shut off water, gas, and electricity before leaving.
- Post a note telling others when you left and where you are going.
- Make arrangements for your pets.

For information regarding the different types of chemical and biological agents and the supply of antibiotics available for each, visit the Centers for Disease Control [website](#) and the DC Health Department [website](#).

***If you are instructed to stay inside and not to evacuate: Shelter-in-place***

**What Shelter-in-Place Means:**

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (*This is not the same thing as going to a shelter in case of a storm.*) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions below provided by the American Red Cross and the Federal Emergency Management Agency.

**Why You Might Need to Shelter-in-Place:**

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect you and your family. Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday. The important thing is for you to follow instructions of local authorities and know what to do if they advise you to shelter-in-place.

***How to Shelter-in-Place***

**At Home:**

- Close and lock all windows and exterior doors.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Turn off all fans, heating and air conditioning systems.
- Close the fireplace damper.
- Get your family [disaster supplies kit](#) and make sure the radio is working.
- Go to an interior room without windows that's above ground level. In the case of a chemical threat, an aboveground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.
- Bring your pets with you and include additional food and water supplies for them.
- It is ideal to have a hard-wired telephone in the room you select. Call your emergency contact and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.

**(Shelter-in-Place, Continued)**

- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.

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- Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.
- If you suspect chemical or biological agents have entered your house, move to a safe room and the interior of the house on a higher floor if possible. Many harmful agents that could enter a house will fall and accumulate at lower levels.
- If harmful vapors do enter the house, covering your nose and mouth with a cloth can provide minimal breathing protection. Stay inside until authorities say it is safe to leave.

**How To Shelter-in-Place At Work:**

- Close the business.
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If there is danger of explosion, close window shades, blinds, or curtains.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Bring everyone into the room(s). Shut and lock the door(s).
- Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer.)

**(Shelter-in-Place, Continued)**

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- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

**How to Shelter-in-Place At School:**

- Close the school. Activate the school's emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone number available in the room selected to provide shelter for the school secretary, or person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all classrooms where people are sheltering-in-place.
- Ideally, provide for a way to make announcements over the school-wide public address system from the room where the top school official takes shelter.
- If children have cell phones, allow them to use them to call a parent or guardian to let them know that they have been asked to remain in school until further notice, and that they are safe.
- If the school has voice mail or an automated attendant, change the recording to indicate that the school is closed, students and staff are remaining in the building until authorities advise that it is safe to leave.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will also work well.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room. Shut and lock the door.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.

**(Shelter-in-Place, Continued)**

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- Write down the names of everyone in the room, and call your schools' designated emergency contact to report who is in the room with you.
- Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

**How to Shelter-in-Place In Your Vehicle:**

If you are driving a vehicle and hear advice to “shelter-in-place” on the radio, take these steps:

- If you are very close to home, your office, or a public building, go there immediately and go inside. Follow the shelter-in-place recommendations for the place you pick described above.
- If you are unable to get to a home or building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot, to avoid being overheated.
- Turn off the engine.
- Close windows and vents.
- If possible, seal the heating/air conditioning vents with duct tape.
- Listen to the radio regularly for updated advice and instructions.
- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the directions of law enforcement officials.

Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and clean up methods is your safest choice.

Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

**B. Natural Hazards Emergencies**

The District is vulnerable to a variety of types of severe weather including thunderstorms, hurricanes, flash floods, snowstorms, and tornadoes. Because of this, it is important for you to understand the difference between a watch and a warning for severe weather. A **severe storm watch** means that severe weather may develop. A **severe weather warning** means a storm has developed and is on its way—take cover immediately!

The safest place to ride out any storm is inside of a secure building or well built home. Even in a well-built apartment building you should:

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- Listen to weather updates and stay informed.
- Be ready to evacuate if necessary.
- Keep away from windows and doors.
- Have Emergency Go Kit handy.

**Heat Wave**

The government of the District of Columbia implements a heat emergency plan when the heat index reaches 95 degrees Fahrenheit. The heat index is an accurate measure of how hot it really feels when the effects of humidity are added to high temperature. The DC Emergency Management Agency in cooperation with other city and private agencies developed the city's heat plan.

**Key components of the city's heat plan include:**

1. Activation of street showers in selected locations
2. Opening of cooling centers in senior citizen facilities, District government buildings and other locations
3. Extension of public swimming pool hours
4. Distribution of fans to special needs populations

**Street Showers:**

During a heat emergency, street showers will be activated at DC Housing Authority (DCHA) facilities and public locations.

**Facility**

East Capitol Dwellings  
Lincoln Heights  
Hopkins Apartments  
Carrollsborg  
Garfield Terrace  
Park Morton  
Benning Terrace  
Public Locations:

**Address**

140 57th Place, SE  
223 51st St., NE (front)  
1000 12th St., SE (rear)  
4th and L streets, SE  
2381 11th St., NW (front)  
620 Morton St., NW  
605 46th Place, SE  
21st and I streets, NE  
901 21st St., NE (front)

**Cooling Centers:**

During heat emergencies, United Planning Organization (UPO) vans will canvass various areas throughout the city to identify persons suffering from the heat and transport them to cooling centers. Persons who need transportation to cooling centers can call the hypothermia hotline at (202) 399-7093.

**District Facilities**

**Facility**

**Address**

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One Judiciary Square	441 4th St., NW
Frank D. Reeves Center	2000 14th St., NW (lobby)
King Office Building	3720 Martin Luther King, Jr. Ave, SE (lobby)
CCH/Friendship Place	4713 Wisconsin Ave., NW
Georgetown Ministries	4713 Wisconsin Ave., NW
Rachael's Women Center	1222 11th St., NW
4th District Police Station	5601 Connecticut Ave., NW
1st Congregational Church	945 G St., NW

**Emergency Homeless Facilities**

<u>Facility</u>	<u>Address</u>
Home of Ruth/Madison Facility (women)	651 10th St., NE
Crummell Trailer (men)	1912 Gallaudet St., NE
Emery Trailer (men)	1725 Lincoln Road, NE
La Casa Trailer (men)	1436 Irving St., NW
Martin Luther King, Jr., Trailer (men)	2700 Martin Luther King, Jr., Ave. SE
Randall Shelter (men)	1st and I Streets, SW

**DC Housing Authority Senior Citizens Cooling Sites**

Seniors who live in non-air-conditioned buildings are encouraged to go to an air-conditioned senior center or other public facility.

<u>Facility</u>	<u>Address</u>
Arthur Capper	601 L St., SE
Capitol View	5901 East Capitol St.
Carroll Apartments	410 M St., SE
Fort Lincoln	2855 Bladensburg Road, NE
Garfield	2301 11th St., NW
Horizon House	1150 12th St., NW
James Apartments	1425 N St., NW
Knox Hill	2700 Jasper St., SE
LeDroit	234 W St., NW
Sibley Plaza	1140 North Capitol St., NW
Regency House	5201 Connecticut Ave., NW

**Cooling Centers within the Senior Service Network**

<u>Facility</u>	<u>Address</u>
<u>WARD 1</u>	

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Barney Senior Center	1737 Columbia Road, NW
Campbell Heights Senior Nutrition Center	2001 15th St., NW
<a href="#"><u>WARD 2</u></a>	
EOFULA Spanish Senior Center	1844 Columbia Road, NW
Columbia Senior Center	1250 Taylor St., NW
Asbury Dwellings Senior Program	1616 Marion St., NW
Asian Senior Center	477 G Place, NW
St. Mary's Court Senior Program	725 24th St., NW
Washington Urban League Senior Center for the Homeless	1310 Vermont Ave., NW
<a href="#"><u>WARD 3</u></a>	
Adas Israel Senior Program	2850 Quebec St., NW
Breckinridge Center	4125 Albemarle St., NW
St. Albans Senior Program	Massachusetts and Wisconsin Avenues, NW
<a href="#"><u>WARD 4</u></a>	
Christian Reformed Church	5911 New Hampshire Ave., NW
Colony House	930 Farragut St., NW
First Baptist Senior Center	715 Randolph St., NW
Ft. Stevens Recreation Center	1327 Van Buren St., NW
Kennedy Street Senior Program	504 Kennedy St., NW
<a href="#"><u>WARD 5</u></a>	
Bethesda Baptist Church	1808 Capitol Ave., NE
Israel Baptist Church Senior Program	1251 Saratoga Ave., NE
Model Cities Senior Wellness Center	1901 Evert St., NE
<a href="#"><u>WARD 6</u></a>	
Capitol Hill Towers Senior Program	900 G St., NE
Services to Blind/Visually Impaired Senior Center at Logan School	2800 Newton St., NE
Greater Washington Urban League Hearing Impaired Senior Center	2900 Newton St., NE
<b>(Cooling Centers, Continued)</b>	
<a href="#"><u>WARD 7</u></a>	
Allen House Senior Program	3760 Minnesota Ave., NE
Dwelling Place Senior Center	2812 Pennsylvania Ave., SE
KEMP Senior Center	4300 Anacostia Ave., NE
Michaux Senior Center	3700 Hayes St., NE
Phillip T. Johnson Senior Center, First United Methodist Church	4323 Bowen Road, SE 3601 Alabama Ave. SE
St. Timothy Senior Program	
Washington Senior Wellness Center	3001 Alabama Ave., SE
Emergency Shelter for the Abused, Exploited or Neglected Elderly	2812 Pennsylvania Ave., SE, 2nd floor
<a href="#"><u>WARD 8</u></a>	
Claiborne Senior Program	2632 Martin Luther King, Jr., Ave., SE
Congress Heights Senior Wellness Center	3500 Martin Luther King, Jr., Ave., SE
Knox Hill Senior Program	2700 Jasper St., SE
Senior Citizens Counseling and Delivery	2451 Good Hope Road, SE

**Fans for Special Needs Populations:**

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The DC Energy Office, through its Low Income Home Energy Assistance Program, has a limited number of fans for distribution to District households that meet the following criteria:

1. Have at least one member age 5 or below, or;
2. Have at least one member age 60 or above, or;
3. Have at least one member who has a documented respiratory condition or a statement from a doctor or medical facility describing a need for some type of cooling assistance.

Eligible households must also meet the federal income guidelines for energy assistance. For more information, contact the DC Energy Office Hotline at (202) 673-6750.

### **If You Need Clean Water**

Flooding can cause contamination of water supplies. Bad water can contain microorganisms that cause diseases such as dysentery, typhoid, and hepatitis. If you think your water may be contaminated, you should purify it before using it. This includes water used for drinking, cooking, cleaning dishes, or bathing. The best way to purify water is to boil it.

Boiling is considered the safest method of purifying water. Bring water to a boil for 3-5 minutes, and then allow it to cool before drinking. Pouring water back and forth between two containers will improve the taste by putting oxygen back into the water.

### **Emergency Food Supplies**

It is possible for a healthy person to survive on half of their usual food intake for an extended period and without any food for many days. It is also important to keep in mind that you do not have to go out and buy unfamiliar foods to prepare an emergency food supply. Here are some helpful tips:

- Use canned foods, dry mixes and other staples you use every day.
- Foods that require no refrigeration, preparation, or cooking are best.
- Make sure you have a manual can opener and disposable utensils in your emergency food supply.
- Individuals with special diets and allergies will need to be considered as well as toddlers and the elderly.
- Don't forget nonperishable foods for your pets.

### **Recovering from an Emergency**

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Recovery continues even after you return home, as you and your family face the emotional and psychological effects of the event. Reactions vary from person to person, but may include:

- Restless sleep or nightmares
- Anger or wanting revenge
- Numbness or lack of emotion
- Needing to keep active, restlessness
- Needing to talk about your experiences
- Loss of appetite
- Weight loss or gain
- Headaches
- Mood swings

Crisis, grief, and stress counseling is available **24 hours a day, 7 days a week** for you or a family member suffering persistent emotional or psychological problems related to an emergency. To access counseling services call the Department of Mental Health Access HelpLine at (888) 793-4357.

All of the above are normal reactions to stressful events, and it is important to let people react their own way. It may be helpful to:

- Talk with your family and friends about what happened and how you feel about it, and try to evaluate and plan for the chance it could happen again
- Volunteer at a local shelter, blood bank, or food pantry to assist emergency victims
- Spend time doing things other than watching or listening to news of the disaster
- Consult your minister or spiritual advisor

In particular, children may need reassurance and extra attention. It is best to encourage them to share their feelings, even if you must listen to their stories repeatedly—this is a common way for children to grasp what they've experienced. You may also want to share your feelings about the event with them.

**b. Cluster Preparedness:**

Experience has shown that after a major disaster, police, fire, rescue and other emergency support agencies may not be available to many people during the first 72 hours of a disaster. Therefore, neighborhoods must be prepared to care for themselves if necessary during this critical time period. A neighborhood that is organized prior to a disaster will know what to do when the disaster occurs and not waste precious time figuring out who can do what. People and neighborhoods that are prepared will know what to expect during times of disaster, what to do, and how to come together in an organized, timely response (consequently saving lives).

In order to assist a cluster with preparedness efforts prior to a disaster, a cluster should establish a cluster emergency preparedness committee (CEPC). The primary purpose of the cluster emergency preparedness committee is to facilitate the development of community and neighborhood based volunteers into a cadre of organized partners who can come together during a disaster.

The Emergency Coordination Center should be responsible for:

**(Cluster Preparedness, Continued)**

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1. Coordination of the development of the cluster emergency preparedness plan.
2. Registration of residents who wish to actively participate in the neighborhood or condominium/apartment program.
3. Pre-identifying neighbors and residents who have special skills.
4. Pre-identifying resources that can be shared within the neighborhood or complex in times of disaster.
5. Pre-identifying people with special needs.
6. Identifying neighborhood residents, tenants or owners wishing to assume leadership positions within the neighborhood or condominium/apartment program.
7. Organizing a system of block or neighborhood captains to disseminate urgent disaster information.
8. Supporting the creation of Community Emergency Response Teams (CERT).
9. Establishing an emergency management organization consisting of neighborhood disaster coordinators and liaisons.
10. The cluster emergency preparedness committee should bring together leaders from the various sectors of the community to coordinate the emergency preparedness efforts. Membership may include elected officials, volunteer groups, community service groups, faith-based groups, advisory neighborhood commissions, wards, voting districts, educational leaders, businesses, and environmental groups. Other representatives could come from specific segments of the community, such as elderly or non-English speaking populations.
11. Identify the locations of facilities that could serve food. Facilities should have capability to store food. Facilities should also have a preparation area and service area that is appropriate for its intended use according to established public health regulations and requirements.
12. Identify facilities that could serve as bulk distribution sites for goods and materials such as bottled water, ice, tarps, rolls of plastic, work gloves, trash bags, other items.

If available, emergency services personnel are the best resource in an emergency. They are trained and equipped to handle emergency situations. However, following a catastrophic disaster, individuals and the communities may be on their own for a period of time because of the size of the area affected, lost communications, and unpassable roads.

Each Neighborhood Corps member is trained in Incident Command System. This training allows Neighborhood Corps members to better understand, contribute to the planning, and implement their Community Emergency Management Plans. The Neighborhood Corps model is incumbent upon Neighborhood Corps trained members implementing their Community Emergency Management Plan established for their cluster.

***How is Neighborhood Corps organized?***

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Neighborhood Corps (NC) is organized by community members. To establish a NC, members are encouraged to utilize the checklist below in establishing their Neighborhood Corps teams.

**Prior to an emergency**

- ✓ Recruit as many community participants as possible within the same geographical zone.
- ✓ After recruiting members, Neighborhood Corps members register with DC Citizen Corps, ESF#15 and connect with their Cluster Emergency Coordination Center so they can be located and identified in their communities.
- ✓ Neighborhood Corps members utilize an operational communication system based on the Emergency Medical Rapid Volunteer Corps (EMT) model that illustrates how corps members communicate during deployment.
- ✓ Neighborhood Corps members strengthen their readiness infrastructure by familiarizing themselves with their neighborhood's Community Emergency Management Plans. These plans can be accessed through the DC Emergency Management Agency (DCEMA).
- ✓ Members identify community associations and/or leaders and initiate a dialogue to increase operational connectivity of emergency preparedness plans under the direction of the DCEMA. These community liaisons are central collaborators in the community emergency preparedness process because of their accessibility to residents and can provide critical preparedness information.
- ✓ Community Emergency Management Plans (CEMP) should be developed, well documented and readily accessible to corps members.
- ✓ Members hold periodic planning meetings under the direction of the DC Emergency Management Agency where the emergency response plans are reviewed and updated.
- ✓ Identify a pre-determined location, such as a Cluster Emergency Coordination Center (Cluster ECC) for Neighborhood Corps members to meet. As discussed in the Community Emergency Management Plans, this location should have access to necessary communications such as a telephone, radio, television, and computer access. Neighborhood Corps members should access the functionality of these centers prior to an emergency.
- ✓ Be prepared to handle unaffiliated volunteers (volunteers who have not received training in emergency preparedness) who spontaneously appear on the scene. To avoid additional chaos on the scene divert unaffiliated volunteers to Citizen Corps partner Greater DC Cares.

**NOTE:** Neighborhood Corps are always encouraged to receive additional training. Neighborhood Corps members can register for training through Greater DC Cares at <http://www.dc-cares.org> to learn strategies to incorporate unaffiliated volunteers in emergency response.

**A. *The Incident Command System***

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**SPRING VALLEY, PALISADES, WESLEY HEIGHTS, FOXHALL**  
**CRESCENTS, FOXHALL VILLAGE, GEORGETOWN RESERVOIR**

The Incident Command System (ICS) is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in domestic incident management activities. It is used for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade, to include acts of catastrophic terrorism. ICS is used by all levels of government-Federal, State, tribal, and local, as well as by many private sector and non-governmental organizations. ICS is usually organized around five major functional areas: command, operations, planning, logistics, and finance/administration. A sixth functional area, Intelligence, may be established if deemed necessary by the Incident Commander based on the requirement of the situation at hand.

Some of the more important "transitional steps" that are necessary to apply ICS in a field incident environment include the following:

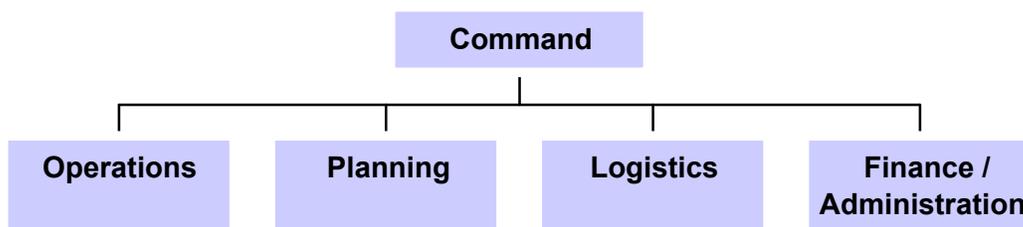
- Recognizing and anticipating the requirement that organizational elements will be activated and taking the necessary steps to delegate authority as appropriate.
- Establishing incident facilities as needed, strategically located, to support field operations.
- Establishing the use of common terminology for organizational functional elements, position titles, facilities, and resources.
- Rapidly evolving from providing oral direction to the development of a written Incident Action Plan.

**INCIDENT COMMAND SYSTEM ORGANIZATION**

**Functional Structure**

Figure A-1— Incident Command System: Basic Functional Structure

The ICS organization is comprised of five major functional areas (Figure A-1): command,



operations, planning, logistics, and finance/administration. (A sixth area, intelligence, may be established)

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**Modular Extension**

The ICS organizational structure is modular, extending to incorporate all elements necessary for the type, size, scope, and complexity of a given incident. The IC structural organization builds from the top down; responsibility and performance begin with the incident command element and the IC. When the need arises, four separate sections can be used to organize the staff. Each of these may have several subordinate units, or branches, depending on the management requirements of the incident. If one individual can simultaneously manage all major functional areas, no further organization is required. If one or more of the functions requires independent management, an individual is assigned responsibility for that function.

The responding IC's initial management assignments will normally be one or more Section Chiefs to manage the major ICS functional areas (operations, planning, logistics, and finance/administration). The Section Chiefs will further delegate management authority for their areas as required. If a Section Chief sees the need, he or she may establish branches or units (depending on the section). Similarly, each functional unit leader will further assign individual tasks within the unit as needed.

The modular concept described above is based upon the following considerations:

- Developing the form of the organization to match the function or task to be performed;
- Staffing only those functional elements that are required to perform the task;
- Observing recommended span-of-control guidelines;
- Performing the function of any non-activated organizational element at the next highest level; and
- Deactivating organizational elements no longer required.

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**During an emergency**

- ✓ The first Neighborhood Corps member on the scene becomes the Incident Commander (IC). The Incident Commander is the lead person at the incident until the first responder arrives and should be able to obtain Essential Elements of Information (EELs) such as who, what, where, and information on injuries, damages, etc. This information should be collected and transferred to Cluster Emergency Coordination Center.
- ✓ As an incident develops the Incident Commander may need to delegate tasks. Incident Command Structure separates its tasks into Operations, Logistics, Planning, and Administration. Management or the Incident Commander “is in charge”, Operations are the “doers”, Logistics are the “getters”, and Planning are the “thinkers”, and Administration are the “recorders.”
- ✓ Identify two “runners” to assist with the transfer of information. The “runners” are used to enhance the flow of communication.
- ✓ Avoid a large span of control. An IC span of control should not exceed 3-5 people. A team leader can be delegated to assume authority over a specific task given by the IC.

Neighborhood Corps should have the opportunity to test the operability of the Community Emergency Management Plans through practice exercises administered through the coordination of the DC Emergency Management Agency.

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**HOW NEIGHBORHOOD CORPS SUPPORTS THE FOLLOWING  
OPERATIONAL PLANS**

**FAMILY  
PLAN**

**Neighborhood Corps** provides training in emergency preparedness and response to help develop a family plan

**COMMUNITY  
EMERGENCY  
MANAGEMENT  
PLAN**

**Neighborhood Corps** provides structure to exercising and mobilizing trained citizens in the Incident Command System to perform necessary tasks at the time of an emergency

**DISTRICT  
RESPONSE PLAN**

**Neighborhood Corps** has an integral role in the District Response Plan in the time of a declared emergency or high city priority through ESF #15, Donations and Volunteer Management

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**C. TRAINING**

***Community Emergency Response Teams (CERT)***

1. CERTs provide direct assistance to neighbors in distress, and will constitute the majority of Cluster Emergency Response Program members. Neighborhoods within the District of Columbia should be encouraged to develop CERT programs.

2. Each team should have a team leader and several members. Its primary responsibility is to its own neighborhood. Teams should have basic personal safety gear (hard hat, gloves, flashlight, whistle, etc.), gas shut off tool, small first aid kit, "occupants OK" tags with duct tape and markers, food and water.

3. In the event of a major disaster when government assistance may be delayed, CERTs may have to perform the following functions:

- Locate and care for the injured and provide basic first aid.
- Perform rescues within the ability of the team (CERTs are not expected to engage in hazardous rescue activities).
- Shut off customer level gas and electric utilities to reduce hazards.
- Communicate needs for outside assistance to government agencies via the Cluster Emergency Coordination Center (CECC) structure.
- Identify and tabulate damaged structures, roads, and utilities.
- Assist neighbors who are unable to occupy their homes in finding temporary shelter.
- Check on persons with disabilities, the elderly or vulnerable populations.

CERTs should be prepared to manage convergent volunteers, that is, people who have not been trained under the CERT program but want to help. They should be asked to identify special skills and where possible, paired up with experience CERT members.

**D. RESPONSE**

***Cluster Emergency Coordination Center (CECC)***

Each cluster should have a fixed location that can serve as a Cluster Emergency Coordination Center (Cluster ECC). This should be a location that community leaders (e.g., grassroots, political, religious, educational, business, labor, and ethnic) can gather to respond to or obtain assistance and information in the event of a disaster.

Ideally, the ECC should be located at a facility, which has emergency power (e.g. generator). The ECC should have a telephone, fax machine, television, copy machine, and computer with internet/email access. Additionally, the ECC should have a kit with emergency supplies, such as an AM/FM radio and batteries, flashlights, identification tags, first aid kit, clipboards, pens, paper, neighborhood maps and a neighborhood information book.

***(Cluster Emergency Coordination Center, Continued)***

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A supply of operational forms should be included, such as personnel check-in forms, damage and injury tally forms, incident status, and CERT Team Assignment Record.

Plans should be made for backup radio communications capability with the District's Emergency Operations Center.

The primary purpose of the Cluster ECC is to:

1. Collect information from the neighborhood CERTs and develop a comprehensive understanding of the emergency situation throughout the cluster.
2. Provide disaster situation information to the District's Emergency Operations Center.
3. Forward specific requests for assistance to the Emergency Operations Center.
4. Receive information from the District on the emergency situation, and make this available to the neighborhood CERTs, community organizations and neighborhoods.
5. Establish a system of runners to disseminate information to neighborhoods in the event normal communication systems fail.
6. Assist neighborhood teams with locating needed supplies and equipment, either in the cluster, from government agencies or other sources.
7. Utilize the skills and knowledge that the neighborhood currently possesses.

Cluster ECCs shall maintain contact with the Community Outreach Coordinator or designee at the District's Emergency Operations Center. The Community Outreach Coordinator is part of ESF #14, Media Relations and Community Outreach. In the event of a widespread disaster, ward based Emergency Command Centers may be established, in such cases cluster ECCs should coordinate with these centers. Additionally, the Community Outreach Coordinator may assign field team representatives to the clusters (or sectors).

Recommendations for the Cluster #13 ECC include:

- Palisades Library,
- Palisades Recreation Center,
- Metropolitan Methodist Church
- Washington Hebrew Temple - Community Center. The Washington Hebrew Temple – Community Center is centrally located to the cluster and would be the best facility.

**VIII. GOVERNMENT EMERGENCY RESPONSE**

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District of Columbia Government



*Emergency Management Agency*



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**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Emergency Management Agency**

**Anthony A. Williams**  
Mayor



**Barbara Childs-Pair**  
Acting Director

**MEMORANDUM**

TO: Dear DC Residents or Business Owners/Managers

FROM: DC Emergency Management Agency

SUBJECT: District of Columbia Threat Warning Advisory System

We are pleased to provide the attached document outlining District of Columbia's newly developed Homeland Security Terrorist Threat Conditions System. This District-specific advisory system mirrors the national system and provides a mechanism for designating threat levels without compromising sensitive information. The District system, like its federal equivalent, is color coded for easy understanding. Unique in our District-specific program are suggested precautions (guidelines) for each threat. These suggested precautions provide *general guidance only*. They can assist organizations and families with internal development of specific actions best tailored for their individual needs. Potentially affected sectors for which precautions are provided include:

- Citizens and Residents of the District of Columbia, and
- Businesses in the District of Columbia.

Adjustments to the District's threat level can be influenced by decisions of federal officials about the national program as well as by District officials in instances when threats specific to the District warrant a change. Notification of threat level changes will be communicated to citizens, government and others via multiple communication pathways (Television, Radio, newspaper, e-mail, mass fax etc.).

We ask that you share this information within your family or organization. The District also has developed similar actions for various government agencies and law enforcement organizations. You may also find this information on the DCEMA web sites (<http://dcema.dc.gov>). Please share these precautions with your family and employees.

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DISTRICT OF COLUMBIA HOMELAND SECURITY  
**TERRORIST THREAT CONDITIONS**

**LOW THREAT – GREEN LEVEL – LOW RISK**

**Definition:** Low risk of terrorism. Routine security is implemented to preclude routine criminal threats.

<b>Resident Actions</b>	<p><b>Residents are advised to:</b></p> <ul style="list-style-type: none"> <li>• Continue to enjoy individual freedom. Participate freely in travel, work, and recreational activities.</li> <li>• Be prepared for disasters and family emergencies.</li> <li>• Develop a family emergency plan.</li> <li>• Keep recommended immunizations up-to-date.</li> <li>• Know how to turn off your power, gas, and water service to your house.</li> <li>• Know what hazardous materials are stored in your home and how to properly dispose of unneeded chemicals.</li> <li>• Support the efforts of your local emergency responders (fire fighters, law enforcement and emergency medical service).</li> <li>• Know what natural hazards are prevalent in your area and what measures you can take to protect your family. Be familiar with local natural and technological (man made) hazards in your community.</li> <li>• Volunteer to assist and support the community emergency response agencies.</li> <li>• Become active in your local Neighborhood Crime Watch program.</li> <li>• Take a first aid or Community Emergency Response Team (CERT) class.</li> </ul>
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<b>BUSINESSES</b>	<p><b>Business owners/managers are advised to:</b></p> <ul style="list-style-type: none"> <li>• Develop emergency operations and business contingency plans.</li> <li>• Encourage and assist employees to be prepared for personal, natural, technological, and homeland security emergencies.</li> <li>• Conduct emergency preparedness training for employees and worker's families.</li> <li>• Develop a communications plan for emergency response and key personnel.</li> <li>• Conduct training for employees on physical security precautions.</li> <li>• Budget for physical security measures.</li> </ul>
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**DISTRICT OF COLUMBIA HOMELAND SECURITY**  
**TERRORIST THREAT CONDITIONS**

**GUARDED THREAT – BLUE LEVEL – GENERAL RISK**

**Definition: General risk with no credible threats to specific targets.**

<p><b>Resident Actions</b></p>	<p><b>In addition to all previously mentioned precautions, residents are advised to:</b></p> <ul style="list-style-type: none"> <li>• Continue normal activities but be watchful for suspicious activities. Report suspicious activity to local law enforcement.</li> <li>• Review family emergency plans.</li> <li>• Avoid leaving unattended packages or brief cases in public areas.</li> <li>• Increase family emergency preparedness by purchasing supplies, food, and storing water.</li> <li>• Increase individual or family emergency preparedness through training, maintaining good physical fitness and health, and storing food, water, and emergency supplies.</li> <li>• Monitor local and national news for terrorist alerts.</li> </ul>
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<p><b>BUSINESS ACTIONS</b></p>	<p><b>In addition to all previously mentioned precautions, business owners and managers are advised to:</b></p> <ul style="list-style-type: none"> <li>• Ensure that key leaders are familiar with the emergency operations and business contingency plans.</li> <li>• Review, update, and routinely exercise functional areas of plans.</li> <li>• Review and update the call down list for emergency response teams.</li> <li>• Develop or review Mutual Aid agreements with other facilities and/or with local government for use during emergencies.</li> <li>• Review physical security precautions to prevent theft, unauthorized entry, or destruction of property.</li> <li>• Have you provided for: <ul style="list-style-type: none"> <li>*Employee picture ID badges?</li> <li>*Background checks on all employees (as applicable)?</li> <li>*Access control and locking of high security areas at all times?</li> <li>*All security keys marked with "Do not Duplicate?"</li> <li>*Surveillance Cameras?</li> <li>*Backup power?</li> <li>*An alarm system?</li> </ul> </li> </ul>
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**DISTRICT OF COLUMBIA HOMELAND SECURITY**  
**TERRORIST THREAT CONDITIONS**

**ELEVATED**  
**THREAT – YELLOW LEVEL – ELEVATED RISK**

**Definition: Elevated risk of terrorist attack but a specific region of the USA or target has not been identified.**

<p><b>Resident Actions</b></p>	<p><b>In addition to all previously mentioned precautions, residents are advised to:</b></p> <ul style="list-style-type: none"> <li>• Continue normal activities, but report suspicious activities to the local law enforcement agencies.</li> <li>• Network with your family, neighbors, and community for mutual support during a disaster or terrorist attack.</li> <li>• Learn what critical facilities are located in your community and report suspicious activities at or near these sites.</li> <li>• Contact local officials to learn about specific hazards in your community.</li> <li>• Develop your family preparedness kit and plan and check the contents of your “go kit”. This information can be found online at <a href="http://dcema.dc.gov/info/guide.shtm">http://dcema.dc.gov/info/guide.shtm</a>. Individual or family emergency preparedness should be maintained through training, good physical fitness and health, and storing food, water, and emergency supplies.</li> <li>• Monitor media reports concerning situation.</li> </ul>
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<p><b>Business Actions</b></p>	<p><b>In addition to all previously mentioned precautions, business owners and managers are advised to:</b></p> <ul style="list-style-type: none"> <li>• Announce Threat Condition ELEVATED to employees.</li> <li>• Review vulnerability and threat assessments and revise as needed.</li> <li>• Identify and monitor government information sharing sources for warnings and alerts.</li> <li>• Update and test call down list for emergency response teams and key employees.</li> <li>• Review, coordinate, and update mutual aid agreements with other critical facilities and government agencies.</li> <li>• Establish and monitor more active security measures.</li> <li>• Review employee training on security precautions (bomb threat procedures, reporting suspicious packages, activities, and people).</li> <li>• Conduct communications checks to ensure contacts can be maintained.</li> </ul>
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**DISTRICT OF COLUMBIA HOMELAND SECURITY**  
**TERRORIST THREAT CONDITIONS**

**HIGH THREAT – ORANGE LEVEL – HIGH RISK**

**Definition: Credible intelligence indicates that there is a high risk of a local terrorist attack but a specific target has not been identified.**

<p><b>Resident Actions</b></p>	<p><b>In addition to all previously mentioned precautions, residents are advised to:</b></p> <ul style="list-style-type: none"> <li>• Resume normal activities but expect some delays, baggage searches, and restrictions as a result of heightened security at public buildings and facilities.</li> <li>• Continue to monitor world and local events as well as local government threat advisories.</li> <li>• Report suspicious activities at or near critical facilities to local law enforcement agencies by calling 9-1-1.</li> <li>• Inventory and organize emergency supply kits and test emergency plans with family members. Reevaluate meeting location based on threat.</li> <li>• Consider taking reasonable personal security precautions. Be alert to your surroundings, avoid placing yourself in a vulnerable situation, and monitor the activities of your children.</li> <li>• Maintain close contact with your family and neighbors to ensure their safety and emotional welfare.</li> </ul>
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<p><b>BUSINESS ACTIONS</b></p>	<p><b>In addition to all previously mentioned precautions, business owners and managers are advised to:</b></p> <ul style="list-style-type: none"> <li>• Announce Threat Condition HIGH to all employees and explain expected actions.</li> <li>• Place emergency response teams on notice.</li> <li>• Activate the business emergency operations center if required. Establish ongoing liaison with local law enforcement and emergency management officials.</li> <li>• Monitor world and local events. Pass on credible threat intelligence to key personnel.</li> <li>• Ensure appropriate security measures are in place and functioning properly.</li> <li>• Instruct employees to report suspicious activities, packages, and people.</li> <li>• Search all personal bags, parcels, and require personnel to pass through magnetometer, if available.</li> <li>• Inspect intrusion detection systems and lighting, security fencing, and locking systems.</li> <li>• Inspect all deliveries and consider accepting shipments only at off-site locations.</li> <li>• Remind employees to expect delays and baggage searches.</li> <li>• Implement varying security measures (see Attachment I).</li> </ul>
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DISTRICT OF COLUMBIA HOMELAND SECURITY  
TERRORIST THREAT CONDITIONS

**SEVERE THREAT – RED LEVEL – IMMINENT RISK**

**Definition: A terrorist attack has occurred or credible and corroborated intelligence**

**Indicates that one is imminent. Normally, this threat condition is declared for a specific location or critical facility.**

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**IMPORTANT INSTRUCTIONS FOLLOW-MUST READ**

<p><b>Resident Actions</b></p>	<p><b>In addition to all previously mentioned precautions, residents are advised to:</b></p> <ul style="list-style-type: none"> <li>• Report suspicious activities and call 9-1-1 for immediate response.</li> <li>• Expect delays, searches of purses and bags, and restricted access to public buildings.</li> <li>• Expect traffic delays and restrictions.</li> <li>• Residents should have their emergency “GO KITS” stocked and in place ready to go (medicines and medical supplies, glasses, contacts, important legal and financial papers) and emergency supplies kits (first aid kits, duct tape, blankets, non-perishable food, water) for sheltering in place, if requested to do so.</li> <li>• Take personal security precautions to avoid becoming a victim of crime or terrorist attack.</li> <li>• Avoid participating in crowded optional public gatherings, such as sporting events and concerts. However, do not avoid going to public emergency gathering locations such as hospitals and shelters, if directed or necessary. These locations will have developed and initiated a strong security plan to protect the residents.</li> <li>• Do not travel into areas affected by the attack or that are likely to become an expected terrorist target.</li> <li>• Keep emergency supplies accessible and automobile fuel tank full.</li> <li>• Be prepared to either evacuate your home or shelter-in-place on order of local authorities.</li> <li>• Be suspicious of persons taking photographs of critical facilities, asking detailed questions about physical security or dressed inappropriately for weather conditions. Report these incidents immediately to law enforcement.</li> <li>• Closely monitor news reports and Emergency Alert System (EAS) radio/TV stations.</li> <li>• Assist neighbors who may need help.</li> <li>• Ensure that pets can be readied quickly for boarding or evacuation, if necessary.</li> <li>• Avoid passing unsubstantiated information and rumors.</li> <li>• Prepare to activate your personal Family Emergency Plan.</li> </ul>
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**IMPORTANT INSTRUCTIONS FOLLOW-MUST READ**

<p><b>BUSINESS ACTIONS</b></p>	<p><b>In addition to all previously mentioned precautions, business owners and managers are advised to:</b></p> <ul style="list-style-type: none"><li>• Announce Threat Condition SEVERE and explain expected actions.</li><li>• Deploy security personnel based on threat assessments.</li><li>• Close or restrict entry to the facility to emergency personnel only and restrict parking areas close to critical buildings.</li><li>• Maintain a skeleton crew of emergency employees.</li><li>• Deploy emergency response and security teams.</li><li>• Activate Operations Centers (<i>if applicable</i>)</li><li>• Maintain close contact with local law enforcement, emergency management officials and business consortium groups (Chamber of Commerce, Board of Trade, etc...)</li><li>• Be prepared to implement mutual aid agreements with government and with other similar/neighboring businesses/industries.</li><li>• Provide security in parking lots and company areas.</li><li>• Report suspicious activity immediately to local law enforcement.</li><li>• Restrict or suspend all deliveries and mail to the facility. Emergency supplies or essential shipments should be sent to an off-site location for inspection.</li><li>• Activate your business emergency/contingency plan.</li></ul>
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**ATTACHMENT I**

**VARYING SECURITY MEASURES**

**These measures incorporate a comprehensive list of security actions, some of which may need to be implemented at lower levels. They are designed to respond to the elevation to High Risk (Orange) of terrorist attacks.**

***Little or No Cost Actions***

- Increase the visible security personnel presence wherever possible.
- Rearrange exterior vehicle barriers (traffic cones) to alter traffic patterns near facilities.
- Institute/increase vehicle, foot, and roving security patrols.
- Implement random security guard shift changes.
- Arrange for law enforcement vehicles to be parked randomly near entrances and exits.
- Approach all illegally parked vehicles in and around facilities, question drivers and direct them to move immediately, if owner cannot be identified, have vehicle towed by law enforcement.
- Limit the number of access points and strictly enforce access control procedures.
- Alter primary entrances and exits if possible.
- Implement stringent identification procedures to include conducting 100% “hands on” checks of security badges for all personnel, if badges are required.
- Remind personnel to properly display badges, if applicable, and enforce visibility.
- Require two forms of photo identification for all visitors.
- Escort all visitors entering and departing.
- X-ray packages and inspect handbags and briefcases at entry if possible.
- Validate vendor lists for all routine deliveries and repair services.

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***Actions that May Bear Some Cost***

- Increase perimeter lighting.
- Remove vegetation in and around perimeters, maintain regularly.
- Institute a vehicle inspection program to include checking under the undercarriage of vehicles, under the hood, and in the trunk. Provide vehicle inspection training to security personnel.
- Conduct vulnerability studies focusing on physical security, structural engineering, infrastructure engineering, power, water, and air infiltration, if feasible.
- Initiate a system to enhance mail and package screening procedures (both announced and unannounced).
- Install special locking devices on manhole covers in and around facilities.

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**A. District Emergency Operations Center (EOC)**

The DCEMA operates the District's EOC in order to coordinate the District's actions during an emergency or disaster. The primary EOC is located at the Frank D. Reeves Center (2000 14th St., NW, 8th Floor) with a 24-hour-a-day warning and communications capability. The location of the Alternate Emergency Operations Center (AEOC) is the Metropolitan Police Department Headquarters at 300 Indiana Ave., NW.

***Emergency Communications-Radio and TV***

Getting information during an emergency situation is vital. Radio and television stations provide the quickest means to obtain information. If you have electrical power and cable television, turn to the D.C. Government cable channels, 13 and 16, for frequent updates. Have a battery-operated radio tuned to a local all-news or talk-radio station. For the District of Columbia the following station has been designated the primary Emergency Alerting System (EAS) radio station: WTOP (1500 AM). Consider purchasing a battery-operated weather alert radio.

***Emergency Sheltering Program***

When conditions warrant, the DC Emergency Management agency will operate the established community-based emergency shelters for residents. Persons needing shelter are asked to bring clothing and sanitary supplies, pre-filled prescriptions and other medical needs, denture and eye care materials, and special dietary supplies or requirements. With the exception of guided dogs, *pets are not permitted in the shelters.*

*(More on Shelters see next page.)*

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**District Emergency Shelters**

**WARD 1**

Banneker Senior High School  
 800 Euclid St, NW  
 Washington, DC  
 20001

Reed Elementary School  
 2200 Champlain St., NW  
 Washington, DC  
 20009

**WARD 2**

Francis Junior High School  
 2425 N St., NW  
 Washington, DC  
 20001

Terrell Junior High School  
 1000 1st St., NW  
 Washington, DC  
 20001

**WARD 3**

Chevy Community Center  
 5601 Connecticut Ave., NW  
 Washington, DC  
 20015

Filmore/Hardy  
 1819 35th St., NW  
 Washington, DC  
 20007

Wilson Senior High School  
 3950 Chesapeake St., NW  
 Washington, DC  
 20016

**WARD 4**

Roosevelt Senior High School  
 4301 13th St., NW  
 Washington, DC  
 20011

Coolidge High School  
 6315 5th St., NW  
 Washington, DC  
 20011

**WARD 5**

Browne Junior High School  
 850 26th St, NE  
 Washington, DC  
 20002

Taft Junior High School  
 1800 Perry St, NE  
 Washington, DC  
 20018

Langdon Park Recreation Center  
 2901 20th St, NE  
 Washington, DC  
 20018

Wheatly Rec Center  
 1200 Morse St, NE  
 Wash., DC 20002

**WARD 6**

Eastern High School  
 1700 East Capitol St., NE  
 Washington, DC  
 20003

Brent Elementary School  
 330 3rd St., SE  
 Washington, DC  
 20019

DC Center for Therapeutic Recreation  
 3030 G St., SE  
 Washington, DC

**WARD 7**

Woodson High School  
 5500 Eads St., NE  
 Washington, DC  
 20019

Winston Elementary School  
 3100 Erie St., SE  
 Washington, DC  
 20020

Kenilworth Parkside Recreation Center  
 4300 Anacostia Ave., NE  
 Washington, DC  
 20019

**WARD 8**

Ballou Senior High School  
 3401 4th St., SE  
 Washington, DC  
 20032

Wilkinson Elementary School  
 2330 Pomeroy Rd., SE  
 Washington, DC  
 20020

**CLUSTER 13**  
**COMMUNITY EMERGENCY MANAGEMENT PLAN (CEMP)**  
**SPRING VALLEY, PALISADES, WESLEY HEIGHTS, FOXHALL**  
**CRESCENTS, FOXHALL VILLAGE, GEORGETOWN RESERVOIR**

**(Shelters, Continued)**

Shelters should be located in facilities that:

1. Have adequate capacity. Multiply the number of people expected to be sheltered at the facility by 40 square feet (20 square feet in an extreme emergency) to determine the size of the sleeping area required for the shelter.
2. Can provide for the evacuees' basic needs (e.g., a facility with a kitchen, toilets, showers, areas for sleeping, generator, etc.).
3. Are free of building and fire code violations.
4. Do not have vulnerable building features, such as:
  - a) First floor lower than the FIRM base elevation.
  - b) Long, open roof spans.
  - c) Excessive overhangs.
  - d) Large glass areas.
  - e) Construction of un-reinforced masonry.
  - f) Do not contain stored hazardous materials.

Intermediate and high schools are usually good choices for shelters because they can accommodate a large number of people and have a broader range of facilities than other structures. Church facilities may be a good choice for short-term sheltering because they are normally used only one or two days each week and usually have well-equipped kitchens and available staff, but typically have limited restroom and shower facilities.

In the event of a Presidential Declared Disaster, residents may report property losses and receive assistance for other needs by contacting the FEMA Helpline at 1-800-621-FEMA.

**B. Department of Health (DOH)**

The D.C. Department of Health (DOH) is the lead agency for Emergency Support Function #8 (ESF#8) of the District Response Plan (DRP). DOH is responsible for providing a range of services to the residents and for coordinating all health and medical activities in the aftermath of a disaster or other emergency.

DOH provides emergency preparedness and response services that include:

- Assessment of disaster/emergency impact upon the health and safety of residents
- Health surveillance including infectious disease surveillance
- Technical assistance with issues impacting the environment and environmental health
- Monitoring, assessment and support for patient care in hospitals and in alternative treatment sites
- Public health information and risk communication
- Health Alert Network (HAN), an emergency notification and communication system
- Strategic National Stockpile
- Public Health Laboratory
- Emergency Healthcare Reserve Corps (EHRC) an organization of healthcare volunteers

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**(DOH, Continued)**

- Health Emergency Coordination Center and Health Incident Command System
- Health Emergency Call Center
- Liaison with Emergency Operations Center (EOC) at the Emergency Management Agency (EMA)
- Liaison with National Capital Area regional and federal agencies
- Training

**COMMUNITY-BASED CLINICS EMERGENCY PREPAREDNESS PLAN**

The District has more than 60 community-based clinics that provide a wide range of medical services to the residents including primary care, specialty care, social services support, etc. The Community-Based Clinics Emergency Preparedness Plan (CBCEPP) organizes the network of clinics into a system designed to provide outreach from DOH into the community at a grass-roots level. This plan will provide DOH a set of “eyes” at the community level that will allow for the rapid identification of needs and an expedited response.

With full plan implementation the clinics will be linked with one or more neighborhood clusters to:

- Assist with emergency preparedness plans and exercises
- Assist with assessments of health and medical impact of disaster/emergency
- Provide health and medical technical support to the neighborhood clusters
- Provide public health information/education
- Provide clinical services during an emergency
- Assist with health and medical resource allocations

The organizational structure of the CBCEPP is similar in format to the Incident Command System (ICS) that is used throughout the District to manage disaster/emergency response. This allows for rapid, effective communications that enhance coordination among various governmental and non-governmental response agencies.

Further, when fully operational with trained EHRC personnel in place, in the various neighborhood clusters, there should be a seamless transfer of Incident Command functions during the ensuing days, without degradation of services, as “burn out” becomes an expected sequelae.

**C. THE ROLE OF DEPARTMENT OF HUMAN SERVICES’ (DHS) IN EMERGENCY MANAGEMENT (An Overview)**

The role of Department of Human Service is to promote and ensure a coordinated local capability to provide mass care assistance to victims that have been impacted by local emergency. Initial response activities will focus on meeting urgent needs of disaster victims (this includes special populations’ – elderly, children, and the disabled) on a mass care basis. These services could include, but not limited to providing shelter, food, and emergency first aid assistance to those impacted by local incident or emergency.

Additionally, DHS in coordination with other organizations (such as the Red Cross, local churches and other civic groups and including federal government agencies) supports the establishment and maintenance of systems to provide distribution of emergency disaster relief food to disaster victims and response personnel.

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***DHS' Primary role encompasses the following:***

**Shelter-** designation of emergency shelter for disaster victims that includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities or the temporary construction of shelters, and the use of similar facilities out side the disaster – affected – area as needed in cooperation with communities and adjacent local governments, should evacuation be necessary.

**Food-** DHS will provide food to disaster victims and emergency workers through a combination of fixed sites, and distribution of food and portable water. It will apply sound nutritional standard and will, to the extent possible, meet requirements of disaster victims with special dietary needs.

**Emergency First Aid-** DHS will provide emergency first aid to victims and emergency workers at mass care facilities and designated sites within the local incident or emergency area. This service is in conjunction with other health and medical care services provided by other agencies and local civic group established to meet the needs of disaster victims.

**Family Well-being Inquiry –** DHS will collect and provide information to immediate family members or individuals who reside within the affected area. It will provide aid in uniting of family members within the affected area who were separated at the time of public emergency.

**Bulk Distribution of Emergency Relief Items-** DHS will establish sites within the affected area for bulk distribution of emergency relief items to meet the urgent needs of disaster victims. These items may include clothing, blankets, food, dietary supplements, etc.

DHS in coordination with American Red Cross, Salvation Army and other local and regional civic groups will operate designated shelters and will also coordinate the delivery of food, cots, blankets, and other supplies for sheltered victims. DHS, as necessary, will authorize emergency issued food stamps and vouchers to individuals and families to purchase food on the open market as required.

DHS will provide private sector food sources and distributors to procure, storage, transport, make provisions for food stamps, and feeding assistance before, during, and after local and regional emergency.

DHS will coordinate and assist with emergency feeding both inside and outside of shelter environment. DHS staff will assist in the feeding process by coordinating purchases for emergency food during the crisis period. It will also provide services for persons in the emergency shelters with special needs.

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**D. Metropolitan Police Department**

The District of Columbia has 44 police service areas (PSAs), seven police districts, and three regional operations commands (ROCs). The PSA is the smallest geographical subdivision of the city; its size and shape usually follow neighborhood and natural boundaries.

Every resident lives in a PSA and every PSA has a team of police officers and officials assigned to it. Residents should get to know their PSA team and learn how to work with them to fight crime and disorder in their neighborhoods.

**Emergency Service Sites (ESS)**

In the event people are unable to contact the police because of telephone or electricity failures, the Metropolitan Police Department will have more than 125 Emergency Service Sites (ESS) situated throughout the District -- in fire stations, community centers, local businesses, and other locations.

People can go to their nearest ESS to report a crime or to request any other type of public safety assistance. There will be a minimum of one ESS in each police service area; many police service areas (PSAs) will have several sites.

**E. DC Water and Sewer Authority (WASA)**

The Water and Sewer Authority's primary responsibility during a city emergency is to maintain the operation of the water and sewer system for the city. The Authority also provides support to a number of Emergency Support Functions (ESF's) as defined in the District of Columbia Emergency Response Plan. In the event of a city emergency, WASA will send a representative to the District of Columbia - Emergency Management Agency's Command Center. The individual sent to DC-EMA is commonly referred to as an Emergency Liaison Officer (ELO) and is responsible for coordinating with city officials emergency response activities involving WASA.

Although, WASA supports a number of Emergency Support Functions as defined in the DC Emergency Response Plan the primary support is to ESF #3 - Public Works and Engineering. ESF#3 is directed by the Department of Public Works and is responsible for the following emergency support activities: Structural Assessment, Emergency Power and the Distribution of Bottled Water and Ice. WASA has also developed an internal emergency command center that can be activated during an emergency event, which was done during the Isabel storm. The internal emergency command center is located on the Blue Plains Plant and will also coordinate emergency response activities with DCEMA.

***For additional information about this community emergency management plan, contact the District of Columbia Emergency Management Agency at (202) 727-6161 or write to: DCEMA, 2000 14<sup>th</sup> Street NW, 8<sup>th</sup> Floor, Washington, DC 20009.***

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**APPENDIX C.2**

**MEMO TO DEPARTMENT CONCERNING SPRING VALLEY EXPLOSIVE  
ORDNANCE EXCAVATIONS BY U.S. ARMY CORPS OF ENGINEERS**

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## **Memo To Department Concerning Spring Valley Explosive Ordnance Excavations by US Army Corps of Engineers**

### **History:**

In January 1993, a contractor digging a utility trench in the Spring Valley area unearthed World War I munitions left there from when it was used as a chemical weapons testing ground. The munitions were discovered in pits located on the Korean Ambassador property, near American University. Additional pits were found on an adjacent residential property. The excavations at the Ambassador property are now completed, and contaminated soil has been removed from the Child Development Center play area at American University. Work is still in progress on the adjacent property. Other properties are also being investigated for possible related contamination.

Arsenic-contaminated soil has been removed from the Child Development Center play area on American University. Time critical soil removal actions have been completed on several American University Lots and at approximately 25 homes. The expanded arsenic sampling program was developed after elevated arsenic was found near the pits on the Korean Ambassador property. - The site-wide soil cleanup standard for arsenic has been finalized at 20 ppm by EPA, the Army Corps of Engineers and the DC Health Department. The Mayor's Science Advisory Panel has approved this standard. The arsenic contamination is the result of chemical warfare research carried out at the American University Experimental Station during WWI. One hundred and forty (140) properties have arsenic levels above the cleanup criteria and will need remediation. Thirty have been completed to date. The Army Corps of Engineers budget for this site is approximately \$11 million dollars per year. Site work is expected to continue for approximately five more years.

### **Site Operations by the US Army Corp of Engineers:**

The Engineers will begin a two pronged approach to removing hazards from the area around 4835 and 4825 Glenbrook Road, NW.

One path is to remove known ordnance from the pit at the rear of 4825 Rockwood Drive, NW. To facilitate this removal a negative pressure containment tent and system has been erected over the pit and will remain in place until the excavation is complete. The containment system is fully self sufficient and is designed to handle any of the materials expected to be uncovered in the site. Work on this portion of the operation will begin on October 29, 2007 and is expected to take 14 weeks to complete. Work will take place during the regular work week, commencing at 0800 and concluding by 1600 hours.

The second path is to dig test pits to examine areas where contamination may be found. The pits will be dug around both addresses. One of these pits will be dug and filled each day. The maximum depth of these pits will be 12 feet. Work on the pits will commence on October 17, 2007 and continue for 27 weeks. Work will take place during the regular work week, commencing at 0800 and concluding by 1600 hours.

At the conclusion of the work day all hazardous materials will be removed from the site and taken, under MPD escort, to a storage facility on the Federal Property behind Sybille Hospital.

### **Potential Hazards:**

**World War I Era Explosives** – These items are potentially unstable and very hazardous to render safe. In is early impossible to predict the behavior of ordnance buried underground for over 80 years.

**Trench/Excavation** – Trench/Excavation collapses kill over 100 people each year. Eleven hundred people are injured annually on job sites, both public and private. The public and fire service often underestimate the hazards associated with open excavation. A trench is defined as an excavation into the ground that is deeper than it is wide or the length of the bottom exceeds the width. 1<sup>st</sup> Responders should refer to Rescue Operations Bulletin #8, TRENCH RESCUE.

**Mustard (bis(2-chloroethy)sulfide)**

**Lewisite (2-chlorovinylarsonous dichloride)**

**Phosgene (Carbonic dichloride)**

**Cyanogen Chloride**

**Chloropicrin (Trichloronitromethane)**

**Arsine** – This is expected to be the primary hazard at the site. All risk and evacuation calculations have been made using this chemical.

**Hydrogen cyanide**

### **Neighborhood Alerting and Preplanned Evacuations**

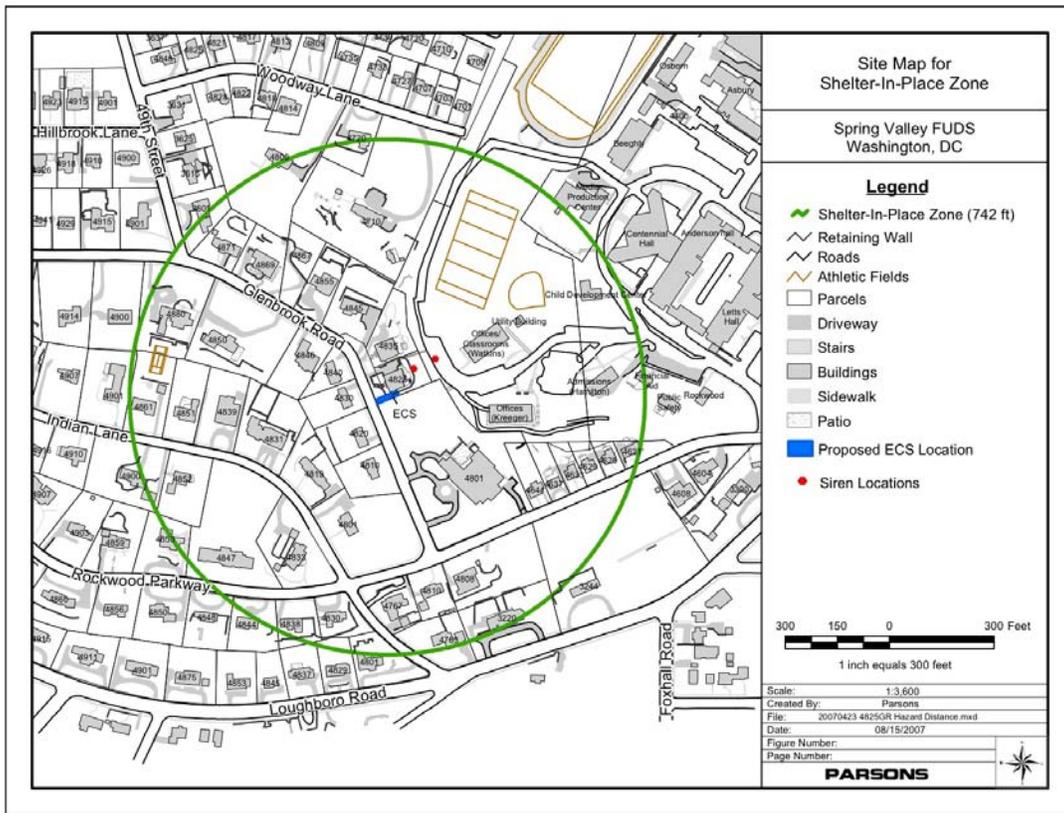
Based on the expected hazards, the US Army Corps of Engineers, in cooperation with the Homeland Security Emergency Management Agency (HSEMA), MPD, and FEMS, an protect in place / evacuation plan has been developed. In the event of a release of a hazardous material from the containment tent or system, the onsite US Army Corps of Engineers Safety Officer will activate an audible siren alerting the surrounding areas to the problem.

A zone with a radius of 742 feet from the excavation pit has been established. This figure is based on the hazards of the amounts of Arsine expected at the site. Residents who live within that 742 circle have received instruction to stay inside their homes and close the windows. People on the street will be advised to evacuate the area by MPD.

Upon activation of the siren, MPD will notify OUC and request FEMS. The US Army Corps of Engineers will simultaneously notify HSEMA of the incident, so that preplanned notifications to the community are initiated.

A portion of the American University main campus is within the shelter in place zone. American University has developed emergency response plans that support shelter in place at buildings within the hazard zone and evacuation of pedestrians from within the zone. Implementation of the American University plans will require support from FEMS, these activities will be detailed in next section.

The map below shows the area encompassed by the hazard circle.



**FEMS Preplanned Activities**

**Army Corps Contact Info**

If necessary contact with the Army Corps of Site Operations Officer (Incident Commander) can be made via cell phone at cell phone (443) 986-3450. Contact with the command post can be made via the phone 202-885-8494 or 202-885-8493 over the radio, on channel X-XX.

### **Notification**

For security reasons MPD will have a presence on the scene during all operations and will provide an escort while during the evening removal of any hazardous materials to the storage site. MPD's presence is important because they will be able to notify OUC directly of a problem and the scope of the problem.

Because of the unique hazards of this site, all calls related to any digging or excavation operations will require the dispatch of resources to address both the hazardous materials and trench hazards. Any dispatch to this site will receive the Hazardous Materials and Collapse Task Forces.

### **Command and Control**

The 1<sup>st</sup> Due Battalion Fire Chief (normally BFC5) will respond on the initial assignment and become "Glenbrook Operations". Initial responsibilities will be to meet with the MPD representatives on the scene to determine extent of the problem and coordinate the activities of the American University Division. (detailed under *Evacuation*).

### **Access and Staging**

The initial staging area of Loughboro Road at Rockwood Parkway, N.W. The initial entry point and decon operations will be located in front of 4608 Rockwood Parkway.

Access to the work site will be off of Glenbrook Drive, or as directed by workers on the scene. The driveway to 4825 Glenbrook Drive may also provide good access.

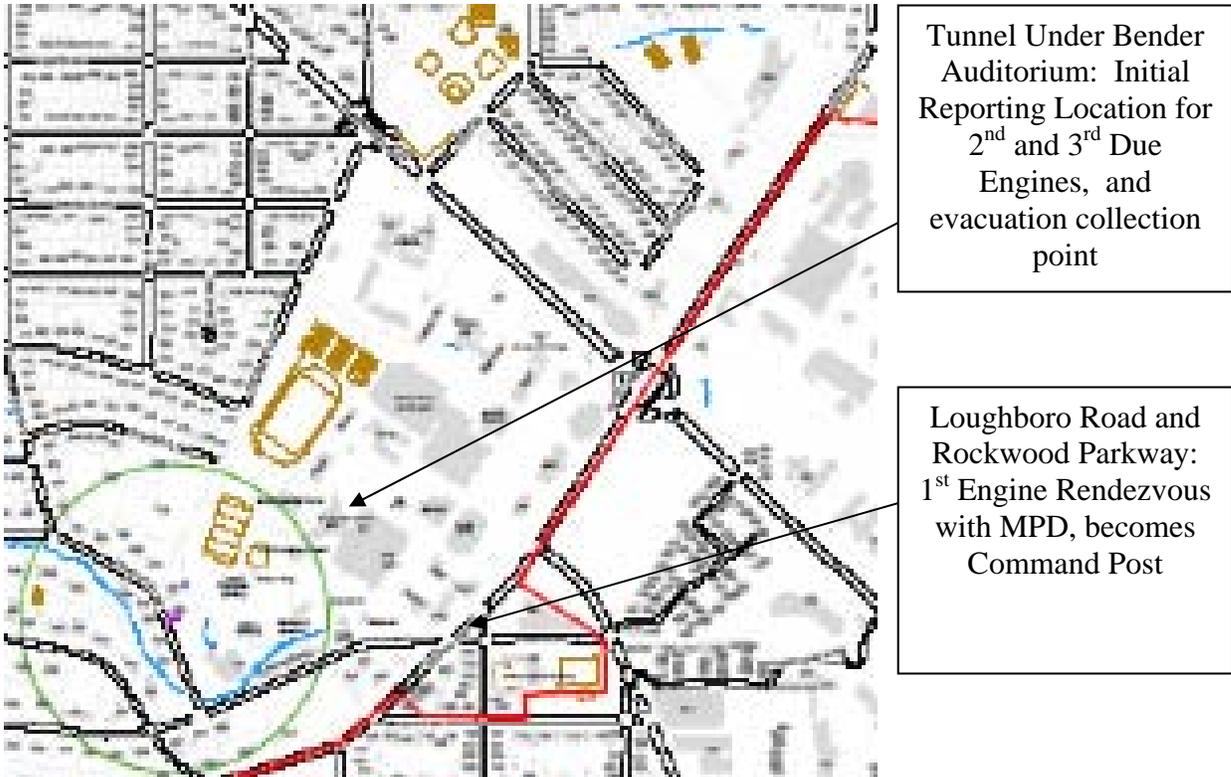
### **Evacuation**

In the event of a siren activation the American University will require assistance in evacuating the open space portions of their campus. The second and third arriving engine companies should report directly to the tunnel entrance underneath the parking garage attached to the Bender Center. These crews will become the "American University Division." At this location they will meet with the American University Police Department representative and coordinate evacuation.

During the evacuation members should use wear full turnout gear including PPE and advise any citizens within the hazard zone to report to the tunnel area. Where possible vehicle public address systems should be used to facilitate the evacuation.

A building of special concern for the American University Division is the Child Care Center located within the hazard zone. The crew from the third due company should report to this location if the police cannot contact the center and determine the status of the facility.

The map below is of the American University campus, indicating the Hazard Zone, Bender Center Tunnel and Child Care facility.



### Fires

A Box Alarm plus the Hazardous Materials and Collapse Task Forces should be dispatched. Initial activities must be focused on discovering if any hazardous materials or trench framework are involved in the fire. If neither of these items are involved, normal fire suppression activities can take place.

### Hazardous Materials Emergencies

The Army Corps of Engineers and the Technical Escort Unit are well equipped and prepared to handle most hazardous materials emergencies which might occur at the work site, they will not call unless it is extraordinary incident. The first arriving unit should don full PPE including SCBA and meet with the on scene MPD officer to assess the situation. All other units shall stage on Loughboro Road at Rockwood Parkway, N.W. or at another location at least one block away, if more appropriate for the situation.

### Medical Emergencies

Routine medical emergencies shall be handled as such. However, if the patient has or may have been contaminated by any hazardous materials, Hazardous Materials Task Force shall be dispatched. A medical local alarm shall be dispatched consisting of one engine, Special Operations Chief, and the appropriate EMS unit. As per standing protocols, **patients who may have been contaminated shall not be transported to any hospital until they have been decontaminated, checked for any residual**

**contaminant, and verified that they are no longer contaminated. Notify the receiving hospital as soon as possible that they may be receiving a contaminated patient.**

### **Clearance**

In the event of an alarm and release of hazardous materials into the environment responsibility for clean up is assigned to the US Army Corps of Engineers. Oversight responsibility for clean up is the responsibility of the District Department of Health. The District of Columbia FEMS will not “clear” as scene, but our expertise will be counted on by the Department of Health personnel on the scene.

## ***DCFD Hazmat Unit Characteristics of Spring Valley Chemicals***

### **Arsine**

Arsine is a colorless, non-irritating toxic gas with a mild garlic odor. The odor can be detected only at levels greater than those necessary to cause poisoning. Arsine is formed when arsenic comes in contact with an acid.

Inhalation is the most likely route of exposure after arsine is released into the air. Absorption into the body through eyes and the skin has not been known to occur. Depending on the intensity of exposure to arsine, symptoms may occur 2 to 24 hours after exposure. However, exposure to high doses of arsine can be immediately fatal. No antidote exists for arsine exposure.

Arsine is heavier than air and will be more likely to settle in low-lying areas.

#### Chemical Characteristics:

MW: 78 (approx twice heavier than air)

Vapor Pressure: 14.9 atm

BP: -81° F

Ionization Potential: 9.89eV

PEL/TWA: 0.05 ppm

IDLH: ca 3ppm

LEL: 5.1%

UEL: 78%

Decontaminate with soap & water.

#### Meters:

MSA Sirius (CF 2.71)

MultiRae (CF 1.9)

MSA Safe site w/ arsine sensor (0-2 ppm)

Drager Tubes (*Arsine* 0.05-3 ppm tube)

PPE: Trelleborg Trelchem Level A for entry. CPF3 Level B for decon personnel

## Mustard

**Sulfur Mustard** (H,HD,HT) are vesicants or blistering agents, because they blister the skin and mucous membranes (nasal passage, throat, lungs and eyes). Mustard sometimes smells like strong garlic, onions or mustard. It sometimes has no smell at all. Historically only 5% of the persons who were contaminated with mustard were killed if they were treated early. Mustard has no commercial use anymore, it was used as a treatment for severe psoriasis at one time. The effects from mustard are so strong it permanently damages the DNA of the affected surfaces and can suppress the immune system. Effect may not show for 2-24 hours.

**Nitrogen Mustard** (HN-1,HN-2, HN-3) are vesicants or blistering agents, because they blister the skin and mucous membranes (nasal passage, throat, lungs and eyes). Nitrogen Mustards have different smells. Some are fishy, fruity, soapy or musty smelling. Nitrogen Mustards do have medicinal uses, HN-1 was used for wart removal, HN-2 was used as a cancer treatment. HN-3 was designed as a warfare agent only. Symptoms may not appear for several hours (generally 6-12) depending on amount of exposure. Exposure may cause bone marrow suppression leading to anemia, bleeding and increased infection risks.

MW: 159

Vapor Density: 5.4

Vapor Pressure: 0.11 mmHg

Specific Gravity: 1.27

BP: 442° F

Ionization Potential: <10.6

TWA: .003 ppm

IDLH: .09 ppm

LEL: N/A

UEL: N/A

Decontaminate with 5% HCL and Soap/water solution on equipment and PPE.  
Soap/water only on exposed skin.

### Meters:

Saw Mini-Cad

MSA Safesite

MultiRae (CF 0.6)

M256A Kit, M8 Paper & M9 Tape

AP2C

APD2000

Drager Tubes (*Thioether* 1 mg/m<sup>3</sup> threshold value for sulfur mustard;  
*organic nitrogen* 1 mg/ m<sup>3</sup> threshold value for nitrogen mustard)

PPE: Trelleborg Trelchem Level A for entry. CPF3 Level B for decon personnel

## Lewisite

Lewisite is a type of chemical warfare agent. This kind of agent is called a vesicant or blistering agent, because it causes blistering of the skin and mucous membranes on contact. Lewisite is an oily, colorless liquid in its pure form and can appear amber to black in its impure form. Lewisite has an odor like geraniums. Lewisite contains arsenic, a poisonous element. Lewisite is also known by its military designation, "L."

Lewisite is a powerful irritant and blistering agent that immediately damages the skin, eyes, and respiratory (breathing) tract. Because it contains arsenic, lewisite has some effects that are similar to arsenic poisoning, including stomach ailments and low blood pressure. Signs and symptoms occur immediately following a lewisite exposure. Blisters can form 12 to 18 hrs after exposure.

MW: 207.35

Vapor Density: 7.1

Vapor Pressure: 0.248 mmHg

Specific Gravity:

BP: 374° F

Ionization Potential: <10.6eV

TWA: .003 ppm

IDLH:

LEL: N/A

UEL: N/A

Decontaminate with 5% HCL and Soap/water solution on equipment and PPE.  
Soap/water only on exposed skin.

Meters:

M256A Kit

MutiRae (CF 1)

Drager tube (*organic arsenic/arsine* tube qualitative)

PPE: Trelleborg Trelchem Level A for entry. CPF3 Level B for decon personnel

# *Phosgene*

Phosgene is a major industrial chemical used to make plastics and pesticides. At room temperature (70°F), phosgene is a poisonous gas. With cooling and pressure, phosgene gas can be converted into a liquid so that it can be shipped and stored. When liquid phosgene is released, it quickly turns into a gas that stays close to the ground and spreads rapidly. Phosgene gas may appear colorless or as a white to pale yellow cloud. At low concentrations, it has a pleasant odor of newly mown hay or green corn, but its odor may not be noticed by all people exposed. At high concentrations, the odor may be strong and unpleasant. Phosgene itself is nonflammable (not easily ignited and burned). Phosgene is also known by its military designation, “CG.”

Poisoning caused by phosgene depends on the amount of phosgene to which a person is exposed, the route of exposure, and the length of time that a person is exposed. Phosgene gas and liquid are irritants that can damage the skin, eyes, nose, throat, and lungs.

MW: 98.9

Vapor Density: 3.4

Vapor Pressure: 1.6 atm

Specific Gravity: 1.43

BP: 47° F

Ionization Potential: 11.5 eV

TWA: .1 ppm

IDLH: 2 ppm

LEL: N/A

UEL: N/A

Decon with copious soap and water.

Meters:

MSA Safesite w/ *Phosgene 0-1%* sensor

MultiRae (CF ~2) according to Rae systems

MSA Sirius

Drager Tube (*Phosgene* Tube 0.02-1 ppm)

PPE: Trelleborg Trelchem Level A for entry. CPF3 Level B for decon personnel

## *Cyanogen Chloride*

Cyanogen Chloride agents referred to as “Cyanides” don’t affect the red blood cells ability to acquire oxygen, but it does prevent the transfer of the oxygen to other cells. Consequently, tissue decays rapidly due to a lack of oxygen and carbon dioxide toxicity that initially affects the heart and then the brain. About 15 seconds after inhalation of concentrated vapors, abnormally deep breathing begins followed in about 15 to 30 seconds by convulsions, with respiratory activity stopping about 2 to 3 minutes later. Cardiac activity ceases several minutes later and death ensues. The mortality and morbidity rate of Blood Agents is high if exposed for longer than two minutes (25-50%). Cyanogen Chloride is also known by its military designation, “CK.” It supposedly has a “bitter almond” smell.

MW: 61.5

Vapor Density: 2.1

Vapor Pressure: 1010 mmHg

Specific Gravity: 1.22

BP: 55° F

Ionization Potential: 12.49 eV

TWA: .3 ppm

IDLH: Not Determined

LEL: N/A

UEL: N/A

Decon with copious soap and water.

Meters:

Drager Tube (*Cyanogen Chloride* Tube 0.25-5 ppm)

No Military detection

PPE: Trelleborg Trelchem Level A for entry. CPF3 Level B for decon personnel

## *Chloropicrin*

Chloropicrin is a slightly oily, colorless or faintly yellow liquid with an intense and penetrating odor. Chloropicrin is an EPA regulated pesticide that acts like a vomiting, tear and choking agent. Chloropicrin is an irritant to all body surfaces.

Even though chloropicrin is not flammable, it is a significant explosion hazard if involved in a fire. Bulk containers are shock sensitive and can detonate. Chloropicrin photodegrades, with a half life of 20 days. Amounts as little as 1 ppm can cause eye irritation.

MW: 164.4

Vapor Density: 5.7

Vapor Pressure: 18 mmHg

Specific Gravity: 1.66

BP: 234° F

Ionization Potential: ?

TWA: 0.1 ppm

IDLH: 2 ppm

LEL: NA

UEL: NA

Decon with copious soap and water

Meters:

Multirae (CF ~400)

Drager tube (*Chloropicrin* 0.1-2 ppm)

PPE: Trelleborg Trelchem Level A for entry. CPF3 Level B for decon personnel

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## **APPENDIX C.3**

# **METROPOLITAN POLICE DEPARTMENT OPERATIONAL MANUAL: SPRING VALLEY TEST PIT INVESTIGATION AND MUNITIONS RECOVERY**

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# Metropolitan Police Department Operational Manual

## Spring Valley Test Pit Investigation & Munitions Recovery

4800 block Glenbrook Road, Washington, D.C.



**Cathy L. Lanier**  
Chief of Police

## Table of Contents

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Map of Traffic Post	6
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## **OVERVIEW**

The United States Army Corps of Engineers is planning on beginning its Test Pit Investigation at 4835 Glenbrook Road, N.W., Washington, D.C. on October 1, 2007. Along with that dig they are planning to remove from a known site an undetermined amount of World War I chemical munitions buried underground by the United States Army after World War I. What is expected to be removed is explosive munitions containing both Mustard Gas, Arsenic and possibly Phosgene.

It is the responsibility of the Metropolitan Police Department to ensure the safety and well being of the citizens of the District of Columbia as well as the workers engaged in this removal process. As a result, only members of the Metropolitan Police Departments, Special Operations Division, will work this assignment and all members working shall be Special Threat Action Team (STAT) certified in good standing and in possession of all Chemical, Biological personal protective equipment while on the scene.

## **DETAIL PLAN AND OPERATIONS**

On October 1, 2007, the Army Corps of Engineers will commence with digging one hundred and nineteen (119) test pits approximately six feet by nine feet by 12 feet deep in a grid like pattern to search for possible buried munitions depots. This grid like pattern will give the Army Corps of Engineers an over ninety percent confidence rate that any buried munitions are found or the area is clear of any munitions.

The Corps of Engineers is also going to commence digging for buried chemical munitions for removal on the property. The Army Corps of Engineers is causing an explosive proof bunker to be erected over the dig site equipped with a negative pressure filtration system as a precaution in case of possible escape of any munitions containing Mustard, Arsenic or Phosgene gas. Adjacent to this site is a decontamination area to treat any worker exposed to these agents.

The Army Corps of Engineers will be monitoring the weather conditions and inputting the results in a computer model to generate possible travel of a plume cloud should a release occur. Any computer generated model of a release that takes the plume clouds outside a 700 foot perimeter will shut down the operations until weather conditions permits.

The Army Corps of Engineers has two plans to deal with a possible release of agents as a result of their digging operations. The plan of operations for a release of chemical agent in the enclosed blast bunkers is to alert an audible siren and encourage all members and the community to shelter in place until the area is deemed clear of any chemical agents. The District of Columbia Fire Department will respond and take charge of the scene in a unified command with the Metropolitan Police Department. The all clear will be given only after a consensus of all parties involved and air monitoring and sampling show the level of contaminants has fallen to safe levels.

The plan from the Corps of Engineers for a release of chemical agent while digging any of their one hundred and nineteen (119) test pits is to alert an audible alarm and order an evacuation of the area where the contaminate has been released. The Corps of Engineers would then need the assistance of the District of Columbia Fire Department and the Metropolitan Police Department to execute any evacuation or shelter in place plan.

Both of these plans are sound plans on their own, however due to the fact that this operation is taking place on a busy university campus and residential area, timely notification and execution of either plan will depend on the ability to notify citizens in a swift timely manner. The time involve to make a 911 call and have the police and fire departments to respond and assess the situations and then implement one of the two plans could mean the difference between life and death to members of the community. To this extent the Metropolitan Police Department will require a minimum staffing of specially trained officers to deal with any situation to be on site, while the digging operation is taking place.

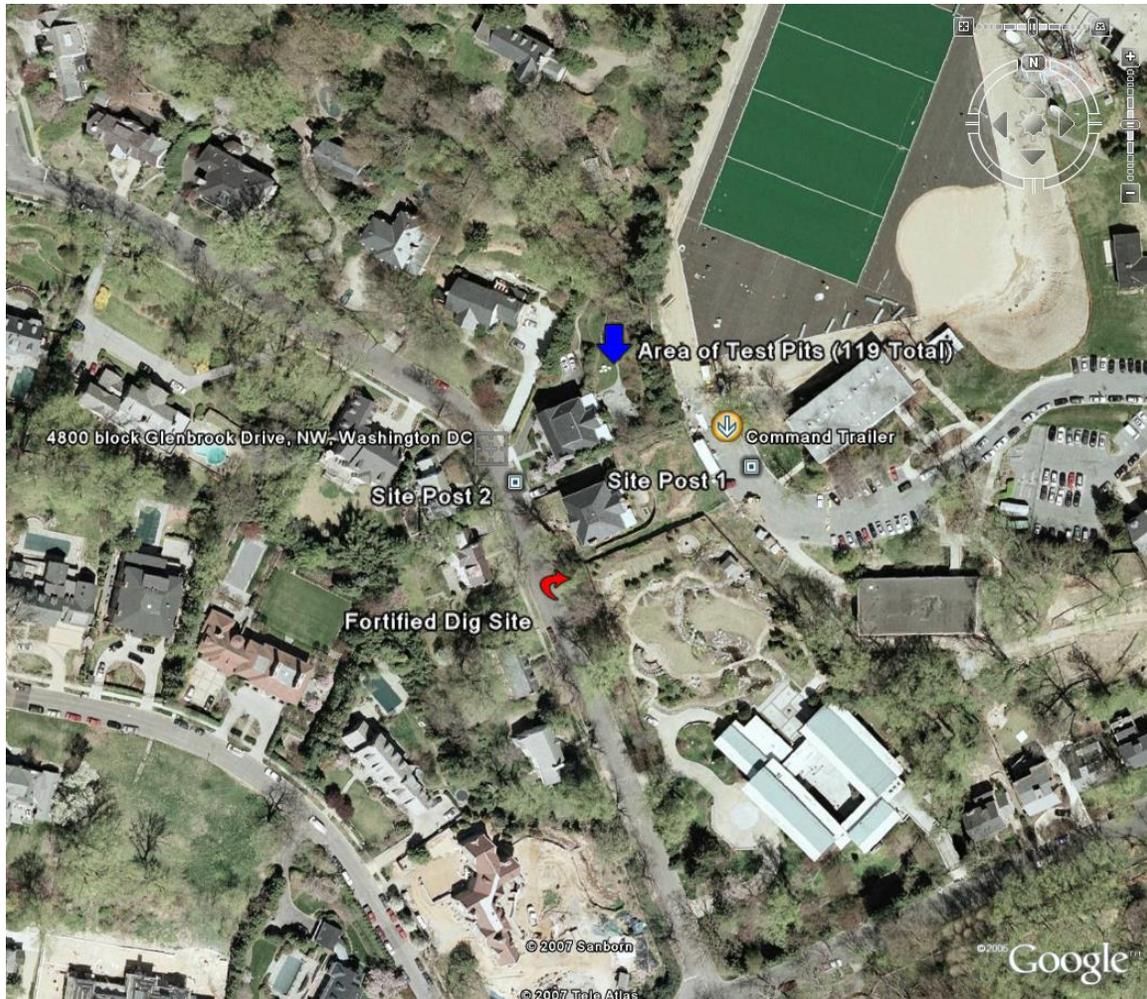
### **STAFFING PLAN**

The Metropolitan Police Department, Special Operations Division will staff this detail as a reimbursable detail charged to the United States Army Corps of Engineers or the private contractor. This detail will consist of a minimum of two (2) officers on the scene at all times while digging operations are active. The private contractor has contracted with private security during off hours or when no digging operations are active. Should information, a situation, or an incident happen that would indicate the security of the site during off hours was or could be compromised the Metropolitan Police Department will require the site be monitored and staffed with a minimum of two (2) officers during the off hours or when no digging operations are active.

The detail will be divided into two (2) separate operations; the first being the actual site security and the second being the security of chemical munitions while being transported on public space. Both operations will be staffed with Special Operations Division, Explosive Ordnance Disposal Unit (EODU) member or at a minimum Special Operation Division, Special Threat Action Team (STAT) members. All members working the detail shall be equipped at all times with their issued STAT equipment as well as a copy of emergency protocols in case of a chemical release incident. Members working the site detail will be responsible for setting up the initial Unified Incident Command to deal with any incidents that take place.

The second operation of this detail will consist of providing a lead and tail security detail for the transportation of any chemical or explosive munitions on public space. The plan from the Corps of Engineers is to pack all munitions in blast resistant containers and load them on to a vehicle at the end of the day for transport. The officers that are on site shall be used to escort the munitions to the Sibley Hospital disposal site at the end of the day. The only exception to this would be if the total number of munitions to be transported is greater than what can be handled in one trip or the Corps of Engineers elects to make a trip while digging operations are still in progress. In this case one officer will stay on site

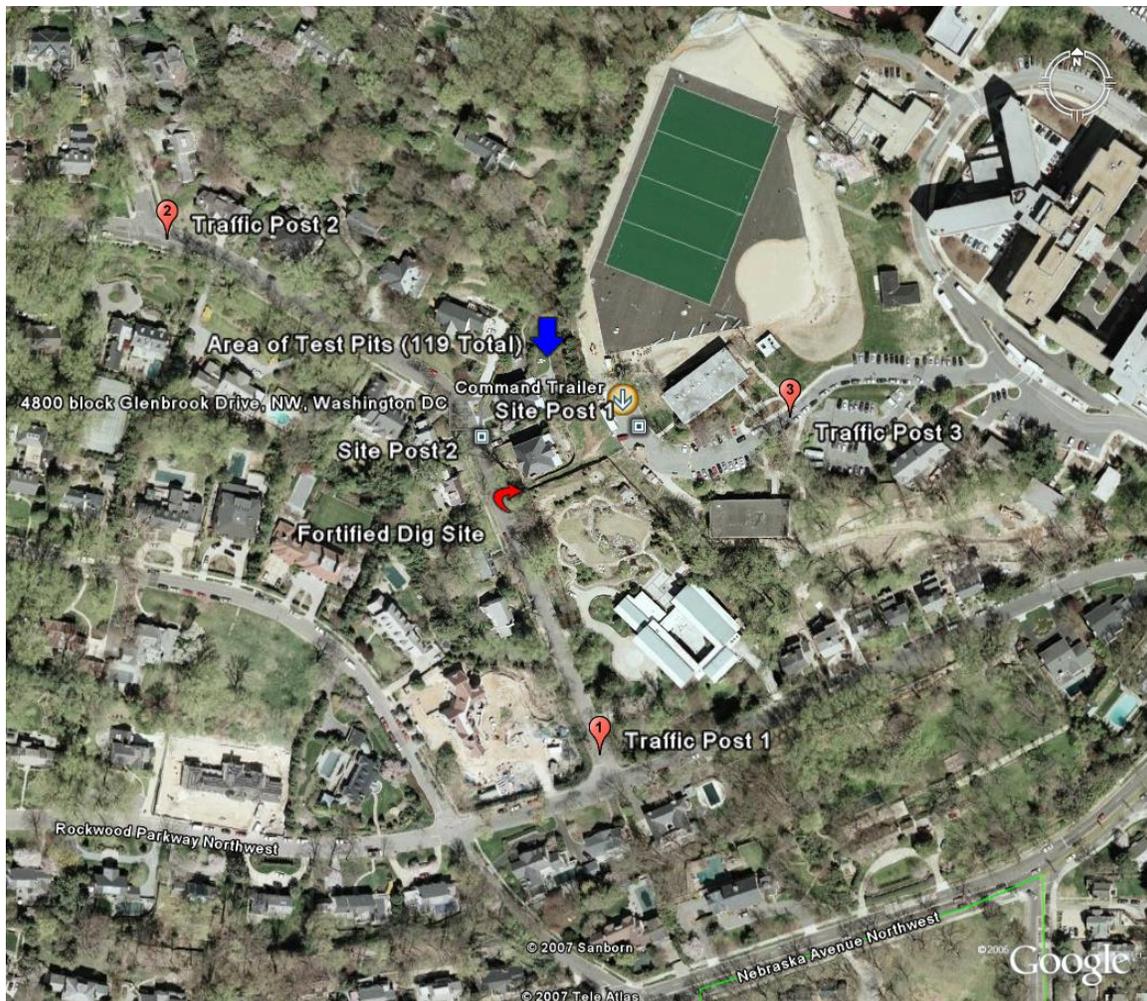
and the other officer will request an on duty Special Operations Division member or a Second District patrol officer to assist with the transport. If a Second District officer is utilized they will handle the tail position of the transport operation. Under no circumstances will the site be left unattended by officers while any digging operation is underway. The Metropolitan Police Department shall dictate the route to be taken on public space for all chemical or explosive munitions during transport.



**Spring Valley Detail Post**

## TRAFFIC PLAN

Should the Spring Valley dig site experience an incident that would warrant executing the plans to either shelter in place or evacuate. The Metropolitan Police Department is responsible to ensure that the site is secure from the public so action plans can be executed. Should the alarm be sounded that a release of some type of chemical munitions has occurred the officer located at Site 1 will immediately don his or her protective equipment and make notification to the Second District that traffic post 1-3 will need to be secured to prevent any unauthorized person(s) or vehicle(s) from entering the site. The site officers will then establish an incident command in a safe location to direct responding personnel to the scene and follow emergency protocols established in this manual.



### **Spring Valley Traffic Post**

**Traffic Post 1-** Rockwood Parkway and Glennbrook Drive; No vehicle or pedestrian traffic on Glennbrook Drive

**Traffic Post 2-** Glennbrook Drive and 49 Street, NW; No vehicle or pedestrian traffic east on Glennbrook Drive

**Traffic Post 3-** Parking meters at Kreeger building; No vehicle or pedestrian traffic west on road.

### **EMERGENCY PROCEDURES**

In the event that the alarm sounds indicating a possible release of chemicals, members on the site will follow the following safety protocols:

- Even though the protection of life and the community is a priority for the Metropolitan Police Department, under **no circumstances** shall a member of the department attempt a rescue of any person without the authorization from an SOD official and the establishment of safety protocols for a rescue.
- Immediately don their protective mask and Personal Protective Equipment (PPE).
- Notify via department radio the Second District Dispatcher that there has been a possible chemical release at the Spring Valley Dig Site and request that Traffic Post 1-3 be posted and members responding are to don their issued PPE prior to approaching their post.
- Notify the dispatcher the direction from which **all** emergency responders are to respond to minimize exposure.
- Request that District of Columbia Fire Department, Hazmat unit respond to the scene for a possible chemical release of mustard, arsenic or phosgene gas.
- Notify Campus Security for assistance in making notification to faculty and student body and direction on course of action (e.g. Shelter in place or Evacuation).
- Establish Unified Incident Command and give location to Dispatcher, Command Post should be elevated and upwind from incident.
- Request the Special Operations Division watch commander to respond to the scene. (established Incident Command Post)
- Request response from Special Operations Divisions, Homeland Security Domestic Security Office to respond with monitoring and decontamination equipment.
- Document all activities to include but not limited to time, date, location, and action taken.
- Once on the scene the District of Columbia Fire Department will be the lead for all HAZMAT incidents on private and public space. Metropolitan Police Department will assist with all request to manage the scene from the Fire Department Incident Commander

## **CHEMICAL FACTS**

### **What are blister agents?**

Blister agents or "vesicants" are chemicals, which have severely irritating properties that produce fluid filled pockets on the skin and damage to the eyes, lungs and other mucous membranes. Symptoms of exposure may be immediate or delayed until several hours after exposure.

### **What are the different forms of blister agents and their properties?**

The three major categories of blister agents are sulfur mustard (H, HD, and HT), nitrogen mustard (HN-1, HN-2, and HN-3), Lewisite (L), and halogenated oximes (CX). Sulfur mustards are clear to yellow or brown oily liquids with a slight garlic or mustard odor. Although volatility is low, vapors can reach hazardous levels during warm weather. Nitrogen mustards are colorless to yellow, oily liquids with variable odors. Lewisite contains arsenic and is a dark oily liquid with a slight odor of geraniums. Phosgene oxime, one of the most common halogenated oximes, is a colorless solid or liquid, with an intense irritating odor.

### **Phosgene**

#### **Prehospital Management**

Victims whose skin or clothing is contaminated with liquid phosgene oxime can contaminate rescuers by direct contact or through off-gassing vapor.

Phosgene oxime is extremely toxic and may cause immediate pain and necrotic lesions of the eyes, skin, and respiratory tract.

There is no antidote for phosgene oxime toxicity. Treatment consists of supportive measures.

#### **Hot Zone**

Responders should be trained and appropriately attired before entering the Hot Zone. If the proper personal protective equipment (PPE) is not available, or if the rescuers have not been trained in its use, call for assistance in accordance with local Emergency Operational Guides (EOG). Sources of such assistance include local HAZMAT teams, mutual aid partners, the closest metropolitan strike system (MMRS) and the U.S. Soldier and Biological Chemical Command (SBCCOM)-Edgewood Research Development and Engineering Center SBCCOM may be contacted (from 0700-1630 EST call 410-671-4411 and from 1630-0700 EST call 410-278-5201), ask for the Staff Duty Officer.

#### **Rescuer Protection**

Phosgene oxime is readily absorbed by inhalation and by dermal and ocular contact. It causes immediate irritation and pain.

**Respiratory Protection:** Pressure-demand, self-contained breathing apparatus (SCBA) is recommended in response situations that involve exposure to any level of phosgene oxime vapor.

**Skin/Ocular Protection:** Personal Protective Equipment (PPE) and butyl rubber gloves must be worn at all times when skin contact with any form of the material is possible because lesions and dermal absorption may occur. Phosgene oxime may attack the butyl rubber in the butyl rubber gloves and boots, which nevertheless, are expected to protect against field concentrations of phosgene oxime until they can be exchanged for fresh gloves and boots.

## **Sulfur Mustard**

### **Prehospital Management**

Victims whose skin or clothing is contaminated with liquid sulfur mustard can contaminate rescuers by direct contact or through off-gassing vapor.

Sulfur mustards are extremely toxic and may damage the eyes, skin, and respiratory tract and suppress the immune system. Although these agents cause cellular changes within minutes of contact, the onset of pain and other symptoms is delayed.

There is no antidote for sulfur mustard toxicity. Decontamination within 1 or 2 minutes after exposure is the only effective means of decreasing tissue damage.

Sodium thiosulfate given IV within minutes after exposure may prevent lethality.

**Hot Zone** Responders should be trained and appropriately attired before entering the Hot Zone. If the proper personal protective equipment (PPE) is not available, or if the rescuers have not been trained in its use, call for assistance in accordance with local Emergency Operational Guides (EOG). Sources of such assistance include local Hazmat teams, mutual aid partners, the closest metropolitan strike system (MMRS) and the U.S. Soldier and Biological Chemical Command (SBCCOM)-Edgewood Research development and Engineering Center SBCCOM may be contacted (from 0700-1630 EST call 410-671-4411 and from 1630-0700 EST call 410-278-5201), ask for the Staff Duty Officer. *Rescuer Protection* Sulfur mustard vapor and liquid are readily absorbed by inhalation and ocular and dermal contact.

**Respiratory protection:** Pressure-demand, self-contained breathing apparatus (SCBA) is recommended in response situations that involve exposure to any amount of sulfur mustard.

**Skin/ocular protection:** Personal protective equipment (PPE) and butyl rubber chemical-protective gloves are recommended at all, times when these chemicals are suspected to be involved.

## **Arsenic**

- Breathing high levels of inorganic arsenic can give you a sore throat or irritated lungs.
- Ingesting very high levels of arsenic can result in death. Exposure to lower levels can cause nausea and vomiting, decreased production of red and white blood

cells, abnormal heart rhythm, damage to blood vessels, and a sensation of "pins and needles" in hands and feet.

- Ingesting or breathing low levels of inorganic arsenic for a long time can cause a darkening of the skin and the appearance of small "corns" or "warts" on the palms, soles, and torso.
- Skin contact with inorganic arsenic may cause redness and swelling.
- Organic arsenic compounds are less toxic than inorganic arsenic compounds. Exposure to high levels of some organic arsenic compounds may cause similar effects as inorganic arsenic.

**Hot Zone** Responders should be trained and appropriately attired before entering the Hot Zone. If the proper personal protective equipment (PPE) is not available, or if the rescuers have not been trained in its use, call for assistance in accordance with local Emergency Operational Guides (EOG). Sources of such assistance include local Hazmat teams, mutual aid partners, the closest metropolitan strike system (MMRS) and the U.S. Soldier and Biological Chemical Command (SBCCOM)-Edgewood Research development and Engineering Center SBCCOM may be contacted (from 0700-1630 EST call 410-671-4411 and from 1630-0700 EST call 410-278-5201), ask for the Staff Duty Officer. *Rescuer Protection* Arsenic vapor and liquid are readily absorbed by inhalation and ocular and dermal contact.

**Respiratory protection:** Pressure-demand, self-contained breathing apparatus (SCBA) is recommended in response situations that involve exposure to any amount of Arsenic

**Skin/ocular protection:** Personal protective equipment (PPE) and butyl rubber chemical-protective gloves are recommended at all, times when these chemicals are suspected to be involved.

**CONTACT NUMBERS**

Second District.....	715-7300
Special Operations Division.....	671-6511
Office of Homeland Security (SOD).....	724-9714
Synchronized Operational Command Center (SOCC).....	727-9099
Police Communications.....	911/311
Mayors Command Center (HSEMA).....	727-6161
American University Police Communications.....	885-2531
American University Patrol Operations.....	885-2532
Corps of Engineers Site Operations Officer.....	Office- 686-3632
Captain Drew White, US Army	Cell-443-986-3450
Spring Valley Command Trailer.....	202-885-8493 / 8494

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**APPENDIX D**

**PUBLIC AFFAIRS AND NEIGHBORHOOD OUTREACH SCHEDULE**

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## OUTREACH SCHEDULE

ACTION	DATE	LOCATION	LEAD (s)
1. Identify list of nearby residents who would need to Shelter-in-Place in the event of a release.	60 days before Day E	N/A	PM/PAO/OUTREACH
2. Coordinate any public affairs issues with other agencies.	ongoing	N/A	PAO/OUTREACH
3. Develop emergency and non-emergency communications/notification process for potentially affected residents in the event of an emergency.	60 days before Day E	N/A	SOO/PM/OUTREACH
4. Prepare fact sheet, instructional materials, Qs and As and response cards to address possible questions on the Pit 3 investigation and Shelter-in-Place.	60 days before Day E	N/A	OUTREACH/PAO/PM
5. Plan and schedule an Open House/site tour and Shelter-in-Place training for residents within potentially affected area. Include meeting and training dates and times in letter to nearby residents.	50 days before Day E	N/A	PM/PAO/OUTREACH
6. Write and mail letters to residents within potentially affected area explaining planned investigation and possible need for Shelter-in-Place. Include additional neighborhood canvassing dates, meeting and training announcement, fact sheet, response card, and instructional materials. Begin canvassing nearby neighborhood. RAB Meeting briefing on Pit 3 and PPP will be held on Sept. 11 at St. David's Church.	45 days before Day E [week of Sept. 10]	N/A	OUTREACH/PM/PAO
7. Arrange one-on-one meetings with residents living in houses within the potentially affected area that are owned by foreign governments. Coordinate this activity with the Dept. of State.	40 days before Day E	N/A	OUTREACH/PM
8. Prepare template for ring-down and email emergency and non-emergency communication, and test. Develop electronic organizational categories and strategy for emergency and non-emergency notifications for this system.	40 days before Day E	N/A	OUTREACH/SOO/PM
9. Schedule Shelter-in-Place training for AU Daycare and make available Shelter-in-Place train-the-trainer for AU staff.	40 days before Day E	AU	OUTREACH
10. Publish and mail <i>Corps'pondent</i> newsletter briefly explaining the investigation and safety procedures, announce Community-wide Meeting scheduled for first week in Oct.	30 days before Day E [week of Sept. 17]	N/A	PAO/PM/OUTREACH
11. Hold the planned community-wide meeting at Sibley Memorial Hospital Auditorium. Tabletop exercises also held this week.	[week of Oct. 1]	TBD	PM/OUTREACH/PAO

## OUTREACH SCHEDULE (Continued)

ACTION	DATE	LOCATION	LEAD (s)
12. Brief RAB again about upcoming site tour and intrusive investigation at Pit 3.	Oct. 9	St. David's Church	PM/OUTREACH/PAO
13. Open House/site tour and additional Shelter-in-Place training for nearby residents	Oct. 20	Near 4825	PM/OUTREACH/PAO
14. Complete door-to-door canvassing in potentially affected area. Effort will focus on making contact with those that have not responded to the letter or been contacted in the initial canvassing efforts.	10 days before Day E	N/A	OUTREACH/PM
15. Conduct tests of the siren and ring-down system.	20 and 7 days before Day E Oct. 24 at 4:05 p.m.	N/A	SOO/OUTREACH/PM
16. Prepare and send news release discussing planned investigation.	3-7 days before Day E	N/A	PAO
17. Coordinate with site personnel in preparation for any VIP, Tier 3, and media tours to view site area prior to Pit 3 digging.	3 days before Day E	N/A	SOO/OUTREACH/PAO/PM
18. Place investigation plans on web site.	ongoing	N/A	PAO
<b>19. Investigation begins.</b>	<b>Day E</b>	<b>N/A</b>	<b>N/A</b>
20. Prepare daily progress updates for Information line and email listing during the investigation.	Day E ongoing	N/A	SOO/OUTREACH/PAO
21. Conduct tests of siren and ring-down/email system.	First Wednesdays of each month at 4:05 p.m.	N/A	SOO/OUTREACH/PM
22. Notify residents at the conclusion of the investigation via a news release, non-emergency email notification system, and <i>Corps'pondent</i> newsletter.	Day E conclusion	N/A	PAO/PM/OUTREACH
23. Prepare lessons learned.	Day E conclusion	N/A	OUTREACH/PAO/PM/RE

**Key:**

Day E = Date investigation begins

PM = Project Managers

PAO = Public Affairs Office

RE = Real Estate Division

N/A = Not Applicable

SOO = Site Operations Officer

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**APPENDIX E**

**SITE-SPECIFIC NEIGHBORHOOD OUTREACH PLAN**

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## APPENDIX E

### SITE-SPECIFIC NEIGHBORHOOD OUTREACH PLAN FOR THE INVESTIGATION OF BURIAL PIT 3 AT 4825 GLENBROOK ROAD

#### 1. INTRODUCTION

This Site-Specific Neighborhood Outreach Plan is designed to support the intrusive Investigation of Burial Pit 3 at 4825 Glenbrook Road in Washington, D.C. This Plan will accomplish three major objectives. The first objective is to provide to the impacted stakeholders a thorough background on the investigation at 4825 Glenbrook Road to date. The second objective is to identify the mechanisms that provide detailed technical information to interested stakeholders as well as opportunities to ask questions or express concerns. The third objective is to provide Shelter-in-Place information to affected residents, workers, and students,

This document identifies the various stakeholders and describes the outreach efforts that will be conducted. Any community members interested in a specific outreach effort should contact the project-dedicated Community Outreach Team at 410-962-0157 or 800-434-0988.

#### 2. PARTICIPATING STAKEHOLDERS

There are three major categories of stakeholders affected by or participating in the Investigation of Burial Pit 3. These three groups are separated for the purposes of defining the level of outreach recommended and the basis for the different recommendations. As the Site-Specific Neighborhood Outreach Plan is implemented, it is possible that any given stakeholder may request additional or less involvement. The Baltimore District recognizes the need for such inherent flexibility and will respond to these requests as needed to keep all interested individuals informed about the planned investigation.

##### 2.1 GROUP A AND GROUP B STAKEHOLDERS

The primary stakeholders are those individuals that reside, work, or otherwise engage in activities that place them within the Acute Exposure Guideline Level-2 (AEGl-2) distance, as defined within the Site-Specific Neighborhood Protection Plan and established for the

APPENDIX E – SITE-SPECIFIC PUBLIC OUTREACH PLAN

Investigation of Burial Pit 3. The *potential* AEGL-2 distance for 4825 Glenbrook Road, if no engineering controls were used, would be 226 meters (742 feet). Those present within this distance could be exposed to and affected by a chemical release, if engineering controls were to fail during the investigation of CWM. The planned use of engineering controls (i.e., Engineering Control System and air filtration system) will reduce the *actual* AEGL-2 to within the confines of the engineering controls, but detailed outreach is still planned for those stakeholders closest to the work site as an extra precaution. Thus, the primary stakeholders include:

Group A

- *Occupants of homes* that are less than 226 meters (742 feet) from the Investigation of Burial Pit 3 at 4825 Glenbrook Road dig site.
- *AU staff/faculty/students* who work in or otherwise utilize the academic and/or administration buildings located within the potential AEGL-2, if engineering controls failed.

Group B

- Realtors, postal and delivery personnel, and visitors.
- Service workers, such as gardeners, repairmen, maids, etc.

There are several significant differences between the residential and university populations, and each population will require different outreach efforts. For instance, the residents can be expected to be present on the property every day and will need direct and consistent communication with the Spring Valley team. For AU personnel, several subpopulations may use the facilities within the potential AEGL-2 each day (e.g., employees within the Hamilton Admissions Building), whereas other AU groups (e.g., students) will visit or traverse this portion of campus on a more limited basis. In turn, AU has its own internal process for education and outreach that will need to be integrated with the USACE outreach. AU will take the lead in determining and executing the outreach education necessary in preparation for the Burial Pit 3 intrusive activities at 4825 Glenbrook Road. The level of outreach necessary will be directly dependent on AU's final determination regarding its own use of pre-evacuation, emergency notification with shelter-in-place. AU has requested USACE to provide Shelter-in-Place training to the on-campus day-care facility. USACE will provide support as appropriate to ensure AU populations are informed and protected before intrusive operations begin.

Additionally, AU may be more dependent on the siren notification system, while residents may well prefer the e-mail and phone ring-down system as an additional notification mechanism to be used in conjunction with the siren system.

## 2.2 GROUP C STAKEHOLDERS

The third stakeholder group includes those individuals and entities that are either more integrated in the month-to-month activities of the Spring Valley project and/or serve a greater role within the community. These Group C stakeholders usually require more regular project update information and include the following:

- D.C. Council
- Advisory Neighborhood Commission
- Spring Valley Restoration Advisory Board (RAB)
- Horace Mann School
- D.C. fire, police, and emergency operations

These entities receive questions and comments from a variety of Spring Valley residents and serve as a conduit for questions and concerns between the broader community and the Baltimore District. Given the level of interest in the planned Investigation of Burial Pit 3 efforts, this Site-Specific Neighborhood Outreach Plan includes specific plans to keep these entities well informed of the project activities schedule and the progress made.

## 2.3 GROUP D STAKEHOLDERS

Group D includes all stakeholders not listed in Groups A, B, or C. These stakeholders tend to be less involved in or less affected by the planned Investigation of Burial Pit 3 activities, but periodically have needs and valuable input that should be addressed in order to maintain an inclusive and transparent process. Group D includes:

- Property owners whose homes are outside the potential AEGL-2 distance (calculated without considering the planned engineering controls), but portions of their property fall within the AEGL-2;
- Other residents who live within the Spring Valley project boundary;
- Other elected officials; and

- Other interested individuals.

### **3. OUTREACH**

The planned level of outreach, including door-to-door canvassing and educational materials, is presented as a guide for outreach efforts prior to the initiation of the Investigation of Burial Pit 3. The time and resources invested may shift as the needs of the different stakeholder groups are more clearly identified through the working process.

#### **3.1 DOOR-TO-DOOR CANVASSING AND OTHER OUTREACH EFFORTS**

##### **3.1.1 Group A and Group B**

Those who live, work, own property, or go to school within the potential AEGL-2 distance require the greatest level of outreach before the Investigation of Burial Pit 3 starts.

Door-to-door discussions are planned to provide the nearby residents, workers, and service personnel the access needed to understand the planned efforts, become familiar with the Shelter-in-Place steps, and reach an acceptable level of comfort. These one-on-one outreach briefings are targeted to the individual needs of each resident and of workers in the area and frequent visitors. These briefings also help the Community Outreach Team learn of the special needs and vulnerabilities of each impacted individual in case of an emergency (see Attachments E.1 and E.2).

An informational open house (20 October 2007) is planned for Group A stakeholders to achieve the following objectives:

- Establish two-way and neighbor-to-neighbor communication, and provide an Investigation of Burial Pit 3 progress update.
- Address additional concerns and complete any Shelter-in-Place education needs.
- Outline how individuals can remain informed of progress and findings.

In preparation for these upcoming efforts, an initial letter, Project Update with Shelter-in-Place information, and response card will be sent to Group A stakeholders by 17 September 2007.

**APPENDIX E – SITE-SPECIFIC PUBLIC OUTREACH PLAN**

Future AU involvement will include attending Spring Valley Partnering Meetings and appropriate support to AU during their efforts to educate their subpopulations, specifically AU Public Safety personnel, staff, students, and building marshals, on the Investigation of Burial Pit 3 at 4825 Glenbrook Road and Shelter-in-Place. Final outreach plans on campus will be determined by AU, noting that Baltimore District and the regulatory agencies will confirm that AU's approach meets public protection needs identified by the Partnering agencies.

USACE will work with Group A stakeholders to identify Group B stakeholders and provide them with Shelter-in-Place information.

**3.1.2 Group C**

USACE Baltimore will provide information about the Investigation of Burial Pit 3 to interested Group C stakeholders through the Restoration Advisory Board meetings and face-to-face meetings as requested and through monthly project summary e-mail updates.

For the Restoration Advisory Board (RAB), monthly Investigation of Burial Pit 3 at 4825 Glenbrook Road updates will be initiated. These monthly presentations will become more detailed as the supporting documents become available. RAB meetings are open to the public and are held from 7 to 9:30 p.m. at St. David's Episcopal Church, which is located at 5150 Macomb Street, N.W., Washington D.C. 20016.

While the Horace Mann School would be minimally impacted during an Investigation of Burial Pit 3 emergency (e.g., potential impact to a bus route), the Baltimore District recognizes the importance of keeping such an institution well informed. An Investigation of Burial Pit 3 at 4825 Glenbrook Road introductory letter outlining the upcoming work will be sent the week of 17 September 2007. Whether Horace Mann School requires additional information and/or project briefings will be coordinated directly with school officials.

**3.1.3 Group D**

A community-wide meeting will be held 4 October 2007 to provide all interested stakeholders an overview of Investigation of Burial Pit 3 plans and how Shelter-in-Place is being used on this specific project. Although it will not be necessary for the broader community to Shelter-in-Place

in the unlikely event of a release at Investigation of Burial Pit 3, providing a thorough presentation on the protective measures in place is crucial to general understanding of the Investigation of Burial Pit 3 approach. This community-wide meeting will be held at the Sibley Hospital Auditorium.

### **3.2 EDUCATIONAL MATERIALS**

New and existing educational materials will be provided to supplement the in-person outreach described above. These materials, including a project-specific fact sheet, will address ordnance and the technical issues associated with the Investigation of Burial Pit 3 and Shelter-in-Place and public safety.

Shelter-in-Place is being offered to individuals who will be present within the potential AEGL-2 distance during work activities (Monday through Friday from 8 a.m. to 4 p.m.), in the unlikely event that engineering controls fail and a chemical release occurs. Teaching Shelter-in-Place requires clear and concise educational materials that are easily accessible in the event Shelter-in-Place is needed (see Attachment E.3 for Shelter-in-Place information in English and Spanish). The following products will be produced:

- Shelter-in-Place Brochure.
- Shelter-in-Place Questions and Answers.
- Shelter-in-Place Bookmark and 3x5 card.

In support of producing these materials, a simple response card will be developed for feedback and to schedule one-on-one meetings with nearby residents in September and October 2007. This will help the Baltimore District identify those likely to be home during the day and better target the educational information for those individuals. Note that this information may also be useful as the project team works through technical issues regarding the siren and ring-down notification systems.

## **4. DOCUMENT AVAILABILITY**

A key component of any strong Site-Specific Neighborhood Outreach Plan is making the documents supporting a planned activity available prior to the start of that activity. In the case of

**APPENDIX E – SITE-SPECIFIC PUBLIC OUTREACH PLAN**

the Investigation of Burial Pit 3 at 4825 Glenbrook Road, the Chemical Safety Submission, Project-Wide Public Protection Plan, Site-Wide Work Plan for the Spring Valley Formerly Used Defense Site, the Site-Specific Work Plan for the Investigation of Burial Pit 3 at 4825 Glenbrook Road, and the Site-Specific Public Protection Plan all contain key information for interested stakeholders.

The Chemical Safety Submission, Project-Wide Public Protection Plan, and Site-Wide Work Plan are project-wide documents that contain comprehensive, technical information regarding ordnance and CWM-related work in Spring Valley and the general methods for protecting workers and the broader public. These documents provide an interested stakeholder a solid understanding of how the USACE conducts such work.

Given that these documents are project-wide in nature, a public review period is not planned for these documents. Nevertheless, the project-dedicated Community Outreach Team is always available to receive and address any questions from stakeholders regarding these documents and convey key points to project personnel for technical follow-up as needed.

The Site-Specific Work Plan for the Investigation of Burial Pit 3 at 4825 Glenbrook Road is the document that will guide the planned investigation. The information within the Site-Specific Work Plan will include the engineering controls to be used and specific worker safety procedures. This document will provide the interested stakeholder with specific technical information on how the Investigation of Burial Pit 3 will be executed.

The Baltimore District makes all of these documents available to the public through the Spring Valley Administrative Record File housed at the Palisades Library, which is located at 4901 V Street, N.W., Washington D.C. 20007.

Mechanisms for publicizing the content and availability of these documents will include:

- Articles in *The Corps'ponent*.
- Restoration Advisory Board presentation.
- Community-wide meeting presentation.

## **5. SITE TOUR**

In the week prior to starting intrusive or digging operations, it is typical to hold a series of site tours for officials, the media, and RAB members. These tours allow interested stakeholders the opportunity to inspect the technology to be used on a project and to discuss the various aspects of the project. Site tours are tentatively scheduled for the week of October 22, 2007.

## **6. STATUS OF OUTREACH EFFORTS**

For a listing of public outreach efforts, see Appendix D, Site-Specific Public Affairs and Neighborhood Outreach Schedule. Please contact Joyce Conant at 800-434-0988 or 410-962-2809, or the project-dedicated Community Outreach Team at 410-962-0157 if interested in the status of a specific outreach effort.

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**ATTACHMENT E.1**

**SIP SURVEY FORM**

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SIP SURVEY FORM

USACE - SPRING VALLEY COMMUNITY OUTREACH  
Attn: Carrie Johnston  
10 S. Howard Street, 11<sup>th</sup> floor  
Baltimore, MD 21203

O: 410-962-0157

Address: \_\_\_\_\_

Spoke with: Owner/Resident (circle one)

Owner/s: \_\_\_\_\_

Other Residents: (number)

Names: \_\_\_\_\_

**Contact info:**

Phone 1: \_\_\_\_\_

Phone 2: \_\_\_\_\_

Email 1: \_\_\_\_\_

Email 2: \_\_\_\_\_

**Emergency Contact:**

Phone: 1 2 Other: \_\_\_\_\_

Email: 1 2 Other: \_\_\_\_\_

**Non-emergency Contact:**

Do you wish to receive non-emergency info via email? (circle below)

\* Pit 3 Update/ Report      \* PROJECT WIDE Monthly update   Y / Already on list

\* Meeting announcements

Contact me with non emergency info via:

Mail   Email 1   Email 2   Other

Other address: \_\_\_\_\_

Can we share any contact info with DC?:

Non Emergency      Emergency 9-1-1 ONLY

Specifically: Email, Phone, Name

Other: \_\_\_\_\_

Quarterly Mailing of our Spring Valley Project "Correspondent": Yes/ Already on list

SIP SURVEY FORM

USACE - SPRING VALLEY COMMUNITY OUTREACH  
Attn: Carrie Johnston  
10 S. Howard Street, 11<sup>th</sup> floor  
Baltimore, MD 21203

O: 410-962-0157

**Service People during M-F 8-4pm**

1. Gardener Yes/No  
Name and Contact info

\_\_\_\_\_

2. Cleaners Yes/No  
Name and Contact info

\_\_\_\_\_

3. Favorite Plumber, AC Repair, Realtor, Dog Walker, etc.  
Name and Contact info

\_\_\_\_\_

4. Other/ Name and Contact info:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Notes: Vulnerabilities/Concerns

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Shelter-in-Place training provided to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provided by: \_\_\_\_\_ Date: \_\_\_\_\_

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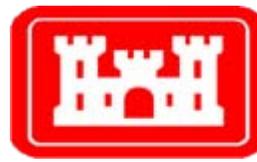
**ATTACHMENT E.2**

**DOOR HANGER CONTACT FORM**

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Spring Valley  
Formerly Used  
Defense Site  
Washington, D.C.



Spring Valley  
Formerly Used  
Defense Site  
Washington, D.C.

Dear \_\_\_\_\_:

We stopped by today to discuss upcoming Spring Valley activities involving your property, specifically:

## **Shelter-In-Place Training in regards to the digging at 4825 Glenbrook Rd.**

We are making every effort to talk personally with members of the community affected by the upcoming activities.

*Please call our Community Outreach Team to schedule a visit or if you have any questions, at :*

Cell: **(410) 808-0830**

Office: **(410) 962-1057**

OR

e-mail us at :

**carrie.johnston@us.army.mil.**

More information about the Spring Valley project can be found at

<http://www.nab.usace.army.mil/projects/WashingtonDC/springvalley.htm>

Dear \_\_\_\_\_:

We stopped by today to discuss upcoming Spring Valley activities involving your property, specifically:

## **Shelter-In-Place Training in regards to the digging at 4825 Glenbrook Rd.**

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**ATTACHMENT E.3**

**SHELTER-IN-PLACE INFORMATION**

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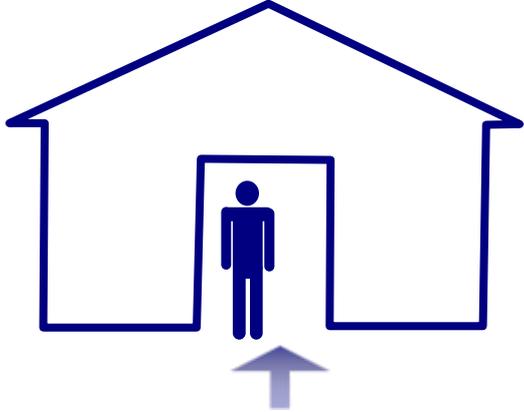


# SHELTER-IN-PLACE

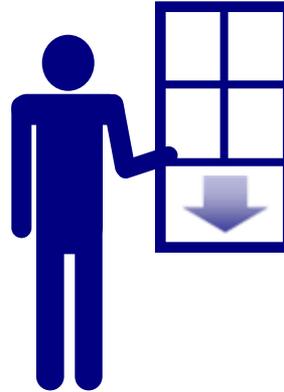
Spring Valley  
FUDS  
Community  
Outreach

*If you hear the Siren, there is a Chemical Emergency*

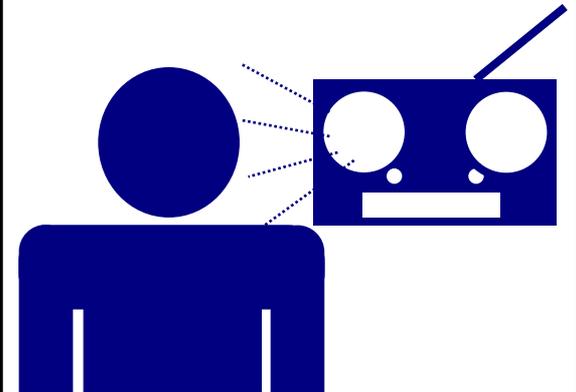
The following steps need to be taken immediately upon hearing the Spring Valley Emergency Siren



Step 1.  
Go inside  
**QUICKLY**  
& answer  
our Emergency Call.



Step 2.  
Close all windows  
and doors, and turn off  
all ventilation systems (air  
conditioning or heating).



Step 3.  
Listen for the  
"ALL CLEAR" Siren  
& instructions  
on Local Radio Stations, or  
WJLA/Channel 7 or NEWS 8.

Siren tests occur on the first Wednesday of the month at 4:05 pm.



For more information about Shelter-in-Place, please call the  
Spring Valley Community Outreach Team  
at 410-962-0157 or 1 (800) 434-0988, or visit  
[www.nab.usace.army.mil/projects/WashingtonDC/springvalley.htm](http://www.nab.usace.army.mil/projects/WashingtonDC/springvalley.htm)



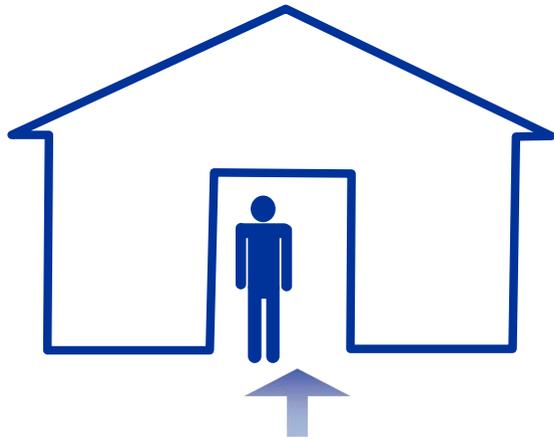


# REFUGIO-EN-EL-HOGAR

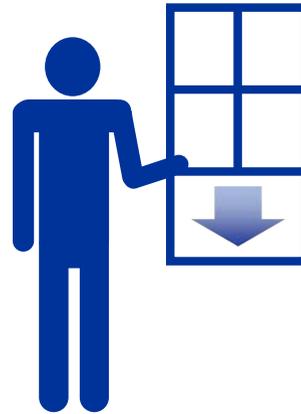
Spring Valley  
FUDS  
Community  
Outreach

*Si usted oye la Sirena, hay una Emergencia Química.*

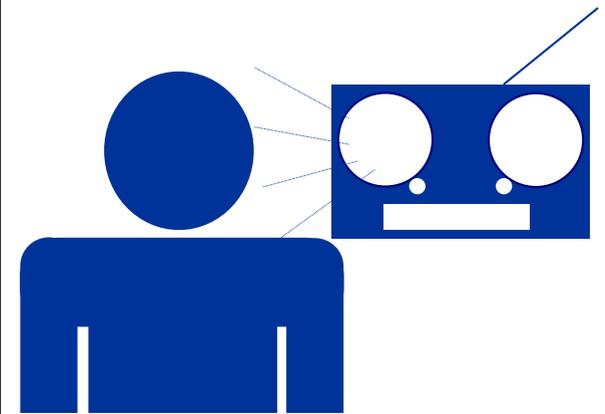
Las medidas siguientes necesitan ser tomadas inmediatamente, cuando usted oye la sirena de emergencia de Spring Valley



Medida 1 –  
Vaya adentro  
**RÁPIDAMENTE**  
y conteste nuestra llamada  
de emergencia.



Medida 2 –  
Cierre todas las  
ventanas y puertas,  
y apague a todos los sistemas  
de la ventilación (aire  
acondicionado o calefacción).



Medida 2 –  
Espere a escuchar  
la sirena indicando  
que todo esta claro  
/seguro ("ALL CLEAR")  
y escuche las estaciones de la  
televisión locales: WMDO 30.

Las pruebas de la sirena ocurren el primer miércoles del mes, a las 4:05p.m.



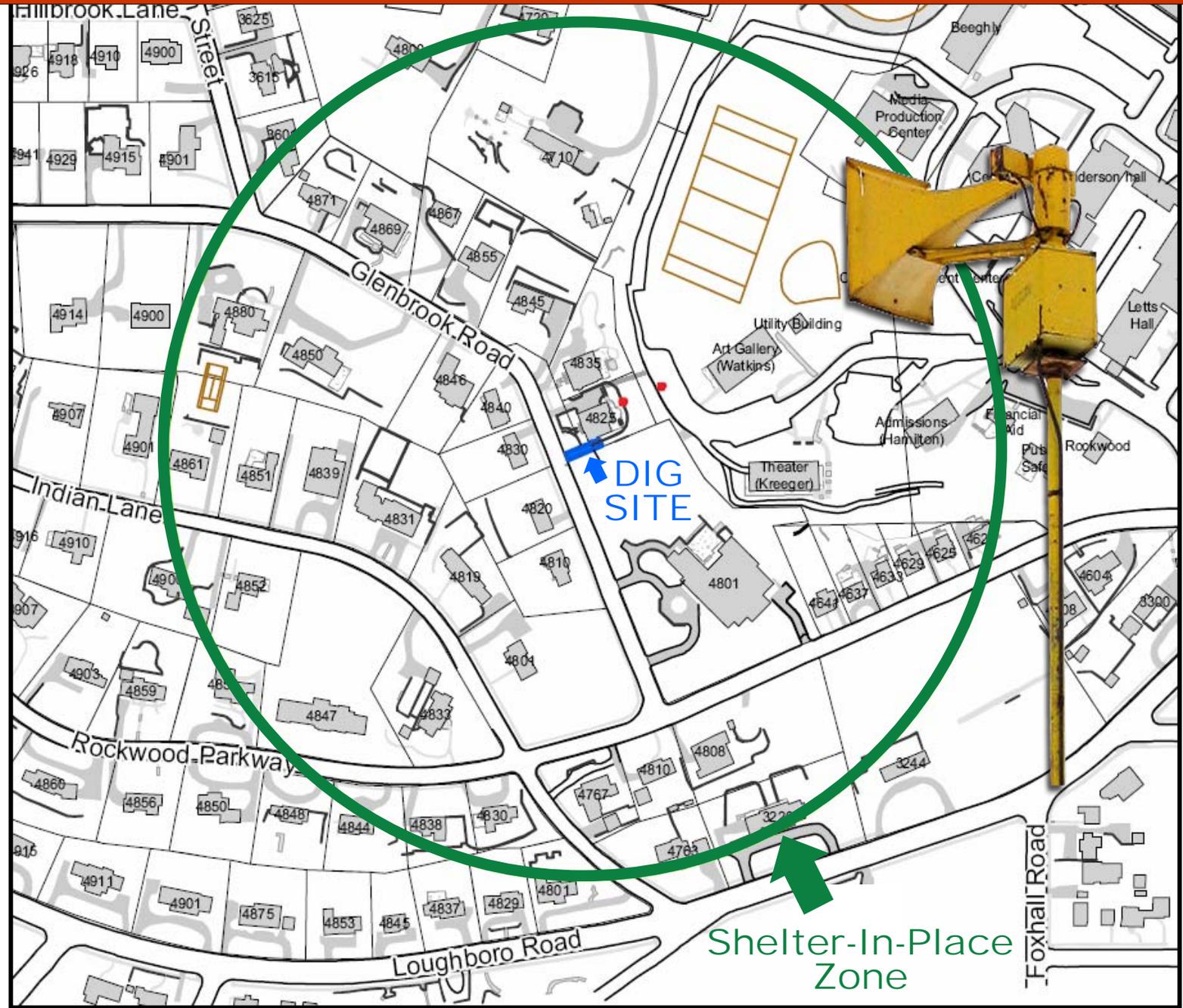
Para más información de Refugio-en-el-Lugar, por favor llame a  
Outreach de la Comunidad de Spring Valley  
410-962-0157 o 1 (800) 434-0988, También puede visitar  
[www.nab.usace.army.mil/projects/WashingtonDC/springvalley.htm](http://www.nab.usace.army.mil/projects/WashingtonDC/springvalley.htm)



# IF YOU HEAR THE SIREN: Shelter-in-Place Monday- Friday 8a.m- 4 p.m.

You Are  
Entering A  
Shelter  
-In-  
Place  
Zone

Effective  
Oct. 29, 2007-  
Feb. 2008



**SHELTER-IN-PLACE**

*If you hear the Siren, there is a Chemical Emergency*

The following steps need to be taken immediately upon hearing the Spring Valley Emergency Siren

<p><b>Step 1.</b> Go inside <b>QUICKLY</b> S answer our Emergency Call.</p>	<p><b>Step 2.</b> Close all windows and doors, and turn off all ventilation systems (air conditioning or heating).</p>	<p><b>Step 3.</b> Listen for the "ALL CLEAR" Siren &amp; instructions on Local Radio Stations, or WJLA/Channel 7 or NEWS 8.</p>
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Siren tests occur on the first Wednesday of the month at 4:05 pm.

For more information about Shelter-in-Place, please call the  
Spring Valley Community Outreach Team  
at 410-362-0157 or 1 (800) 434-0988, or visit  
[www.nab.usace.army.mil/projects/WashingtonDC/springvalley.htm](http://www.nab.usace.army.mil/projects/WashingtonDC/springvalley.htm)

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**APPENDIX F**

**SITE-SPECIFIC SIREN AND RING-DOWN SYSTEMS TESTING AND  
OPERATIONS PLAN**

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## APPENDIX F

### SITE-SPECIFIC SIREN AND RING-DOWN SYSTEMS TESTING AND OPERATIONS PLAN

#### 1. PURPOSE

This site-specific Siren and Ring-down Systems Testing and Operations Plan is designed to support the intrusive Investigation of Burial Pit 3 at 4825 Glenbrook Road in Washington D.C. The siren and ring-down systems will be used at Burial Pit 3 to notify various stakeholders, informing:

- A. Residents and AU populations in the immediate vicinity that they should shelter-in-place to minimize their potential exposure to a possible release of chemical warfare materiel (CWM).
- B. Participating agencies that on-site emergency procedures have been implemented.
- C. Stakeholders beyond the immediate vicinity not to enter the affected area.

Community stakeholders who will need to respond to the notification and protect themselves and those present within 226 meters (742 feet) of the dig site at the time of the incident. This distance of concern is known as the Acute Exposure Guideline Level-2 (AEGL-2) distance and is based on the Maximum Credible Event (MCE), an instantaneous release of arsine from a non-explosively configured 75-mm Mark II chemical projectile, as identified in the Site-Specific Work Plan for the Investigation of Burial Pit 3, 4825 Glenbrook Road. These key project concepts to protect the public are also discussed in the Site-Specific Public Protection Plan for the Investigation of Burial Pit 3.

This plan describes the siren and ring-down approaches that will be used to notify participating agencies and public stakeholders within the AEGL-2 distance in the event of a possible chemical release. It also outlines the testing requirements to be met before and during the investigation efforts. Equally important, this plan addresses the public outreach necessary to inform the surrounding neighborhood about the testing and how to recognize an actual emergency notification.

## APPENDIX F – SITE-SPECIFIC SIREN AND RING-DOWN SYSTEM TESTING AND OPERATIONS PLAN

The notification mechanisms described in this plan are essential to ensuring public safety within the AEGL-2. Stakeholders within the AEGL-2 distance will have been educated on how to Shelter-in-Place during such an emergency, as described within the Investigation of Burial Pit 3 at 4825 Glenbrook Road Neighborhood Outreach Plan. Residents and other stakeholders located outside the AEGL-2 would not need to Shelter-in-Place.

## 2. NOTIFICATION MECHANISMS

Although the failure of the engineering controls to be used at Investigation of Burial Pit 3 is highly unlikely, the U.S. Army Corps of Engineers has decided to use two separate notification mechanisms to notify stakeholders of a possible chemical warfare materiel (CWM) release. Initiation of two on-site sirens by the Site Operations Officer will be the primary mechanism for alerting residents within the AEGL-2 distance that they should initiate Shelter-in-Place procedures. This siren will also notify transient stakeholders (e.g., those traveling along the 4800 block of Glenbrook Road) that they should immediately find shelter or leave the area. A phone and e-mail ring-down system will also be initiated to provide a secondary notification of a possible emergency to agency, community stakeholders, and neighborhood residents requesting this additional notification. USACE will recommend resident participation in this secondary notification to all residents within the Shelter-in-Place zone.

### 2.1 SIREN SYSTEM

Two omni-directional outdoor warning sirens will be used to provide emergency notification for the Investigation of Burial Pit 3. Each siren produces a 102-decibel reading at 100 feet and is mounted approximately 25 feet above the ground at two separate locations to ensure all stakeholders within the AEGL-2 distance will be able to hear the siren. The siren system has an electrical power supply and will emit one of two distinct sounds upon activation:

- The **wail-type sound** will indicate an emergency and the need to Shelter-in-Place and will consist of an ascending tone for 8 seconds followed by a descending tone for 4 seconds.
- A **steady tone** will be emitted to signal the “All Clear,” meaning that the emergency situation has ended.

**APPENDIX F – SITE-SPECIFIC SIREN AND RING-DOWN SYSTEM TESTING AND OPERATIONS PLAN**

**2.2 PHONE AND E-MAIL RING-DOWN SYSTEM**

A ring-down system has been established to notify agency, community, and nearby residential stakeholders via phone and e-mail. This system will distribute a pre-prepared emergency text message to all e-mail addresses, and a recorded voice message to all phone numbers within the pre-selected database. The message will instruct recipients to begin Shelter-in-Place procedures as a result of a possible emergency situation at the Investigation of Burial Pit 3. The ring-down system can be initiated via phone or the Internet, providing a backup process for initiation. Once initiated, distribution of this message should take less than 60 seconds. Individuals to be contacted via this ring-down system will include residents within 742 feet of Pit 3, AU representatives, community stakeholders, and USACE, regulatory, emergency response personnel, and nearby hospital emergency rooms.

**3. ON-SITE INCIDENT NOTIFICATION**

**3.1 ACTIVATION OF THE NOTIFICATION MECHANISMS**

The decision to initiate the alarm will be based on the event triggers outlined in Table D.2.1 of Appendix D to the Site-Specific Work Plan for the Investigation of Burial Pit 3 at 4825 Glenbrook Road (the Accident Prevention Plan/Site Safety and Health Plan Supplement), which is included in Table F-1 for easy reference.

Specifically, a confirmed ring-off of the Miniature Chemical Agent Monitoring Systems (MINICAMS) unit within the Engineering Control System, monitored at the pre-filter, followed by a ring-off of the MINICAMS unit in the mid-bed of the Chemical Agent Filtration System will be interpreted to indicate that chemical agent is present and has the potential to escape into the environment. The detection by the mid-bed MINICAMS does not indicate a confirmed chemical release. Nevertheless, proactive notification procedures will be implemented at this point. While the second filtration unit may well capture the suspected agent detected by the mid-bed filter, USACE and its regulatory partners have previously agreed to this conservative interpretation of the MINICAMS ring-offs to ensure the public is well protected. It should also be noted that the Huntsville safety specialist will notify the Site Operations Officer of any alarm ring-off. This preliminary notification will increase the preparedness and reduce the response

APPENDIX F – SITE-SPECIFIC SIREN AND RING-DOWN SYSTEM TESTING AND OPERATIONS PLAN

**Table F-1 Monitoring Alarms**  
**Interpretation and Resultant Actions with Engineering Control System (ECS) at 4825 Glenbrook Road (see the Site-Specific Work Plan for the Investigation of Burial Pit 3 at 4825 Glenbrook Road)**

Monitoring Location			Response To Alarm	
ECS (Pre-Filter)	Mid Bed	Outside (Exhaust)	Interpretation	Action
↵			Possible agent presence	Verify workers have adequate PPE. Locate and mitigate source. Continue working.
↵↵			Possible agent presence	Pull DAAMS tube at pre-filter. Locate and mitigate source. Continue working.
↵↵↵ or ↵↵ & DAAMS			Confirmed agent presence	Confirmed agent presence: Notify Partners of agent detection. Continue working to locate and mitigate source. <b>Note:</b> Agent is contained within the ECS.
↵↵↵ or ↵↵ & DAAMS	↵		Possible agent breakthrough	Confirmed agent presence, continue to locate and mitigate source. <b>Note:</b> Agent has <b>NOT</b> been released to the environment.
↵↵↵ or ↵↵ & DAAMS	↵↵		Possible agent breakthrough	Pull DAAMS tube at mid-bed. Continue to locate and mitigate source. <b>Note:</b> Agent has <b>NOT</b> been released to the environment.
↵↵↵ or ↵↵ & DAAMS	↵↵↵ or ↵↵ & DAAMS		Confirmed agent breakthrough	Implement agency notification, and notify residents within AEGL-2 distance to shelter-in-place as per PPP; continue to locate and mitigate source. <b>Note:</b> Agent has <b>NOT</b> been released to the environment.
↵↵↵ or ↵↵ & DAAMS	↵↵↵ or ↵↵ & DAAMS	↵	Probable release to environment	Maintain shelter-in-place within the AEGL-2 distance as per PPP; continue to locate/mitigate source.
↵↵↵ or ↵↵ & DAAMS	↵↵↵ or ↵↵ & DAAMS	↵↵	Probable release to environment	Pull DAAMS tube at the exhaust. Maintain shelter-in-place within the AEGL-2 distance as per PPP. Continue to locate/mitigate source.
↵↵↵ or ↵↵ & DAAMS	↵↵↵ or ↵↵ & DAAMS	↵↵↵ or ↵↵ & DAAMS	Confirmed agent release to environment	Maintain shelter-in-place within the AEGL-2 distance as per PPP; continue to locate/mitigate source.
<del>↵</del> <del>↵</del> <del>↵</del>	<del>↵</del> <del>↵</del> <del>↵</del>	<del>↵</del> <del>↵</del> <del>↵</del>	All Clear	If there has been a confirmed breakthrough, replace charcoal filters and test CAFS prior to resuming operations.

↵ MINICAMS Alarm      ↵ Clear MINICAMS cycle  
 DAAMS Confirmed DAAMS tube result for H & L (confirmation for CG, CK, & PS is considered to be three consecutive alarms)

**APPENDIX F – SITE-SPECIFIC SIREN AND RING-DOWN SYSTEM TESTING AND OPERATIONS PLAN**

time of the Site Operations Officer in the event that the mid-bed ring-off does occur and emergency stakeholder notification becomes necessary.

Table F-2 presents event triggers for the arsine electrochemical detector monitoring alarms that will also be used.

### **3.1.1 Sounding of the Sirens**

If the detection equipment indicates the possible presence of agent, the Site Operations Officer will immediately communicate with the Huntsville safety specialist and on-site technical personnel from the U.S. Army 22nd Chemical Battalion (Technical Escort [TE]) and the Edgewood Chemical Biological Center to evaluate the detection alarms. If the agent detections are deemed credible, the Site Operations Officer will then initiate the siren via a remote control device that will be in his possession at all times during hours of intrusive investigation.

### **3.1.2 Initiation of the Ring-Down System**

Following initiation of the sirens, the ring-down system will be initiated. The Site Operations Officer will contact the ring-down vendor directly via phone.

## **3.2 NOTIFICATION OF STAKEHOLDERS**

There will be four different stakeholder populations that will receive notification during a possible Investigation of Burial Pit 3 incident through the notification mechanisms identified. Responses to the emergency notification will be specific for each stakeholder population and are outlined below.

### **3.2.1 Stakeholders within the AEGL-2**

All stakeholders within 742 feet (226 meters) of the dig location at the time of an incident will need to take active steps to protect themselves from exposure to a possible CWM release.

#### **3.2.1.1 AEGL-2 Residents**

AEGL-2 residents will hear the siren if they are home during an incident. The ring-down system will provide a second notification mechanism for those at home, as well as provide notice of a

**Table F-2 Arsinic Electrochemical Detector Monitoring Alarms:  
Interpretation and Resultant Actions with ECS  
(see the Site-Specific Work Plan for the Investigation of Burial Pit 3 at 4825 Glenbrook Road)**

Monitoring Location			Response To Alarm	
Inside ECS (Dig Site)	CAFS Mid-bed	Outside (CAFS Exhaust)	Interpretation	Action
✓			Possible arsine presence	Verify workers have adequate PPE. Collect colorimetric tube sample. Locate and mitigate source. Continue working..
✓ + CT			Confirmed arsine presence	Notify Partners of arsine detection. Continue to locate and mitigate source. <b>Note:</b> Arsine is contained within the ECS.
✓ + CT	✓		Possible arsine breakthrough	Collect colorimetric tube sample. Locate and mitigate source. Continue working. <b>Note:</b> Arsine has <b>NOT</b> been released to the environment.
✓ + CT	✓ + CT		Confirmed arsine breakthrough	Implement agency notification and notify residents within AEGL-2 distance to shelter-in-place as per PPP; continue working to locate/mitigate source. <b>Note:</b> Arsine has <b>NOT</b> been released to the environment.
✓ + CT	✓ + CT	✓	Probable arsine release to environment	Maintain shelter-in-place as per PPP; continue working to locate/mitigate source. Collect colorimetric tube sample at exhaust.
✓ + CT	✓ + CT	✓ + CT	Confirmed arsine release to environment	Maintain shelter-in-place as per PPP; continue working to locate/mitigate source.
NFD	NFD	NFD	All Clear	Arsine no longer present. If there has been a confirmed breakthrough, replace charcoal filters and test CAFS prior to resuming operations.

✓ Arsine Alarm (i.e., > 50 ppb for 10 sec) CT Confirmed colorimetric tube result for arsine. NFD No further detection.

**APPENDIX F – SITE-SPECIFIC SIREN AND RING-DOWN SYSTEM TESTING AND OPERATIONS PLAN**

possible incident to AEGL-2 owners and residents who are at work or elsewhere during the event.

Prior to the initiation of intrusive activities, USACE Baltimore will meet with these owners/residents to discuss the Investigation of Burial Pit 3 plans. USACE Baltimore will prepare an initial informational letter for the AEGL-2 residents on the Investigation of Burial Pit 3 and instructions for voluntary Shelter-in-Place. This initial letter will be mailed 17 September 2007. For additional details about outreach activities, refer to Appendix D, Public Affairs and Neighborhood Outreach Schedule. Prior to intrusive operations, USACE's Community Outreach Team will contact AEGL-2 residents via phone or in person to achieve the following objectives:

- A. Confirm ring-down phone numbers and e-mail addresses are correct;
- B. Confirm that residents have their Shelter-in-Place reference materials and ask them to re-familiarize themselves with the information; and
- C. Determine if any residential changes (i.e., new special subpopulation) have taken place within the home that could impact how Shelter-in-Place is achieved during an emergency.

Subpopulations that may require special training and/or notification include children, individuals who do not speak English, individuals who are deaf, and elderly persons who lack the necessary mobility to Shelter-in-Place. Special needs will be addressed as necessary to ensure resident safety.

**3.2.1.2 American University (AU) Populations**

During a series of Lot 18 Public Protection Plan developmental meetings between USACE, AU, and the Washington D.C. agencies, AU identified five different AU populations, including AU Public Safety personnel, staff, students, visitors, and building marshals. These same AU populations will be considered for the Investigation of Burial Pit 3. USACE Baltimore will provide the necessary support to ensure that the siren and ring-down systems address AU needs and that AU populations have sufficient information and training to respond appropriately. This support will include:

- Background information on the Investigation of Burial Pit 3;

**APPENDIX F – SITE-SPECIFIC SIREN AND RING-DOWN SYSTEM TESTING AND OPERATIONS PLAN**

- If requested, Shelter-in-Place training sessions for AU populations that work, play, or study within the AEGL-2;
- Planning with AU to utilize existing AU outreach mechanisms and establish additional methods to educate broader AU populations on the emergency notification systems; and
- Coordination with AU response personnel to delineate appropriate roles and responsibilities during a possible CWM release.

Support necessary prior to initiation of intrusive activities on 29 October 2007 will be coordinated with AU, noting that AU determines what type of outreach is necessary for its populations prior to initiating intrusive activities at 4825 Glenbrook Road. USACE understands that certain AU outreach support will need to be customized for the specific population and time of year (e.g., students returning to the campus in the New Year), so some outreach will need to take place after intrusive operations have begun.

**3.2.1.3 Transient Stakeholders within the AEGL-2**

A variety of transient stakeholders could potentially be within 742 feet of the dig site during intrusive activities. For instance, a resident or student walking on campus or a jogger using Glenbrook Road could find themselves within the AEGL-2 distance and need to take protective measures when the siren sounds. For these individuals, their options will be to take shelter in the nearest structure or vehicle or to quickly vacate the AEGL-2 area. USACE will coordinate with AU to ensure that the appropriate safeguards are in place on campus, which will include a combination of signs, e-mail, and phone notifications. During an emergency, on AU property, AU's Public Safety personnel will establish a perimeter outside the AEGL-2 distance to ensure that uninformed individuals do not enter the area. USACE will stage large signs during the intrusive operation hours, notifying residents and transient visitors to the area that they are entering the emergency siren zone. These signs will be posted at all five road entrances to the project area.

**3.2.2 Stakeholders Outside the AEGL-2**

USACE has determined that those residing, working, or recreating at a distance greater than 742 feet from the dig site will be outside the AEGL-2 and will not have to Shelter-in-Place.

**APPENDIX F – SITE-SPECIFIC SIREN AND RING-DOWN SYSTEM TESTING AND OPERATIONS PLAN**

However, stakeholders outside the AEGL-2 will need to avoid entering the area during an emergency. Those who are outside the AEGL-2, but within hearing distance of the siren, will need to be educated on the existence of the siren, how to recognize the two different tones, and that they should avoid the immediate vicinity of 4825 Glenbrook Road during an emergency. Fire, police, or other emergency responders would instruct those outside the AEGL-2 on what to do if a unique situation arose where they would need to take specific protective steps in addition to avoiding the area.

**3.3 ALL CLEAR NOTIFICATION**

Those who have implemented Shelter-in-Place should remain under Shelter-in-Place conditions until they have been notified that it is safe to return to normal activity. The “All Clear” signal will not be given until project personnel have confirmed that no chemical agent remains in the vicinity at a level that could cause harm to an individual. This signal will be given through a separate, distinctive steady signal from the siren system. The “All Clear” siren will run for 3 minutes. Additionally, an e-mail and recorded “All Clear” message will be distributed to all stakeholders listed on the ring-down system.

**3.4 FALSE ALARMS**

MINICAMS are prone to false alarms, meaning that certain non-CWM compounds could trigger a false-positive ring-off. USACE will make every reasonable effort to avoid false-positives; however, under certain circumstances, protection of nearby stakeholders may require Shelter-in-Place notification prior to false-positive determination. If the emergency notification mechanisms are implemented, and a false-positive is subsequently confirmed, the siren and ring-down system will be used to provide the “All Clear” notification.

**4. TESTING OF NOTIFICATION SYSTEMS**

Both the siren and ring-down systems will need to be installed and tested before intrusive operations begin for the Investigation of Burial Pit 3 at 4825 Glenbrook Road. Additionally, these systems will need to be tested periodically during ongoing operations to ensure they are still functional over time. This periodic testing also will act as a reminder to stakeholders that the

**APPENDIX F – SITE-SPECIFIC SIREN AND RING-DOWN SYSTEM TESTING AND OPERATIONS PLAN**

Investigation of Burial Pit 3 is ongoing and that they should refresh their memory on what their specific responses should be, in the event of a possible emergency.

## **4.1 SIREN SYSTEM**

### **4.1.1 Pre-Intrusive Testing**

Testing prior to intrusive activities for the Investigation of Burial Pit 3 at 4825 Glenbrook Road will involve conducting a mock drill whereby Huntsville’s safety specialist will notify the Site Operations Officer that the MINICAMS units have detected CWM both inside the Engineering Control System and at the mid-bed location within the Chemical Agent Filtration System. The Site Operations Officer will initiate the siren system to determine if the unit is functional and make sure the hardwired and remote activation switches are operational. **This testing is scheduled to be conducted at 4:05 p.m. on 24 October 2007.**

#### **4.1.1.1 Mechanical Aspects**

The test will involve initiating the siren’s emergency tone using the Site Operations Officer’s remote device from the Operations Center, which is located behind 4825 Glenbrook on the AU campus. The siren will be run for approximately 1 minute, testing the “Shelter-in-Place” and “All Clear” tones for 30 seconds each.

When first tested, the USACE will pick several locations to measure decibel output from the tests.

#### **4.1.1.2 Tabletop Exercise**

During the week of 8 October 2007, USACE, EPA, D.C. Dept of Environment, AU, agencies supporting the Investigation of Burial Pit 3, and emergency response entities will participate in a Tabletop Exercise. The planned use of the siren system during a possible emergency will be incorporated into the tabletop exercises in order to familiarize all active parties with the system.

APPENDIX F – SITE-SPECIFIC SIREN AND RING-DOWN SYSTEM TESTING AND OPERATIONS PLAN

#### **4.1.1.3 AEGL-2 Stakeholder Coordination**

AU and community stakeholders relying on the siren will be provided the opportunity to be at work or home, respectively, during the testing and to be included in the ring-down test. Participation in the siren and ring-down test will not be mandatory. Outreach calls to confirm contact information will be completed by 22 October 2007. As for AU populations, USACE will communicate with AU leadership to determine the amount of inclusion in the test desired for their populations.

For those stakeholders who want to participate, the siren and ring-down test will allow them to conduct a Shelter-in-Place drill. During this drill, individual stakeholders may choose to be in the room and setting where it is least likely they would hear the siren. Having such a drill will allow them to better understand the quality of the siren system and to identify any steps or concerns within their respective procedures that need to be improved. USACE representatives will be available to accompany AEGL-2 residents during the test, if requested.

#### **4.1.2 Periodic Testing**

Periodic testing of the siren system will be necessary throughout the duration of the intrusive activities at Burial Pit 3 at 4825 Glenbrook Road. Monthly testing will be conducted on the first Wednesday of every month at 4:05 p.m.

### **4.2 RING-DOWN SYSTEM**

#### **4.2.1 Pre-Intrusive Testing**

Prior to initiating intrusive activities, the ring-down system will be tested via the Internet. **This testing will be conducted at 4:05 p.m. on 24 October 2007, the same day and time as the siren system tests.** This test will address both the phone and e-mail delivery systems. This test will include certain USACE, EPA, and D.C. Dept of Environment representatives, selected emergency response personnel, and AU and AEGL-2 residential stakeholders who specifically request to be included.

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**4.2.1.1 Message Preparation**

Pre-recorded and pre-typed emergency notification will be completed prior to testing and intrusive activities in order to minimize the time required to activate the ring-down system in the event of a real emergency (see Attachment F.1 for emergency ring-down text messages).

**4.2.1.2 Tabletop Exercise**

During the week of 8 October 2007, USACE, EPA, D.C. Dept of Environment, AU, agencies supporting the Investigation of Burial Pit 3, and emergency response entities will participate in a Tabletop Exercise. In addition to notifying AEGL-2 residents to initiate Shelter-in-Place, the ring-down system also will be used to notify a variety of participating agencies. In turn, testing and use of the ring-down system will be well-coordinated with every agency participating in the Tabletop Exercise.

**4.2.1.3 AEGL-2 Stakeholder Coordination**

AU and residential stakeholders who choose to be included in the ring-down system will be provided the opportunity to be logged on to their e-mail and/or have their designated phones available during the test. Individual residents will be encouraged to contact USACE with any follow-up questions they may have.

**4.2.2 Periodic Testing**

The ring-down system will allow testing of the system each morning prior to the start of intrusive operations, using a singular USACE point of contact for the test.

**4.3 PUBLIC NOTIFICATION**

Testing of the siren system will be heard by many residents and AU populations that reside, work, or recreate outside the AEGL-2 distance. USACE Baltimore will include an announcement of the siren test in the next edition of *The Corps' pondent*, which will be mailed to all project area residents the week of 24 September 2007, and the electronic monthly *Project Update*. AU populations will be notified through AU's existing information dissemination and communication network.

**APPENDIX F – SITE-SPECIFIC SIREN AND RING-DOWN SYSTEM TESTING AND OPERATIONS PLAN**

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**ATTACHMENT F.1**

**EMERGENCY RING-DOWN TEXT MESSAGES**

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## Emergency Ring-Down Text Messages

### Siren Test

Hello, this is an advance notice, DO NOT BE ALARMED. There will be a Shelter-in-Place SIREN TEST at 4:05 today, for the US Army Corps of Engineers Project at Spring Valley. This is only a TEST.

Hello, DO NOT BE ALARMED. This is a \*TEST\* for the Shelter-in-Place SIREN System. This is only a TEST.

IF this was an actual emergency you should 1- QUICKLY Shelter inside a building or vehicle, 2- Close all windows and doors. And 3- Wait for the “All Clear” notice.

THANK YOU for participating in our TEST today.

### Emergency

This is a Chemical Event Emergency ALERT. PLEASE SHELTER-IN-PLACE NOW.

1- QUICKLY Shelter inside a building or vehicle, 2- Close all windows and doors. And 3- Wait for the “All Clear” notice.

The US Army Corps of Engineers, Spring Valley Project has encountered an EMERGENCY at 4825 Glenbrook Road. LISTEN to radio and TV Emergency Broadcast Stations for further information. We will automatically contact you again when the ‘ALL CLEAR’ is given.

This is your ‘ALL CLEAR’ notice. The US Army Corps of Engineers Spring Valley Project incident was a FALSE ALARM. There was NO RELEASE of hazardous chemicals. Thank you for Sheltering-in-Place.

LISTEN to your radio, TV and check our website for more information.

This is your ‘ALL CLEAR’ notice. The incident was a CONFIRMED RELEASE OF HAZARDOUS CHEMICALS. This is your ‘All Clear’ notice. You may now go outside, and open your windows and doors. LISTEN to radio, TV and check website for more information.

ALL CLEAR. The Spring Valley FUDS website is:

<http://www.nab.usace.army.mil/projects/WashingtonDC/springvalley.htm>