



## Emergency Response Plan

### Introduction

This plan identifies immediate actions to be taken to protect employee and customers in the event of an emergency. This does not replace the Integrated Emergency Management Module. (IEMM).

### Applicability

This plan applies to all postal facilities, owned or leased.

Emergency	Action 1	Action 2
Active Shooter	Call 9-1-1	Evacuate/Shelter in Place as instructed
Anthrax and Biological or Chemical Threat Agents (Non-BDS Scenarios)	Evacuate	Call 9-1-1
Biohazard Detection System	Evacuate	Call 9-1-1
Bloodborne Pathogens	Isolate	Call medical/safety personnel
Bombs and Bomb Threats	Isolate	Call 9-1-1
Building Fire	Evacuate	Call 9-1-1
Chemical Agents	Evacuate	Activate internal/external spills team
Civil Disorder	Shelter in Place 1	Call 9-1-1
Communicable Diseases	Isolate	Call Area Medical Director
Communications Failure	Call next higher level manager	Evacuate/Shelter in Place as instructed
Earthquake	Shelter in Place 1	Call next higher level manager
Explosion	Evacuate	Call 9-1-1
Floods and Flash Floods	Call next higher level manager	Evacuate/Shelter in Place as instructed
Hazardous Materials Spills and Leaks	Isolate	Activate internal/external spills team
High Winds and Tornadoes	Shelter in Place 1	Call next higher level manager
Hurricanes	Shelter in Place 1	Call next higher level manager
Landslides and Mudflows	Call next higher level manager	Evacuate/Shelter in Place as instructed
National Emergency	Evacuate/Shelter in Place as instructed	
Power Outage	Call next higher level manager	Evacuate/Shelter in Place as instructed
Radiological Emergency	Isolate	Call Inspection Service
Serious Injury or Fatality	Call 9-1-1	Call next higher level manager
Suspicious Mailpiece	Isolate	Call Inspection Service
Theft, Burglary or Robbery	Call Inspection Service	Evacuate/Shelter in Place as instructed
Thunderstorms and Lightning	Call next higher level manager	Evacuate/Shelter in Place as instructed
Toxic Industrial Chemical (Tic)/Industrial Hazards	Shelter in Place 2	Call next higher level manager
Volcanoes and Ashfall	Call next higher level manager	Evacuate/Shelter in Place as instructed
Wildfire	Call next higher level manager	Evacuate/Shelter in Place as instructed
Winter Storms	Shelter in Place 1	Call next higher level manager
Workplace Violence	Isolate	Call Inspection Service

Evacuate – All employees and non-employee egress building

Isolate – remove employees from the area were the emergency is located; isolate the employee exposed by the emergency

Shelter in Place 1 - Secure building, gather employees into an area where employees will not be exposed to external forces

Shelter in Place 2 - Secure building, shut down HVAC, gather employees into a room that can be sealed from external exposure

District Safety	District Emergency Manager	Area Medical Director	Inspection Service
Evelyn Wilborn 323 586 1806	Ken Snavelly 323 586 1200	415-439 9954	877-876-2455, choose "Emergency"

Emergency	Description
Active Shooter	An active shooter is a person who is using a firearm or other weapon with the intent to injure or kill others
Anthrax and Biological or Chemical Threat Agents (Non-BDS Scenarios)	Incidents of anthrax and other identifiable biological and chemical threat agents that are not otherwise detected by the Biohazard Detection System (BDS).
Biohazard Detection System	The Biohazard Detection System (BDS) unit is attached to Advanced Facer-Canceller Systems (AFCS) and selected Flats Canceller Systems (FCS) to detect anthrax.
Bloodborne Pathogens	Bloodborne Pathogens may be found in blood and other potentially infectious materials (body fluids, tissues, organs, or cultures from humans or animals).
Bombs and Bomb Threats	A bomb is any item of an explosive material to provide an extremely sudden and violent explosion. A bomb threat is generally defined as a threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists
Building Fire	A fire is an ignition from a source resulting in an open flame or fire in the building. In the event that anyone smells smoke or observes fire or smoke and there is a building fire alarm system, they should immediately activate the alarm to evacuate the building.
Chemical Agents	Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects. Chemical warfare agents are poisonous vapors, aerosols, liquids, or solids that have toxic effects on people, animals, or plants. They can be released by bombs, sprayed from aircraft, boats, or vehicles, or used as a liquid to create a hazard to people and the environment.
Civil Disorder	Civil disorder is a public disturbance caused by human acts that create problems of law enforcement. Civil disorder often involves protests or acts of violence that can be described as an open, display of defiance or resistance to an established institution, which is usually some form of government or government entity. Activities may be planned or unplanned, are usually sporadic in nature, and can result in injuries, death, property damage and destruction.
Communicable Diseases	Communicable diseases are caused by pathogens passed from one human to another. Pathogens are viral, bacterial, parasitic and fungal.
Communications Failure	A communications failure is an emergency involving a failure of the primary means of communication used at USPS facilities or by USPS personnel. This includes telephones, data (computers), alarms, radio, and public announcement (PA) systems.
Earthquake	An earthquake is a sudden, rapid motion or trembling of the Earth caused by a release of strain accumulated within or along the edge of Earth's tectonic plates.
Explosion	An explosion is a violent expansion caused by a sudden release of energy from an extremely rapid reaction and usually accompanied by noise. USPS installations can experience explosions as the result of an intentional act, such as a bomb, or as a secondary reaction to an emergency involving a fire, natural disaster, or other accident
Floods and Flash Floods	A flood is an overflow or inundation that comes from a river or other body of water and causes or threatens damage, or any relatively high stream flow overtopping the natural or artificial banks in any reach of a stream. A flash flood is an event occurring with little or no warning where water levels accumulate and rise faster than drainage systems can take it away.
Hazardous Materials Spills and Leaks	Hazardous materials are any materials that corrode other materials, explode or are easily ignited, react strongly with water, are unstable when exposed to heat or shock, or otherwise toxic to humans, animals, or the environment. (This includes mercury)
High Winds and Tomados	A tornado consists of violent whirling wind accompanied by a funnel-shaped cloud. Usually, tornadoes are associated with severe weather conditions such as thunderstorms and hurricanes.
Hurricanes	A hurricane is an intense tropical weather system with winds that have reached a constant speed of 74 miles per hour or more. A hurricane is accompanied by thunderstorms.
Landslides and Mudflows	A landslide is a downward movement of a slope and materials under the force of gravity. Mudflows or mudslides, which are proximately caused by flooding, are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas. The most common cause of landslides is the combination of heavy rainfall, steep slopes, and loose soil.
National Emergency	A state of national emergency; is a situation demanding immediate and extraordinary national or federal action. Congress has made little or no distinction between a "state of national emergency" and a "state of war."
Power Outage	A power outage at a USPS installation will normally have an adverse impact on postal operations. Power outages can be the result of a variety of natural and man-made emergencies.
Radiological Emergency	A radiological emergency is an event that involves the release of potentially dangerous radioactive materials into the environment, this may occur from a package of radioactive materials as transportation accidents are the most common type of incident involving radioactive materials.
Serious Injury or Fatality	Bodily injury that results in a substantial risk of death, unconsciousness, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty or loss of life is categorized as serious injury or fatality.
Suspicious Mailpiece	Suspicious mail typically falls into one of these categories: Mail leaking suspicious powders; Mail leaking suspicious liquids; Mail containing suspicious items; Mail displaying the threat of hazardous content; Emergency situations involving smoke, fumes, or vapors that involve mailpieces.
Theft, Burglary or Robbery	Theft is 'the dishonest appropriation of property belonging to another with the intention of permanently depriving that person of it; whereas, robbery involves both violence, or the threat of violence, and a theft. Burglary is committed by any person who enters a building or part of a building, as a trespasser with the intent to steal, inflict grievous bodily harm, rape, or commit criminal damage.
Thunderstorms and Lightning	A thunderstorm is a rainstorm or rain event that contains lightning and thunder. Thunderstorms are dangerous because they can cause lightning strikes, high winds, floods, and flash floods from extremely heavy rainfall.
Toxic Industrial Chemical (TIC)/Industrial Hazards	An external toxic industrial chemical (TIC) and/or industrial emergency event could impact a USPS installation. Examples of such potential external events include the derailment of a railroad car carrying toxic materials; A fire in a TIC manufacturing/processing plant that is located near the postal facility; or A vehicular collision involving a semi-truck carrying hazardous materials that results in a fire and/or the release of toxic fumes; Use of TIC in a terrorist attack.
Volcanoes and Ashfall	Unlike most mountains, which are pushed up from below, volcanoes are built up by an accumulation of their own eruptive products including lava, ash flows, and airborne ash and dust. When pressure from gases and the molten rock becomes strong enough to cause an explosion, eruptions occur. Gases and rock shoot up through the opening and spill over, or fill the air with lava fragments and ash. Airborne ash can obscure sunlight and severely reduce visibility. Inhalation of ash can cause respiratory complications. Ash is slippery, especially when wet; roads, highways, and airport runways may become impassable. Ash can interfere with the performance of automobile and jet engines by clogging air filters and damaging moving parts.
Wildfire	A wildfire is an unplanned fire that burns organic soil, grasses and forbs, shrubs, trees, and associated fuels in their natural or modified state. The term wildfire is synonymous with forest fire.
Winter Storms	A winter storm can range from moderate snow over a few hours to blizzard conditions with blinding wind driven snow that last several days All winter storms make driving and walking extremely hazardous. Hazardous winter weather due to various elements such as heavy snow, sleet, or ice accumulation from freezing rain can result in hazardous driving conditions, health hazards from the cold and the potential loss of heat, power, and telephone services.
Workplace Violence	Any verbal or physical threat or assault on a person that has the intention of injuring or results in injury.