

**OCCUPANT EMERGENCY PLAN
USGS WOODS HOLE FIELD CENTER**

384 Woods Hole Road, Woods Hole, MA 02543

DESIGNATED OFFICIAL:
Tom Aldrich, Facilities Manager
(508) 457- 2253

COMMAND CENTER:
Crawford Building, Main Lobby
(508) 548-8700

MEDICAL COORDINATOR:
Ray Davis, Safety Officer
(508) 457- 2253

OCCUPANT EMERGENCY COORDINATOR:
Sue Barton, Communications Specialist
(508) 457-2241

ENVIRONMENTAL COMPLIANCE:
Larry Poppe/Ellen Mecray
(508) 457-2314/2213

BUILDING EVACUATION MONITOR:
Gosnold Building, Joanne Sedlock/Ellen Mecray
Crawford Building, Tom Aldrich/ Sue Barton

EMERGENCY CALL LIST: DIAL 9-911

FIRE DEPT.	(508) 548-2323
POLICE DEPT.	(508) 548-1212
AMBULANCE	(508) 548-2323
FALMOUTH HOSPITAL	(508) 548-3560
POISON CONTROL CENTER	(800) 682-9211
HAZARDOUS SPILL RESPONSE	(508) 289-2242 or 2244 (WHOI SAFETY OFFICE)

AFTER HOURS/WEEKENDS/HOLIDAYS:

All facilities are patrolled by security guards from the Woods Hole Oceanographic Institution (WHOI). WHOI owns and maintains all facilities occupied by the USGS on the Quissett Campus site. In the event of an emergency, the appropriate authorities and (or) emergency response teams are notified by the WHOI security staff.

EMERGENCY AND EVACUATION PROCEDURES:

FIRE:

Fire alarm boxes should be used to alert all building occupants. All occupants will use the most expeditious route to evacuate the building. Assembly of all building occupants will occur in the McLean parking lot in front of footbridge until the "all clear" has been given to re-occupy the building(s). The Building Monitor will place a call to the fire department during the evacuation. The Building Monitor will then notify the Occupant Emergency Coordinator that the call has been made and that all occupants are safely outside.

MEDICAL/FIRST AID/CHEMICAL SPILL:

Call an ambulance. Call the nearest employee trained in CPR/First Aid (see listing). Assure that the stricken person is comfortable and warm. Notify the Medical Coordinator or a member of the Command Center Team (named above). For spills in public areas greater than one liter (>1L), call the WHOI Hazardous Spill Team and the USGS environmental personnel (named above).

NATURAL DISASTER:

A member of the Command Center Team (individuals named above) will notify all occupants and provide further instructions on seeking shelter or evacuation.