



## To All West Virginia Operations Technology Park Site Area Occupants and Visitors:

The Dow Chemical Company is committed to a business conduct that gives highest priority to the safety and health of its employees and local communities. At the Technology Park, this is achieved through various site and functional programs and community support activities such as the Kanawha/Putnam Emergency Planning Committee (KPEPC) and Community Advisory Panel (CAP). While each contributes to quality site performance, it is essential that a Site Emergency Preparedness Plan, which includes uniform coordinated response action and consistency with necessary community action, be operational.

This brochure summarizes the Technology Park Emergency Response Plan emphasizing the alarm systems, the communications system for directing individuals' actions and the response expected of each employee and visitor. The Emergency Squad will respond to all emergency alarms. The ultimate quality of our preparedness depends on your knowledge of how to react followed by responsible action.

Please take the time to read this entire brochure. If you have questions about the contents or what you should do in an emergency, ask your supervisor or host. Keep this brochure in a convenient place.

We are confident this plan contains the essential elements to safeguard anyone at the site and the community. Thank you for taking the time to become informed about this important issue.

## Shelter-In-Place Buildings

Building/Area	Phone	Capacity
<b>701 Basement - East - Room B-19</b> Also includes: 702, 704, 705, 709, 710, 713, 720,722, 800	5229	45
<b>Basement - East - Room B-20</b>	5237	45
<b>Basement - East - Room B-23</b>	5238	147
<b>Basement - West - Room B-33</b>	5230	64
<b>706 2nd Floor - Hallway</b>	4223	29
<b>707 3rd Floor - Rooms 302/303</b> Also includes: 718, 729	5316	45
<b>727 2nd - Core Hall/Lunch Room</b> Also includes: 725, 726, 728, 2509	746-8553	70
<b>740 1st Storeroom (overflow)</b> Also includes: 741T, 743, 745	5304	12
<b>3rd Floor - Bayer Conf. Room</b>	3134/7992	144
<b>754 1st Bike Room near Main Entrance</b>	4737/4091	40
<b>1st - Free Weight</b> Also includes: 745, 747, 753	--	100
<b>770 1st Floor Hallways</b>	5715/7703	260
<b>771 1st Floor Room 97</b>	7859	8
<b>1st Floor Room 98</b> Also includes: Bulk Gas, 787, 784	7859	7
<b>772 1st Business Office</b>	5303	45
<b>773 2nd Control Room</b>	4983	125
<b>781 1st - Lunch Room</b> Also includes: 776, 777, 778, 780, 8778	--	25
<b>790 Main Gate (Restricted)</b>	4359	5
<b>791 1st - West Wing</b>	2761	24
<b>2nd - East - Room A/B</b>	4992/4995	128
<b>2nd - West - Room C/D</b>	5003/5054	86
<b>794 1st - Room 122/Process Hallway</b> Also includes: 797, 774, 775	5905	106
<b>795 1st - Control Room</b>	5738	88
<b>2000 Floors G, 1, 2, 3, 4 Hallways</b>	5883	each floor
<b>6000 1st - Security Booth (Restricted)</b>	5607	8
<b>2nd Floor - Entire</b> Also includes: Holz Trailer	7357	125



## West Virginia Operations Technology Park Site Area

# Emergency Response Plan Overview



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## The Emergency Alarm and Response Plan

This brochure is a summary of the Technology Park Site Area Emergency Alarm Plan. The first priority of the plan is to protect people — both within the Technology Park and the community. The second priority is to contain the emergency, and the third is to minimize environmental impact and property damage.

The plan is compatible with plans of the City of South Charleston, Kanawha County, Kanawha/Putnam Emergency Planning Committee, and the State of West Virginia. The Technology Park plan will be activated in the event of an emergency on site or if an emergency should occur in the community that could have an effect upon the Technology Park Site.

## Your response during an emergency

- Stay calm.
- Identify alarm location
- Listen for and follow instructions.
- Use the telephone for emergency calls only.
- If driving, pull over and yield to emergency vehicles.
- If the incident is occurring in an area away from your location, you will simply remain alert to the situation, but take no action.

Please remember that you must follow the instructions you are given to ensure your own safety and the safety of others around you. The emergency situation will be in the hands of trained personnel.

It is natural that you might be concerned about family and friends outside the Technology Park. The emergency plans for the Technology Park correspond with similar plans developed to protect the lives and property of those in surrounding communities throughout the county. The best action you can take is to follow this emergency plan. To do otherwise could hinder emergency operations.

All appropriate agencies, including the city and metro governments, are properly informed so that they can coordinate their responses with ours.

## How you will be informed of an emergency

You will be alerted about an emergency and its location, by one or more of the following:

- Building/Area Alarm Codes (chime tone)
- Horns for Shelter-In-Place (slow whoop)
- Building/Area Evacuation Codes (continuous horn)
- P.A. systems, radios

It is essential that you know the site horn tone and bell codes that affect you in your work areas, and that you know what response you should take to the different emergency situations.

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## What to do if you are told to Shelter-In-Place

If a decision is made that a shelter-in-place is the most appropriate response, horns will signal declaration of a shelter-in-place (slow whoop)

Shelter-in-place procedures for individual buildings have been developed for each building. Ask your supervisor or host for specific information. In general, the following guidelines are used when you hear the alarm:

- Insure equipment is in a safe condition.
- Individuals who are outside of buildings when the horns sound will go upwind or crosswind to the nearest shelter-in-place building. Each shelter-in-place building is identified with a shelter-in-place sign at the entrance, and a green windsock on top.
- Muster at pre-determined shelter-in-place points in each building to receive more information.
- All shelters around the site are equipped with a shelter-in-place kit. This kit contains necessary items to shelter-in-place.
- Remain in the shelter until the all-clear is issued by the Incident Commander or you are instructed to evacuate the shelter.

Call 747-2611

## What to do if you observe an emergency

Response time to get trained help is extremely critical. Emergency alarm pull boxes are used to summon assistance for any emergency.

Call 747-2611

Your first reaction upon observing an emergency event should be to obtain qualified assistance as quickly as possible. This is done by activating the nearest alarm box.

If the alarm fails to sound, report the emergency by calling Ext. 5677.

You should remain at the alarm box until assistance arrives, if not endangering your personal safety, to inform the squad members of the exact location of the emergency.

## What to do if you are told to Evacuate

Prior to a Site Evacuation, the site shelter-in-place horns will sound and personnel will meet in the shelter-in-place buildings for communications. It will not be necessary to seal shelter-in-place rooms, doors, vents, windows, etc. from the shelter-in-place kit. The Incident Commander will determine when the site evacuation will occur and you will be notified over the P.A. system, site radios, etc.

To determine how you will evacuate, review the Evacuation Routes, Shelter-In-Place Map, and local building procedures. However, during an emergency, the Incident Commander, with assistance from Security, will determine the best routes for site evacuation.

When evacuating:

- Insure operating equipment is in safe condition.
- Move calmly, but quickly, toward the appropriate safe areas.
- RE-ENTRY. The Incident Commander must declare an "all-clear" before anyone can re-enter site or any building and each department should have procedures for notifying personnel and return to safe operations.

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**ACTUATE AN ALARM BOX FOR ASSISTANCE IN AN EMERGENCY. If alarm fails to sound, call 747-2611**  
**If you have any questions, contact your immediate supervisor or host.**

# Alarm Codes - WVO Technology Park Site Area

Alarm Code	Zone A	Zone B	Zone C	Zone D	Zone E	Zone F
1-1	701-Basement East	740-1 Front Entrance	770-1 Shop Room 161	772 East Hall Near Rm 107	2000-G North Wing	6000-1 Main Lobby Entra.
1-2	701-B Center Core	740-1 South Fan Room	770-1 Dock	772 East Hall Near Rm 100	2000-G East Wing	6000-1 SW Stair. Restrms.
1-3	701-B South Stair	740-1 West Wing	770-1 OXO Lab Rm 159G	772 West Hall NearRm 113	2000-G South Wing	6000-1 Cub Area East
1-4	701-B West Stair 701-1 West Stair	740-1 Store Rm. Dock	770-1 OXO Lab Near Exit	-----	2000-G West Wing	6000-1 Cub Exit East Stair.
1-5	701-1 Hall near Rm. 137 701-1 West Exit 701-1 Rm 100 E/W/S	740-1 Dock 740-1 Dock Back Door	770-1 Mechanical Eq.Rm.	-----	2000-G Core	6000-1 Confer. Rm 128C
1-6	701-1 Auditor. East 701-1 Hall East	740-1 Large Scale Lab	770-1 Rm. 159H	-----	-----	6000-1 Conf.Rm 128A Exit
1-7	701-1 NE	740-1 Maintenance Shop 740-1 North Wing	-----	-----	-----	6000-1 Dock
1-8	701-1 North Lobby	740-1 SID Shop	-----	-----	-----	6000-1 Mechan. Rm.
1-9	701-1 Center Core Hall	740-B Bldg. Storage	-----	-----	-----	6000-1 Electr. Rm 134
2-1	701-1 Center. Core East	740-2 South Wing	770-1 North Stair	773-Mezz West Stair 773-Mezz East Stair 773-Mezz Conference Rm	2000-Main North Wing	6000-2 Comp. Rm. Front
2-2	701-1 Center Core West	740-2 Center Core	770-1 East Stair	773-1 West	2000-Main East Wing	6000-2 Comp. Rm. Rear
2-3	701-1 South Stair	740-2 West Wing	770-1 Large Scale Lab	773-1 SW 773-1 Electric Room 773-1 Service Room 773-1 Center Stair 773-1 Outside South Wall	2000-Main So Wing	6000-2 Main Stair
2-4	701-1 So. Wing Store 701-1 So. Wing Dock	740-2 Large Scale Lab	770-1 South Stair	773-1 Analytical Lab South	2000-Main West Wing	6000-2 Cubic. Stair
2-5	701-2 East Hallway	740-2 North Wing	770-1 West Stair	773-1 Analytical Lab North	2000-Main Center Core	-----
2-6	701-2 NE Stair	-----	770-1 Mechanical Eq Rm.	773-2 East Stair 773-3 West Stair	2000-Main Lobby	-----
2-7	701-2 Center Core	-----	770-1 Lunch Rm 104	773-2 West	2000-Main Lob. Ex.Outside	-----
2-8	701-2 So. Wing Stair	-----	-----	773-2 Room 205	2000-Core Mail Rm 1455	-----
2-9	701-2 West Hallway	-----	-----	-----	2000-Main Dock	-----
3-1	701-2 West Stair	740-3 Center Core	770-2 North Stair	773-2 West Stair 773-3 East Stair	2000-2 North Wing	Smoke 6000-2 Telecomm
3-2	701-3 East Stair	740-3 West Wing	770-2 Auto Lab E Stair	-----	2000-2 East Wing	Smoke 6000-2 Tape Librar.
3-3	701-3 Center Core Stair	740-3 North Wing	770-2 South Stair	-----	2000-2 South Wing	6000-2 HCP#3 Presignal
3-4	701-3 South Stair	740-3 NW Wing	770-2 West Stair	-----	2000-2 West Wing	6000-1 HCP#4 Rm137
3-5	701-3 West Stair	740-4 Center Core	770-2 Lobby Main Exit	-----	2000-2 Center Core	Smoke 6000-2 Microfish
3-6	701-4 Stair 701 Elevator Machine Rm	740-4 West Wing	770-3 North Stair	-----	-----	6000-2 HCP#3/4 Dischrg
3-7	-----	740-4 North Wing	770-3 East Stair	-----	-----	Smoke 6000-2 Vault Area
3-8	-----	-----	770-3 South Stair	-----	-----	-----
3-9	-----	-----	770-3 West Stair	-----	-----	-----
4-1	704-1 SE 704-1 NE	740-5 Center Core	770-4 North Stair	-----	2000-3 North Wing	6000-1 Anx Generator Rm.
4-2	704-2 East	740-5 West Wing	770-4 East Stair	-----	2000-3 East Wing	6000-1 Anx Battry Rm.
4-3	704-1 NW 704-1 SW	740-5 North Wing	770-4 South Stair	-----	2000-3 South Wing	-----
4-4	704-2 West	740 Fan Loft	770-4 West Stair	-----	2000-3 West Wing	-----
4-5	702 West	740 Penthouse Fan Room	770 Fan Loft North Stair	-----	2000-3 Center Core	-----
4-6	-----	740 Near Elev. Mac Rm.	-----	-----	-----	-----
4-7	Bldg. 8723	-----	-----	-----	-----	-----
5-1	Bldg. 722	Bldg. 748	-----	794-1 South 794-1 Near Elevator	2000-4 North Wing	6000 Contractors Court
5-2	705-1 Rm 100A South	Bldg. 743	-----	794-1 Lobby	2000-4 East Wing	-----
5-3	705-1 Rm 100 North 705-1 Main Entran. North 705-1 Rm 114 West	Pipe Rack East of 741	-----	794-1 North Stairs	2000-4 South Wing	-----
5-4	705-1 Room 118 Hallway	-----	-----	794-1 Laundry Room	2000-4 West Wing	-----
5-5	705-1 Rm 103 North	-----	-----	794-1 Elec.Rm. South	2000-4 Center Core	-----
5-6	705-1 North Wall Outside	-----	-----	794-1 Control Room 794-1 North	-----	-----
5-7	705-1 Cell 18A South	-----	-----	794-2 North Stairwell	2000-Penthouse	-----
5-8	705-1 West	-----	-----	794-2 South Stairwell	-----	-----
5-9	-----	-----	-----	794-3 South Stairwell	-----	-----

Alarm Code	Zone A	Zone B	Zone C	Zone D	Zone E	Zone F
6-1	706-1 Maint. Shop Entr. 706-1 NW Stair 706-1 East 706-1 West Inside 706-1 West Outside 706-1 NE Corner	754-1 W Exercise Rm Ex. 754-1 NW Dbl. Door 754-1 Ex.Near751 Storage 754-1 N Exit Old House 754-1 NE Dbl Door 754-1 Side Ex NE OldHse	771 North Outside 771-1 EO OP Area North	794-3 North Stair	-----	-----
6-2	706-2 NE Corner 706-2 NW Stair 706-2 East Double Door 706-2 East Stair Door 706-2 South Double Door 706-2 SW Door 706-2 West 706-2 Near Elevator	754-1 West Exercise Room Exit	771-1 EO OP Area North 771 ContRm Outside	794-4 North Stair	-----	-----
6-3	706 Mezz East 706 Mezz NW 706 Mezz West Stair	754-1 Womens SW 754-1 Mens SE 754-1 Front Entrance East 754-1 Front Entrance W.	771-1 Rm 105	794-4 South Stair	-----	-----
6-4	706-3 NE Door 706-3 East Stair Door 706-3 South Door 706-3 West Door to Stair 706-3 NW Door	753	771 Main Entrance West 771 Main Entr. W Outside	-----	-----	-----
6-5	734 Outside East	745	771-1 South	775	-----	-----
6-6	-----	-----	771-1 So. Cell Area	774	-----	-----
6-7	-----	-----	771-1 EO Cell Area 771-2 EO Cell Area 771-3 EO Cell Area 771-4 EO Cell Area	-----	-----	-----
6-8	-----	-----	787	-----	-----	-----
6-9	-----	-----	Bulk Gas	-----	2000-Main. Exit to Trlrs.	-----
7-1	707-1 North Inside 707-1 Electrical Room 707-1 North Outside	-----	-----	796	-----	-----
7-2	707-2 North	-----	-----	797 798 Level 1	-----	-----
7-3	707-1 North 707-1 Rm105 East	-----	-----	799 Level 1 799 Sprinkler Shed	-----	-----
7-4	707-1 West Inside 707-1 West Outside	-----	-----	-----	-----	-----
7-5	707-1 East Inside 707-1 East Outside	-----	-----	-----	-----	-----
7-6	707-3 Mezzanine	-----	-----	-----	-----	-----
7-7	707-3 Mezz East Stair 707-3 Mezz South Stair 707-3 Mezz West Stair	-----	-----	-----	-----	-----
7-8	707-3 Near Elevator 707-3 West	-----	-----	-----	-----	-----
7-9	707-3 East Stair 707-3 South Center 707-3 West Stair	-----	-----	-----	-----	-----
8-1	729 South Outside	-----	-----	781-1 South/North	-----	-----
8-2	725 West 725 South East Corner	-----	-----	781-2	-----	-----
8-3	-----	-----	-----	776 East	-----	-----
8-4	-----	-----	-----	778	-----	-----
9-1	800 East	-----	-----	791-1 Main Lobby Entran.	-----	-----
9-2	727-1 SW Stair 727-1 SE Dbl. Door Inside 727-1 Rm100 E	-----	-----	791-1 West Library	-----	-----
9-3	727-1 Operating Area East 727-1 East Rear Stair 727-1 NE 727-1 NW 727 NE Outside 727 SE Outside	-----	-----	791-1 West Basem.Stair	-----	-----
9-4	727-2 NW Stair 727-2 East Stair 727-2 Cat Walk 727-2 SW Stair	-----	-----	791-2 Loading Dock	-----	-----
9-5	726 East 726 Rm107 726 Rm111 East Dbl Door 726 Rm111 West	-----	-----	791-2 West Dining Rm	-----	-----
9-6	Bldg 2509 South	-----	-----	791-2 East DiningRm Exit	-----	-----
9-7	Bldg 728 East Bldg 728 West	-----	-----	-----	-----	-----

