

Feedback from March 7 Shelter/Take Cover Exercise

During the March 7 Shelter/Take Cover Exercise, several building occupants were unfamiliar with shelter areas and other important sheltering instructions which could have placed them in danger if this would have been a real-world event. As we quickly approach the severe weather season it is important that **ALL** building occupants are familiar with their facility's "Building Occupant Instructions." These instructions provide important information on sheltering, evacuation, active shooter, and many other events that could take place within the Federal Building Complex. Not knowing what actions to take could endanger your life and the lives of your co-workers. It is everyone's responsibility to ensure we take the necessary precautions to protect our most vital resource, our employees. Lastly, for those who work or who are visiting the 545 Turnpike Building during a sheltering event you should proceed promptly to your designated shelter area, however, in doing so you **should not** use the elevator or the center (lobby) stairwell due to all the glass in the lobby.

For your reference, the Federal Building Complex Emergency Management Program Sharepoint site is listed below. It contains the Occupant Emergency Instructions as well as the Evacuation/Shelter posters for each building.

<https://sharepoint.oro.doe.gov/Orgs/Security/Emergency%20Management%20Team/Pages/default.aspx>

Any questions or concerns should be addressed to the Oak Ridge Office Emergency Management Team at 576-9759 or via email to wallaceda@oro.doe.gov

Pauline Douglas

Assistant Manager for Safeguards, Security and Emergency Management