



# NIST Gaithersburg Campus Occupant Emergency Plan (OEP) Quick Reference Guide

**Emergency:  
Call x2222**

For all emergencies on the NIST Gaithersburg campus 24 hours a day, 7 days a week.

Call **301-975-2222** from a **cellular phone**.  
Call **911** from a cellular or off-site phone  
and inform the 911 dispatcher that the  
emergency is on the NIST campus.

Gaithersburg Campus address for 911:  
**100 Bureau Drive, Gaithersburg, MD 20899**

## Employee Assistance Program (EAP)

The NIST Employee Assistance Program (EAP), through its service provider, Acentra Health, provides comprehensive employee assistance services to NIST federal employees and eligible family members. Our goal for the EAP is to ensure you have the professional assistance necessary to handle personal concerns before they affect your well-being.

Acentra Health's toll-free telephone number:  
1-800-869-0276

### **For more information:**

Visit <https://inet.nist.gov/ohrm/service-resource/eap>

## Introduction

Please read and understand the emergency procedures addressed in this guide, which is based on the Gaithersburg Campus Occupant Emergency Plan (OEP).

Please keep this Quick Reference Guide on your phone for easy access. Know the nearest indoor Shelter-In-Place Location and outdoor location 25 yards away from the buildings.

### For more information:

Questions and recommendations may be referred to the Emergency Services Office (ESO) Emergency Management Group by email: [emergencymanagement@nist.gov](mailto:emergencymanagement@nist.gov).



**Emergency:  
Call x2222**

For all emergencies on the NIST Gaithersburg campus 24 hours a day, 7 days a week.

Call **x2222** from a **campus phone**.  
Call **301-975-2222** from a **cellular phone**.  
Call **911** from a cellular or off-site phone and inform the 911 dispatcher that the emergency is on the NIST campus.

## General Evacuation

Do Not Use Elevators!

### For more information:

1. Alarm sounds.
2. Leave equipment in a safe configuration, if time permits.
3. Leave the work area and close the door.
4. Check the area to ensure everyone has exited the area.
5. Leave the building by the nearest exit. Do not use elevators.
6. Move at least 25 yards away from the building.
7. Do not re-enter the building until an “All Clear” has been issued.
8. As soon as feasible, contact your supervisor for accountability purposes via phone, text, or email.

Be aware of emergency response vehicles and personnel. Follow directions from first responders. Only re-enter once the “**All Clear**” is given.

### Evacuation Assistance

If you require assistance during an evacuation or before an event occurs, please inform your supervisor and complete the **Evacuation Assistance Notification Form NIST-586G** is located on the ESO website. If you have any questions while completing the Evacuation Assistance Form, please contact [emergencymanagement@nist.gov](mailto:emergencymanagement@nist.gov) for guidance.

## Shelter-In-Place (SIP)

SIP could be the safest response to a number of emergencies occurring outside your building.

A shelter-in-place location is a physical location that provides as many barriers as possible between you and the threat.

### **For more information:**

1. A SIP announcement will be made.
2. Move indoors if appropriate.
3. Secure research and equipment if time permits.
4. Shut all exterior windows and doors, proceed to interior spaces, or stay in the office. Move away from windows.
5. Wait for further instructions.
6. Remain in the safe locations until the “all clear” is announced and you are instructed to return to the offices or leave the worksite.
7. Once SIP has ended, contact your supervisor for accountability purposes via phone, text, or email.

## Utilities Outages

### Electric/HVAC/Water

During any utility failure, the NIST leadership team will meet to discuss campus options and communicate the status to the occupants.

#### Campus occupants should:

1. Call OFPM at **x6928** or **301-975-6928** and notify them of the utility outage affecting your location.
2. Notify Security Dispatch of the utility outage using the non-emergency number **x2805** or **301-975-2805**.
3. Pay attention to your communication devices (phone, email, text) for messages.
4. Wait for further direction from NIST leadership or until an “All Clear” is announced.
5. As soon as feasible, contact your supervisor for accountability purposes via phone, text, or email.

## Medical Emergency

### **Campus occupants should:**

1. Call **x2222** from a campus phone.
2. Call 911 from a cellular or off-site phone and inform the 911 dispatcher that the emergency is on the NIST campus.
3. Give the location of the person needing assistance, along with your name, phone number, campus address, building number, and office location.
4. Stay with the patient until released by medical personnel.

### **Gaithersburg Campus address for 911:**

100 Bureau Drive, Gaithersburg, MD 20899.

## Fire / Explosion

### Campus occupants should:

1. Become familiar with the nearest exits, fire alarm manual pull station, fire extinguishers, and evacuation points to your location.
2. If you discover a fire of any size or smell smoke, leave by the nearest exit, where a fire alarm manual pull station will be located. Activate it as you exit the building.
3. Go to the nearest safe location and call **x2222**, or call **301-975-2222**, from a cellular phone. Call 911 from a cellular or off-site phone and inform the 911 dispatcher that the emergency is on the NIST campus. Give the exact location of the fire.
4. **Do not open hot doors.** Before opening any door, touch it to see if it's hot. If the door is opened, fire on the other side could blast through.
5. Evacuate the building along with other occupants. Assist persons needing assistance (injuries, disabilities, etc.).
6. Account for and report missing personnel to dispatch.

Continued on next page



## Fire/Explosion continued

7. **Do not use elevators for evacuation. Use stairwells.**
8. Move at least 25 yards away from the building.
9. Wait for further direction from NIST leadership or until an **“All Clear”** is announced.

### Evacuation Assistance

If you require assistance during an evacuation, please inform your supervisor before an event occurs and complete/submit the **Evacuation Assistance Notification Form NIST-586G** is located on the ESO website. If you have any questions while completing the Form, please contact [emergencymanagement@nist.gov](mailto:emergencymanagement@nist.gov) for guidance.

# Chemical Spills & Sharp/Alarming Odors

1. Assume that the chemical is hazardous unless you know for certain that it is not. Disable ignition sources, when applicable, and if it can be accomplished safely.
2. **EVACUATE THE ROOM.** Close the door. If there is an immediate threat to safety, activate the fire alarm pull station or call **x2222** to report it. For substantial spills, call **x2222**. For all other spills, NIST Safety Office **x5373** option 3, then option 1. If no answer, call the fire department on the non-emergency **x2805** for assistance.
3. Warn people in the area of the spill or release.
4. For eye contact, promptly flush your eyes with water for 15 minutes and seek immediate medical attention by calling **x2222** or call **301-975-2222** from a cellular phone.

Call 911 from a cellular or off-site phone and inform the 911 dispatcher that the emergency is on the NIST campus.

Continued on next page

## Chemical Spills continued

5. For skin contact, promptly flush the skin with water and seek immediate medical attention by calling x2222 or call 301-975-2222 from a cellular phone.

Call 911 from a cellular or off-site phone and inform the 911 dispatcher that the emergency is on the NIST campus.

6. Get to a safe area and wait until first responders arrive.

\*Do NOT touch or walk through the spilled material.

7. Ensure a person knowledgeable about the chemical release or spill is available to communicate with emergency responders when they arrive.
8. Report the incident to the supervisor.

## Weather Emergencies

### **Weather Watch:**

A severe weather event is possible in the area.

### **Weather Warning:**

A severe weather event is happening or imminent.  
Take shelter immediately.

If the National Weather Service (NWS) issues a tornado or destructive severe thunderstorm warning for Montgomery County, the fire alarm notification system will sound an announcement.

Take action by doing the following:

- **Move indoors.**
- **Take shelter in a sturdy building, away from windows. Flying debris may be deadly to those caught without shelter.**

### **Montgomery County Local Alerts**

Subscribe to receive emergency notifications from Montgomery County Local Alerts or <https://www.montgomerycountymd.gov/OEMHS/AlertMontgomery/index.html>.

## Flooding

Flooding often occurs following heavy rainfall and can happen very quickly. May through September are the month's floods are most likely to occur.

Sign up for Montgomery County weather alerts:

### **Montgomery County MD Office of Emergency Management & Homeland Security**

<https://www.montgomerycountymd.gov/oemhs/>

### **Maryland Department of Emergency Management**

<https://mdem.maryland.gov/pages/default.aspx>

Some NIST Gaithersburg buildings are prone to flooding, but this is not a problem across the entire Gaithersburg campus.

1. If floodwaters have already arrived and you are trapped, go to an upper floor or roof.
2. Do not cross flowing streams on foot where the water is above your knees. Do not drive through flooded streets or parking lots.

Continued on next page

## Floods continued

3. Notify Gaithersburg Campus Police at **x2222** or call **301-975-2222** from a cellular phone.

Call 911 from a cellular or off-site phone and inform the 911 dispatcher that the emergency is on the NIST campus.

## Hurricanes

Hurricanes affect U.S. coastlines and could impact inland areas with storm surges, inland flooding due to heavy rainfall, tornadoes, and strong winds. You should also be aware of hurricanes when visiting locations potentially threatened by them.

Hurricane season for both the Atlantic and Pacific regions is **mid-May through November**, with the peak season occurring in August and September. Check with your local National Weather Service office for more information.

### **Preparation before hurricanes include:**

1. Subscribe to the NIST Emergency Notification System (ENS) with personal contact information.
2. Call to check on the operational status of the Gaithersburg campus by calling the NIST Status Line: **301-975-8000**.

### **Post-hurricane response:**

1. Senior leadership will determine site operational status.
2. Call to check on the operational status of the Gaithersburg campus by calling the NIST Status Line: **301-975-8000**.

## Earthquakes

There will be no warning. Be prepared for a series of aftershocks.

1. **DROP** - wherever you are onto your hands and knees.
2. **COVER** - your head and neck with your arms. If a sturdy table or desk is nearby, crawl underneath it for shelter.  
Stay clear of windows.
3. **HOLD ON** - if you are under a table, hold onto the table with one hand. If the table moves, move with it.
4. If you are outside when a quake occurs, move far away from buildings, power lines, and other overhead objects.
5. Do not leave a safe area. If your area appears stable, chances are you are as safe there as anywhere else.
6. Falling objects are a major concern in an earthquake. You can lessen this threat now by checking your work area and relocating heavy objects that are 48 inches or more from the floor to a lower level.
7. If necessary, and if ordered to do so, evacuate your premises. Be very careful of downed electrical lines, falling debris and broken glass. You will be given instructions for evacuation by building personnel, police and/or fire personnel.



# Tsunami

Although tsunamis are not likely to directly impact Gaithersburg, you should know what to do during a tsunami for when visiting locations potentially threatened by them.

A tsunami is a series of ocean waves caused by earthquakes, landslides, or volcanic eruptions. These waves can kill people and destroy entire communities. Tsunamis strike as fast-moving walls of water that flood, drain and re-flood the land for hours.

A natural sign of a tsunami may be your first, best, or only warning that a tsunami is on its way.

Natural signs include an earthquake, a loud roar from the ocean, or unusual ocean behavior, such as a sudden rise or wall of water or a sudden retreat of the water, showing the ocean floor. If you experience any of these signs, a tsunami could be coming.

**MOVE TO HIGHER GROUND IMMEDIATELY** (away from the water)

If you are near the coast and experience shaking from an earthquake, **DROP, COVER, HOLD ON** to protect yourself. As soon as the shaking stops **MOVE TO HIGHER GROUND OR**

## Wildfires

Wildfires and urban fires are a constant threat. The campus can be affected directly from smoke, haze or wildfire evacuation.

### Reporting

If you observe smoke or fire, call campus police at **x2222** or call **301-975-2222** from a cellular phone. Call 911 from a cellular or off-site phone and inform the 911 dispatcher that the emergency is on the NIST campus.

### Procedures

Wildfire events will be monitored by campus leadership and site status decisions will be based upon all available information.

Emergency procedures may include Shelter-in-Place (SIP) or Site Evacuation.

## Wildlife

### Wildlife Encounters

We have numerous wildlife species on campus, including deer, geese, fox, snakes, bats, and even the occasional bear.

If you have a potentially dangerous encounter with a wild animal, call **x2222** or call **301-975-2222** from a cellular phone.

Call 911 from a cellular or off-site phone and inform the 911 dispatcher that the emergency is on the NIST campus.

## Workplace Violence

All campus occupants are responsible for their own behavior and are expected to interact professionally with fellow occupants when on campus. Any perceived or actual act of violence toward Gaithersburg campus occupants will not be tolerated.

### Reporting

Any staff member who is concerned for their immediate safety or the safety of others due to potential, perceived, or actual threat of violence on campus shall immediately contact the campus police at **x2222** or call **301-975-2222** from a cellular phone. Call 911 from a cellular or off-site phone and inform the 911 dispatcher that the emergency is on the NIST campus.

Advise the police of the situation and request assistance.

Following notification to the campus police, please contact a supervisor.

Other reports of non-professional behavior that raise concerns about immediate safety should be reported promptly to a supervisor.

## Workplace Violence

### Response

If you feel threatened and can safely do so, leave. When safe to do, so notify campus police and request a response. If you are unable to leave and need to deal with the subject:

- Be courteous
- Don't escalate the situation
- Maintain eye contact
- Listen attentively
- Do not make physical contact
- Don't block exit routes
- Stall to allow time for the police response
- Follow directions of first responders

Based on the nature of the threat, and circumstances of the incident, response to workplace violence may result in the need to:

- Immediately evacuate from the area where the incident is occurring; or
- If evacuation isn't possible, seek shelter or refuge within an interior space, ideally one that can be secured, as far away from the incident as possible.
- "Lockdown" is a code word used to notify occupants (via loudspeaker) that the building or buildings are being secured against outside access in order to mitigate the threat.

## Civil Disturbance

Should our campus become the target of public demonstrations, or in the event of civil disturbance, building occupants are requested to:

1. Notify the Gaithersburg Campus Police at **x2222** or call **301-975-2222** from a cellular phone. Call 911 from a cellular or off-site phone and inform 911 dispatcher that the emergency is on the NIST campus.
2. Move indoors and avoid becoming spectators. Leave or avoid the area of disturbance.
3. Avoid becoming involved in the situation by arguing or attempting to interfere.
4. Occupants of lower floors should close blinds.
5. Follow the instructions given by emergency personnel, law enforcement, or other officials.

## Bomb / Threatening Calls

### If you receive a bomb threat or threatening call:

1. Maintain your composure.
2. Get details. REFER TO THE CHECKLIST ON THE NEXT PAGE. Do not hang up the phone.
3. After completing the checklist, from a different phone call Security at **x2222** or call **301-975-2222** from a cellular phone.

Call 911 from a cellular or off-site phone and inform the 911 dispatcher that the emergency is on the NIST campus.

### If you receive a suspicious package:

1. Do not touch, handle, or move the object.
2. Do not use cellphones or radios in the immediate area (THEY COULD SET OFF THE BOMB).
3. Evacuate all personnel in the immediate area and call Security at **x2222** or call **301-975-2222** from a cellular phone. Call 911 from a cellular or off-site phone and inform the 911 dispatcher that the emergency is on the NIST campus.
4. Provide information to Security personnel and follow their instructions.

## Threatening Call Checklist

Date & Time: \_\_\_\_\_ Duration of call: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Building #: \_\_\_\_\_ Room #: \_\_\_\_\_

Write down wording of the threat:

---

---

---

### If Bomb:

#### Ask the following questions:

When is the bomb set to explode?  
Where is it right now?  
What does the bomb look like?  
What kind of bomb is it?  
What will trigger it?  
Did you place the bomb?  
What is your name?  
What is your address?  
Why did you place the bomb?

#### Threat Language:

Is it a recording?  
Are they well spoken?  
Are they coherent or not?  
Do they sound rational?  
Are they using foul language?



## Threatening Call Checklist

### Caller's voice (circle all that apply):

Slurred	Distinct	Loud	Excited
Stuttering	Normal	Fast	Deep
Cracking	Familiar	Angry	Nasal
Coughing	Disguised	Calm	Crying
Breathing	Accent	Raspy	Soft
Laughing	Ragged	Slow	Other
Old	Young	Male	Female

### Background sounds (circle all that apply):

Street Noises	Telephone Booth	Factory	Static
House Noises	Animal Noises	Local (1 or 2 rings)	Clear
Motor	Long Distance	Dishes/Utensils	Music
PA System	Office Equipment	Additional Voices	

### Immediately After A Threatening Phone Call

- If you have caller ID, write down the incoming phone number.
- Notify the Security **x2222** or call **301-975-2222** from a cellular phone, and wait for further instructions.

## Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area.

“Lockdown” is a code word used to communicate the initiation of **RUN, HIDE, FIGHT** actions due to the presence of an active shooter.

Call Campus Police, when it is safe to do so, at:

Gaithersburg Campus  
x**2222** from a campus phone or call **301-975-2222** from a cellular phone. When calling 911 from a cellular or off-site phone, inform the 911 dispatcher that the emergency is on the NIST campus.

## Active Shooter Response Options

### **RUN**

- If you know a safe, accessible escape path, attempt to evacuate the premises.
- When escaping the area, carry nothing in your hands, keep hands raised over head.

### **HIDE**

- Find a safe, protected place to hide and stay there.
- Best hiding places provide both cover (ballistic protection) and concealment (visual obstruction).
- Lock doors.
- Barricade your space with available office equipment.

### **FIGHT**

- If neither running nor hiding is a safe option, when confronted by the shooter consider fighting as the absolute last resort. Once the decision is made, commit to fight for your life as aggressively as possible. There is strength in numbers, so recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- If fighting is the only option, aim to cause severe or lethal injury to the shooter.

## Emergency Communications

### **Emergency Notification System (ENS)**

Emergency communications will be sent to your NIST email and NIST-issued cellphone. To sign up for emergency alerts to your personal email and cell phones, subscribe via the ESO Emergency Management Preparedness and Coordination Group (EMG) website.

### **Building Alarm Announcements**

The audio files of the various building alarm announcements that you may hear during an emergency can also be found on the ESO Emergency Management Preparedness and Coordination Group website.

### **ESO Emergency Engagement Group (EMG) website:**

<https://inet.nist.gov/mr/eso/emergency-management-group>

### **Montgomery County Local Alerts**

Emergency notifications from Montgomery County:

<https://member.everbridge.net/1332612387832009/login>

Want to learn more about Emergency Preparedness at NIST?

*For questions, concerns, and feedback contact the ESO  
Emergency Management Group by Email:  
[emergencymanagement@nist.gov](mailto:emergencymanagement@nist.gov)*

Emergency preparedness  
starts with you. Plan and  
prepare.

This guide was published by the Emergency Services  
Office Emergency Management Group in 2024.