PUB - 532

EMERGENCY PLAN

BUILDING 940

LAWRENCE BERKELEY LABORATORY
UNIVERSITY OF CALIFORNIA

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Building 940
3101 Telegraph Ave
Berkeley, CA

EMERGENCY PLAN

October, 1993

Lawrence Berkeley Laboratory
1 Cyclotron Road
Berkeley, CA 94720

Approvals:		**Date:**
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BUILDING 940

EMERGENCY PLAN

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I. GENERAL INFORMATION

A. Objectives

- To prepare building personnel for proper and immediate response to emergency situations.
- To designate and train a building emergency organization to act during emergencies.
- To define the responsibilities of the Building Emergency Team.

B. Emergency Organization

The Building Emergency Team consists of the Building Manager, the Deputy Building Manager, and the Assistant Building Managers. Names of individuals assigned these duties are listed on the organizational chart on page 12.

The Building Manager is in charge during any emergency. In his or her absence, the Deputy Building Manager or other designated Building Emergency Team member assumes the manager's duties. Refer to the Laboratory's Master Emergency Plan for detailed information.

Each Assistant Building Manager acts as liaison between the Building Manager and personnel on his or her floor or area. Refer to the Laboratory's Master Emergency Plan for detailed information.

The discoverer of an incident is in charge of the scene until relieved of the responsibility by a Building Emergency Team member or Professional First Responder.

Each Division Director is responsible for:

- Planning and reviewing emergency procedures within the division or department.
- Informing division personnel of the Building Emergency Plan.
- Training and orientation of division or department personnel to properly respond to emergencies.
- Appointing responsible division or department contacts familiar with the personnel and hazards in each area occupied by the division or department. These contacts, shown on page 12, could be asked to provide information regarding space or personnel (i.e., who, what, how) to the Building Emergency Team or Professional Response Groups, also shown on page 12, during or following an emergency.

Each employee who is working off-hours schedules must be familiar with emergency procedures, because members of the Building Emergency Team are available only during normal working hours.

C. Evacuation Routes and Assembly Areas for Building 940 Complex

In case of an emergency requiring evacuation of the building, all personnel will proceed to the assembly area via the evacuation routes shown on the floor plans located at the end of this document and posted in the building. Evacuation routes must be kept clear. Always give way to emergency vehicles when necessary.

If the designated evacuation routes are inaccessible, a Building Emergency Team member will direct personnel to use alternate routes. If an assembly area cannot be used, an Assistant Building Manager will direct personnel to an alternate area.

D. Emergency Notification

1. The LBL public address system is normally used to notify employees of emergency conditions, however **there is no PA system in building 940.**

2. Evacuation Announcement

   An evacuation announcement for building 940 will be made by telephone or building manager radio.

   - Upon being informed, occupants must immediately leave by the fastest (safe) route available according to the emergency plans.

   - Personnel must remain out of the evacuated area until the Building Manager or other member of the Building Emergency Team authorizes re-entry.

E. Types of Emergencies

A variety of emergency conditions may interrupt the normal functions of the Laboratory. Some may be localized, while others may affect the entire site. The following list indicates which alarm will normally be used to signal each emergency.

Type of Incident	Fire Alarm*	LBL PA*	Local PA*
Personal injury		X	X
Fire, explosion	X	X	X
Release of toxic or flammable material		X	X
Radioactive spills		X	X
Threats to the laboratory (e.g., bomb threat)		X	X
Earthquake		X	X
Landslide, flood, or water damage		X	X
Impaired access or egress		X	X
Failure of electric power, gas, or water supply		X	
Civil disturbance		X	
Civil alert		X	

This page is intended to provide occupants of building 940 information concerning alarms in buildings on site.

*** There is no Fire Alarm or PA system in building 940. All emergency communication will be via the telephone or the Building Manager's radio.**

F. Employee Responsibilities

The main purpose of this emergency plan is to decrease the possibility of personal injury to employees of the laboratory. This cannot be accomplished without the active participation and cooperation of every individual.

Each employee shall:

- Know the identity of the Building Emergency Team member in charge of the floor where he or she works.
- Have a working knowledge of the emergency plan for his or her building.
- Cooperate fully with those in charge.

Supervisors shall:

- See that employees under their supervision know the emergency plan for the building, particularly the recommended exit routes, assembly areas, and reporting procedures.
- Give whatever assistance the person in charge may require during an emergency.
- Maintain familiarity with the shutdown procedures for all equipment used by those under their supervision.
- Know the location and use of all safety and emergency equipment on their floor or area.
- Prevent their employees from re-entering an evacuated area until officially notified that the area is safe for normal operations to resume.

II. REPORTING AN EMERGENCY

A. To Report an Emergency at Building 940.

- **Call extension 7911.** LBL Emergency Services will answer.
- If possible, notify the Building Manager.

B. When Reporting an Emergency by Telephone from Building 940

1. Stay calm; speak clearly.
2. Identify yourself.
3. State building address and room number.
4. State the nature of the emergency.
5. State the severity of the emergency.
6. Report any potential danger.
7. Stay on the line until call recipient hangs up or gives permission for you to do so.

C. Personal Illness or Injury

1. Take first aid measures immediately. If the victim is not breathing, circulation has stopped, or heavy bleeding is involved, apply first aid at once. Do not leave the scene or report the injury. **Call for help.** You must restore breathing and circulation and stop any bleeding.
2. Instruct a bystander to call extension **7911**, report the injury and summon medical aid.
3. Keep crowds away and notify the Building Manager.
4. Upon arrival of trained personnel, follow their instructions.
5. Notify your supervisor as soon as possible after the incident is under control.
6. Know where first aid supplies are located in your building.

D. Fire

1. Call extension **7911**. Meet the Fire Department at the building entrance and direct firefighters to the incident location.
2. Clear the area.
3. Notify the Building Manager.
4. Implement fire fighting action. Attempt to fight the fire only if it can be done safely, with a clear escape route.

E. Smoke or Leaking Gas

1. Call extension **7911.**
2. Clear the area if necessary.
3. Notify the Building Manager.

F. Water Damage

1. Call The building owner, Jenny Buchan, at **415-854-6247**.
2. Clear the area if necessary.
3. Notify the Building Manager.
4. Do not attempt to disconnect or shut down electrical equipment.

G. Electric Power Failure

1. Call the building owner at **415-854-6247** .
2. Notify the Building Manager.

H. Gas or Water: Catastrophic Loss of Flow or Pressure

1. If there is a smell of gas or other obvious imminent danger, call extension **7911**.
2. Notify the Building Manager.

III. INSTRUCTIONS FOR SPECIFIC EMERGENCIES

A. Emergency Announcement (Bomb Threat Emergency)

The announcement will be made on the Laboratory PA system, identifying the building or area to be evacuated. Any bomb threat involving building 940 will be made know to the building manager by telephone.

1. Take lunches, purses, and any personal packages (because these could be mistaken for concealed explosives). **Leave at once**. Follow posted exit routes. Follow directions given by the Building Emergency Team.

2. Move away from the building to designated assembly areas and await instructions.

3. **Do not re-enter the building** until the Building Emergency Team Leader permits you to.

B. Bomb Threat Received by Telephone

1. Remain calm and listen carefully. Attempt to have another employee listen on an extension.

2. Attempt to determine the following:

   - Exact location of the threat — building, room, floor.
   - Exact time threatened action will occur.
   - Is bomb disguised, concealed, in the open?
   - Kind and size of bomb — fire, dynamite (how many sticks, etc.).
   - How did it enter — mail, carried?
   - Why was it placed in the Laboratory?
   - Identity of caller or person reporting.
   - Origin of the call.
   - Characteristics of the caller's voice (accent, speech defects, etc.), background noises, etc.

3. Some of the above information probably will not be obtained, but an attempt should be made. Immediately notify UC Police at extension 5472 or the Fire Department at extension **7911**. Also notify your supervisor, and the Building Manager.

C. Earthquake

1. Stay calm and try to keep others calm. If you are indoors, stay indoors; if outside, stay outside. Falling debris around the perimeter of buildings can cause casualties.

2. If you are inside, avoid falling debris and breaking glass by moving away from tall bookcases, experimental setups, and glass windows. Stand in an inside doorway or inside corner of a room or crouch under a desk or bench.

3. If you are outside, move into an open area away from overhead power lines.

4. If you are in an automobile, stop in a safe, open area away from buildings and overhead power lines.

5. After the earthquake:

- **Do not light matches, do not smoke, and do not operate electrical switches or appliances.** If a gas leak exists, such actions could cause explosions. Report gas leaks by calling extension **7911.**

- Check for fires, spills of hazardous or flammable materials, and ignition sources. Take action where practical.

- Persons in your area may be injured or trapped. Help account for others. Provide medical or rescue help if necessary.

- Be very careful to avoid downed wires, structural hazards, and other obstructions.

- Move into the open after the earthquake is over but **do not use elevators.** Assemble at your building's specified assembly area for a head count. The Building Emergency Team Leader will then report to the command center. Remember, aftershocks or subsequent earthquakes may be more damaging than the initial shock.

- Do not attempt to re-enter the building until permission is given by the Building Emergency Team.

D. Civil Disturbances

In most instances, advance warning of disturbances will be announced over the PA system. Off site buildings without a public address system such as 940 will be notified by telephone. If the disturbance appears to be serious, a decision will be made by the Laboratory Director's Office regarding evacuation of Laboratory personnel and other emergency actions.

E. Civil Alert

LBL Fire Department will be advised of impending disasters, dispersal of radioactive material, fire, storm, flood, or other events or natural phenomena that could endanger life or health, or threaten destruction of plant and community facilities, in the following ways:

- NAWAS (National Warning System, through DOE)
- EBS (Emergency Broadcasting System, through commercial broadcasts).

Upon receipt of warnings from the above sources, LBL Fire Department will broadcast pertinent information over the LBL PA System and portable broadcasting equipment to reach all sections of the Laboratory. Buildings without public address systems will be notified by telephone.

Depending on the nature of the danger and the circumstances in the surrounding community, orders will be given for personnel to take shelter at the Laboratory or to evacuate the area.

Following the notification of Civil Alert, departments possessing broadcast receivers should tune to the Emergency Broadcasting System: 680 (KNBR), 740 (KCBS) or 810 (KGO) kHz AM radio.

F. Elevators (For buildings without elevators, the following is included for information only.)

Do not attempt to open the elevator door or climb out of the elevator. Such action could be fatal.

The telephone in building 940's elevator automatically connects to an emergency number when the handset is lifted. You cannot dial a number from this telephone.

- Fire. If you are in an elevator when a fire alarm sounds, push the button for the next floor. When the floor is reached, leave the elevator and exit the building.
- Mechanical failure. If you are trapped in an elevator because of mechanical failure, call extension **415-854-6247** for assistance. Sit on the floor and wait.
- Power failure. If the elevator stops because of power failure, remain calm. Call extension **415-854-6247** for assistance. Turn the emergency light switch to low position to conserve the battery. Sit on the floor and wait.
- Earthquake. A severe earthquake could jam the elevator. Don't panic; call extension **415-854-6247** for assistance. Sit on the floor and wait. Safety stops will hold the elevator in place or ease it down. Designated personnel will perform rescue operations.
- Emergency phone (non LBL phone): Call extension **911**.

G. Release of Toxic or Radiological Materials

Supervisors of groups that use equipment and laboratory facilities involving toxic or radiological materials must prepare an Activity Hazard Document (AHD), see Section IV for a list of AHD's. Copies of all relevant AHD's must be provided to the Building Manager, Emergency Services Group, and the Environment, Health and Safety Division Office.

1. Spill or Leak of Toxic Material

   - **Evacuate the building immediately.**
   - Report the accident by calling extension **7911** and indicate:
     - Exact location of the accident.
     - Type of materials involved, if known.
   - Get any contaminated victims to the shower or eyewash, as appropriate. Remove outer garments if necessary.
   - **Remain outside the building** until permission to re-enter is given by the Building Emergency Team Leader.

2. Release of Radiological Materials

   - Immediately **evacuate and quarantine** the area.
   - Immediately **isolate and quarantine** individuals possibly exposed to radiation.

- Prevent anyone from entering or leaving the area. Do not enter the area yourself.
- To avoid spreading contamination, restrain movements of possibly contaminated persons as much as possible.
- Call extension **7911** and provide the exact location of the incident and the material involved if known.
- Notify your supervisor and the Building Manager.
- Follow the instructions of emergency personnel.

3. Release of Chemical Pollutants

   Significant releases of chemical pollutants to the environment must be reported immediately to the EH&S Division, extension **5251**, and extension **7911**. Types and quantities of material released are very important.

4. Reporting Requirements

   Both the Building Manager and personnel involved in a release or discovery of a release of toxic or radioactive material shall assist the EH&S Division in preparing required reports.

5. Material Safety Data Sheets (MSDS)

   See page 12 for location of the MSDS handbook.

IV. RELATED ACTIVITY HAZARD DOCUMENTS (AHD)

Per LBL PUB-3000, Chapter 1, Appendix B, Activity Hazard Documents must be prepared by the supervisor of any group that uses equipment and laboratory facilities for which hazardous conditions exist. A current copy of each required AHD in this building shall be maintained by the custodian designated on page 12 of this document.

AHD's required for Building 940 Complex are:

None at the time of plan publication.

V. BUILDING 940 COMPLEX EMERGENCY ORGANIZATION

POSITION	NAME	BLDG/ROOM	LBL EXT	HOME PHONE
***Bldg Manager**	Robin Rawlings	940/209	5194	510-233-3643
***Deputy Manager**	Carole Nellis	940/202	4694	510-524-2174

Building Occupants

Name	Home (510)	Ext.
Pat Blanche Dir, Lab Analysis	841-2029	4313
Lillie Taat Supr, CRC Lab	674-1544	5118
Laura Hall Supr, Donner Core Lab	531-4442	7984
Robin Rawlings Clinical Coord, CRC	233-3643	5194
Carole Nellis Secretary, CRC	524-2174	4694

Area Supervision /Contact

Name	Dept./Grp.	Bldg./Room	Ext.
Lillie Taat	LSD	940/210	5188

* Denotes member of Building Emergency Team.

VI. EMERGENCY UTILITY SHUTDOWN PROCEDURES

Only the landlord or professional response groups are authorized to shut down utilities. The building owner is Jenny Buchan, 415-854-6247.

UTILITY	Shutoff location and designation	Authorized personnel and LBL extension	Possible conditions requiring shutdown
ELECTRICITY	Main CB in basement garage; panels in rooms 295 and 204	Building Owner	earthquake, gas leak, flooding
NATURAL GAS	Main valve located along sidewalk on prince street	Building Owner	earthquake, gas leak, fire
WATER	Unknown	Building Owner	broken line earthquake

APPENDIX A - RESPONSIBILITIES OF BUILDING MANAGER AND DEPUTY BUILDING MANAGER

A. Building Manager Responsibilities

The Building Manager is appointed by the Division Director and is in charge of emergency preparations and responses of building personnel.

1. Planning and Training Duties

   The Building Manager helps develop a Building Emergency Plan and is thoroughly familiar with it. This unique document must be consistent with the Laboratory Master Emergency Plan and provide for special situations that could be encountered in this particular building or complex. A Building Emergency Plan includes:

   - General information.
   - How to report emergencies.
   - Actions to be taken during emergencies.
   - Evacuation routes and assembly areas.
   - Location of fire extinguishers, hoses, and alarm boxes.
   - Responsibilities and duties of Building Emergency Team members.
   - Shutdown procedures.
   - List of key personnel and phone numbers.
   - Location of hazardous areas requiring special attention.
   - Location of shutoff mechanisms for building electricity, flammable gases, city water, and hazardous materials.
   - Location of first aid kits.
   - Location of MSDS information.

   The Building Manager recommends Building Emergency Team members to the Division Director or designee. Members of this team are listed on page 12 of this Emergency Plan.

   The Building Manager, in conjunction with supervisors, is responsible for seeing that personnel are trained to deal with emergency situations.

2. The Building Manager's operational responsibilities during normal operations are to maintain Building Emergency Plan elements and personnel in a state of readiness, as follows:

   - Maintain and post a roster of Building Emergency Team personnel on bulletin boards throughout the building. A roster with building coverage requirements appears on page 12. This roster will be updated annually, and as needed, by the LBL Emergency Preparedness Coordinator, extension 6016, and sent to the Building Manager.

   - From the Emergency Preparedness Coordinator, receive a roster of other building personnel who have first aid, CPR, or fire extinguisher training. Give this to each Assistant Building Manager for posting. This roster will be updated annually, and as needed, by the LBL Emergency Preparedness Coordinator, extension 6016, and sent to the Building Manager.

   - Assist the division line management in obtaining appropriate and periodic training for Building Emergency Team members.

- Advise Emergency Team members and inform supervisors of the emergency training needs of the team.

- Arrange for orientation of all newly assigned Building Emergency Team personnel on building emergency protocol and procedures. The Emergency Preparedness Coordinator, extension 6016, conducts orientation classes as necessary.

- Conduct periodic meetings with all Building Emergency Team members to discuss potential hazards and to review emergency procedures and coverage.

- Coordinate building personnel participation in emergency drills.

- Participate in periodic inspections to determine potential safety hazards. Monitor follow-up action to eliminate or minimize these hazards.

- Publicize the locations of first aid kits and other necessary emergency supplies.

3. Responsibilities During Emergency Situations

   - Make certain that all members of the Building Emergency Team are aware of the emergency and that appropriate action is under way.

   - Supervise evacuation if it is necessary. Record the time when each Assistant Building Manager reports that an area has been completely evacuated.

   - Act as liaison with the Fire Department and other LBL emergency groups in handling the emergency.

   - Verify that all required notifications to individuals and departments are made.

   - When the emergency is under control, find out when personnel can return to the building (this should be determined by an official representative of the Fire Department, EH&S Division, or the Laboratory Director's office). Notify all building personnel of this decision.

4. Actions After an Emergency

   - Meet with the Building Emergency Team and any other's involved as soon as possible to review actions that took place.

   - Determine if any revision of the Building Emergency Plan is necessary based upon adequacy of the plan during the emergency.

- Assist with revision of the plan, if required, and advise the Emergency Preparedness Coordinator, extension 6016, to update and publish related documents.

- Provide all personnel with a brief description of the emergency and its causes, a critique of actions taken during the emergency, and any subsequent changes to the Building Emergency Plan.

B. Deputy Building Manager Responsibilities

The Deputy Building Manager is appointed by the primary occupant division's Director and assists the Building Manager in emergency preparations and responses of building personnel.

1. General Planning and Training Responsibilities

   - Serves as staff associate for the Building Manager.
   - Acts for the Building Manager in his or her absence.
   - Assists the Building Manager in developing and implementing emergency protocol and procedures.
   - Assists in arranging training of Building Emergency Team personnel.
   - Is thoroughly familiar with the Building Emergency Plan.

2. Responsibilities During an Emergency

   - If the Building Manager is not present, the Deputy Building Manager acts as Building Manager. See Appendix A for the Building Manager's responsibilities during an emergency.

   - If the Building Manager is present, the Deputy Building Manager supervises Assistant Building Managers.

3. Actions after an Emergency

   After an emergency, the Deputy Building Manager assists the Building Manager in his or her duties as outlined in Appendix A.

APPENDIX B - RESPONSIBILITIES OF ASSISTANT BUILDING MANAGERS

A. Monitoring Responsibilities. The Assistant Building Managers shall:

- Screen all personnel working in their floor area to identify those with physical disabilities requiring special care during an evacuation. Assign a specific person and alternate to assist each individual with disabilities.
- Establish a procedure for searching the entire area for complete evacuation. This search should include all possible personnel locations.
- Periodically inspect floor area to identify and eliminate hazards. If the hazard cannot be corrected by the Assistant Building Manager, report it to the Building Manager with a recommendation for correction. Continue to pursue correction of an unsafe condition until it is resolved.
- At the direction of the Building Manager post a list of personnel in the area who have had first aid, CPR, or fire extinguisher training. A list is prepared and maintained by the LBL Emergency Preparedness Coordinator.
- Recommend additional training for personnel as necessary.
- Become thoroughly familiar with the location of all fire extinguishers, hoses, alarm boxes, first aid kits, and other emergency equipment located in their floor area.
- Know supervisory personnel in their floor area and enlist their cooperation.
- Be thoroughly familiar with the Building Emergency Plan.

B. Actions and Responsibilities during an Emergency. During an emergency, Assistant Building Managers shall:

1. Report emergencies according to Section II of this Plan.
2. Search all rooms and other areas in their floor area according to prior plan, making certain all personnel have evacuated.
3. Report to the Building Manager when their floor area is evacuated.
4. Assist the Building Manager as directed. If assistance is not required, proceed to the evacuation assembly area.

C. Actions After an Emergency

After an emergency, Assistant Building Managers shall:

1. Assist the Building Manager in preparing the post-action report by providing input concerning actions in their floor area.
2. Recommend changes in the Building Emergency Plan to the Building Manager to solve problems observed during an emergency, training exercise, or drill.

APPENDIX C - CATEGORIES OF ACCIDENTS

A. Type A Accident

The following are classified as type A accidents:

- Any fatal or imminently fatal injury or occupational illness involving DOE or DOE-contractor employees or a member of the public due to an accident or fire associated with DOE or DOE-contractor operation.
- Any other disabling injury or occupational illness of five or more persons as a result of one occurrence in DOE or DOE-contractor operation.
- Estimated loss or damage to DOE property or to other property of $250,000 or more or estimated costs of $250,000 or more for required cleaning (including decontamination), renovating, replacing, or rehabilitating structures, equipment, or property.

B. Type B Accident

The following are classified as type B accidents:

- Estimated loss or damage to DOE property or to other property that ranges from $50,000 to $250,000 in those cases in which loss or costs are incurred for cleaning (including decontamination), renovating, replacing, or rehabilitating structures, equipment, or property.
- An accident involving any vehicle transporting radioactive material.
- An accident involving shipment of radioactive materials that arrive at the Laboratory damaged to such an extent that the protection of the packaging is substantially reduced.

C. Type "C" Accident

The following are classified as type C accidents:

- Any disabling occupational injury involving an employee.
- Any DOE or other property damage or loss, resulting from fire or other accidental causes (e.g., wind, hail, flood, explosion, leakage) that exceeds $1,000 but is less than $50,000.
- Any motor vehicle accident involving a government-owned or leased vehicle for which DOE accepts liability, including those obtained from an interagency motor pool.

D. Action To Be Taken

To preserve the scene of a type A accident to the greatest extent possible until a DOE investigating team has reviewed the scene, take the following actions:

1. Secure the accident scene, mobile or fixed, to preclude disturbance or alteration by anyone until the DOE investigation team has reviewed the scene.

2. Prevent operation, moving, or alteration of equipment or articles involved in the accident, except as essential to rescue action, until the DOE investigation team has made its examination. (It may be necessary to impound equipment or articles until the examination can be initiated.)

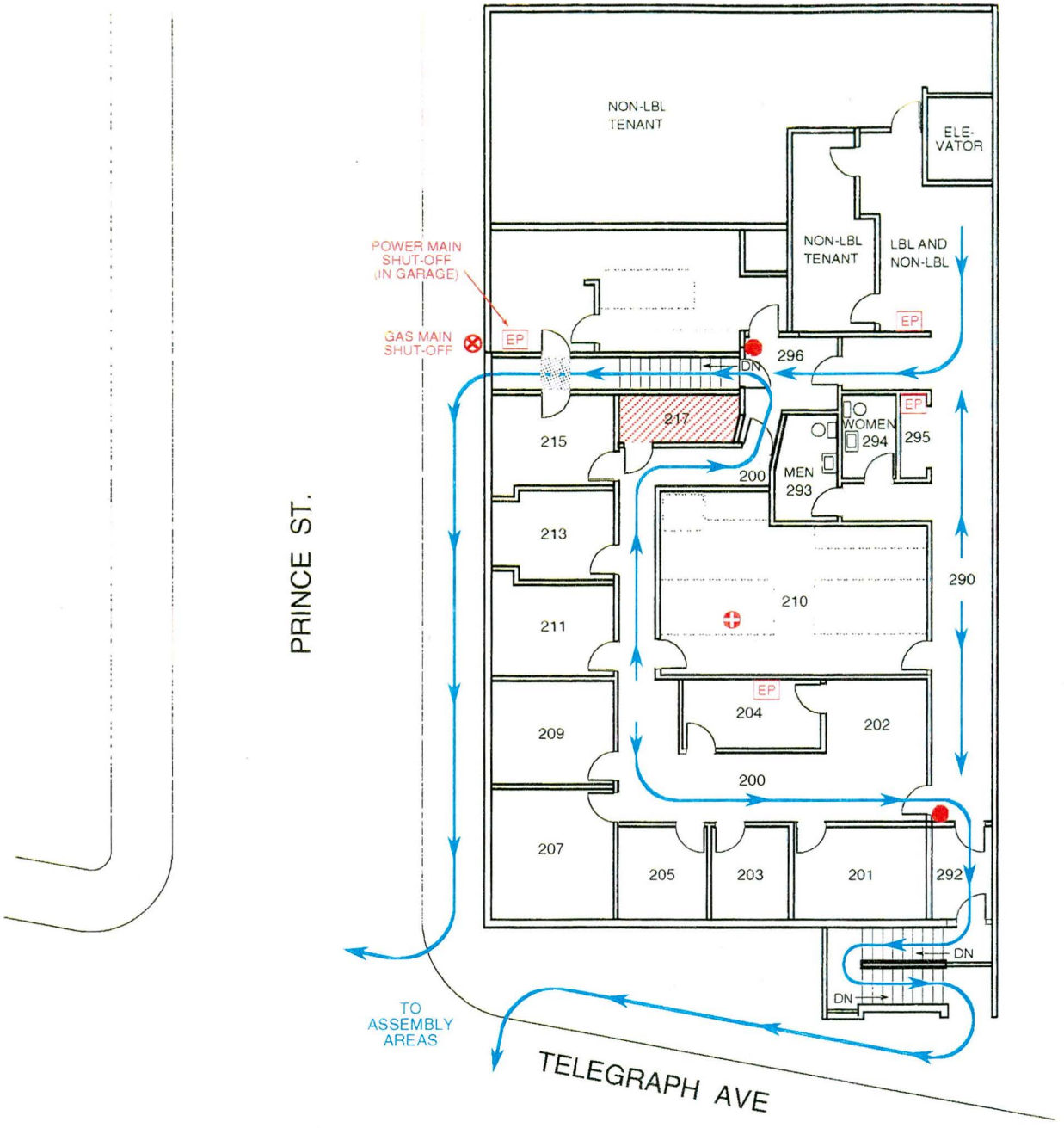
3. Take color photographs of the accident scene, equipment involved in the accident (e.g., motor vehicles, ladders, tools, shipping containers), and transient evidence (e.g., pool of liquid, spilled material, or tire marks) immediately following notification of the accident. (Care should be exercised by the photographers or others to avoid disturbing the accident scene.)

Any accident should be treated as type A until it is officially identified otherwise by one of the following:

- Laboratory Director
- Associate Laboratory Director, Planning and Development
- Associate Laboratory Director, Operations
- Division Director, Environment, Health and Safety Division

Building 940

3101 Telegraph Ave
Emergency Equipment and Evacuation Routes



- Fire Extinguisher
- First Aid Kit
- EP Electrical Panel
- Evacuation Routes
- Hazardous Material Area
- N

EVACUATION PROCEDURES

If the Emergency Announcement signal (alternating high-low warble tone followed by voice announcement of area to be evacuated) or a Fire Alarm is sounded:

- ***LEAVE THE BUILDING IMMEDIATELY***
- ***DO NOT USE ELEVATORS***
- ***USE DESIGNATED EVACUATION ROUTES***
- ***PROCEED TO OUTDOOR ASSEMBLY AREAS***
- ***DO NOT RE-ENTER BUILDING UNTIL AUTHORIZED***
- ***FOLLOW INSTRUCTIONS OF EMERGENCY STAFF***

TYPE EMERGENCY	LBL EXTENSION	AGENCY
FIRE	7911	LBL FIRE DEPT.
PERSONAL INJURY		
BOMB THREAT		
LEAKING GAS		
CHEMICAL SPILL	7911	LBL FIRE DEPT.
RADIOACTIVE SPILL	7911	LBL FIRE DEPT.
WATER LEAK	5481 (CAM 10)	LBL PLANT MAINTENANCE
POWER FAILURE		