

<small>2/1/2023</small> <b>BROOKHAVEN NATIONAL LABORATORY</b> <b>Office of Emergency Management</b>	<b>Number:</b> 510-LEP-01	<b>Revision:</b> 14.1
	<b>Effective:</b> 05/01/2023	Page 1 of 10
Subject: Local Emergency Plan, Building <input type="text" value="510"/>		

# Local Emergency Plan

**BUILDING:**

**COMPLEX:**

**ZONE:**

Approved by	Name	Signature	Date
Local Emergency Coordinator	A. Franz		
Facility Project Manager	T. Doyle		
Division Manager/Dept. Chair	H. Ma		
ES&H Coordinator	A. Franz		
OEM	OEM Manager		

# Local Emergency Plan

The LEP is a controlled document.

Emergency Contacts Information.....	1
Key Emergency Information .....	2
Reporting an Emergency .....	2
Mass Notification Systems.....	2
Phone Emergency Notification System (PENS).....	2
Site Sirens .....	2
Everbridge Notifications .....	3
Emergency Alarms .....	3
Local Emergency Coordinator (LEC) .....	3
Shelter-in-Place/Indoor Assembly Information .....	3
Additional Building Alarms .....	4
Automated External Defibrillator (AED) Locations.....	4
Process to shut down HVAC .....	4
Persons Who Need Assistance during an Emergency .....	4
Personnel Accountability .....	5
Posting LEP .....	6
Building Plan, First Floor.....	7
Building Plan, Third Floor .....	8
Building Diagram(s).....	11

## **Emergency Contacts Information**

Local Emergency Coordinator and/or Alternate are identified by wearing a GREEN hat and vest.

<b>Departments/Groups/Organizations Housed in Building</b>			
<b>Department 1</b>	Physics Department (PO)		
<b>Title</b>	<b>Name/Department</b>	<b>Work Number</b>	<b>Cell Number</b>
Local Emergency Coordinator	A. Franz	4750	631-816-0348
Alternate Local Emergency Coordinator	M. Lenz	5423	631-645-4769
Alternate Local Emergency Coordinator	P. Orfin	2899	
Alternate Local Emergency Coordinator	R. Burns	3745	
Facility Complex Manager	D. Forino	7672	631-461-2715
Facility Project Manager	T. Doyle	7556	516-779-3119
ES&H Coordinator	A. Franz	4750	631-816-0348
Research Space Manager / Building Point of Contact	A. Franz	4750	631-816-0348
Dept./Group/Org. 1 Primary Contact	A. Franz	4750	631-816-0348
Dept./Group/Org. 1 Secondary Contact	M. Lenz	5423	631-831-5498

## **Key Emergency Information**

### **Reporting an Emergency:**

- Laboratory phone: call extension **2222 or 911**.
- Cell phone: **631-344-2222** (911 calls from a cell phone go to Suffolk County and are routed back to the Laboratory).
- If a telephone is not available, use a Fire Alarm Box as a means of communication.

### **Mass Notification Systems:**

#### **Phone Emergency Notification System (PENS):**

Each phone that is a Voice over Internet Protocol (VOIP) is now a mass communication device. In some areas, where permissible, a VOIP PENS alert box will be placed. When PENS is activated, occupants are to follow the instructions given.

#### **Site Sirens:**

##### ***Continuous sounding of siren for four minutes***

Instructions:

- If you are in a building** when this siren sounds, proceed immediately to the building assembly area and await instructions from your Local Emergency Coordinator.
- If you are traveling onsite, go** to the nearest building, locate the building assembly area, and follow instructions from the Local Emergency Coordinator.
- If you are working outdoors**, proceed to the nearest building, locate the building assembly area, and follow instructions from the Local Emergency Coordinator.

##### ***Intermittent sounding of site sirens for four minutes***

Instructions:

- Evacuate the site immediately.
- If you are in a building** when this siren sounds, follow the specific instructions provided by the Lab emergency forces regarding the sequence and routes for evacuation through tone alert system and/or e-mail.
- If you are in your car**, follow the specific instructions of Laboratory emergency forces personnel posted at roads and intersections.

- **If you are working outdoors**, proceed to your car or the nearest building and follow instructions of Laboratory emergency forces.
- **If you are in the housing area**, proceed indoors, close all windows and doors, and await further instruction from the Laboratory emergency forces or housing personnel.
- **If you have child/children on the site** at the Child Development Center, Red School House, or Upton Nursery School, pick up your child/children and proceed off site, following the instructions posted by the Laboratory emergency personnel.

### **Everbridge Notifications**

BNL has the capability to send messages to each employee's work phone, cell phone, and home phone, mass text messages and e-mails through Everbridge. Employees determine how they are contacted through PeopleSoft.

Employees are to follow the instructions given.

## **Emergency Alarms:**

### **Building alarm bell systems – when alarms activate:**

- Evacuate the building and report to the outdoor assembly area.
- Leave the building by the **NEAREST** exit.
- Take personal belongings with you; there could be delays in reentering the building.
- Lock your computer(s) by activating the screen savers.
- Close, but **do not lock** your door as you leave your room.
- Render assistance to others, if needed, provided it does not compromise your safety.
- When you reach the outdoor assembly area, report to the person(s) responsible for personnel accountability.

## **Local Emergency Coordinator (LEC):**

In an emergency follow the instructions of the LEC and/or the Alternate LEC.

## **Shelter-in-Place/Indoor Assembly Information**

- Gather in your shelter-in-place areas based on the Phone Emergency Notification System or other notification.
- **Turn off** any heating, ventilation, or air conditioning unit in immediate your work area, if permissible.
- **Turn off** lights.
- **Close doors** behind you as you move to your shelter-in-place area.
- **Wait** in shelter-in-place area for further instructions from Police, Fire, or Emergency Management.

**ONLY AUTHORIZED PERSONNEL ARE TO REMAIN IN A BUILDING WHEN THE ALARMS ARE SOUNDING**

**Additional Building Alarms:**

(examples: security, oxygen deficiency, radiation)

None.

**Automated External Defibrillator (AED) Locations:**

If the building does not have an AED, include the location of the nearest AED

An AED (Automatic External Defibrillator) is located in the lobby at the main entrance of building 510.

**Process to shut down HVAC:**

Fire Rescue can call the shift supervisor x4174 to shut down building 510 HVAC equipment thru the Automated Logic Controls web-based system for off normal hours, or by calling the shift supervisor, FPM x7556 or cell (516) 779-3119 or FOC x2468 during normal business hours for AC support.

**Persons Who Need Assistance during an Emergency**

1. In the event of any emergency, there may be occupants of the building who will need assistance in evacuating the building, taking shelter, etc.
2. If you encounter someone who needs assistance during an emergency, you should attempt to assist the individual only if it is possible to do so without jeopardizing the personal safety or health of yourself or the person needing assistance.
3. The LEC should determine if any regular resident of the building has special needs for emergency response, including the need for special notification.
4. The following people are occupants of the building who have indicated they may need for assistance in the event of an emergency to the LEC.
5. Assigned occupants assist person.
6. Notify F/R for run book identification.

Known Persons Needing Assistance			
Name/Department	Room Number/ Location	Dept. Phone	Type of Assistance Needed
None			

## Hosts are responsible for Guests and Visitors at all times

### **Personnel Accountability**

Accountability for employees should be performed after an evacuation or assembly. The LEC or designee will account for personnel. The LEC, or the Alt LEC, or a designee immediately reports to the Incident Commander (or the Emergency Operations Center if instructed) regarding accountability. If the LEC or Alt LEC is not present, manager or supervisor will assume role of LEC.

Each Group Leader will appoint a person to account for persons in the group or work area; report to this person so that you are accounted for. If you know of someone who was in the building, but not in the assembly area, report this. Similarly, if you know for certain that someone is presently working in another facility, let the person doing the accounting know that. The person charged with group accountability reports their findings to the LEC or designee.

The LEC or designee will communicate information about missing or people unaccounted for to the Incident Commander upon arrival or the EOC when activated. In the event that both the LEC and Alternate LEC are unavailable, the highest-ranking Physics Department manager will serve as the point of contact.

Occupants of the ATLAS Cleanrooms (1-151, 1-260/264) may delay exit for up to 5 minutes to protect high-value equipment that could be damaged by exposure to dust and excessive moisture. If there is indication of imminent danger (smoke, flames, etc.), the occupants must exit immediately.

### **Posting LEP**

Next pages should be copied, separated, and posted throughout the building; this portion is still considered a controlled document and must be treated accordingly.

# LOCAL EMERGENCY PLAN – BUILDING # 510, Rev. 14.1

**Zone and Complex:**

**GREEN ZONE, CENTRAL COMPLEX**

Position	Name	Extension	Cell Phone
LEC	A. Franz	4750	631-816-0348
Alt. LEC	M. Lenz	5423	631-645-4769
Alt. LEC	P. Orfin	2899	
Alt. LEC	R. Burns	3745	
Facility Project Manager	T. Doyle	7556	516-779-3119
Facility Complex Manager	D. Forino	7672	631-461-2715
ES&H Coordinator	A. Franz	4750	631-816-0348
RSM	A. Franz	4750	631-816-0348

**To Report a fire, spill, medical or other emergency,  
DIAL EXT. 2222 or 911**

**If using a cell phone,  
DIAL 631-344-2222**

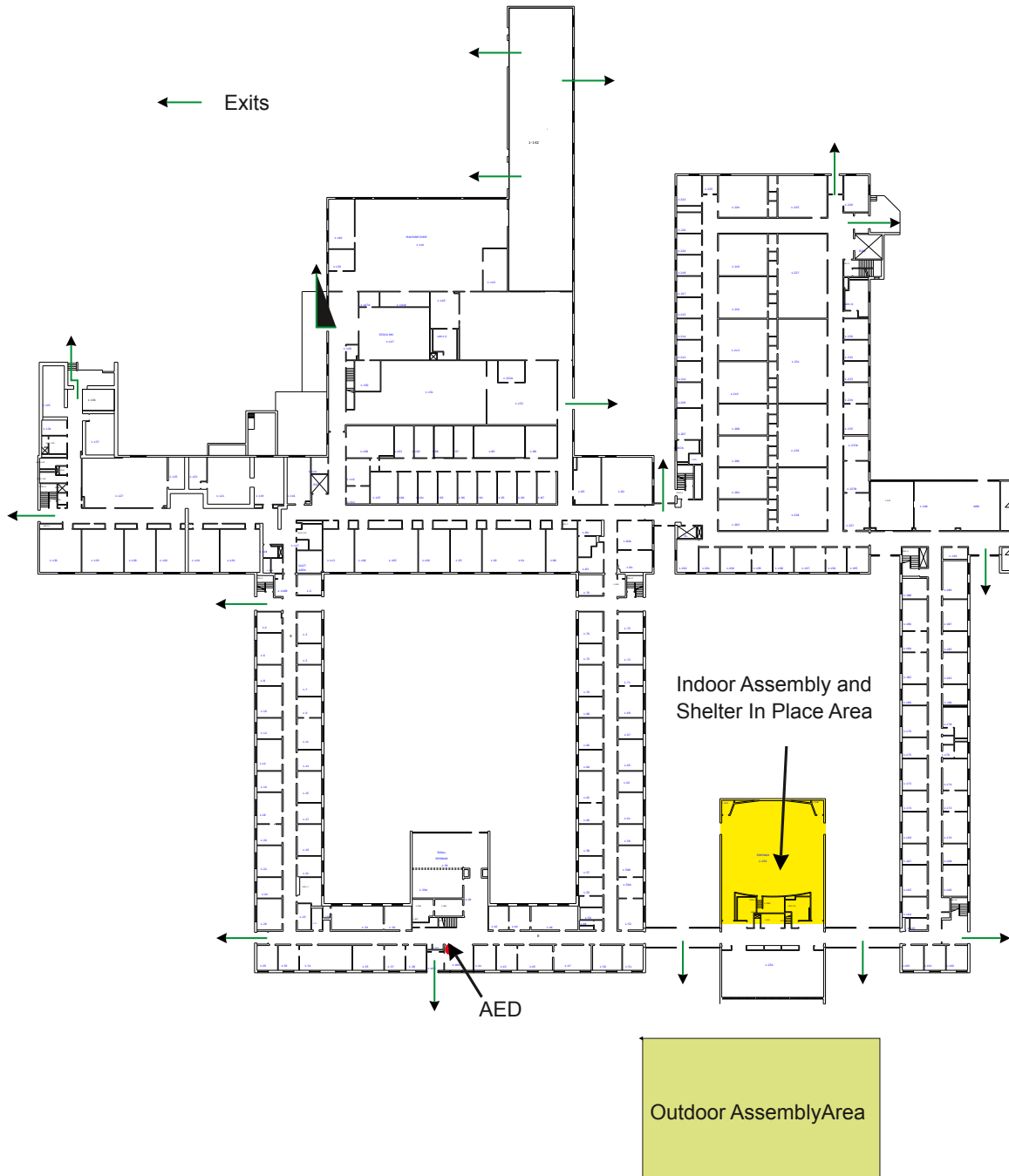
**If a telephone is not available,  
USE A FIRE ALARM BOX**

For after-hours building issues, call the Site Supervisor: x4174

<b>BUILDING INDOOR ASSEMBLY or SHELTER IN PLACE AREAS</b>	
<b>LOCATION:</b>	<b>Building 510 Auditorium (Large Seminar Room), Conference Room Building 510 3-209B</b>
<b>BUILDING OUTDOOR ASSEMBLY AREA</b>	
<b>LOCATION:</b>	<b>Front Lawn, West of Building 510</b>
<b>ALTERNATE BUILDING OUTDOOR ASSEMBLY AREA</b>	
<b>LOCATION:</b>	<b>Lawn West of 510, between Buildings 510 and 555,</b>
<b>Closest AED's</b>	
<b>LOCATION:</b>	<b>Lobby at the main entrance of building 510</b>



**Building Diagram(s)**  
**510 First Floor**



**Building Diagram(s)**  
**510 Third Floor**

