Local Emergency Plan

BUILDING: 902/903,905,943/944,948

COMPLEX: 902 - Complex

ZONE: 1

BROOKHAVEN NATIONAL LABORATORY

PLAN APPROVAL DATE:

Approved by	Name	Signature	Date
Local Emergency Coordinator	John Cintorino		
Facility Project Manager	Patti Bender		
Research Space Manager	John Cintorino		
Division Manager/Dept. Chair	Peter Wanderer		
ES&H Coordinator	Walter Czekaj		
OEM	Mike Pena		

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Local Emergency Plan

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Emergency Contacts Information and Duties

NOTE: The Local Emergency Coordinator and/or Alternate will be identified by wearing a GREEN hat and vest

1. **Local Emergency Coordinator (LEC)**
   - Recognize potential emergencies that can arise in area of responsibility.
   - Appoint sufficient trained and qualified alternates to ensure that one is available at all times during regular working hours (including those operations running more than one shift).
   - Plan and conduct training programs as appropriate for local emergency squads that may be required in the formation of an effective local emergency response unit.
   - Cooperate in training programs and drills that may be established by the Laboratory Protection Division.
   - Conduct emergency drills as required.
   - Maintain facility-specific emergency preparedness equipment (i.e., plectrons, radios, LEC identification hat/vest, flashlight or lantern, spare bulbs, batteries, etc.) as specified in the Emergency Preparedness Subject Area.
   - Maintain a general surveillance of the posting and updating of emergency postings, and report deficiencies to the supervisor involved.
   - Report to the Command Post during any emergency.

2. **Alternate Local Emergency Coordinator**
   - Assist the LEC in the execution of the plan during an emergency
   - Assist in surveying those present at assembly points to determine whether anyone is potentially missing and possibly still in the building.
   - Assume all responsibilities of the Primary LEC in their absence.

Departments/Groups/Organizations Housed in Building	
Department 1	AM / SMD - Superconducting Magnet Division
Department 2	PS (LT2/ NSLS2)
Department 3	QA – Quality Management Office
Department 4	TQ – Training Office
Department 5	CA – Collider Accelerator Department
Department 6	FM – F&O North Complex Shop/Office

3. Building Emergency Contact Information

Title	Name/Department	Work Number	Cell Number	Pager Number
Local Emergency Coordinator	John Cintorino / AM	Ext. 2544	(631) 494-0171	n/a
Alternate Local Emergency Coordinator	Glenn Jochen / AM	Ext. 7320	(631) 603-9205	n/a
Facility Complex Manager	(North) Leo Somma	Ext. 3103	(631) 872-5075	n/a
Facility Project Manager	Patti Bender / FM	Ext. 3145	(631) 484-1152	n/a
Facility Complex Engineer	James Feeney	Ext. 8454	(631) 978-6089	n/a
ES&H Coordinator	Walter Czekaj	Ext. 4721	(631) 905-9336	n/a
Research Space Manager / Building Point of Contact	John Cintorino / AM	Ext. 2544	(631) 494-0171	n/a
DOE Facility Rep	Patrick Sullivan	Ext. 4092	n/a	n/a
Dept./Group/Org. 1 Primary Contact	John Cintorino / AM	Ext. 2544	(631) 494-0171	n/a
Dept./Group/Org. 1 Secondary Contact	Glenn Jochen / AM	Ext. 7320	(631) 603-9205	n/a
Dept./Group/Org. 1 Third Contact *	Diana Votruba / AM	Ext. 5123	n/a	n/a
Dept./Group/Org. 2 Primary Contact	Tony Mendez / PS	Ext. 7637	(631) 295-7182	n/a
Dept./Group/Org. 2 Secondary Contact *	Christine Herbst / PS	Ext. 7101	n/a	n/a
Dept./Group/Org. 3 Primary Contact *	Beth Evelly / QA	Ext. 3689	(631) 599-8439	n/a
Dept./Group/Org. 3 Secondary Contact	Nicole Puglin	Ext. 7885	(631) 599-8561	n/a
Dept./Group/Org. 4 Primary Contact	Terry Maugeri / TQ	Ext. 5980	n/a	n/a

3. Building Emergency Contact Information

Title	Name/Department	Work Number	Cell Number	Pager Number
Dept./Group/Org. 5 Primary Contact	Scott Seberg / CA	Ext. 7313	n/a	n/a
Dept./Group/Org. 5 Secondary Contact	Rob Todd / CA	Ext. 2131	n/a	n/a
Dept./Group/Org. 5 Third Contact *	Rich Anderson	Ext. 7638	(631) 921-5557	4130
Dept./Group/Org. 6 Primary Contact *	Patti Bender	Ext. 3145	(631) 484-1152	n/a
Dept./Group/Org. 6 Secondary Contact	Ginger Blanda	Ext. 8426	(631) 905-5604	n/a

Note: See contacts listed above - * on name is for assigned LEC assistant/delegate due to number of building occupants.

Zone/Floor Monitor Contact Information (optional)

Area of Responsibility	Name/Department	Work Number	Cell Number	Zone/Floor Description
Bld# 902-A & B	Diana Votruba / AM	Ext. 5123	n/a	SMD Office areas
Bld# 902-A & B	Christine Herbst / PS	Ext. 7101	n/a	PS(LT2/NSLS2) in “B” wing and Upper bld# 903 drafting area
Bld# 902-C	Beth Evelly / QA	Ext. 3689	n/a	QA Office area
Bld# 902 – Production Floor	Ray Ceruti / AM	Ext. 7116	n/a	Annex,Low, and High Bay areas
Bld# 902 – Northwest Floor	Bill McKeon / AM	Ext. 2011	n/a	Cryo Plant–NW production floor area
Bld# 903 – FPM-Shop Depot	Patti Bender / FO	Ext. 3145	n/a	Bld# 903 lower F&O shop depot area
Bld# 905 West end tent	Sal DiStefano / PS	Ext. 4039	n/a	Bld# 905 Clean Room (Tent)
Bld# 905 Southwest area	Sal DiStefano / PS	Ext. 4039	n/a	NSLS2 Vacuum group area
Bld# 905 Southeast area	Scott Seberg / CA	Ext. 7313	n/a	RHIC mechanical support group area
Bld# 905 Northwest area	Rob Todd / CA	Ext. 2131	n/a	RHIC Vacuum support group area
Bld# 905 East end tent	Rob Todd / CA	Ext. 2131	n/a	Bld# 905 Clean Room (Tent)
Bld# 943	John Cintorino	Ext. 2544	(631) 494-0171	Magnet Test Control Room (w/Cryo)
Bld# 944	John Cintorino	Ext. 2544	(631) 494-0171	Power supply and DI water System room

Zone/Floor Monitor Contact Information (optional)				
Area of Responsibility	**Name/Department**	**Work Number**	**Cell Number**	**Zone/Floor Description**
Bld# 948	John Cintorino	Ext. 2544	(631) 494-0171	Nash Vacuum Pump area

4. Building Assembly Areas

BUILDING INDOOR ASSEMBLY AREA

LOCATION:

[Per your area LEC assistant or zone/floor monitor – see names on pages 2,3&4 of LEP on the Magnet Divisions website, under ES&H]

Report to the main lobby, LEC Assistant, or zone/floor monitor.

BUILDING SHELTER IN PLACE AREA

LOCATION:

[Per map/info on page 6 of LEP on the Magnet Divisions website, under ES&H]

From the main lobby go through the double doors leading to the production floor, take the stairs down, and at the bottom of the stairs use the main walk way corridor.

BUILDING OUTDOOR ASSEMBLY AREA

LOCATION**:**

[See bld# 902 complex's map below or info on page 7 of LEP for normal and extreme distance Outside Assembly Areas]

-From the main lobby exit the building and go to the other side of the traffic circle.

-From the east side of the building, go to the far side of the east parking lot.

-From the north side of the building, go to the far side of the north parking lot.

-From the west side of the building, go to the far side of the west parking lot.

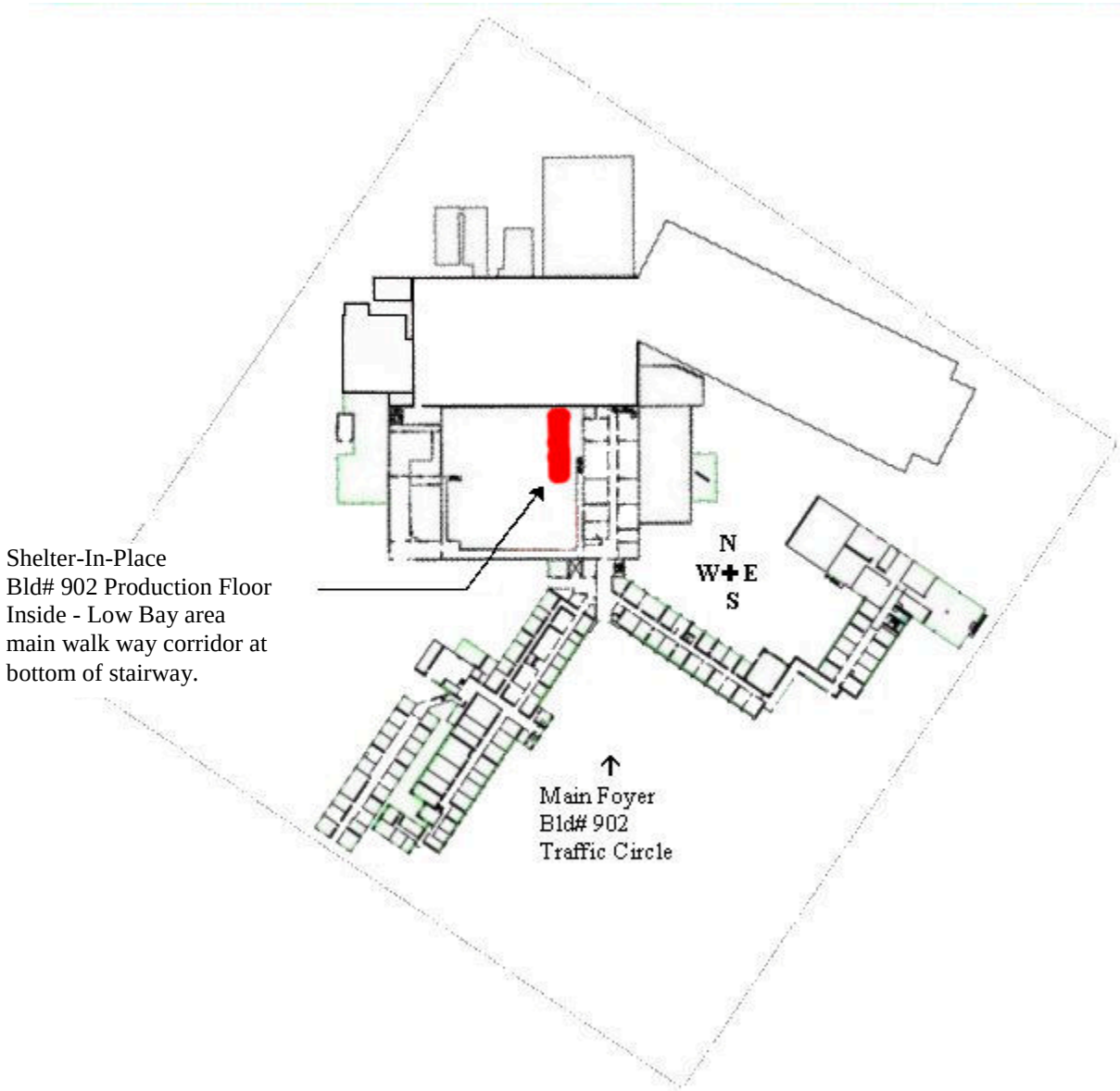
In all cases report to the LEC, LEC Assistant, or zone/floor monitor.

ALTERNATE BUILDING OUTDOOR ASSEMBLY AREA

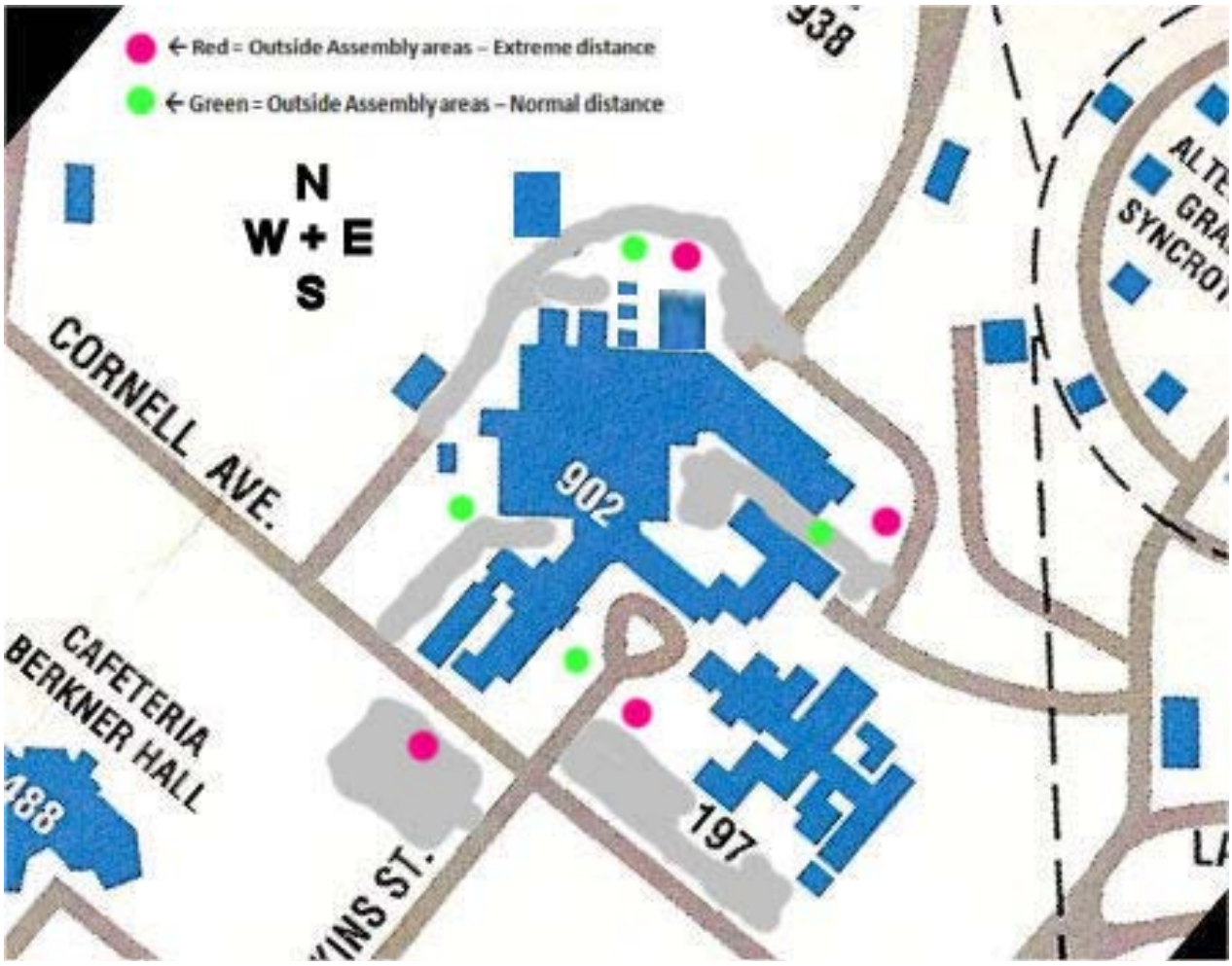
LOCATION:

[See bld# 902 complex's map below or info on page 7 of LEP for normal and extreme distance Outside Assembly Areas.]
Note: Sometimes due to the size or complexity of an event it might be necessary to move further away from the building. This will help the emergency response people in their effort and increase safety for building occupants by clearing the immediate area of concern.

Shelter-in-Place map



Outdoor Assembly Area Map



5. Key Emergency Information

Brookhaven National Laboratory's (BNL) Emergency Management Program takes preventive measures to ensure a safe environment for employees, guests, visitors and the surrounding community. The Laboratory's Emergency Responders are highly trained to take action quickly, communicating critical information, and initiating response actions appropriate to the hazards presented by an emergency. The mission of this program is to ensure that emergency resources are prepared, before, during, and after emergencies.

Emergencies can happen at any time and can be linked to various natural or manmade causes. The Laboratory focuses on planning and preparedness in order to help minimize the effects of an emergency. Each year, the Lab conducts emergency drills, ranging from small, informal sessions and building evacuation drills, to full-scale graded exercises that involve personnel from across the site. Occasionally, real-life situations occur that test our ability to respond quickly and protect the health and safety of employees, users, guests, and visitors. In preparation for these real-life situations and drills, everyone on site should be aware of some basic emergency response information and know what to do when they are instructed to take various actions. If an emergency occurs, information will be communicated on the Laboratory site in the following ways:

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.

Emergency Evacuation Zones:

Know what emergency evacuation zone you work in. Information on emergency evacuation zones can be found in several places:

- Posted on walls/bulletin boards in each building.
- Located on the Emergency Information web page at http://www.bnl.gov/oem/SiteInfo.asp

Tone alert radios – *When activated, listen to tone alert radio message and follow instructions given.*
Location(s):

Tone Alert Radio Location			
Building	**Location**	**POC**	**Extension**
902A	Lobby	Diana Votruba	5123
902	Rm. 0-14	Ray Ceruti	2012
903	FPM-Shop Depot	Patti Bender	3145
943	Magnet Test Control Room	John Cintorino	7601

Building alarm bell systems – *When alarms activate, evacuate building and report to the outdoor assembly area*

Local Emergency Coordinator (LEC) – *In an emergency follow the instructions of the LEC and/or the Alternate LEC (and LEC Assistants) .*

Site Wide Siren Systems

1. *Continuous* sounding of siren for five 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.

2. ***Intermittent* sounding of site sirens for five minutes**

Instructions:

- Evacuate the site immediately.

- **If you are in a building** when this siren sounds, follow instructions of Lab emergency forces on sequence and routes for evacuation through tone alert system and/or e-mail.

- **If you are in your car**, follow instructions of Lab 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 Lab 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 of posted Laboratory emergency personnel.

Emergency Communications:

- Broadcast e-mail system.
- Everbridge Mass Notification System.
- Emergency notification alert system - sign up on web page using your device's E-mail address at: http://intranet.bnl.gov/oem/ensList/
- Laboratory website alert, go to: http://www.bnl.gov/oem/SiteInfo.asp
- 344-INFO line.

Shelter-in-Place Information
(Reference attached map for "Shelter in Place" above.)
Instructions:

- Gather in your shelter-in-place area based on Tone Alert Radio notification/pager notifications.
- If you are responsible for your Tone Alert Radio/pager, be sure to **bring it** with you.
- **Turn off** any heating, ventilation, or air conditioning unit in your work area.
- **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.

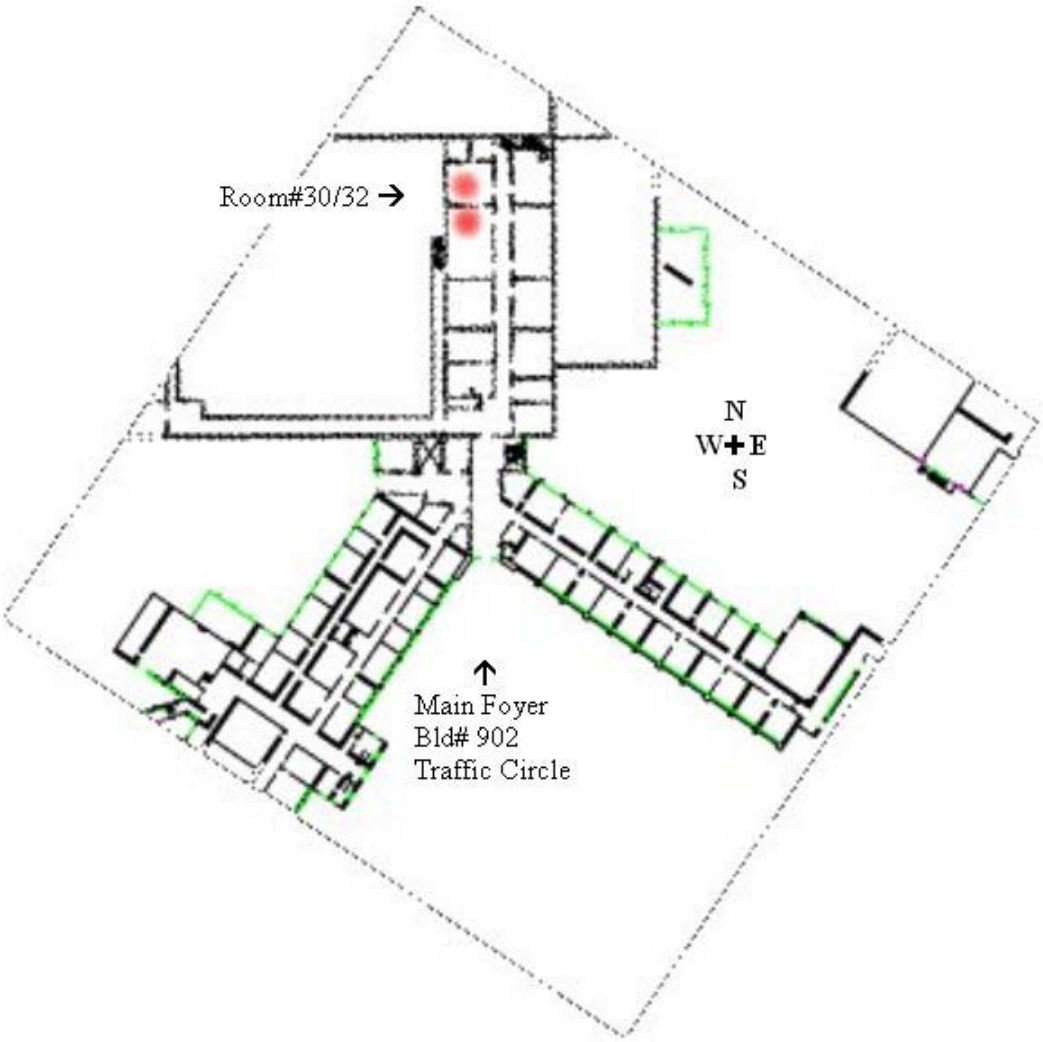
<u>Additional Building Alarms:</u> (examples: security, Oxygen Deficiency, Radiation)

Room # 30/32 ODH Alarm:
[*The area being discussed is off of the main lobby - see picture below.]*

Cryogens, Liquid Nitrogen (LN2) and Liquid Helium (LHe'), are used in this combined room area in small quantities and a release beyond the norm could trigger and Oxygen Deficiency (ODH) alarm. This alarm will be heard throughout the Tech wing (rooms# 30-36) off of the main lobby area.

Instructions:

If the ODH alarm is sounding in the Tech Wing – vacate the area immediately - **Do Not Go Into The Area To Investigate The Alarm** - and notify the Research Space Manager (or alternate), or equipment Supervisor Arup Ghosh (ext. 3974) or lead tech Joe D'Ambra (ext. 3764).



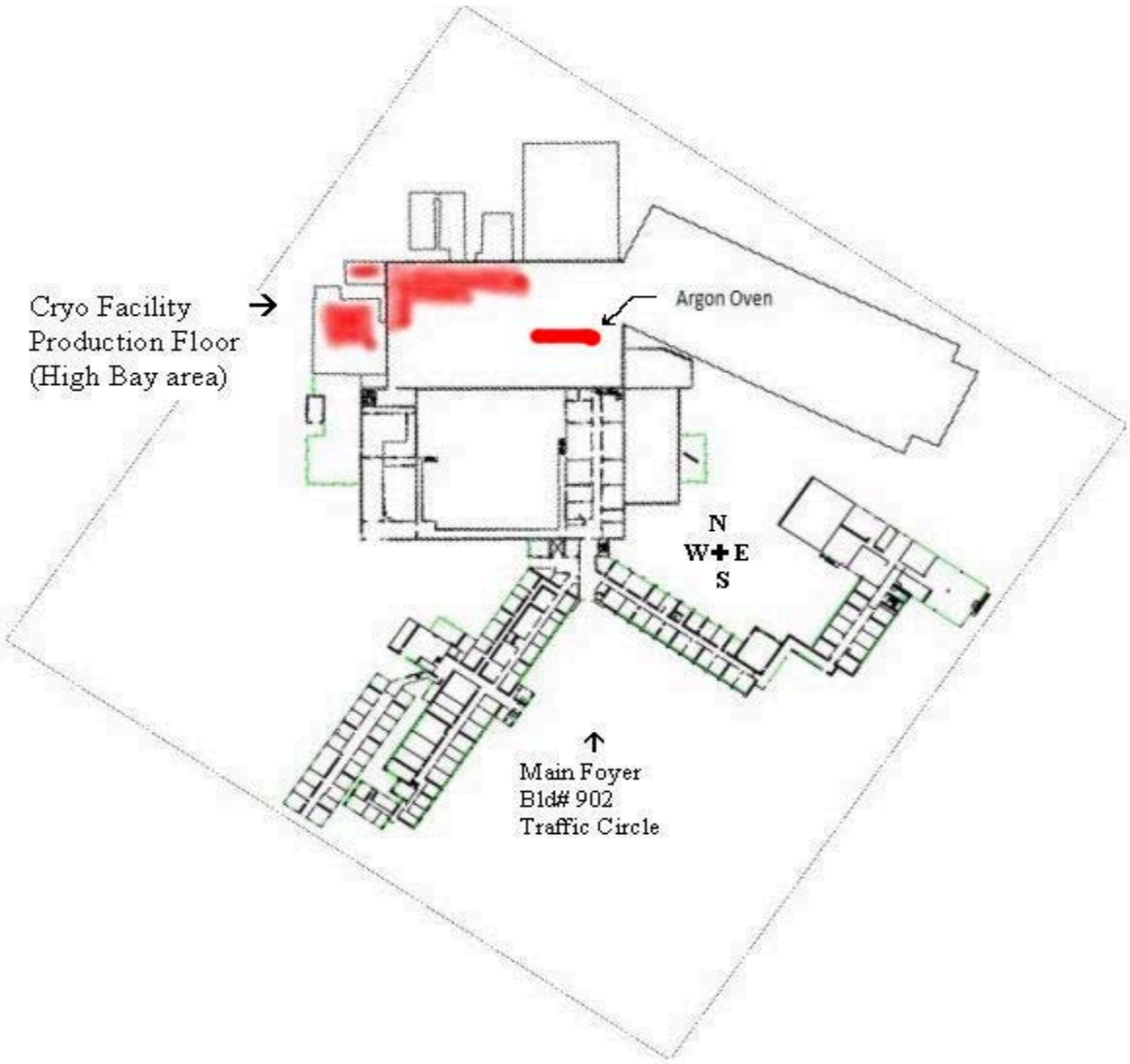
Building# 902 Cryogenic Facility:

[*The area being discussed is the Northwest side of building - see picture below.]*

Cryogens, Liquid Nitrogen (LN2) and Liquid Helium (LHe'), are used in this area of the building known as the Cryo Facility. This is a large system that uses compressors and refrigeration systems with large storage capacities. A release or system problem beyond the norm could trigger a cryo system alarm. This loud alarm can heard throughout the bld# 905, 902 Annex production floor areas.

Instructions:

If the Cryo Facility alarm is sounding from the northwest end of bld# 902 production floor area – vacate that area immediately - **Do Not Go Into That Area To Investigate The Alarm** - and notify the Research Space Manager (or alternate), or equipment Supervisor Sonny Dimaiuta (ext. 5265) or lead tech Bill McKeon (ext. 2011).



Response Procedures for Emergencies

NOTE: In all of the circumstances below, it is important to remain calm and follow steps as indicated. If there are any questions regarding these procedures, please call the BNL Office of Emergency Management (OEM).

1. Fire Emergencies

- If you discover a fire, you should activate the Building Fire/Evacuation Alarm System.
- From a safe location, call the BNL emergency notification line at x2222 or dial 911. Give the nature and location of the fire. DO NOT HANG UP UNTIL x2222 or 911 STAFF HAVE ALREADY HUNG UP!
- Evacuate the building utilizing the escape routes outlined in this Plan (Appendix A). You may collect valuables, i.e. purse, keys, coats, etc., if within a reasonable reach and will not interfere with the evacuation of the building. Doors should be closed, but not locked, upon evacuating. DO NOT use elevators unless directed by emergency personal.
- If you come into contact with a student or visitor, you should direct them to evacuate the building. If you come into contact with an occupant who is disabled or having difficulty evacuating, you should assist those individuals in evacuating the building; only if doing so will not endanger the personal health or safety of yourself or the occupant needing assistance.
- If you are trapped by smoke, stay low, cover your mouth with a wet cloth, stay near a window, open the window but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone x2222 or 911 if possible.
- Use a fire extinguisher, if feasible to do so, without jeopardizing personal well-being.
- Never use water on an electrical or flammable liquid fire. Use a dry chemical or carbon dioxide extinguisher only.
- When using a dry chemical extinguisher on a flammable liquid fire, stay back a minimum of 10 feet from the fire.
- Start at the leading edge of the fire and use a side to side sweeping action to extinguish the fire.
- Remember the acronym P.A.S.S.
    - **P**ull the pin.
    - **A**im at the base of the fire.
    - **S**queeze the discharge handle.
    - **S**weep from side to side.
- If rescue duties are called for, the Fire Department will perform these duties. Please pay attention to the location and status of any person needing rescue and relay that information to the LEC, who will notify the Fire Department Officer in Charge.

- Once out of the building, gather at the **primary Outdoor Assembly Area located:**
  (Reference "Outdoor Assembly Area" map above.)

  Note: Be Aware of and Do Not Block / Impede Emergency Response Teams (Fire/Rescue, Police, EMT's).

  Front of the building (south side):
  South of the main entrance – traffic circle and east / west of same

  And

  Rear of the building (north side):
  North West of the building by building# 945, or east of building# 905 in the east end of the parking lot.

- In the event that the primary (normal) assembly area is not safe or available, you should gather at the **secondary (extreme) Outdoor Assembly Area located:**
  (Reference "Outdoor Assembly Area" map above.)

  Note: Be Aware of and Do Not Block / Impede Emergency Response Teams (Fire/Rescue, Police, EMT's).

  Front of the building (south side):
  South of the main entrance, either across the street in the Cafeteria parking lot or Southeast of the main entrance in building # 197's parking lot.

  And

  Rear of the building (north side):
  North West of the building by building# 945, or east of building# 905 in the east end of the parking lot.

- The LEC will conduct a brief survey of all present to determine if anyone is potentially missing and possibly still in the building. You should not leave the assembly area, either to re-enter the building, go to another area of the building or leave the site, until advised to do so by the LEC.
- Notify your supervisor or LEC if not in the same building.

2. Medical Emergencies

- If the individual is conscious:
- Call for an ambulance at x2222 or 911 if requested by the individual. When reporting the emergency provide the following information:
    - Type of emergency
    - Location of the victim
    - Condition of the victim
    - Any dangerous conditions
- If the individual is unconscious:
- Call an ambulance at x2222 or 911. When reporting the emergency provide the following information:
    - Type of emergency
    - Location of the victim
    - Condition of the victim
    - Any dangerous conditions
- Do not move the individual unless authorized by a medical authority, or it is obvious that delay in movement would be detrimental to the individual.
- In all cases:
    - When an ambulance is called for, ask a fellow staff employee or the LEC to wait outside the building to flag the ambulance down and direct emergency personnel to the location of the injured individual.
    - Notify appropriate supervisors.

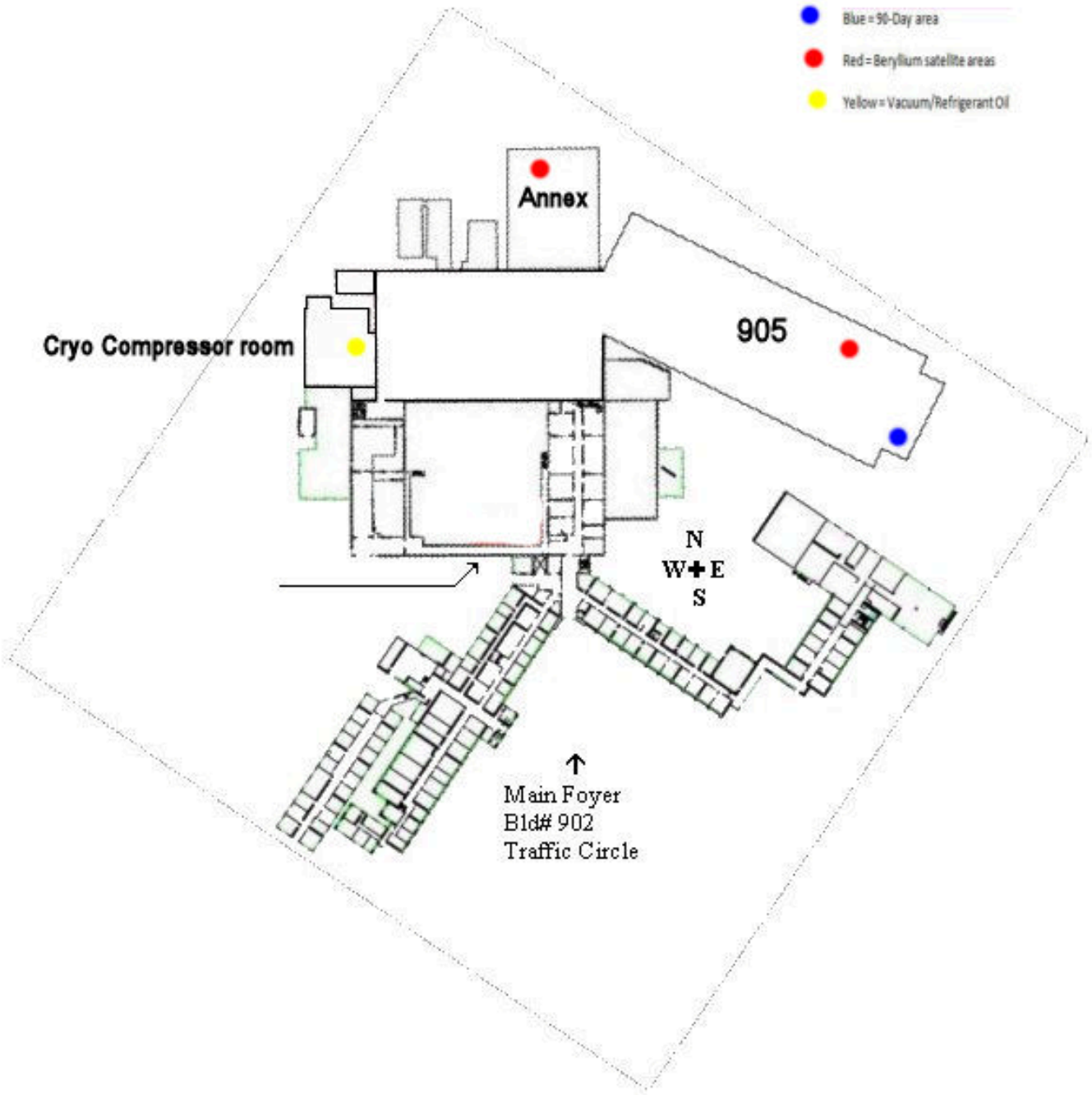
3. Severe Weather

- Severe weather information will be transmitted via Tone Alert Radios, email notification, or building public address systems.
- OUTDOOR SIRENS ARE USED ONLY AS A NOTIFICATION DEVICE INDICATING THAT AN IMPORTANT TONE ALERT MESSAGE IS COMING IN.
- Specific information regarding the actual nature of the emergency will be broadcast on the Tone Alert Radio.
- No all clear signal will be sounded; sirens are used only for warnings.
- The Tone Alert Radio will provide notification inside buildings of emergencies and any instructions.
- Once you have been notified of a severe weather warning, it is not necessary to take any additional steps other than to ensure that you are prepared if the conditions deteriorate.
- Upon notification of a Tornado Warning, take shelter.
- If you are unable to seek shelter in one of the designated areas, move away from windows, stay away from the upper levels of a building and take cover under heavy furniture.
- If you are outdoors and unable to access an indoor shelter, lie flat in the nearest depression, such as a ditch or ravine. If there is time, move away from the path of the tornado at a right angle.
- If you come into contact with a student or visitor, you should direct them to take shelter in the building. If you come into contact with an occupant who is disabled or having difficulty taking shelter, you should assist the individual in getting or taking shelter.
- After the danger has passed, you should report to the designated shelter/assembly point to allow the LEC to take a survey of all present to determine if anyone is potentially missing.

4. Hazardous Materials

- Evacuate the area to the extent appropriate.
- Warn fellow workers, supervisors, and the LEC.
- Call BNL Emergency Notification at x2222 or 911.
- If trained, take action to contain the spill if it is possible without jeopardizing personal safety or health.
- If warranted, evacuate according to the directions or emergency response personnel or LEC.
- If a medical emergency is created due to the hazardous material incident, follow the procedures for Medical Emergencies and inform medical personnel that a hazardous materials incident has occurred, including the suspected type of hazardous material involved.
- There are several satellite areas in the bld# 902 complex for beryllium (Be') and vacuum/refrigerant oil – see map on next page below.
- 90-Day area Contingency Plan is on the Magnet Divisions website, under ES&H, at: http://www.bnl.gov/magnets/Quality/Contingency_Plan_90day_905.pdf

Hazardous Material Locations



5. Radiological

Fire Emergencies Involving Radiation:

- Follow the procedures for fire emergencies ***AND***
- Inform emergency personnel that a radiation hazard may exist ***AND***
- Contact BNL Emergency Notification at x2222 or 911.

Medical Emergencies Involving Radiation:

- Follow the procedures for medical emergencies ***AND***
- Inform medical personnel that a radiation hazard may exist ***AND***
- Contact BNL Emergency Notification at x2222 or 911.

Release of Radioactive Materials:

- Evacuate personnel from the radiation contaminated area.
- Assemble all personnel in a nearby safe area until instructed by the Incident Commander.
- Prevent spread of contamination from the site.
- Use the nearest telephone for communication and avoid walking through buildings.
- Close off doors and windows and, if possible, turn off air handling equipment that might transfer radiation contamination throughout the building.
- Control access to radiation area and place warning signs indicating radiation and contamination hazards.

6. Oral or Written Threat to People or Facilities, i.e., Bomb Threat

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.
YOUR NAME: _____ TIME: _____ DATE: _____
CALLER'S IDENTITY SEX: Male _____ Female ____ Adult ____ Juvenile ____ APPROXIMATE AGE: _____
ORIGIN OF CALL: Local _____ Long Distance _____ Telephone Booth _____

VOICE CHARACTERISTICS		SPEECH		LANGUAGE	
___ Loud	___ Soft	___ Fast	___ Slow	___ Excellent	___ Good
___ High Pitch	___ Deep	___ Distinct	___ Distorted	___ Fair	___ Poor
___ Raspy	___ Pleasant	___ Stutter	___ Nasal	___ Foul	_____
___ Intoxicated	_____	___ Slurred	_____		
	Other		Other		Other

ACCENT		MANNER		BACKGROUND NOISES	
___ Local	___ Not Local	___ Calm	___ Angry	___ Factory	___ Trains
___ Foreign	___ Region	___ Rational	___ Irrational	___ Machines	___ Animals
___ Race		___ Coherent	___ Incoherent	___ Music	___ Quiet
		___ Deliberate	___ Emotional	___ Office	___ Voices
		___ Righteous	___ Laughing	___ Machines	___ Airplanes
				___ Street	___ Party
				___ Traffic	___ Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour ____Time Remaining_____

Where is it located? Building _____ Area _____

What kind of bomb? _____

What kind of package? _____

How do you know so much about the bomb? _____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Call BNL Emergency Notification at x 2222 and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately. Please refer to https://sbms.bnl.gov/sbmsearch/subjarea/15/0q04e011.pdf for the BNL Bomb Threat Checklist

7. BNL Site Emergency Plan

The Brookhaven National Laboratory, in accordance with Department of Energy (DOE) Order 151.1C guidelines, has developed a Site Emergency Plan (EP) which will be implemented in the event of an emergency. An “Operational Emergency” is declared when events occur that represent a significant degradation in the level of safety at the site/facility and that require time-urgent response efforts from outside the site/facility. Incidents that can be controlled by BNL Responders in the immediate/affected facility or area are not Operational Emergencies. Incidents that do not pose a significant hazard to safety, health, and/or the environment and that do not require a time-urgent response are not Operational Emergencies.

The purpose of categorizing events as Operational Emergencies and of classifying Hazardous Material events ensures rapid recognition of emergency conditions and timely response. The emergency categorization/classification system represents a set of pre-approved decisions agreed to by senior management and state and local officials that allow the Incident Commanders and Crisis Managers to make rapid decisions affecting personnel, facilities, and resources in response to an emergency. Operational emergencies shall be further classified as an “Alert”, “Site area emergency”, or “General Emergency,” in order of increasing severity, when events occur that represent a specific threat to workers and the public due to the release or potential release of significant quantities hazardous materials.

In the event that an Operational Emergency is declared, the BNL Emergency Operations Center (EOC) at building 939 will be activated to coordinate the implementation of the site EP in responding to and recovering from the emergency. All activities and decisions relating to the emergency will be made from the EOC once operational.

The site EP provides for the dissemination of information about the emergency through the use of Public Information Officer (PIO). The PIO is charged with ensuring that the BNL community, public, and media are kept informed about the situation. The PIO and the EOC will ensure, through whatever communication methods are available, that building occupants are informed about what additional and further steps, if any, should be taken. Until such information is received, the LEP should be followed.

Emergency Prevention Tips

The following tips, when followed, will help reduce emergencies:

1. **Smoking:** Careless smoking is a major cause of fire. To minimize this potential fire ignition source, a "NO SMOKING POLICY" is strongly encouraged throughout the grounds and not just on high brushfire hazard days.

2. **Trash Accumulation:** The accumulation of trash generated in the course of the workday provides an environment conducive to the spread of fire. In order to reduce this potential risk the following steps are to be considered:
   - All combustible waste material should be kept at least six (6) feet from any heat source. Heat sources would include such things as water heaters, furnaces, etc.
   - All trash containers for combustible materials should be dumped at the end of the shift.
   - Special attention should be given to the location of paper recycling containers.

3. **Improper Storage of Combustible and Flammable Materials:** Improper storage of materials can contribute to the ignition and spread of fire. To reduce this risk the following procedures are to be followed:
   - All flammable liquids must be stored in approved containers. If flammable liquids are removed from their original container, they are to be stored in an approved safety can which is properly labeled and meeting the requirements of the BNL Working with Chemicals subject area.
   - Do not store flammable or combustible materials near a heat source. If in doubt of storage requirements, consult the label, the appropriate material safety data sheet or contact your ES&H Coordinator.

4. **General Housekeeping**: One of the simplest ways to prevent emergencies is to conduct a good general housekeeping of your workspace, office, and building on a frequent basis. This includes but is not limited to:
   - Ensuring that doorways, stairways, Fire Department connections, fire extinguishers, fire alarm pull boxes, and emergency exits are not blocked by boxes, furniture, etc.
   - Keep corridors and stairways free of clutter.
   - Computer and electrical cables are kept organized to prevent clutter.
   - Frayed electrical cords should be discarded.

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, taking cover, 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. More details about emergency evacuation for persons who need assistance can be found in Appendix C.
5. 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.

Known Persons Needing Assistance			
Name/ Department	**Room Number/ Location**	**Dept. Phone**	**Type of Assistance Needed**
Frank Corbin / AM	902-A room# 68	Ext. 3586	*May need door / elevator egress help*
Stasia Scocca / QA	902-C Room# M16	Ext. 3979	*May need door / elevator egress help*
* GUESTs	various	various	Egress guidance

*There may be instances of visiting retirees and/or other guest that will be in the facility during an alarm, some with medical conditions and some without, that may need egress assistance - please be aware of these individuals and help them as needed.

Training

- Before implementing the LEP, the LEC and Alternate LEC are designate and trained to assist in the safe and orderly emergency evacuation of employees, depending on the building, additional people may be trained to assist in the orderly evacuation of employees.

- The LEP must be reviewed with all occupants at the following times: Initially when the plan is developed, when the employee is assigned to a building, whenever the employee's responsibilities or designated action under the plan change, whenever the plan is has a significant changed and on an annual basis.

- Employee meetings are to be held at least annually, to train employees on the contents of the LEP and revise the plan as appropriate (i.e. read and acknowledgement). The LEP is on the Magnet Divisions website, under ES&H, at: http://www.bnl.gov/magnets/magnet_files/mdc/OPMs/03_0.pdf

- Records are to be maintained by the LEC via the department's training representative and entered in the individuals "training History" for all reviews of the LEP.

- Drills will be conducted and full participation encouraged on an annual basis.

Local Emergency Plan Review

1. LEP approval process requires a review from the following:

   - Local Emergency Coordinator
   - Facility Project Manager
   - Research Space Manager (building point of contact)
   - Division Manager/Department Chair
   - ES&H Coordinators
   - OEM

2. A copy of the building specific LEP must be sent to the OEM after completion.

3. The LEP will be maintained by the LEC and made available to all occupants of the building.

4. The LEP must be reviewed on an annual basis and update as necessary to reflect the current operations and requirements.

Appendix A- Emergency Evacuation for Persons with Disabilities

General:
This appendix provides a general guideline of evacuation procedures for persons with disabilities, which would make exiting difficult, during emergencies. Faculty, staff, students, and visitors with disabilities must develop their own facilities' evacuation plans and identify their primary and secondary evacuation routes from each building they use.

- Be familiar with evacuation options.
- Seek evacuation assistants who are willing to assist in case of an emergency.
- Ask supervisors, instructors, local emergency coordinators, Research Space Manager, Facility Project Manager, or Environmental Health and Safety about evacuation plans for buildings.

Most BNL buildings have accessible exits at the ground level floor that can be used during an emergency. In some buildings, it may be possible for people to relocate to unaffected wings of the building rather than exiting. However, in most BNL buildings people will need to use stairways to reach building exits. Elevators cannot be used because they are unsafe to use in an emergency and are normally automatically recalled to the ground floor.

Evacuation Options:
Persons with disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options:

1. Horizontal:
   - Using building exits to the outside ground level.
   - Going into unaffected wings of multi-building complexes.
2. Stairway:
   - Using steps to reach ground level exits from the building.
3. Stay in Place:
   - Unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire-resistant door.
   - With this approach, the person may keep in contact with emergency services by dialing x2222 or 911 and reporting his or her location directly. Emergency Responders will immediately relay this information to on-site emergency personnel, who will determine the necessity for evacuation.
   - Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.
   - The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is not nearby or available.
   - It may also be more appropriate for an occupant who is alone when the alarm sounds.

- A “solid” or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 ¾ inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

4. Area of Refuge:
   - With an evacuation assistant, go to an area of refuge away from obvious danger.
   - The evacuation assistant will then go the building evacuation assembly point (Appendix A) and notify the LEC or on-site emergency personnel of the location of the area of refuge.
   - Emergency Responders will determine if further evacuation is necessary.
   - Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs, and pressurized elevator lobbies.
   - Taking a position in a rated corridor next to the stairs is a good alternative to a small stair landing crowded with other building occupants using the stairway.
   - For assistance in identifying Areas of Refuge, contact the BNL Fire Department.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the LEC and Fire Incident Commander.

Disability Guidelines:

Mobility Impaired – Wheelchair:
Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell LEC or Incident Commander the location of the person with a disability. If the person with a disability is alone, he/she should phone BNL Emergency Notifications at x2222 or 911 with their present location and the area of refuge they are headed to.

If the stair landing is chosen as the area of refuge, please note that many BNL buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

Mobility Impaired - Non-Wheelchair:
Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with

a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

Hearing Impaired:
Some buildings on site are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location.

Visually Impaired:
Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual and guide him or her through the evacuation route. During the evacuation, the assistant should communicate as necessary to assure safe evacuation.

Appendix B - LEP Drill Accountability

- The LEC shall conduct drills as required in the Emergency Preparedness Subject Area.
- The LEC will send all reports on the drills to OEM as stated in the Emergency Preparedness Subject Area.
- The Division Manager/Department Chair, with the help of the LEC, ensures staff within the Department/Division are trained in the contents of the plan at least annually and following revisions.
- Distributes copies of the approved plan to Department/Division staff as required, via email notification with “read and acknowledgement”.
- Maintain records of staff “read and acknowledgement” completions as proof of training with the help of the Training department (TQ).
- A copy of the LEP will be maintained on the departments web site for easy access by staff.
- Coordinates posting of pertinent information, on emergency preparedness, in conspicuous locations in the building e.g., assembly area, shelter-in-place area, evacuation area.
- Review the LEP annually and revise as necessary.
- Conduct drills as required in the Emergency Preparedness Subject Area.
- Maintain documentation of drills conducted as proof of meeting requirements.
- Evaluate/Review drills and events and look at what was done right or wrong. Look for improvement that can be incorporated into the LEP and add this to the documentation maintained by department for drills/events.

Appendix C - Personnel Accountability

Accountability for employees should be performed after an evacuation or assembly. Based upon direction given in an emergency, all employees must assemble at the appropriate areas. 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) all unaccounted personnel.

Briefly describe the accountability process for the facility:

- Staff

  -must maintain current training status of LEP as required by “read and acknowledgement”

  -must follow directions of LEC, LEC delegates, and emergency personnel during drills and events

  -participate in annual drill if present

- LEC delegates (assistants, monitors)

  -must maintain current status of LEP as required by “read and acknowledgement”

  -must follow directions of LEC and emergency personnel during drills and events

  -participate in annual drill if present

  -assist in the clearing out of staff in their area per event requirements, direction of LEC, or emergency personnel

  -assist in being sure area personnel are accounted for and forwarding this information to the LEC

- LEC

  -must maintain current status of LEP as required by “read and acknowledgement”

  -must follow directions of emergency personnel during drills and events

  -participate in annual drill if present

  -must forward staff accounting to Incident Commander or EOC upon their arrival

  -assist the Division Manager/Department head, along with the FPM, in formulation of/and execution of the LEP as defined by the SBMS subject area on Emergency Preparedness

Appendix D - Posting LEP

Next group of pages can be copied, separated and posted throughout the building.

LOCAL EMERGENCY PLAN – BUILDING # 902 Complex

Position	Name	Extension	Cell Phone	Pager No.
LEC (RSM, Bpoc)	John Cintorino	2544	(631) 494-0171	n/a
Alt. LEC (alt RSM,alt Bpoc)	Glenn Jochen	7320	(631) 603-9205	n/a
Facility Project Manager	Patti Bender	3145	(631) 484-1152	n/a
Facility Complex Engineer	James Feeney	8454	(631) 978-6089	n/a
ES&H Coordintor	Walter Czekaj	4721	(631) 905-9336	n/a

Every facility should establish an effective program to respond to emergencies. For this to work, every employee should be prepared to handle emergencies before they arise. This document outlines the Local Emergency Plan to address workplace emergencies.

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

If using a cell phone,
DIAL 631-344-2222 or 911

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

BUILDING INDOOR ASSEMBLY AREA

LOCATION: [Per your area LEC assistant or zone/floor monitor – see names on pages 2,3&4 of LEP on the Magnet Divisions website, under ES&H]

Report to the main lobby, LEC Assistant, or zone/floor monitor.

BUILDING SHELTER IN PLACE AREA

LOCATION: [Per Shelter in Place map, info on page 6 of LEP on the Magnet Divisions website, under ES&H]

From the main lobby go through the double doors leading to the production floor, take the stairs down, and at the bottom of the stairs make a left and head toward the wall by the elevator.

BUILDING OUTDOOR ASSEMBLY AREA

LOCATION: [Per Outdoor Assembly Area map, info on page 7 of LEP on the Magnet Divisions website, under ES&H]

-From the main lobby exit the building and go to the other side of the traffic circle.
-From the east side of the building, go to the far side of the east parking lot.
-From the north side of the building, go to the far side of the north parking lot.
-From the west side of the building, go to the far side of the west parking lot.

In all cases report to the LEC, LEC Assistant, or zone/floor monitor.

ALTERNATE BUILDING OUTDOOR ASSEMBLY AREA

LOCATION: [Per Outdoor Assembly Area map, info on page 7 of LEP on the Magnet Divisions website, under ES&H]

PERSONNEL ACCOUNTABILITY:
The LEC or designee will account for employees. The information must be given to Fire-Rescue upon arrival. Based upon direction given in an emergency, all employees must assemble at the appropriate areas.

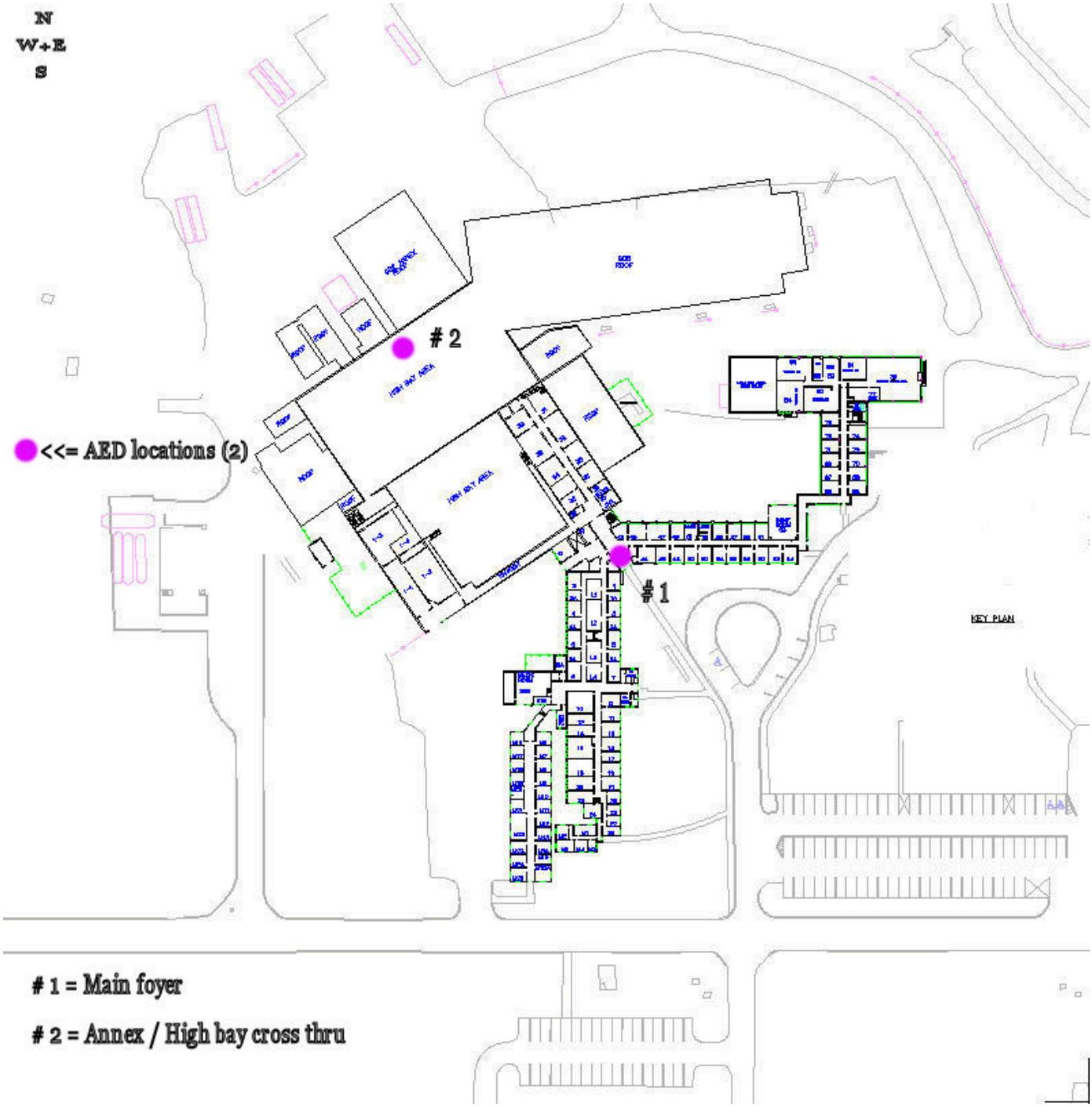
FIRE ALARM:
All employees are expected to leave the building and report to the outdoor assembly area when the fire alarm bells ring. No one is authorized to remain in the facility during an emergency.

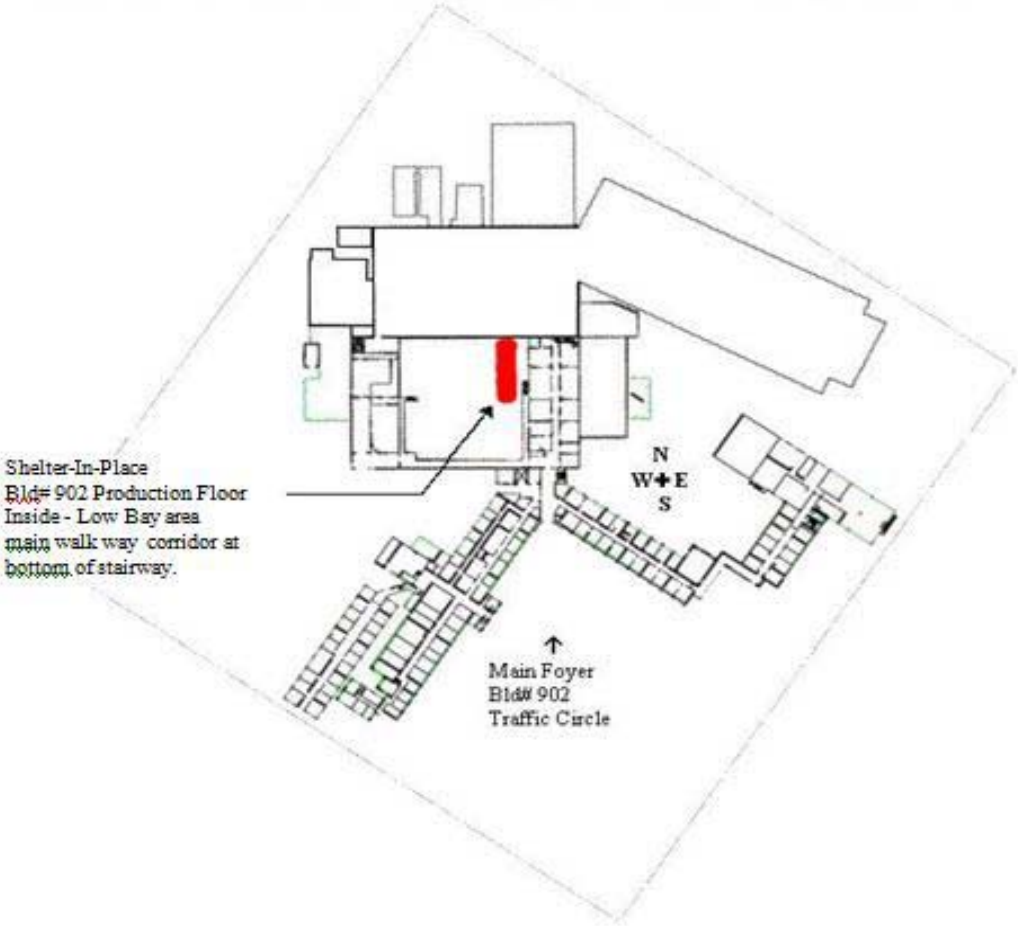
SITE-EMERGENCY SIGNALS:
CONTINUOUS SOUNDING OF SITE SIRENS FOR FIVE MINUTES - Proceed immediately to the Indoor Building Assembly Area. Await instructions that may include the nature of the emergency, the type, sequence, and routes for evacuation.
INTERMITTENT SOUNDING OF SITE SIRENS FOR FIVE MINUTES - Evacuate the Site Immediately.

TONE ALERT RADIO:
Follow directions broadcasted

BUILDING DIAGRAM:

[Per Building Key Plans online – IFM, Emergency Services, or Facility Management home page for general floor plan any of the building layouts in the LEP – NOTE: Building Key Plan below shows AED locations too.]



Outdoor Assembly Area Map

Shelter-in-Place map