

Building 197B LOCAL EMERGENCY PLAN

This procedure covers those steps that every BNL employee must be aware of and carry out to report and respond to emergency situations. This includes events that may require a response from forces outside of the building, e.g., fire/rescue, and hazardous materials response. All fires, regardless of how small, must be reported. Spills which result in a release to the environment must be reported. Any suspicious package or any bomb threat call must be reported. Personnel must not attempt to mitigate an event (e.g., fire or spill) unless they have been trained to do so.

ESSENTIAL INFORMATION

Local Emergency Coordinator (Building 197B)	Joseph Carbonaro X5139
Emergency Evacuation Zone	Zone 7
Indoor Assembly Area	In hallway outside Graphic Design office (Attachment 5)
Shelter in Place Area	Same as above
Outdoor Assembly Area	Outside the West entrance to 197B (Attachment 5)
Air Intake Shut Off	See Attachment 4
Building 197B Floor Plan	See Attachment 5
Plectron Locations	Main Office and Copy Service Center
BNL Web Courses	http://pent.pers.bnl.gov/courselist.htm

EMERGENCY PREPARATION & RESPONSE CONTENTS

ALL STAFF

- Section 1: Emergency Preparation – All Staff
- Section 2: Emergency Response – All Staff

KEY PERSONNEL (LEC, Supervisor(s), Production Services Manager)

- Section 3: Emergency Preparation – Local Emergency Coordinator Building 197B
- Section 4: Emergency Response – Local Emergency Coordinator, Supervisor(s), Production Services Manager

ATTACHMENTS

- Attachment 1: Definitions
- Attachment 2: Other BNL Rules and Procedures for an Emergency Situation
- Attachment 3: Plectron
- Attachment 4: Emergency Shut Off (Electrical, AC, Water, Gas and Steam)
- Attachment 5: Floor Plan with Assembly Areas

Section 1: Emergency Preparation- All Staff.

Applicability: This information applies to all staff in preparation for an emergency. All staff includes any individual who has a life number or guest number and has been issued a DOE photo identification badge.

Required Procedure: All staff must complete the following steps.

Step 1: Successfully complete the Emergency Planning and Response training within 15 business days after reporting to work at BNL, and complete this training on a biennial basis.

Note: Staff can get information about the Emergency Planning and Response training at the BNL training webpage (<http://training.bnl.gov> , Web Courses, GE-EMRGPLAN).

Step 2: In the event of an emergency, call 2222 or 911 from any internal laboratory telephone.

Note: If calling from a non-laboratory phone such as a public pay phone or cell phone, use 344-2222. (Calling 911 from a public pay phone will connect you with the Suffolk County Office of Fire/Rescue and Emergency Services instead of BNL).

Step 3: Learn the locations of fire alarm pull-boxes within building 197B.

Step 4: Learn the location of the building's indoor assembly area, outdoor assembly area, and shelter-in-place area (this information is provided on Building Emergency Preparedness Postings) and be familiar with the safest Route to each of these areas.

Assembly areas for Building 197B

- ◆ Indoor assembly area is located in the hallway outside Graphic Design office
- ◆ Shelter-in-place area is the same location as the Indoor Assembly area.
- ◆ Outdoor assembly area is outside the West (main) entrance to 197B.

Step 5: Know who your building's Local Emergency Coordinator (LEC) is and how to reach them. Building 197B's LEC is Joseph Carbonaro X5139

Step 6: Know the information contained in this Local Emergency Plan with regard to actions expected of you.

Step 7: If you are sponsoring any guests or visitors on site, you are responsible for making sure they know how to respond properly in an emergency.

Section 2: Emergency Response- All Staff.

Applicability: This information applies to all staff in the event of an emergency. All staff includes any individual who has a life number or guest number and has been issued a DOE photo identification badge.

Required Procedure: All staff must complete the following steps.

Step 1: In the event of an emergency, activate an appropriate alarm or call 2222 or 911 from any internal laboratory telephone, but only if it is safe to do so. (Call 344-2222 from a cell phone or non-laboratory phone).

- ◆ All fires, regardless of how small, must be reported.
- ◆ All spills that result in a release to the environment must be reported.
- ◆ Any suspicious package or any bomb threat must be reported. See the Bomb Threat Checklist in the BNL phone book.

Step 2: Call 2222 or 911 and immediately notify your assigned Building Local Emergency Coordinator (Joseph Carbonaro X5139) or, if not available, your supervisor if you:

- ◆ Become aware of a hazardous material release or spill
- ◆ Detect or suspect a fire
- ◆ Receive a threatening telephone call or e-mail message
- ◆ See or receive what you believe to be a suspicious object
- ◆ See what you believe to be violence in the workplace
- ◆ See what you believe to be a hostage situation.

Step 3: If you hear a building alarm bell, evacuate the building and report to the outdoor assembly area. The **Outdoor Assembly Area** for Building 197B is outside the West entrance to 197B.

- ◆ Staff assigned to the Main Office shall unplug the Plectron and take it with them to the Outside Assembly area.

Note: Do not reenter an evacuated building or site unless specifically authorized by the Incident Commander or Laboratory Emergency Supervisor.

Note: If you are in another building onsite and you hear a building alarm, you must report to the outdoor assembly area of that building.

Step 4: If you hear a steady site siren signal, go to the **Indoor Assembly Area** located in the hallway outside Graphic Design office.

Note: If you are not in building 197B when the siren sounds, but in another building, report to the indoor assembly area of the building you are in.

Step 5: Remain in your Indoor Assembly Area, Outdoor Assembly Area, or Shelter-In-Place Area (as appropriate) until specifically authorized by the Incident Commander or the Laboratory Emergency Supervisor to leave.

Step 6: If you hear an intermittent site siren, evacuate the BNL site using the most direct route, or an alternate route as directed by emergency response personnel. If a hazardous situation requires it, a specific evacuation route may be designated.

Note: Car-poolers evacuate the site with any available ride. Very often, car pool members work in different locations. During emergencies, one must not attempt to form the car pool before leaving the site. If the driver attempts to pick up the other riders, he/she may either be going to a building that has already been evacuated, or worse may be driving into a hazardous area. Again, it is important for each car pool to prepare for such a contingency. Several options are available: (1) get a ride with someone in your building to an offsite location from where you can then get a ride home, or (2) agree among yourselves that you will meet at an offsite location and then proceed normally home.

Note: Child Development Center and Nursery. At the declaration of an Alert or at the discretion of the LES a Plectron message will be transmitted instructing parents to pick up their children at the Child Development Center and the Nursery School.

Step 7: Assist management, the Incident Commander, or the Building Local Emergency Coordinator upon request during an emergency.

Section 3: Emergency Preparation- Local Emergency Coordinators

Applicability: The Local Emergency Coordinator (LEC)

Required Preparation

Step 1: Upon being assigned to the LEC position, staff members receive documented training in the duties of a LEC.

Step 2: Create and maintain the building Local Emergency Plan and applicable procedures.

- ◆ Distribute copies to building occupants
- ◆ Distribute all revisions and updates to building occupants
- ◆ Review the Local Emergency Plan annually

Step 3: Conduct annual building fire/evacuation drills and critiques, and implement corrective actions as necessary.

Step 4: Conduct drill critiques & discuss lessons learned, and implement any corrective actions that are needed.

Step 5: Emergency equipment needed

- ◆ Emergency lighting (flashlight, spare bulbs and batteries)
- ◆ Building floor plans - Bldg. 197B
- ◆ Roster of occupants, building routing slip - Bldg. 197B
- ◆ Copies of the Local Emergency Plan and procedures - Bldg. 197B.

Step 6: Be aware of staff in your assigned building who may require assistance during an emergency and provide for assistance in safely exiting the building in an emergency.

Step 7: Designate other staff to assist in emergency procedures.

- ◆ Supervisor(s) in Building 197B
- ◆ Production Services Manger

Step 8: Need to identify any potential hazards, that is, compressed gas, flammable material, electrical hazards, and to be familiar with the procedures to mitigate the hazards and the proper emergency action to take.

Step 9: Update “fire rescue response card” to include electric, water, gas, steam system shut off information.

- ◆ Electric shut off(s) , see attachment 4
- ◆ Air shut off, see attachment 4
- ◆ Water shut off, see attachment 4
- ◆ Gas shut off (N/A)
- ◆ Steam system shut off (N/A)

Step 10: Identify and post signs for assembly areas

POSTED ASSEMBLY AREA

LOCATION

- | | |
|-------------------------|--|
| ◆ Indoor Assembly Area | In the hallway outside Graphic Design office |
| ◆ Shelter in Place Area | Same as above |
| ◆ Outdoor Assembly Area | Outside the West entrance to 197B. |

Step 11: Establish a system that will enable the LEC to account for personnel at assembly areas.

- ◆ Take building attendance records slip to Assembly Area
- ◆ Take attendance at Assembly Area

Section 4: Emergency Response Building 197B – Local Emergency Coordinator, Supervisor(s), and Production Services Manger

Applicability: The LEC, Supervisor(s), and Production Services Manager

Emergency equipment needed:

- ◆ Emergency lighting (flashlight, spare bulbs and batteries)
- ◆ Building floor plans – Bldg. 197B
- ◆ Roster of occupants, building routing slip – Bldg. 197B
- ◆ Copies of the Local Emergency Plan and procedures – Bldg 197B

Required Procedure

Step 1: Be aware of staff in your assigned building who may require assistance during an emergency and provide for assistance in safely exiting the building in an emergency.

Step 2: Ensure that emergency forces have been summoned and building alarms are sounded as required.

Step 3: Go to Assembly Area

- ◆ Take the roster of occupants and the Plectron with you to the Assembly Area
- ◆ If you are going to the Outdoor Assembly Area, take the Plectron and the Building Plan with you.
- ◆ If possible, without endangering yourself, do a sweep of the building for personnel
- ◆ As required shut down any equipment that may be considered a hazard
- ◆ At the Assembly Area – take attendance of occupants
- ◆ Survey personnel to determine the status of any equipment that may have been left in an energized or unsafe condition.

Step 4: Ensure that building accountability is performed following a building evacuation and report these results to the Incident Commander.

- ◆ Building Plan
- ◆ Roster of occupants (building routing slip)
- ◆ The status of any equipment that might be considered unsafe
- ◆ The status of the emergency shut off sites (see Attachment 4)

Step 5: Maintain command and control of the scene until relieved by the Incident Commander.

Step 6: Identify yourself to the Incident Commander and assist in mitigating the emergency as requested.

Step 7: Plectrons are tested weekly by the Police Group. Ensure that the Plectron(s) assigned to your building are operational and that they are brought to the indoor assembly area, shelter area, or outdoor assembly area as required.

Attachment 1: Definitions: Emergency Preparedness

Biennial – Every two years

Indoor assembly area – A pre-designated area where employees gather in the event of a site-wide emergency. Accountability of personnel will take place in this area, and you will be kept informed of emergency status.

Outdoor assembly area - A pre-designated area where employees report to in the event of a fire, hazardous material spill or other event which causes the evacuation of the building. Accountability of personnel will take place at this area.

Shelter-in-place area – A pre-designated indoor area, usually an interior room, where employees assemble in the event of a problem when evacuation is not prudent. Accountability will take place in this area, and you will be kept informed of emergency status.

Local Emergency Coordinator (LEC) – An individual assigned by Department or Division Management responsible for emergency planning within a building.

Incident Commander – The Incident Commander, usually the Fire Captain, is in charge of the emergency where it may be necessary to evacuate a building for safety considerations. This includes direction of the fire fighters, control of the scene, ensuring the safety of the occupants of the building, ensuring that all personnel have evacuated the building if necessary, and conducting a search if anyone may be missing. During the mitigation phase of the emergency, the Incident Commander is also responsible for making sure that no one without an emergency response function is permitted to reenter the building.

Laboratory Emergency Supervisor: An individual in charge of emergency operations.

Attachment 2: Other BNL Rules and Procedures for an Emergency Situation

Building Reentry Rules Following an Emergency Situation

On occasion it may be necessary to evacuate a building for safety considerations. In this situation, the Incident Commander, usually the Fire Captain, is in charge of the emergency. This includes direction of the fire fighters, control of the scene, ensuring the safety of the occupants of the building, ensuring that all personnel have evacuated the building if necessary, and conducting a search if anyone may be missing. During the mitigation phase of the emergency, the Incident Commander is also responsible for making sure that no one without an emergency response function is permitted to reenter the building.

The Incident Commander may consult with the Safety Engineering Group to evaluate the condition of the building and determine if it is safe to reenter. Unless and until permission is obtained from the Incident Commander that it is safe to reenter the building, anyone doing so may be placing themselves in jeopardy. Anyone who reenters or attempts to reenter an evacuated building without the permission of the Incident Commander will be subject to disciplinary action.

Carpoolers

Carpoolers evacuate the site with any available ride. Very often, car pool members work in different locations. During emergencies, one must not attempt to form the car pool before leaving the site. If the driver attempts to pick up the other riders, he/she may either be going to a building that has already been evacuated, or worse may be driving into a hazardous area. Again, it is important for each car pool to prepare for such a contingency. Several options are available: (1) get a ride with someone in your building to an offsite location from where you can then get a ride home, or (2) agree among yourselves that you will meet at an offsite location and then proceed normally home

Dormitory and Guest House Residents

All residents shall remain in their buildings when the continuous site siren is sounded; information on further response will be provided by the BNL police. When the intermittent site siren is sounded, and residents have no transportation, they shall proceed to Berkner Hall (building 488) to assemble and await further instructions. If they have transportation they shall leave the Laboratory immediately. For further assistance, contact Police Headquarters at x2238.

BNL Apartment Area

Evacuation of the BNL apartment area is not envisioned for any credible emergency originating at BNL. Upon sounding of the BNL site sirens, residents of the apartment area shall proceed indoors, close all windows and doors, and await further instructions.

Child Development Center and Nursery

At the declaration of an Alert or at the discretion of the LES a Plectron message will be transmitted instructing parents to pick up their children at the Child Development Center and the Nursery School.

Attachment 3: PLECTRON

Action Items

Plectrons Weekly Test by the Police Group

- ◆ Staff at the Main Office and Copy Service office shall reset the Plectron after the test.
- ◆ Staff at the Main Office and Copy Service office shall report any irregularities to the Safety Coordinator (Richard Backofen X6183).

Plectron Announcements

- ◆ The LEC shall report all announcements to the ESH&Q Coordinator or Building Manager
- ◆ Follow the instruction

During an Emergency

- ◆ The LEC shall take the Plectron to the indoor assembly area, shelter area, or outdoor assembly area as required.