

Local Emergency Plan

BUILDING:

735

ZONE:

YELLOW

Approved by	Name	Signature	Date
Local Emergency Coordinator	Lorraine Davis	<i>Lorraine Davis</i>	04-10-2019
OEM	Rich Ohlsen	<i>Rich Ohlsen</i>	05/28/2019

Reviews and Comments: LEC obtains input & review from ESH & Bldg. FPM prior to submittal to OEM.

Note: Additional organization-specific reviews as required by the department or division.

Emergency Contacts Information

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

Title	Name/Dept. Code	Work Number	Cell Number
Local Emergency Coordinator (LEC)	Lorraine Davis	4156	631-275-6201
Alternate LEC	James Buddenhagen	2422	631-276-4413
Alternate LEC	Albert Langhorn	4566	631-300-5726
Alternate LEC	Robert Hoade	6061	
Alternate LEC	Kim Kisslinger	5174	
Alternate LEC	Gwen Wright	4386	

BUILDING SHELTER-IN-PLACE AREA

LOCATION:	CFN South side of Central Hallway on the first floor
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BUILDING OUTDOOR ASSEMBLY AREA

LOCATION:	CFN West side parking lot – near curved wall
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ALTERNATE BUILDING OUTDOOR ASSEMBLY AREA

LOCATION:	As identified by Car 1 during the event
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Key Emergency Information (Additional Information can be found in the BNL Response Protocols)

Reporting an Emergency:

- Laboratory phone: Ext. 2222 or 911;
- Cell phone: 631-344-2222 (NOTE: 911 calls from a cell phone go to Suffolk County then routed back to the BNL, wasting critical time).
- If a telephone is not available, use a Fire Alarm Box as a means of communication.

Local Emergency Coordinators (LECs) - provide occupant accountability, instructions, and provide information to first responders.

Mass Notification Systems:

- Phone Emergency Notification System (PENS): Follow instructions given.
- Site Sirens: *Continuous* – SHELTER-IN-PLACE; *Intermittent* – EVACUATE SITE
- Everbridge Notifications: Follow instructions given.

Emergency Building Alarm/Bell Systems – when alarms activate:

- Evacuate the building and report to the Outdoor Assembly Area.
- Leave the building by the NEAREST exit.
- Lock your computer(s) & take your belongings – if safe to do so.
- Close, but do not lock your door, and assist others as needed if you are not at risk.

Shelter-in-Place – when instructed to Shelter-In-Place:

- Report to the Bldg. Shelter-In-Place Area, closing doors as you move and await further instructions.
- Close doors behind you as you move to your Shelter-In-Place Area.

Additional Building Alarms: (examples: security, oxygen deficiency, radiation)

The CFN has a unique “temporal 3” (3 rings) alarm that indicates that there has been a detection of a leak in the highly toxic gas system(s) located at the rear (South) of the building in the Clean Room facility. The alarm enunciates with three “bongs” followed by a voice-over that advises all occupants to evacuate the building immediately from the front (North) only.

Automated External Defibrillator (AED) Locations: If the building does not have an AED, include the location of the nearest AED

2 AEDs are in the building. One near the front (North) revolving door on the first floor and another on the second floor balcony area by the Seminar Room.

HVAC:

HVAC units are in the second floor Mechanical Equipment Room – 2 P02 – across from the upstairs Seminar Room. Controls are located mid-way down on East wall.

Persons Who Need Assistance during an Emergency

1. 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.
2. The LEC should determine if any regular resident of the building has special needs for emergency response, including the need for special notification.
3. Assigned occupants assist person.
4. Notify F/R for run book identification.

Known Person(s) Needing Assistance			
Name/Department	Room Number/ Location	Dept. Phone	Type of Assistance Needed

Note: Hosts are responsible for Guests and Visitors at all times

One of the LEC's will be assigned to the evacuation area and will carry with them folders which have been pre-prepared, and up-dated periodically, listing all permanent residents of the building. The folders are kept readily available at the first-floor mail area for quick access as the LEC leaves the building. The LEC will distribute the folders to the functional groups and occupants have been trained to congregate within their group. The group leader or designee utilizes the list to verify if people have evacuated and will advise the LEC who phones that information to the lead LEC who is stationed with Car 1. CFN however, is a User facility with a large transient population which changes from day to day and hour to hour so complete accountability will always be a challenge. To help mitigate this, Users are trained that in an evacuation condition, they are to report to the functional group in whose labs they are working in that day.

Please attach Building Diagram(s) to this LEP

