

Local Emergency Plan (LEP) Training

Building #: 735

Zone: **YELLOW**

Local Emergency Coordinator(s): Lorraine Davis,
James Buddenhagen,

Albert Langhorn, Robert Hoade, Kim Kisslinger,
Gwen Wright

Date: 05-01-2019

BROOKHAVEN
NATIONAL LABORATORY



Agenda

- Points of Contact
- Local Emergency Coordinator(s)
- Reporting an Emergency
- Automated External Defibrillator
- Mass Notifications at BNL
- Indoor Warning System
- Outdoor Warning System
- Building alarms and exits
- Assembly and Shelter-in-Place areas
- Building Accountability Process
- When an LEC is not Present

Building Points of Contact

Assignment	Name	Work Phone	Cell Phone
Local Emergency Coordinator (LEC)	Lorraine Davis	631-344-4156	631-275-6201
Lead Alt. LEC	James Buddenhagen	631-344-2422	631-276-4413
Alternate LEC	Albert Langhorn	631-344-4566	
Alternate LEC	Robert Hoade	631-344-6061	
Alternate LEC	Kim Kisslinger	631-344-5174	
Alternate LEC	Gwen Wright	631-344-4386	
ES&H Coordinator	Wai-Lin Ng	631-344-7153	631-457-3824
Facility Project Manager	Artie Piper	631-344-5937	631-258-5809

Local Emergency Coordinators

- LECs are your Bldg. Point Of Contacts (POCs) in an emergency; they conduct accountability, and provide instruction/guidance to occupants.
- LEC's and Alternates are identified by green hats and vests



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)
 - Please put **631-344-2222** in your cell phone contacts as BNL Emergency Number
- If a telephone is not available, as a last resort, use a Fire Alarm Box as a means of communication

Automated External Defibrillator (AED)

- If there is a medical emergency that requires the use of an AED, call x2222 first to get Fire Rescue there as quickly as possible
- Once Fire Rescue is called, then have someone get the AED
- Complete instructions on how to use the AED are contained in the unit
- The location of the nearest AED(s): Building 735 has two AEDs. One is located by the front door on the first floor the other is located in the balcony area of the second floor (outside of Seminar Room)
- Removing the AED from it's housing will set off an alarm notification

Indoor Notification Systems

Phone Emergency Notification System (PENS) – PENS

communicates through the laboratory phone system and installed speakers using Voice over Internet Protocol (VoIP) technology.

Follow instructions given over PENS

Building alarm bell systems – evacuate building and report to the outdoor assembly area

Everbridge Notifications

- Everbridge system has the capability to send messages to each employee's work phone, cell phone, and home phone, using mass text messages and e-mails through Everbridge
- Employees are to follow the instructions given in the Everbridge message

Outdoor Warning System

The Outdoor warning system is the Site Siren

1. **SHELTER IN PLACE** - Continuous sounding of siren for five minutes

If you are traveling onsite or outdoors, stop and park your car and proceed to the nearest building, locate the shelter in place area, and follow instructions from the Local Emergency Coordinator

2. **EVACUATE THE SITE** - Intermittent sounding of site sirens for five minutes

Evacuate the site immediately

Building Alarms

When fire alarm activates:

- Evacuate the building and report IMMEDIATELY to the Outdoor Assembly Area
- Leave the building by the **NEAREST** exit
- If safe to do so, take personal belongings with you
- If safe to do so, lock your computer(s)
- 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 at the outdoor assembly area, report your accountability to the LEC or designee
- Provide any additional information that might assist emergency responders
 - Did you leave any equipment in an unsafe condition?

Building Alarms

When toxic gas alarm activates:

- The toxic gas alarm will be a unique “temporal three” (3 bongs) followed by a voice over announcement
- The voice over advises to evacuate the building **IMMEDIATELY** from the **FRONT** (North) exits
- If in the Clean Room area do not take the time to disrobe
- If safe to do so, take personal belongings with you
- Report to the Outdoor Assembly Area
- You may be advised by Emergency Personnel to re-locate depending on wind direction
- When at the outdoor assembly area, report your accountability to the LEC or designee
- Provide any additional information that might assist emergency responders

Indoor Shelter-in-Place Area



Indoor Shelter-in-Place Area

Shelter-in-Place Instructions

- CFN's Shelter in Place is located in the Central Hallway – toward the rear of the building
- Gather in your shelter in place as instructed
- **Close doors** behind you as you move to your shelter in place area
- **Wait** in shelter-in-place area for further instructions
- Remain as **quiet** as possible so that instructions relayed either by the LEC or the Emergency Notification system can be clearly understood

Outdoor Assembly Area

- Curved Wall by Parking Lot on West side of building 735 (facing ISB)



Accountability Process

- One of the LEC's will bring folders listing all residents of the building to the evacuation area
- The folders are available in the mail area for quick access as the LEC leaves the building
- The LEC will distribute the lists to the functional groups
- People are expected to congregate in their group
- The group leader or designee uses the lists to check if people in the group have evacuated
- Keep chatter to a minimum so that everyone can hear their name called
- Offer information on anyone else who may be missing or unaccounted for
- The LEC phones that information to the lead LEC stationed with Car 1
- CFN is a user facility with a large transient population so complete accountability is a challenge
- Users report to the functional group from the lab they are working in that day, and their names will be added to the bottom of the accountability list

Reminder: Responsibilities

- Timely accountability is crucial
- If LECs or Alternate LECs are *not present*, Managers, Supervisors and Employees MUST step up to help ensure timely accountability and reporting to Incident Command

Hosts are responsible to:

- Ensure Guests/Visitors are briefed on the LEP contents
- Assist with accountability of their Guests/Visitors