# Local Emergency Plan Brookhaven National Laboratory (LEP) Training





Building #: 735

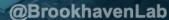
**Zone: YELLOW** 

Local Emergency Coordinator(s): James Buddenhagen

Albert Langhorn, Robert Hoade, Kim Kisslinger, Gwen Wright, Grace Webster & Judy Badal

Date: 10-31-2023





# 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	WorkPhone	Cell Phone
Local Emergency Coordinator (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**

 <u>Phone Emergency Notification System (PENS)</u> – 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



# **Building Exits**





### **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 <u>MUST</u> 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

