MESSAGE FROM THE OFFICE OF EMERGENCY MANAGEMENT

Preparation is Key
This brochure provides key emergency response information for BNL employees, users, and guests and is a quick reference guide to your responsibilities and expected actions.

It is imperative that everyone know their responsibilities and actions to take if an emergency occurs.

Brookhaven National Laboratory (BNL) Responsibilities:
- Testing emergency warning systems
- Holding an annual site exercise
- Conducting emergency evacuation drills
- Maintaining an Emergency Operations Center

Responders are highly trained to:
- Take action quickly
- Communicate critical information
- Initiate appropriate response actions to the hazards presented by an emergency

If an emergency occurs, information will be communicated site wide. 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.

For more information go to the Standards Based Management System (SBMS) “Emergency Preparedness” subject area located at: https://sbms.bnl.gov/

To find out your building’s LEC contact information, visit: https://intranet.bnl.gov/emergency-services/emergency-management/lec-list.php
Your Checklist of Important Information to Know

- Emergency phone numbers
- Fire alarm pull-box locations
- Exits and assembly areas
- Shelter-in-place areas
- Fastest exit routes
- Local Emergency Coordinator (LEC) and alternate LEC
- Your building Local Emergency Plan
- Hazards within your building
- Protective Action Zones
- Site-wide warning system

Emergency Actions

1. Sitewide Emergency Notification Systems
   - Steady siren - report to your indoor assembly area
   - Intermittent siren - follow instructions from the Lab’s emergency/security forces to evacuate the site
   - Phone Emergency Notification System (PENS) - Listen to and read the message on the telephone screen - follow the instructions provided.
   - Everbridge Emergency Notification System - Follow instructions received. Visit People Soft HR to validate email, text, and phone numbers to ensure timely notifications.
   - Building alarm bell – evacuate building, report to the outdoor assembly area, and follow instructions from the LEC.

2. Local Emergency Coordinator (LEC) - follow instructions of the LEC.

3. (631) 344-INFO (4636) - General opening/closing information.

Protective Action Zones

Know which Protective Action Zone you work in. Information on Protective Action Zones are located in several places, i.e.:

- Posted on walls/bulletin boards in each building

How to Report an Emergency

Laboratory phone: call Ext. 2222, or 911

Cell phone: (631) 344-2222 (911 from cell phones go to Suffolk County and are routed back to the Laboratory)