



Message from the Office of Emergency Management

Whether you are at home or at work, knowing how to prepare and what to do when an emergency occurs can make all the difference. This brochure provides key emergency response information for BNL employees, users, and guests that can help you prepare for the unexpected.

Emergency management is taken very seriously, and that is why we put so much effort into preparation; testing emergency warning systems, holding an annual site exercise, conducting emergency evacuation drills, and maintaining an Emergency Operations Center.

Please do your part to support this vital effort. We expect everyone to know the responsibilities and actions we are required to take if an emergency occurs. This brochure is designed to remind you of those responsibilities and expected actions.

Learn, know, and acquaint yourself
with the following:

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

Brookhaven National Laboratory To report an emergency

To report a police, fire, medical, or other emergency call:

Lab phones: **x2222 or 911**
Cell phones: **631-344-2222**

Sitewide Warning Systems

- **Steady siren** – report to your indoor assembly area (remember-Steady Stay)
- **Intermittent siren** – follow instructions from the Lab's emergency/security forces to evacuate the site
- **Phone Emergency Notification System (PENS)** – listen to and read message then follow the instructions provided
- **Building alarm bells** – evacuate building, report to the outdoor assembly area and follow instructions from the LEC

Local Emergency Coordinator (LEC)

follow instructions from the LEC

My LEC is: _____

My Protective Action Zone is: _____

Room #: _____ Ext #: _____

For more information contact:
Office of Emergency Management
631-344-2293

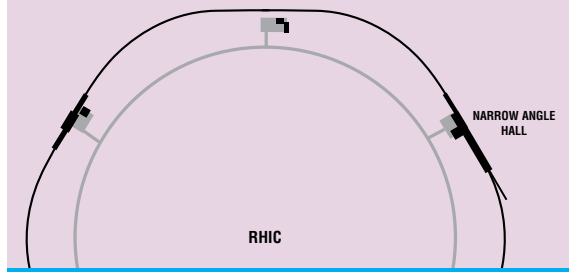
P.O. Box 5000
Upton, NY 11973-5000
www.bnl.gov



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ENERGY | Office of
Science

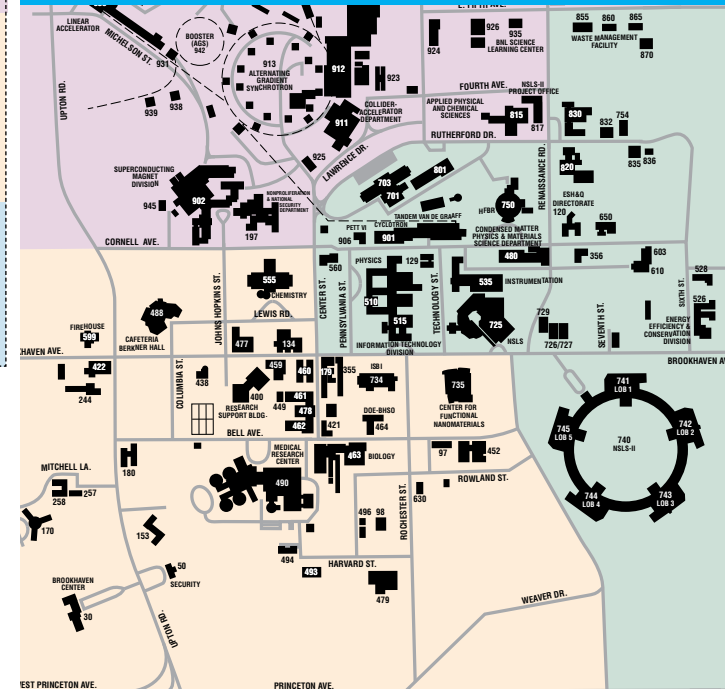
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Emergency Preparedness

at Brookhaven National Laboratory



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KEY EMERGENCY INFORMATION

Brookhaven National Laboratory's Emergency Management Program takes preventive measures to ensure a safe environment for employees, guests, visitors and the surrounding community. The Laboratory's emergency responders are highly trained to take action quickly, communicating critical information and initiating response actions appropriate to the hazards presented by an emergency.

The mission of this program is to ensure that emergency resources are ready before, during, and after emergencies. Since emergencies can occur at any time and be linked to various natural or manmade causes, the Laboratory focuses on planning and preparedness in order to help minimize the effects of an emergency. Each year, the Laboratory conducts emergency drills, ranging from small, informal sessions to building evacuation drills to full-scale graded exercises that involve personnel from across the site. Occasionally, real-life situations happen that test our ability to respond quickly and protect the health and safety of employees, users, guests and visitors. In preparation for these real-life situations and drills, 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.

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

EMERGENCY COMMUNICATIONS

Sitewide siren system

- **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 message and read the message on the telephone screen- follow instructions given

Building alarm bell – evacuate building, report to the outdoor assembly area, and follow instructions from the LEC

Local Emergency Coordinator (LEC) – follow instructions of the LEC

Everbridge Emergency Notification System – Follow directions received. Visit People Soft HR to validate email, text, and phone numbers to ensure timely notifications.

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

REPORTING AN EMERGENCY

- **Laboratory phone:** call Ext. 2222, or 911
- **Cell phone:** 631-344-2222 (911 from cell phones goes to Suffolk County and is routed back to the Laboratory)

LOCAL EMERGENCY COORDINATORS

Know who your Local Emergency Coordinator is. There is an assigned Local Emergency Coordinator (LEC) and alternates in every occupied building at the Laboratory. These personnel are trained to respond and assist when an emergency occurs.

Visit <http://intranet.bnl.gov/lpd/oem/lec.asp> to find out your building's LEC contact information.

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

Protective Action Zones

Know what 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
- Located on the Emergency Information webpage <http://www.bnl.gov/lpd/oem/SiteInfo.asp>

