

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:

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>



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

For more information contact:
Office of Emergency Management
OEM@bnl.gov

Emergency Preparedness

Quick Reference Guide



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

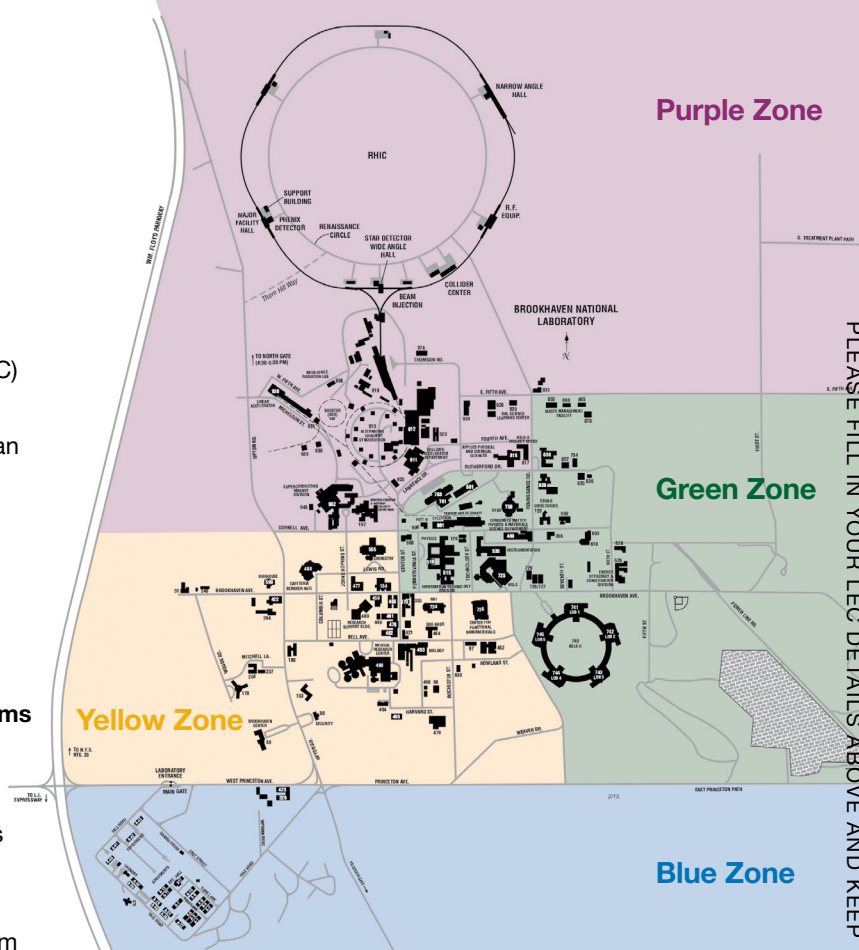
Emergency Actions

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



Located on the Emergency Information webpage <https://www.bnl.gov/emergency-services/emergency-management/siteinfo.php>

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)

Know Who Your LEC is

There is an assigned LEC and alternates in every occupied building at the Laboratory. These personnel are trained to respond and assist when an emergency occurs.

PLEASE FILL IN YOUR LEC DETAILS ABOVE AND KEEP THIS INFORMATION WITH YOU

My LEC is

My Protective Action Zone is

Room # Ext #

Local Emergency Coordinator (LEC) - follow instructions from the LEC