

### Emergency Action Guide

#### Emergency Contacts

- Dial x7911 for LBNL on site emergencies - **Stay on the Line**
- LBNL 24/7 Emergency Notification/Contact Team, 486-6999

#### Look for Berkeley Lab's EMERGENCY RESPONSE GUIDE (the red flip chart) in your area

**Building Emergency Teams (BET)** are trained to respond to an emergency, operate fire extinguishers and provide first aid, CPR and evacuation assistance

#### Fire

- Alert people and activate fire alarm
- Call x7911
- Evacuate building (do not use elevators)
- Notify building manager, BET members, and supervisor

#### Earthquake

- Drop, Cover and Hold
- DO NOT RUSH OUTSIDE, collect necessary personal items
- Go to assembly area when safe to exit
- Notify BET or supervisor before leaving the area

#### Personal Injury

- Follow instructions in the EMERGENCY RESPONSE GUIDE
- Report ALL Injuries to Health Services at x6266
- Report incident to supervisor

#### Hazardous Material Spills

- Follow instructions in the EMERGENCY RESPONSE GUIDE

#### See the EMERGENCY RESPONSE GUIDE for further information!

- List names and contact info for the building manager and BET for your building ([www.lbl.gov](http://www.lbl.gov), A-Z index under "B") on the red flip chart

### EH&S Training

#### Job Hazard Analysis (JHA)

([www.lbl.gov](http://www.lbl.gov), A-Z index under "J")

- All employees must take JHA and complete required training
- Employees must update JHA annually
- Employees must update JHA when work activities change

**Employees working in labs must be supervised until training is completed**

### Ergonomics

Go to [www.lbl.gov](http://www.lbl.gov), A-Z index under "E" for ergo info on:

- Online workstation assessment (and annual refresher) for all employees
- Notify supervisor at the earliest signs of discomfort
- Resources for good ergonomic practices/equipment

### Chemical Hygiene & Safety

([www.lbl.gov](http://www.lbl.gov), A-Z index under "C")

#### Chemical Hygiene

- No eating or drinking in labs
- Read MSDS before using chemical ([www.lbl.gov](http://www.lbl.gov), A-Z index under "M")
- Use appropriate Personal Protective Equipment (PPE) (e.g. lab coat, closed-toe shoes, safety glasses)
- Use gloves suitable for chemical and task ([www.hazmat.msu.edu:591/glove\\_guide/](http://www.hazmat.msu.edu:591/glove_guide/))

#### Chemical Management

- Label all containers with chemical, owner, date and hazard
- Use Chemical Management System ([www.lbl.gov](http://www.lbl.gov), A-Z index under "C") and barcodes for all purchased chemicals

#### Waste Disposal

- Dispose of all hazardous waste in Satellite Accumulation Area (SAA)
- Notify ESD Safety Coordinator to start or to dismantle an SAA
- Take EH&S Hazardous Waste Generator training before using SAA
- Requisition waste pick-up every six months and when container is full ([www.lbl.gov](http://www.lbl.gov), A-Z index under "H")

#### Labspace Lead PI (LLPI)

- One LLPI for each ESD lab space resolves safety issues
- Meet with LLPI before working in a lab
- Discuss new work with LLPI

### Off Site Field Work

#### Before travel to field site:

- PI prepares an Offsite Safety and Environmental Protection Plan (OSSEPP) ([www-esd.lbl.gov/ESDEHS/ossep.html](http://www-esd.lbl.gov/ESDEHS/ossep.html))
- OSSEPP is read and signed by all participants in field work, filed in division office and copy is taken to field
- OSSEPP is revised for changes in scope-of-work, hazards and/or personnel and reviewed annually

### Important Resources/Contacts

- ESD's ES&H website: [www-esd.lbl.gov/ESDEHS/index.html](http://www-esd.lbl.gov/ESDEHS/index.html)
- EH&S Division Subject Matter Contacts [http://www.lbl.gov/ehs/htm/subject\\_matter.shtml](http://www.lbl.gov/ehs/htm/subject_matter.shtml)
- Pub 3000, Berkeley Lab's Health and Safety Manual: [www.lbl.gov](http://www.lbl.gov), A-Z index under "P"
- ESD Safety Coordinator: Vivi Fissekidou, x5610 [VAFissekidou@lbl.gov](mailto:VAFissekidou@lbl.gov)
- ESD EH&S Liaison: Rob Connelly, x4028 [RJConnelly@lbl.gov](mailto:RJConnelly@lbl.gov)
- Waste Management: Howard Hansen, x5867 [HLHansen@lbl.gov](mailto:HLHansen@lbl.gov)
- Industrial Hygiene: Rob Connelly, x4028 [RJConnelly@lbl.gov](mailto:RJConnelly@lbl.gov)
- DOE Ethics Hotline: 1-800-999-9057
- UC Whistleblower Hotline: 1-800-403-4744
- DOE Employee Concerns Program: 1-800-952-5665

For a complete description of these and all other policies, Please refer to the ESD EH&S Website at <http://www-esd.lbl.gov/ESDEHS/> or contact Vivi Fissekidou, ESD Safety Coordinator at 510/486-5610, [VAFissekidou@lbl.gov](mailto:VAFissekidou@lbl.gov)