

Required Reading for Short-Term Visitors in Theoretical Division

General Information

Visitors who will be on Laboratory property at Theoretical (T) Division sites for **1–10 workdays in a 12-month period** must complete this required-reading course and send an acknowledgement email verifying that they have read and understood the information and had the opportunity to ask questions.

This required reading is a brief “read-and-sign” course designed to ensure that short-term visitors to the T-Division sites are adequately informed of expected administrative, environmental, safety, health, and security behaviors while at Los Alamos National Laboratory (LANL).

Limitation of this Required Reading

This required reading is not equivalent to the LANL’s General Employee Training (GET), which is required for everyone who is onsite at the Laboratory for more than 10 workdays. This required reading does not prepare T-Division visitors with the necessary training for unescorted access to nuclear facilities and areas controlled for radiological purposes. Short-term visitors should notify their host if they need unescorted access to designated nuclear facilities or radiological controlled areas. Visitors at T-Division requiring unescorted access to designated nuclear facilities must pass the GET Examination (#5668). Visitors requiring unescorted access to radiological controlled areas must pass the General Employee Radiological Training (GERT) examination. To register T-Division visitors for **GET** or the **GERT** examination, call the PS-13 registrar at 667-0059 or email esh-registration@lanl.gov.

Getting Credit

Having completed the required reading, the visitor may send an email to the T-Division Designated Training Generalist (DTG) acknowledging that they have completed the course. Another option for getting credit is to fill out and fax the Request for Credit form on page 12. After receiving the acknowledgement email or the hard-copy form, the DTG will enter credit for the required reading course in the LANL Employee Development System (EDS).

WELCOME to the Theoretical Division of the Los Alamos National Laboratory

The goals of this required reading are to

- provide you with a safe, secure, and healthful environment during your visit,
- inform you of the hazards and the protective measures associated with the areas you visit, and
- notify you of your responsibilities regarding environment, safety, and health (ES&H), security, and general administrative policies.

General Visitor Information

Description of Facilities

Los Alamos National Laboratory is operated by the University of California for the National Nuclear Security Administration (NNSA) of the U.S. Department of Energy (DOE). The Laboratory comprises 43 active technical areas on 40 square miles of land. Each Laboratory building is identified by technical area and building number. It is important to know the building designation of your work location in case you need to report an emergency. These numbers are posted on an outside wall of the building and sometimes on a sign in front of the building. The T-Division sites are located in Technical Area 3 (TA-3), which also contains the Administration Building, the Otowi Building (personnel offices, cafeteria, and Badge Office), and the J. Robert Oppenheimer Study Center (research library).

Who is a Laboratory Visitor?

You are considered a Laboratory visitor if you are here for work-related reasons or to attend Laboratory-sponsored meetings. Areas of the Laboratory open to visitors include the Badge Office and cafeteria (located in the Otowi Building), the J. Robert Oppenheimer Study Center (research library), and the Bradbury Science Museum.

For more details, your host should refer to the Policy & Procedures Manual 616, Visitors.

Visitor Responsibilities

Visitors have environment, safety, and health (ES&H), security, and administrative responsibilities similar to those of Laboratory policies. Visitors not complying with these policies may be asked to leave the Laboratory. Your host will answer any questions regarding your responsibilities during your visit.

Visitors with Security Clearances

If you have a security clearance from another site, talk to your host about the appropriate training you may need before being allowed unescorted access to secure areas in the Laboratory.

Safety and Security Policies

It is LANL's policy to conduct work safely and responsibly; ensure a safe and healthful working environment for workers, contractors, visitors, and other onsite personnel; and protect the health, safety, and welfare of the general public. It is our policy that we will not compromise safety for personal, programmatic, operational, or any other reason.

It is LANL's policy to safeguard our nuclear materials and secure the information, materials, and knowledge that form the core of our national security mission. It is our policy that we will responsibly protect these from intentional or inadvertent disclosure; ensure that information and materials are correctly classified; and serve as good custodians when new knowledge or information is developed or disseminated. It is our policy that we will not compromise security for personal, programmatic, or operational reasons.

Safety and Security Requirements

Stop Work

Stop work when an activity presents a safety or security concern. Correct the problem immediately if you can without threatening life, injury, or security. In all other cases, notify your supervisor or host immediately.

Reporting Hazards

Report safety and security concerns to the appropriate supervisor, your host, the Safety Help Desk Hotline at 665-7233, or the Security Help Desk at 665-2002.

Lockout/Tagout

Red locks and tags are used to prevent the startup of equipment and machinery during servicing and maintenance. You must not attempt to operate equipment or machinery that is locked and/or tagged out or to remove or bypass the locks and tags. Ignoring lockout/tagout practices has serious consequences ranging from serious injury to death.

Safeguards and Security Requirements

The Laboratory maintains a Safeguards and Security Program to support programmatic goals and prevent theft or diversion of special nuclear material, industrial sabotage, radiological sabotage, espionage, loss or theft of classified matter or government property, and other hostile acts that may adversely affect national security or public health and safety.

Computer Use

Laboratory and Theoretical Division computers, programs, and data (classified and unclassified) are protected. Computer user registration and computer security training is required to access Laboratory computers. Before using a Laboratory computer, contact your host or T-Division's IT (Computer Support) Team by sending email to t-help@lanl.gov. Once you have been given the authorization to use a Laboratory computer and you need computer support, the IT Team can be reached at t-help@lanl.gov.

Random Searches

Laboratory security personnel perform random searches of persons, buildings, parking lots, and other areas to help maintain a safe, drug-free workplace and to prevent theft of government property. You and your vehicle are subject to search while you at the Laboratory and T-Division.

Prohibited Articles

Dangerous weapons, explosives, and other instruments or materials likely to cause personal injury or property damage are not allowed in Laboratory-operated facilities such as T-Division, unless they are government property or are specifically authorized.

Controlled Articles

Personal items such as cameras, cellular telephones, two-way pagers, copying or reproduction devices, recording or transmitting devices, computers, software, and peripherals are admitted only if specifically authorized. These items are not permitted in the T-Division buildings. Talk to your host about any exceptions. You are encouraged to leave these devices in your hotel room or in your vehicle. Should you discover that you have a cellular telephone while inside one of the T-Division buildings, please take it outside and leave it in the deposit box outside of Building 123 until you have completed your day.

Drugs and Alcohol

The Laboratory and T-Division maintain a workplace free of alcohol and illegal drugs.

Reporting Improper Activities

To report theft or misuse of government property, call your host or your group administrator, the Theoretical Division Office, 667-4401, or Internal Evaluations Group at 665-6159. To report waste, fraud, abuse, or violations of Laboratory policies, call the Whistleblower Hotline at 665-9999.

Administrative Policies

Government Property

Government property may be used only for official government purposes. Property includes computers and software, copying and facsimile machines, interoffice and electronic mail services, telephones, and vehicles. Using Laboratory computers to access non-work-related sites on the Internet, including those for pornography, gambling, and private business concerns is prohibited.

Political Activities

Campaigning, soliciting, or accepting political contributions on Laboratory property is not allowed. You may wear campaign buttons and discuss your political views.

Gambling

You may not gamble on Laboratory-operated premises, nor may you use Laboratory equipment to gamble.

Smoking

Smoking is allowed only in posted areas of Laboratory buildings. Smoking is not allowed in government vehicles, taxis, or aircraft. Outdoor smoking is allowed if it does not present a fire hazard, smoke does not enter buildings, and smoking material is extinguished and disposed of in an appropriate receptacle.

Harassment Prevention

The Laboratory is committed to take reasonable steps to provide a work environment free from all forms of harassment on the basis of sex or any other legally protected category. Other protected categories include race, color, national origin, religion, physical or mental disability, age, medical condition (cancer-related or genetic characteristics), ancestry, marital status, sexual orientation, or certain status as a veteran. Report complaints of harassment to the appropriate supervisor, your host, the Theoretical Division Office, 667-4401, and/or the Staff Relations Group at 667-8730.

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The Laboratory expressly prohibits sexual relations between a supervisor and subordinate, regardless of whether it is coerced or consensual.

Workplace Violence

Violent behavior and threats of violence are prohibited. If you believe that immediate action is required to respond to a threat to life or to a situation that could result in serious bodily harm, call 911 and then notify the appropriate supervisor or your host.

Nonemergencies

Report nonemergency issues to your host or Group Office before calling the organization listed below:

EM&R Office	667-6211
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Security Questions/Concerns

Organization Computer Security Representative (OCSR) for T-Division

Donna Naranjo	664-1653
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Denis Dimick	996-0772
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Facility Manager

Richard Strong	667-4187
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Pager	664-3880
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Cell	231-0101
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Local Building Contact

T-Division Office	667-4401
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Security Help Desk

665-2002

Protection Technology Los Alamos (Security Guards)

667-4437

Building Emergency Plan Required Reading for Short-Term Visitors in T-Division

This building emergency plan covers general procedures for handling emergencies in T-Division buildings in Technical Area (TA) 3: 1415, 1690, 123, 200, 508, 410, 480, 469, 471, 43, 524.

What are Building Emergency Plans?

A Building Emergency Plan (BEP) tells you what to do if there is an unusual occurrence that makes it necessary to evacuate the building, shelter in place, or call emergency response personnel. Your host will show you the assembly or muster area location for the building location in which you are housed.

In T-Division, people are located in buildings with their specific group members and group office. In some cases, more than one group is represented in the offices in a particular building. The following chart shows you which building number corresponds to a group or program office.

<u>TA-3, Building Number</u>	<u>Group/Program Office</u>
1415	T-10, T-14
1690	CNLS
123	T-DO, T-1, T-3, T-6, T-8, T-13, T-QC
200	T-DO, T-3
508	T-7
410	T-10
480	T-15
471 and 469	T-12
43	T-4, T-14, T-16
524	T-11

Assembly/Muster Area Location

Your host will show you the assembly or muster area location for your building.

Assembly Area Leader

The Assembly Leader is a preassigned building occupant or a person who volunteers at the time of evacuation to gather accountability and sweep information at the assembly area. The assembly leader then reports all information to the Facility Leader or Incident Commander.

The Assembly Leader will

- Identify themselves as the Assembly Leader upon arrival to the assembly area.

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- Question all persons gathered at the assembly area about personnel accountability and if anyone is missing.
- Gather any information (such as smoke, pool of water, person down, medical emergencies, strange odors, etc.) obtained during a sweep of the building(s) from everyone present at the assembly area.

Report all pertinent information gathered to the Facility Leader or Incident Commander.

Responsible Division Leader

The Responsible Division Leader (RDL) or designee is the person assuming initial incident command responsibilities during a response to emergency situations and off-normal conditions.

Evacuating a Building

When you become aware of any fire alarm (audible, strobe light, or announcement on the paging system)

- Exit the building and walk to your designated assembly area.
- Take personal items with you (coat, keys, purse, etc.). You may not be allowed back into the building.
- EVERYONE: Conduct a sweep along the route to your assembly area.
- Observe your surroundings as you exit and report observations, such as smoke, pool of water, person down, medical emergencies, strange odors, etc., to the Assembly Leader.
- Escort or assist visitors/special-needs people to the assembly area.
- Do not carry food, drinks, or items that if dropped may inhibit a safe egress by causing slips, trips, or falls.
- DO NOT smoke while you are leaving a building or at an assembly area.
- DO NOT reenter a building or your work area once you have exited.
- Remain at the assembly area until the “All Clear” is given by the Incident Commander or an Incident Commander designee.

Reentry Process and Return to Normal Operations

Reentry is the first entry made after evacuation to mitigate the hazard or to determine whether the area is safe for personnel to return to the building. **Only** emergency response personnel at the direction of the Incident Commander can determine whether the area is safe.

Return to normal operations is the point at which the facility is turned over from the Incident Commander to Facility Management. The Facility Manager will direct you when to return to your building.

Shelter in Place

Certain situations may occur where the safety of residents is best assured by remaining in place in a safe location. The Responsible Division Leader (RDL), or designee, or the Incident Commander will make the decision where and when to shelter in place.

- Upon advisement to shelter in place, stay in your location and wait for further instruction from the Facility Leader or Incident Commander based on the nature of the type of event occurring.
- Keep communication lines open for emergency use.
- Stay inside and remain calm until you receive word from the Incident Commander for Facility Manager that it is safe to go outdoors.

If you are inside

- Close all windows, vents, and doors
- Listen to local radio
- Monitor the LANL homepage (<http://int.lanl.gov>)
- Use telephone for emergency communication only
- Emergency Management and Response (EM&R) will be providing LANL-specific shelter-in-place information online

If you are outside

- Find shelter
- Cover nose and mouth with cloth
- Go inside
- Wash hands and face with cool water and soap

If you are in a vehicle

- Obey all traffic laws and drive safely
- Roll up windows
- Turn off heater, air conditioner, and close vents
- Go inside

Serious Injury or Illness

- Call 911 to request an ambulance if necessary. If you are using a cell phone, call EM&R, 667-6211.
- Send someone to direct the ambulance team to the victim.
- Apply CPR or first aid to the victim if necessary and if you are qualified.
- Contact your host or line manager in your group and the T-Division Office (T-DO), 667-4401.

Exposure to Blood

A minor injury to yourself

If a minor injury for which medical assistance is not required and blood contamination is limited only to you, clean up the blood, and dispose of tissues or paper towels in the trash.

Major blood loss or contamination

- Call 911 to request an ambulance if necessary
- Send someone to direct the ambulance crew to the victim
- Apply first aid to the person if you are qualified
- Contact your host or supervisor in your group and T-DO, 667-4401

Bomb Threat

If you receive a bomb threat

- Call 911 or EM&R, 667-6211, to report the bomb threat
- Contact your host or supervisor in your group and T-DO, 667-4401
- After hours call EM&R, 667-6211
- Remain in the area until an EM&R emergency manager meets you

Suspicious Package

- Get away from the package
- Isolate the area
- Notify your host or supervisor in your group

Spill

- Get away from the spill
- Isolate the area
- Notify your host or supervisor in your group

Emergency Communication List

Fire/Ambulance	911
Emergency Management & Response (EM&R)	667-6211
Facility Maintenance	606-1816
Facility Coordinator: Richard Strong	667-4187 (office), 664-3880 (cell), 231-0101 (pager)
Local Coordinator: T-Division Office	667-4401

Emergency Response Checklist

Use the following checklist to prepare yourself to respond to an emergency

- Be able to identify the location of your workstation: Area: TA__ Building__, Room ____
- Know your host and where the group office is located
- Locate evacuation maps in your building
- Locate emergency pull boxes and fire extinguishers (described on evacuation maps)
- Dial 911 in emergencies
- Contact host or supervisor in your group
- Contact Laboratory Emergency Management and Response (EM&R), 667-6211, in emergencies
- Use the notification and procedures for suspicious packages or bomb threats
- Tag all personal items, such as personal packages, lunch boxes, backpacks, briefcases, sports bags with tags provided by your host group, and keep such items in your possession
- Have your host brief you on any security requirements
- Know evacuation instructions
- Know shelter-in-place instructions
- Know your assembly or muster area locations
- Know what to do if you are exposed to blood

**Request for Credit
Required Reading for Short-Term Visitors in T-Division**

I acknowledge that I have read and understood this required reading.

I have had an opportunity to ask questions about the information contained in the required reading.

Credit will be given for this required reading either by sending an email or printing this form.

Send email to Marilyn Ramsey, the T-Division Designated Training Generalist, at mlramsey@lanl.gov and cc your group administrator. Include this line in the body of your message

I, (Z number and/or name), have read and understood the *Required Reading for Short-Term Visitors in Theoretical Division* (course #s 38739 and 39740).

Or fax the completed form to 505-665-4055.

Date

Name (please print clearly)

Signature

Z Number (optional)

LANL Host Organization

T-DO Use Only

Entered into EDS: _____
Date

By: _____
Initials