

# Emergency Preparedness

AT BERKELEY LAB

## Employee Pocket Guide 2008-2010



For emergencies dial x7911  
(dial 9-911 from designated phones,  
911 from cellular phones)



## For More Information:

### Emergency Preparedness Web Site

<https://ehswprod.lbl.gov/ep>



### Emergency Preparedness

x7032 or RESaunders@lbl.gov

Fax: x7014



### Security (Blackberry Gate) x5472



### Health Center: x6266



### Non-Emergency Incident Reporting:

x6999



### Site Access x4551

(ID cards, parking, gate access)

<http://www.lbl.gov/Workplace/site-access/>



### EHS Pub 3000

<http://www.lbl.gov/ehs/pub3000/>

Chapter 9: Emergency Management

Chapter 23: Seismic Safety



### Employee Emergency Status:

1-800-445-5830

## Earthquake

### RESPONSE

Do not panic or run.

Damage and falling debris may block exits and cause injury.



Remember to Drop, Cover and Hold:

- ◆ DROP — Drop to the floor.
- ◆ COVER — Seek sturdy overhead protection such as a desk, table, work bench, or room corner away from windows.
- ◆ HOLD — Hold on to the protection you've chosen and be prepared to move with it until the shaking stops.

### EVACUATION

- ◆ If possible take car keys and small personal items, as reentry to your building may be delayed for days.
- ◆ Evacuate immediately. Use the evacuation routes and assembly area posted in your building.
- ◆ Follow Building Emergency Team instructions.
- ◆ Do not attempt to re-enter any buildings until instructed to do so.
- ◆ Do not try to drive off the Lab until road conditions are declared safe.

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## Seismic Safety at Work

### SAFETY MEASURES IN THE OFFICE

- ◆ For bookcases and file cabinets over 3 feet tall, fasten to walls or the floor.
- ◆ For open shelves above 4 feet, install lips or chains to prevent contents from falling.
- ◆ Store heavy items on floors or no higher than 3 feet on shelving.
- ◆ Secure computers, printers and FAX machines to desktops with velcro fasteners from LBNL Stores.
- ◆ Fasten storage shelves, bins or racks to the floor or wall.



### SAFETY MEASURES IN LAB SPACES

- ◆ Store hazardous chemicals or glassware in base cabinets or braced wall cabinets with secure door latches. Shelves should have 3-inch high lips of plexiglass.

### GENERAL SAFETY MEASURES

- ◆ Evacuation routes must be kept clear, and materials that could block routes must be removed or braced to prevent movement.

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## Non-Emergency Incident Reporting

For EMERGENCY response to a serious of life-threatening injury or illness, call x7911 or 9-911.

Once the emergency is over and for all non-emergency incidents:

- ◆ Report all events immediately to your supervisor.
- ◆ Call Health Services at x6266 for any Injuries and Illnesses.
- ◆ Call x6999 to report the following non-emergency events.
  - Environmental releases.
  - Hazardous conditions.
  - Traffic Incidents.
  - Near-miss events.
  - Security events.

### LBNL STOP WORK POLICY

All Berkeley Lab employees, contractors, and participating guests are responsible for stopping work activities that are considered to be an imminent danger.

- ◆ Alert the affected employee(s) or contractor(s) engaged in the unsafe work creating an imminent danger condition and request that the work be stopped.
- ◆ Call x6999 and report the incident. An EH&S staff will investigate.
- ◆ Notify your immediate supervisor and/or responsible division/department manager.

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## How You Can Help

### EMPLOYEE PERSONAL KIT

If a major event stranded you here at the lab – you might need the following items. You could keep them under your desk or in the trunk of your car:



- ◆ Water/Food for one day
- ◆ Prescriptions or personal medications
- ◆ Extra pair of glasses or contact lenses
- ◆ Cash (small bills and coins)
- ◆ Walking shoes, jacket and hat
- ◆ Personal care and hygiene items
- ◆ Light source or flashlight with batteries
- ◆ Radio (battery/crank operated)
- ◆ Emergency blanket, sleeping bag

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## Urban-Wildland Fires

### DIABLO-WIND DRIVEN FIRES IN THE BERKELEY HILLS ARE DIFFERENT FROM A STRUCTURE OR GRASS FIRE.

They are windswept blazes during hot, dry weather conditions. Often, they can't be extinguished until weather conditions change. The East Bay hills have experienced 15 major urban-wildland intermix fires since 1923.



### HOW TO PREPARE AND RESPOND

- ◆ Be especially alert during Red Flag Days—warm days with hot, dry winds.
- ◆ Listen for and follow instructions over the Lab's public address system.
- ◆ Be prepared to evacuate the Lab on foot. Keep a pair of walking shoes in or close to your work area.
- ◆ If an evacuation by vehicle is authorized, offer rides to other evacuees.
- ◆ Understand how to shelter-in place if advised to do so.
- ◆ Follow directions from traffic and security personnel.
- ◆ If a mass evacuation is necessary, be prepared to walk to an announced off-site location where AC Transit will be transporting employees to BART or other identified locations for pick-up by family members/relatives.

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## Fire Alarms and Small Fires

### RESPONSE TO FIRE ALARMS

Fire alarm bells or klaxons can be sounded at manual fire call boxes, or by automatic detection of smoke, heat or sprinkler water flow.



- ◆ **Evacuate immediately** using routes and assembly areas posted near each exit.
- ◆ Take only minimum personal needs such as car keys, a purse or coat.
- ◆ Follow directions of your Building Emergency Team.
- ◆ Do not reenter your building until it is declared safe by the Fire Department.
- ◆ **DO NOT USE ELEVATORS!**

### WHAT TO DO IF THERE IS A SMALL FIRE?

- ◆ Alert others in the immediate area.
- ◆ Activate nearest fire alarm.
- ◆ Call x7911 or 9-911.
- ◆ Use extinguisher only if trained.
- ◆ Always maintain access to an exit. Do not let fire get between you and the exit.
- ◆ Avoid smoke or fumes.
- ◆ Notify your supervisor.

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## Threats

### TELEPHONE BOMB THREATS

Attempt to keep the caller on the line as long as possible and note:



- ◆ Time and date of call; age and gender of caller.
- ◆ Caller's message.
- ◆ Distinguishing speech characteristics.
- ◆ Background noises.
- ◆ Phone number if caller ID available.
- ◆ Any other conversation or comments

### THEN:

- ◆ Call x7911 or 9-911.
- ◆ Do not touch, handle or move a suspicious object.
- ◆ Evacuate yourself and others immediately.
- ◆ If possible, take personal items such as purses and briefcases with you.

### VIOLENCE, HOSTILE OR SUSPICIOUS PERSONS:

Take precautions to protect yourself and others. Actions depend on the events and may include evacuating, hiding, or locking doors. Call x7911 or 9-911 as soon as possible.

For non-emergency workplace violence issues, call Human Relations at x6747 or x6749.

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## Suspicious Packages or Mail

### WHAT TO LOOK FOR

- ◆ Lack of a return address, or a suspicious return address
- ◆ Excessive postage
- ◆ Misspelled words
- ◆ Protruding wires
- ◆ Strange odor
- ◆ Oily stains or discoloration on the outer envelope or wrapper
- ◆ Excessive Tape or String



### IF PACKAGE IS SUSPICIOUS

- ◆ Set the package or letter down, don't handle it further and warn those nearby.
- ◆ Immediately call **x7911** or **9-911**.
- ◆ If possible wash your hands with warm water and soap for at least one minute.

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## Injuries

### PERSONAL INJURIES

For EMERGENCY response to a serious or life-threatening injury or illness, call **x7911** or **9-911**.

For treatment of NON-EMERGENCY injuries or illnesses i.e.: small lacerations, small wounds, sprains or strains:

- ◆ Between 7:30 AM and 3:30 PM on regular business days, report to Health Services in Bldg. 26.
- ◆ After hours or on weekends call your personal physician or proceed to the nearest hospital or clinic emergency room.

**All Injuries MUST be reported to Health Services at Bldg. 26 or by calling x6266.**

### RESCUE BOXES AND DISASTER TRAUMA KITS

Equipment is located around the Lab to assist trained employees in providing emergency care to others. Maps and other information is available at the Lab's Emergency Preparedness website: <http://ehswprod.lbl.gov/ep/>

### ELECTRICAL SHOCK, OR LASER/BEAM EXPOSURE

- ◆ Call **7911** or **9-911** immediately.
- ◆ De-energize or shut off equipment.
- ◆ Secure the area and warn others.
- ◆ Report incident to supervisor.

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## Radioactive/Chemical/ Biological Exposures

REMEMBER — S. W. I. M. S.

**Stop** all work. Observe and think.

**Warn** others in the area and report the incident.

**Isolate** the area and restrict access.

**Monitor** yourself. Check skin, clothing and shoes. Observe physiological reactions.

**Stay** in the area. Notify your supervisor.

- ◆ Request Emergency Medical help immediately by calling **x7911** or **9-911**
- ◆ Refer to the red/white wall mounted “Emergency Response Guide,” for more information.
- ◆ Some spills can be cleaned up without outside help. Call your Radiation Control Technician or Industrial Hygienist for more information.



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## Shelter-in-Place

Lab employees may be advised to Shelter-in-Place for many reasons. For example:



- ◆ Atmospheric release of materials considered dangerous to public health, where evacuation is NOT a viable option.
- ◆ Situations where employees would be safer inside rather than outside a building (i.e.: a firestorm or workplace violence incident).

### PROCEDURES:

**LISTEN:** The Public Address (or other warning) system will explain the situation and direct employees to appropriate actions.

**SHELTER:** Go inside the nearest building or office. An inside room (minimum doors and windows) is best.

**SHUT:** Close and lock all doors, windows and vents.

**MONITOR:** Email, voice mail and PA will be used for updates as they are available.

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