

BERKELEY LAB

All Hazard Awareness Employee Pocket Guide

PRODUCED BY

Emergency Services Program



**Lawrence Berkeley
National Laboratory**

For emergencies dial x7911

911 from cell phones

Employee Emergency Response Expectations

Before an emergency:

- Accept personal responsibility for your own safety.
- Prepare your personal/family emergency plan.
- Review your Building Emergency Plan (BEP) or Emergency Response Guide.
- Know the location of all your building's exits and Assembly Areas.
- Know the specific hazards in your area and the response procedures for each hazard.
- Understand how to report an emergency.
- Be familiar with LBNL emergency notification methods.
- Participate in building and site-wide evacuation drills and exercises.
- Find the location of common emergency equipment (e.g. trauma kits, fire alarm pull stations, fire extinguishers, etc.).
- Identify your Building Manager (BM) and Building Emergency Team (BET) members.

During an emergency:

All employees not directly involved in the emergency response are expected to:

- Follow instructions given either over a public address system, radio, or directly by a person of authority (i.e. professional first responder, BET member, or Security officer). BET members can be recognized by their orange vests and hard hats.
- Shelter-in-Place if instructed to do.
- If the fire alarm sounds, evacuate the building immediately by the nearest safe exit.
- If it is safe to do so, take your personal items with you.
- Report to the nearest Assembly Area.

After an emergency:

- Do not reenter the building unless instructed to do so by a person of authority.
- If leaving the Assembly Area, check with the BET member in charge.



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Do Not Use Elevators

Note: This information is intended to enhance a person's ability to conduct their own evacuation safely. Every person is solely responsible for their own safety and conduct during an actual emergency or emergency drill. These are guidelines to allow a uniform approach to building evacuations at LBNL.

1. If the fire alarm sounds, immediately evacuate the building by the nearest exit.

2. Collect necessary items

If it is safe to do so, gather your personal items quickly. You may not be allowed to reenter your building for some time.

3. Leave by nearest exit

Evacuate the building immediately by the nearest safe exit or as advised by the **Building Emergency Team (BET)** Members.

4. Walk

When evacuating the building, employees should WALK, not run, grasp handrails, remain QUIET and CALM, and follow emergency instructions.

***Note:** If you meet firefighters coming up, stay next to the outside wall of the stairs in single file.*

5. Emergency aid

If requested, assist BET members in the performance of their duties.

6. Assembly Areas

Proceed to the designated Assembly Area and check-in with the BET member in charge.

7. Remain at site

Please **REMAIN** at the Assembly Area until released by a person of authority (i.e., professional responder, BET member, or Security officer).

8. Reentry

Do not reenter an evacuated building until instructed to do so by a person of authority.

***Note:** The Building Manager or BET Lead will be providing relevant information and instructions to all evacuees for their respective Assembly Areas.*

Shelter-in-Place

Lab employees may be asked 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.



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 all doors, windows and accessible vents. In some situations it may be prudent to lock all doors (i.e., active shooter).

MONITOR: Email, voice mail, the public address system, the Lab's emergency 800 number (1-800-445-5830), and emergency status website status.lbl.gov.

DO NOT turn off fume hoods if they are in use.

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Earthquake

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

- Take car keys and small personal items.
- Evacuate immediately following shaking.
- Follow Building Emergency Team instructions.
- Do not attempt to re-enter buildings.



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Seismic Safety at Work

Non-structural Mitigation

Consult with Facilities Division and your Divisional Safety Officer.

- 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 (available through eBuy).



- 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. Install plexiglass lips or use equivalent means to prevent materials from falling off storage shelves.

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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Fire Response

Fire alarm bells, bell strobes, or horn strobes will be activated by pulling a fire alarm pull station or by automatic detection of smoke, heat, or sprinkler water flow.

If your fire alarm sounds:

- Evacuate the building immediately and proceed to the designated Assembly Area.
- Before opening any door, check the door and the door's handle temperature with the back of your hand.
- Never open doors that are warm to the touch. If a door handle is warm, then use an alternate route.
- If smoke, heat, or flames block your exit routes, stay in the room with doors closed. Place a wet towel under the door, if available.
- Open a window and wave a brightly colored cloth or flashlight to signal for help.
- Avoid smoke or fumes. If unavoidable, crawl low under smoke.



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Fire Response *(continued)*

If there is a fire in your workspace:

- Activate nearest fire alarm pull station and alert others in the immediate area.
- Use extinguisher only if trained and comfortable in doing so.
- Always maintain access to an exit. Do not let fire get between you and the exit.
- Avoid smoke or fumes.
- Close doors behind you as you exit.
- Evacuate and proceed to the designated Assembly Area.

Remember:

- **DO NOT USE ELEVATORS!**
- Follow directions from your Building Emergency Team.
- Do not re-enter the building until it is deemed safe to do so by a person of authority (i.e., professional responder, BET member, or Security officer).

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Fire Alarm Pull Station Activation

Pull the nearest fire alarm pull station when you:

- Smell smoke and/or see flames.
- Smell fumes that are making you or others ill or might pose a danger (i.e., natural gas or a strong chemical odor).
- Hear an explosion.
- Believe there is imminent danger to yourself or the building occupants.

Remember:

- Know the location of fire alarm pull station nearest your workstation.
- When in doubt, PULL IT!
- You are not allowed to be in a building with a fire alarm sounding.
- Once you are evacuated to the Assembly Area, inform a person of authority (i.e., the Incident Commander or BET member) the reason for pulling the alarm.



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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 on “Red Flag Days” — warm temperature, low humidity, and windy conditions.
- Listen for and follow instructions given 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 others.
- Understand how to shelter-in-place if advised to do so.
- Follow instructions from traffic and Security personnel.



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Hazardous Materials Spill or Release

In the event of a hazardous chemical, biological, radiological spill or release, remember — **S. W. I. M. S.**

S **TOP** all work. Observe and think.

W **ARN** others in the area and report the incident.

I **SOLATE** the area and restrict access.

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

S **TAY** in the immediate area and notify your supervisor.

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Hazardous Materials Spill or Release *(continued)*

- In the event of a life-threatening emergency or injury, immediately call x7911 (from LBNL phones) or 911 (from cell phones).
- Keep appropriate spill clean up kits in your work area. There are different types for acid, bases and solvents.
- 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.

For more information:

- **Radiation Protection Group (RPG) Assistance**
(510) 486-7277
- **To learn more about S.W.I.M.S,** go to
<http://www.lbl.gov/ehs/ep/erg/radiation.shtml>



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Personal Injuries

For EMERGENCY response to a serious or life-threatening injury or illness, call x7911 (from LBNL phones) or 911 (from cell phones).

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. An after hours first aid box is located in front of Bldg. 26 and is accessible with your LBNL badge. Report all after hours injuries to Health Services during the next regular business day.
- If a laser eye injury has occurred, also report incident to the Laser Safety Officer (510) 486-2544.

All Injuries MUST be reported to Health Services at Bldg. 26 or by calling (510) 486-6266.

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Personal Injuries *(continued)*

Trauma Kits

Trauma kits are located around the Lab to assist trained employees in providing emergency care to others. Locations of these kits are identified with signage. If you have any questions regarding the locations of these kits please consult the Building Manager.

Electrical Shock, or Laser/Beam Exposure

- Call **x7911** (from LBNL phones) or **911** (from cell phones) immediately.
- De-energize or shut off equipment.
- Secure the area and warn others.
- Report incident to supervisor.



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Suspicious Objects (i.e., packages, mail, back-pack or briefcase)

What to Look For

- Lack of a return address, or a suspicious return address, on an envelope or package
- Excessive postage
- Misspelled words
- Protruding wires
- Strange odor
- Oily stains or discoloration on the outer envelope, wrapper, or material
- Excessive tape or string



If Object is Suspicious

- **DO NOT TOUCH**, handle, or move a suspicious object!
- If you are holding the object, set the object down gently.
- Warn others nearby
- Evacuate the area
- Immediately call **x7911** (from LBNL phones) or **911** (from cell phones).
- If you have touched the object, if possible, wash your hands with warm water and soap for at least one minute to remove possible contaminants.

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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



When practical:

- Call **x7911** (from LBNL phones) **911** (from cell phones).
- Evacuate yourself and others immediately.
- If possible, take personal items such as purses and briefcases with you.

Violent, 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** (from LBNL phones) or **911** (from cell phones) as soon as possible.

For non-emergency workplace violence issues, call Human Relations at **(510) 486-6747**.

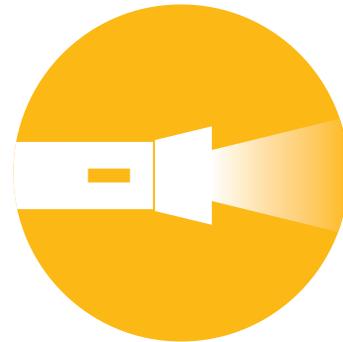
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Power Outages

During a *power outage warning* (outage is pending or possible):

- Do not use elevators.
- When safe to do so, turn off ALL electrical equipment (except fume hoods) to prevent damage when power returns.
- Have a flashlight or battery-powered lantern in your office.
- Stop work and close, cover, or otherwise contain and secure the materials you were using.
- Stop work in fume hoods or biosafety cabinets as soon as possible, and close the sash, even if the hood appears to be working.
- Make sure cabinet doors and flammable storage cabinets are secure.



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Power Outages *(continued)*

During a *sudden, unplanned power outage*:

- Leave fume hoods on. Back-up power will keep fume hoods running. If fume hoods stop functioning, pull fire alarm pull station and EVACUATE immediately.
- Shut down experiments and machines safely.
- Turn off ALL electrical equipment (except fume hoods) and heat sources that may come back on automatically (printers, copiers, hot plates, autoclaves, toaster ovens, etc.).
- Be aware of information or instructions.



Assume that a sudden unplanned power outage has occurred in your building.

Scenario #1:

There *is* evidence of danger (i.e., fire alarm, smell of smoke, fume hoods stop functioning, or the sound of an explosion).

Action: Pull fire alarm pull station if not already activated, and evacuate immediately.

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Scenario #2:

There is *no* evidence of danger (i.e., no fire alarm, smell of smoke, or the sound of an explosion) and you *do not feel* you and others are in danger, and yet the power remains off.

Action:

1. Check the status of the laboratory fume hoods (if applicable). If the laboratory fume hoods are not functioning properly, then pull the fire alarm pull station and evacuate the building immediately.
2. If the building emergency lights come on, as expected, but full power is not restored, then collect your personal belongings, prepare to leave your work space, and await further instructions.
3. If all the lights are off, then use a flash light, cell phone, or ambient light (open doors and window shades), and prepare to leave your work space in an orderly fashion. Be safe and do not rush.

Scenario #3:

Power is fully restored.

Action: Check the operation of the fume hoods (if applicable). If the fume hoods are not functioning properly, then pull the fire alarm pull station and evacuate the building immediately.

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Pandemic Flu

What is a Flu Pandemic?

Pandemic Flu is a world-wide outbreak of flu that occurs when a new form of flu virus infects humans and is easily spread from person-to-person. Because a pandemic flu virus is unique, people have no immunity or resistance to it. The symptoms of pandemic flu are likely to be similar to those of seasonal flu, which are:

- Fever
- Sore throat
- Cough
- Runny or stuffy nose
- Extreme tiredness
- Headache
- Muscle aches and pains
- Stomach problems, such as nausea, vomiting and diarrhea (more common in children)



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Preventative measures:

Influenza is thought to spread mainly person-to-person through coughing or sneezing by infected people. The best way to protect yourself and others is to practice healthy hygiene to keep you well now and during a flu pandemic. These actions include:

- Washing your hands thoroughly and often.
- Covering your cough or sneeze, avoid touching your eyes, nose or mouth.
- Staying home when you are sick to slow the spread of illness.



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Landslides

Landslides

The term landslide describes downhill earth movements that can move slowly and cause damage gradually, or move rapidly, destroying property and taking lives suddenly and unexpectedly. Most landslides are caused by natural forces or events, such as heavy rain, earthquake shaking, and gravity. Areas burned by forest and brush fires are also particularly susceptible to landslides.

Response:

- If you suspect imminent danger, evacuate immediately.
- Listen for unusual sounds that might indicate moving debris, such as trees cracking or boulders knocking together.
- If you are near a stream or channel, be alert for any sudden increase or decrease in water flow and notice whether the water changes from clear to muddy. Such changes may mean that debris flow is moving upstream so be prepared to respond quickly.
- Be especially alert when driving— watch for collapsed pavement, mud, fallen rocks, and other indications of possible debris flow.

After a landslide:

- Stay away from the slide area. There may be danger of additional slides.
- Check for injured and trapped persons near the slide, without entering the direct slide area. Direct rescuers to their locations.
- Listen to local radio or television stations for the latest emergency information.
- Note and report broken utility lines to appropriate authorities.
- Stay away from downed power lines.



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Personal Preparedness

Emergency 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:

- Light source or flashlight with batteries
- Whistle
- Radio (solar/battery/crank operated)
- Notepad/pen/marker
- Water and food
- Prescriptions or personal medications
- Extra pair of glasses, contact lenses, or hearing aids
- Personal care and hygiene items
- Walking shoes, jacket, hat, change of clothes
- Emergency blanket, sleeping bag
- Cash (small bills and coins)
- Duct tape
- Garbage bags
- First aid kit
- Identification papers, contact lists, resources list

Resource Links:

- <http://72hours.org>
- www.redcross.bayarea.org
- www.fema.gov
- <http://www.calema.ca.gov/>
- www.firstvictims.org/resources.html
- www.californiavolunteers.org
- www.cdc.gov
- www.lbl.gov/ehs/ep



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Non-Emergency Reporting

Non-Life-Threatening Event 24/7

Lab Phone: x6999

Cell Phone: (510) 486-6999

Off Site: (510) 486-6999

Urgent Assist Radiological Lab Event 24/7

Lab Phone: x7277

Cell Phone: (510) 486-7277

Off Site: (510) 486-7277

Security

Blackberry Gate (510) 486-6999

FOR MORE INFORMATION

Emergency Services

Rocky Saunders

(510) 486-7032

RESaunders@lbl.gov

Emergency Status Information for Employees

1-800-445-5830

status.lbl.gov



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Reporting an Incident

Emergency Reporting - Life-Threatening Event 24/7

Lab Phone: **x7911**

Cell Phone: **911** (Be prepared to tell the dispatcher your exact location)

1. Report the following:

- Your name, phone number and location, including building and room.
- The nature and severity of the emergency. For example, gas leak, personnel/personal injury, or spill of hazardous chemicals. In the latter case, give the name of the chemical and how much.
- Other potential dangers, such as the presence of flammable liquids or gases, pressure vessels, exposure of other persons, structure damage, or suspicious object.

2. When appropriate, inform your supervisor or Division Safety Coordinator about the incident.

Supervisor

Name	Phone	Location
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Division Safety Coordinator

Name	Phone	Location
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Building Manager

Name	Phone	Location
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