Local Emergency Plan

BUILDING: 945

ZONE: 1

BROOKHAVEN NATIONAL LABORATORY

PLAN APPROVAL DATE: JULY 29, 2009

Approved by	Name	Signature	Date
Local Emergency Coordinator	Nicholas F. Gmür		
Building Manager	Tony Mendez		
ES&H Coordinator	Nicholas F. Gmür		
Division Manager/Dept. Chair	Steven Hoey		
OEM	Michael Pena		

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Building Number Local Emergency Plan

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EMERGENCY CONTACTS INFORMATION AND DUTIES

- **Local Emergency Coordinator (LEC)**:
  - Recognize potential emergencies that can arise in area of responsibility.
  - Appoint sufficient trained and qualified alternates to ensure that one is available at all times during regular working hours (including those operations running more than one shift).
  - Plan and conduct training programs as appropriate for local emergency squads that may be required in the formation of an effective local emergency response unit.
  - Cooperate in training programs and drills that may be established by the Laboratory Protection Division.
  - Conduct emergency drills as required.
  - Maintain facility-specific emergency preparedness equipment (i.e., plectrons, radios, LEC identification hat/vest, flashlight or lantern, spare bulbs, batteries, etc.) as specified in the Emergency Preparedness Subject Area.
  - Maintain a general surveillance of the posting and updating of emergency postings, and report deficiencies to the supervisor involved.
  - Report to the Command Post during any emergency.

- **Alternate Local Emergency Coordinator:**
  - Assist the LEC in the execution of the plan during an emergency.
  - Assist in surveying those present at assembly points to determine whether anyone is potentially missing and possibly still in the building.
  - Assume all responsibilities of the Primary LEC in their absence.

- **Zone/Floor Monitors (optional):**
  - Assist occupants in their zone/floor during an emergency, i.e. directing traffic for evacuation, sheltering assistance, etc.
  - Work with the LEC and Alternate LEC in surveying those present at assembly points to determine whether anyone is potentially missing and possibly still in the building.

Departments/Groups/Organizations Housed in Building	
Department 1	NSLS-II (LT)
Department 2	
Department 3	
Department 4	
Department 5	

Building Emergency Contact Information				
Title	**Name/Department**	**Work Number**	**Cell Number**	**Pager Number**
Local Emergency Coordinator	Nicholas F. Gmür/LT	631-344-2490	631-433-0007	5324
Alternate Local Emergency Coordinator	Tony Mendez/LT	631-344-7637	631-295-7182	
Building Manager Alt. Building Manager	Tony Mendez/LT Gerard Van Derlaske/LT	631-344-7637 631-344-7777	631-295-7182 631-560-9468	
ES&H Coordinator	Nicholas F. Gmür/LT	631-344-2490		5324
Safety & Health Services Rep	Chris Weilandics/HP	631-344-2295	631-457-3793	
FSS Representative	Frank Zafonte/RP	631-344-5565	631-453-6242	
ECR Rep	Debbie Bauer/ES	631-344-5664	631-278-7189	
DOE Facility Rep	Pete Kelley/AE	631-344-5784	631-466-1928	
Dept./Group/Org. 1 Primary Contact				
Dept./Group/Org. 1 Secondary Contact				
Dept./Group/Org. 2 Primary Contact				
Dept./Group/Org. 2 Secondary Contact				
Dept./Group/Org. 3 Primary Contact				
Dept./Group/Org. 3 Secondary Contact				
Dept./Group/Org. 4 Primary Contact				
Dept./Group/Org. 4 Secondary Contact				

Zone/Floor Monitor Contact Information (optional)				
Area of Responsibility	**Name/Department**	**Work Number**	**Cell Number**	**Zone/Floor Description**
Basement Zone A	N.A.			
Basement Zone B				
1st Floor Zone A	Sal DiStefano/LT	631-344-4039	631-374-7860	Building consists of one space only
1st Floor Zone B	N.A.			
2nd Floor Zone A	N.A.			
2nd Floor Zone B				
3rd Floor Zone A	N.A.			
3rd Floor Zone B				
4th Floor Zone A	N.A.			
4th Floor Zone B				

KEY EMERGENCY INFORMATION

Brookhaven National Laboratory's (BNL) Emergency Management Program takes preventive measures to ensure a safe environment for employees, guests, visitors and the surrounding community. The Laboratory's Emergency Responders are highly trained to take action quickly, communicating critical information, and initiating response actions appropriate to the hazards presented by an emergency. The mission of this program is to ensure that emergency resources are prepared, before, during, and after emergencies.

Emergencies can happen at any time and can be linked to various natural or manmade causes. The Laboratory focuses on planning and preparedness in order to help minimize the effects of an emergency. Each year, the Lab conducts emergency drills, ranging from small, informal sessions and building evacuation drills, to full-scale graded exercises that involve personnel from across the site. Occasionally, real-life situations occur that test our ability to respond quickly and protect the health and safety of employees, users, guests, and visitors. In preparation for these real-life situations and drills, 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. If an emergency occurs, information will be communicated on the Laboratory site in the following ways:

Reporting an Emergency:

- Laboratory phone: call extension **2222 or 911**.
- Cell phone: **631-344-2222** (911 calls from a cell phone go to Suffolk County and are routed back to the Laboratory).
- If a telephone is not available, use a Fire Alarm Box as a means of communication.

Emergency Evacuation Zones:

Know what emergency evacuation zone you work in. Information on emergency evacuation zones can be found in several places:

- Posted on walls/bulletin boards in each building.
- Located on the Emergency Information web page at http://www.bnl.gov/oem/SiteInfo.asp

Tone alert radios – *listen to tone alert and follow instructions given.*
Location: At building fire alarm panel.

Building alarm bell systems – *evacuate building and report to the outdoor assembly area*

Local Emergency Coordinator (LEC) – *follow instructions of the LEC*

Site Wide Siren Systems

1. *Continuous* sounding of siren for five minutes

Instructions:

- **If you are in a building** when this siren sounds, proceed immediately to the Building Assembly Area and await instructions from your Local Emergency Coordinator.
- **If you are traveling onsite, go** to the nearest building, locate the building assembly area, and follow instructions from the Local Emergency Coordinator.
- **If you are working outdoors**, proceed to the nearest building, locate the building assembly area, and follow instructions from the Local Emergency Coordinator.

2. *Intermittent* sounding of site sirens for five minutes

Instructions:

- Evacuate the site immediately.
- **If you are in a building** when this siren sounds, follow instructions of Lab emergency forces on sequence and routes for evacuation through tone alert system and/or e-mail.
- **If you are in your car**, follow instructions of Lab emergency forces personnel posted at roads and intersections.
- **If you are working outdoors**, proceed to your car or the nearest building and follow instructions of Lab emergency forces.
- **If you are in the housing area**, proceed indoors, close all windows and doors, and await further instruction from the Laboratory emergency forces or housing personnel.

- **If you have child/children on the site** at the Child Development Center, Red School House, or Upton Nursery School, pick up your child/children and proceed off site, following the instructions of posted Laboratory emergency personnel.

Emergency Communications:

- Broadcast e-mail system.
- Emergency notification alert system - sign up on web page using your device's E-mail address at: http://intranet.bnl.gov/oem/ensList/
- Laboratory website alert, go to: http://www.bnl.gov/oem/SiteInfo.asp
- 344-INFO line.

Shelter-in-Place Information

Instructions:

- Gather in your shelter-in-place area based on Tone Alert Radio notification/pager notifications.
- If you are responsible for your Tone Alert Radio/pager, be sure to **bring it** with you.
- **Turn off** any heating, ventilation, or air conditioning unit in your work area.
- **Turn off** lights.
- **Close doors** behind you as you move to your shelter-in-place area.
- **Wait** in shelter-in-place area for further instructions.

Additional Building Alarms: (examples: security, Oxygen Deficiency, Radiation)
N.A.

RESPONSE PROCEDURES FOR EMERGENCIES

NOTE: In all of the circumstances below, it is important to remain calm and follow steps as indicated. If there are any questions regarding these procedures, please call the BNL Office of Emergency Management (OEM).

Fire Emergencies:

1. If you discover a fire, you should activate the Building Fire/Evacuation Alarm System.
2. From a safe location, call the BNL emergency notification line at x2222 or dial 911. Give the nature and location of the fire. DO NOT HANG UP UNTIL x2222 or 911 STAFF HAVE ALREADY HUNG UP!
3. Evacuate the building utilizing the escape routes outlined in this Plan (Appendix A). You may collect valuables, i.e. purse, coats, etc., if within a reasonable reach and will not interfere with the evacuation of the building. Doors should be closed, but not locked, upon evacuating. DO NOT use elevators unless directed by emergency personal.
4. If you come into contact with a student or visitor, you should direct them to evacuate the building. If you come into contact with an occupant who is disabled or having difficulty evacuating, you should assist those individuals in evacuating the building; only if doing so will not endanger the personal health or safety of yourself or the occupant needing assistance.
5. If you are trapped by smoke, stay low, cover your mouth with a wet cloth, stay near a window, open the window but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone x2222 or 911 if possible.
6. Use a fire extinguisher, if feasible to do so, without jeopardizing personal well-being.
   - Never use water on an electrical or flammable liquid fire. Use a dry chemical or carbon dioxide extinguisher only.
   - When using a dry chemical extinguisher on a flammable liquid fire, stay back a minimum of 10 feet from the fire.
     - Start at the leading edge of the fire and use a side to side sweeping action to extinguish the fire.
     - Remember the acronym P.A.S.S.
       Pull the pin.
       Aim at the base of the fire.
       Squeeze the discharge handle.
       Sweep from side to side.
7. If rescue duties are called for, the Fire Department will perform these duties. Please pay attention to the location and status of any person needing rescue and relay that information to the LEC, who will notify the Fire Department Officer in Charge.

8. Once out of the building, gather at the primary outdoor assembly area located:
   North of the north man door in open field

   In the event that the primary assembly area is not safe or available, you should gather at the secondary outdoor assembly are located at:
   The primary is an open field – should be safe in all foreseeable cases

   The LEC will conduct a brief survey of all present to determine if anyone is potentially missing and possibly still in the building. You should not leave the assembly area, either to re-enter the building, go to another area of the building or leave the site, until advised to do so by the LEC.
9. Notify your supervisor or LEC if not in the same building.

Medical Emergencies:

1. If the individual is conscious:
   - Call for an ambulance at x2222 or 911 if requested by the individual. When reporting the emergency provide the following information:
     - Type of emergency
     - Location of the victim
     - Condition of the victim
     - Any dangerous conditions
2. If the individual is unconscious:
   - Call an ambulance at x2222 or 911. When reporting the emergency provide the following information:
     - Type of emergency
     - Location of the victim
     - Condition of the victim
     - Any dangerous conditions
   - Do not move the individual unless authorized by a medical authority, or it is obvious that delay in movement would be detrimental to the individual.
3. In all cases:
   - When an ambulance is called for, ask a fellow staff employee or the LEC to wait outside the building to flag the ambulance down and direct emergency personnel to the location of the injured individual.
   - Notify appropriate supervisors.

Severe Weather:

1. Severe weather information will be transmitted via Tone Alert Radios, email notification, or building public address systems.
   - ❖ OUTDOOR SIRENS ARE USED ONLY AS A NOTIFICATION DEVICE INDICATING THAT AN IMPORTANT TONE ALERT MESSAGE IS COMING IN.
   - ❖ Specific information regarding the actual nature of the emergency will be broadcast on the Tone Alert Radio.
   - ❖ No all clear signal will be sounded; sirens are used only for warnings.
2. The Tone Alert Radio will provide notification inside buildings of emergencies and any instructions.
3. Once you have been notified of a severe weather warning, it is not necessary to take any additional steps other than to ensure that you are prepared if the conditions deteriorate.
   - ❖ Upon notification of a Tornado Warning, take shelter.
   - ❖ If you are unable to seek shelter in one of the designated areas, move away from windows, stay away from the upper levels of a building and take cover under heavy furniture.
   - ❖ If you are outdoors and unable to access an indoor shelter, lie flat in the nearest depression, such as a ditch or ravine. If there is time, move away from the path of the tornado at a right angle.
5. If you come into contact with a student or visitor, you should direct them to take shelter in the building. If you come into contact with an occupant who is disabled or having difficulty taking shelter, you should assist the individual in getting or taking shelter.
6. After the danger has passed, you should report to the designated shelter/assembly point to allow the LEC to take a survey of all present to determine if anyone is potentially missing.

Hazardous Materials:

1. Evacuate the area to the extent appropriate.
2. Warn fellow workers, supervisors, and the LEC.
3. Call BNL Emergency Notification at x2222 or 911.
4. If trained, take action to contain the spill if it is possible without jeopardizing personal safety or health.
5. If warranted, evacuate according to the directions or emergency response personnel or LEC.
6. If a medical emergency is created due to the hazardous material incident, follow the procedures for Medical Emergencies and inform medical personnel that a hazardous materials incident has occurred, including the suspected type of hazardous material involved.

Radiological:

Fire Emergencies Involving Radiation:

1. Follow the procedures for fire emergencies ***AND***
2. Inform emergency personnel that a radiation hazard may exist ***AND***
3. Contact BNL Emergency Notification at x2222 or 911.

Medical Emergencies Involving Radiation:

1. Follow the procedures for medical emergencies ***AND***
2. Inform medical personnel that a radiation hazard may exist ***AND***
3. Contact BNL Emergency Notification at x2222 or 911.

Release of Radioactive Materials:

1. Evacuate personnel from the radiation contaminated area.
2. Assemble all personnel in a nearby safe area until instructed by the Incident Commander.
3. Prevent spread of contamination from the site.
4. Use the nearest telephone for communication and avoid walking through buildings.
5. Close off doors and windows and, if possible, turn off air handling equipment that might transfer radiation contamination throughout the building.
6. Control access to radiation area and place warning signs indicating radiation and contamination hazards.

Oral or Written Threat to People or Facilities, i.e., Bomb Threat:

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.
YOUR NAME: _____ TIME: _____ DATE: _____
CALLER'S IDENTITY SEX: Male _____ Female ____ Adult ____ Juvenile ____ APPROXIMATE AGE: _____
ORIGIN OF CALL: Local _____ Long Distance _____ Telephone Booth _____

VOICE CHARACTERISTICS

___ Loud
___ High Pitch
___ Raspy
___ Intoxicated
___ Soft
___ Deep
___ Pleasant
_____ Other

SPEECH

___ Fast
___ Distinct
___ Stutter
___ Slurred
___ Slow
___ Distorted
___ Nasal
_____ Other

LANGUAGE

___ Excellent
___ Fair
___ Foul
___ Good
___ Poor
_____ Other

ACCENT

___ Local
___ Foreign
___ Race
___ Not Local
___ Region

MANNER

___ Calm
___ Rational
___ Coherent
___ Deliberate
___ Righteous
___ Angry
___ Irrational
___ Incoherent
___ Emotional
___ Laughing

BACKGROUND NOISES

___ Factory
___ Machines
___ Music
___ Office
___ Machines
___ Street
___ Traffic
___ Trains
___ Animals
___ Quiet
___ Voices
___ Airplanes
___ Party
___ Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour ____Time Remaining_____

Where is it located? Building _____ Area _____

What kind of bomb? _____

What kind of package? _____

How do you know so much about the bomb? _____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Call BNL Emergency Notification at x 2222 and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

Please refer to https://sbms.bnl.gov/sbmsearch/subjarea/15/0q04e011.pdf for the BNL Bomb Threat Checklist

BNL Site Emergency Plan:

The Brookhaven National Laboratory, in accordance with Department of Energy (DOE) Order 151.1C guidelines, has developed a Site Emergency Plan (EP) which will be implemented in the event of an emergency. An "Operational Emergency" is declared when events occur that represent a significant degradation in the level of safety at the site/facility and that require time-urgent response efforts from outside the site/facility. Incidents that can be controlled by BNL Responders in the immediate/affected facility or area are not Operational Emergencies. Incidents that do not pose a significant hazard to safety, health, and/or the environment and that do not require a time-urgent response are not Operational Emergencies.

The purpose of categorizing events as Operational Emergencies and of classifying Hazardous Material events ensures rapid recognition of emergency conditions and timely response. The emergency categorization/classification system represents a set of pre-approved decisions agreed to by senior management and state and local officials that allow the Incident Commanders and Crisis Managers to make rapid decisions affecting personnel, facilities, and resources in response to an emergency. Operational emergencies shall be further classified as an "Alert", "Site area emergency", or "General Emergency," in order of increasing severity, when events occur that represent a specific threat to workers and the public due to the release or potential release of significant quantities hazardous materials.

In the event that an Operational Emergency is declared, the BNL Emergency Operations Center (EOC) at building 939 will be activated to coordinate the implementation of the site EP in responding to and recovering from the emergency. All activities and decisions relating to the emergency will be made from the EOC once operational.

The site EP provides for the dissemination of information about the emergency through the use of Public Information Officer (PIO). The PIO is charged with ensuring that the BNL community, public, and media are kept informed about the situation. The PIO and the EOC will ensure, through whatever communication methods are available, that building occupants are informed about what additional and further steps, if any, should be taken. Until such information is received, the LEP should be followed.

EMERGENCY PREVENTION TIPS

The following tips, when followed, will help reduce emergencies:

1. **Smoking:** Careless smoking is a major cause of fire. To minimize this potential fire ignition source, a "NO SMOKING POLICY" is strongly encouraged throughout the grounds and not just on high brushfire hazard days.

2. **Trash Accumulation:** The accumulation of trash generated in the course of the workday provides an environment conducive to the spread of fire. In order to reduce this potential risk the following steps are to be considered:
   - All combustible waste material should be kept at least six (6) feet from any heat source. Heat sources would include such things as water heaters, furnaces, etc.
   - All trash containers for combustible materials should be dumped at the end of the shift.
   - Special attention should be given to the location of paper recycling containers.

3. **Improper Storage of Combustible and Flammable Materials:** Improper storage of materials can contribute to the ignition and spread of fire. To reduce this risk the following procedures are to be followed:
   - All flammable liquids must be stored in approved containers. If flammable liquids are removed from their original container, they are to be stored in an approved safety can which is properly labeled and meeting the requirements of the BNL Working with Chemicals subject area.
   - Do not store flammable or combustible materials near a heat source. If in doubt of storage requirements, consult the label, the appropriate material safety data sheet or contact your ES&H Coordinator.

4. **General Housekeeping**: One of the simplest ways to prevent emergencies is to conduct a good general housekeeping of your workspace, office, and building on a frequent basis. This includes but is not limited to:
   - Ensuring that doorways, stairways, Fire Department connections, fire extinguishers, fire alarm pull boxes, and emergency exits are not blocked by boxes, furniture, etc.
   - Keep corridors and stairways free of clutter.
   - Computer and electrical cables are kept organized to prevent clutter.
   - Frayed electrical cords should be discarded.

PERSONS WHO NEED ASSISTANCE DURING AN EMERGENCY

1. In the event of any emergency, there may be occupants of the building who will need assistance in evacuating the building, taking shelter, taking cover, etc.
2. If you encounter someone who needs assistance during an emergency, you should attempt to assist the individual only if it is possible to do so without jeopardizing the personal safety or health of yourself or the person needing assistance.
3. The LEC should determine if any regular resident of the building has special needs for emergency response, including the need for special notification.
4. More details about emergency evacuation for persons who need assistance can be found in Appendix C.
5. The following people are occupants of the building who have indicated they may need for assistance in the event of an emergency to the LEC.

Known Persons Needing Assistance			
Name/ Department	**Room Number/ Location**	**Dept. Phone**	**Type of Assistance Needed**
N.A.			

TRAINING

- Before implementing the LEP, the LEC and Building Managers/Supervisors shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.

- The LEP must be reviewed with all occupants at the following times: Initially when the plan is developed, whenever the employee's responsibilities or designated action under the plan change, whenever the plan is changed and on an annual basis.

- Employee meetings are to be held at least annually, to train employees on the contents of the LEP and revise the plan as appropriate.

- Drills will be conducted and full participation encouraged on an annual basis.

- All training must be documented in writing and copies sent to the BNL OEM.

LOCAL EMERGENCY PLAN REVIEW

1. LEP approval process requires a review from the following:

    - Local Emergency Coordinator
    - Building Manager
    - ES&H Coordinator
    - Division Manager/Department Chair
    - OEM

2. A copy of the building specific LEP must be sent to the OEM after completion.

3. The LEP will be maintained by the LEC and made available to all occupants of the building.

Appendix A
EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES

General:
This appendix provides a general guideline of evacuation procedures for persons with disabilities, which would make exiting difficult, during an emergencies. Faculty, staff, students, and visitors with disabilities must develop their own facilities' evacuation plans and identify their primary and secondary evacuation routes from each building they use.

- Be familiar with evacuation options.
- Seek evacuation assistants who are willing to assist in case of an emergency.
- Ask supervisors, instructors, local emergency coordinators, or Environmental Health and Safety about evacuation plans for buildings.

Most BNL buildings have accessible exits at the ground level floor that can be used during an emergency. In some buildings, it may be possible for people to relocate to unaffected wings of the building rather than exiting. However, in most BNL buildings people will need to use stairways to reach building exits. Elevators cannot be used because they are unsafe to use in an emergency and are normally automatically recalled to the ground floor.

Evacuation Options:
Persons with disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options:

1. Horizontal:
   - Using building exits to the outside ground level.
   - Going into unaffected wings of multi-building complexes.
2. Stairway:
   - Using steps to reach ground level exits from the building.
3. Stay in Place:
   - Unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire-resistant door.
   - With this approach, the person may keep in contact with emergency services by dialing x2222 or 911 and reporting his or her location directly. Emergency Responders will immediately relay this information to on-site emergency personnel, who will determine the necessity for evacuation.
   - Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.
   - The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is not nearby or available.
   - It may also be more appropriate for an occupant who is alone when the alarm sounds.
   - A "solid" or fire-resistant door can be identified by a fire label on the jam and frame. Non-labeled 1 ¾ inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

4. Area of Refuge:
   - With an evacuation assistant, go to an area of refuge away from obvious danger.
   - The evacuation assistant will then go the building evacuation assembly point (Appendix A) and notify the LEC or on-site emergency personnel of the location of the area of refuge.
   - Emergency Responders will determine if further evacuation is necessary.
   - Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs, and pressurized elevator lobbies.
   - Taking a position in a rated corridor next to the stairs is a good alternative to a small stair landing crowded with other building occupants using the stairway.
   - For assistance in identifying Areas of Refuge, contact the BNL Fire Department.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the LEC and Fire Incident Commander.

Disability Guidelines:

Mobility Impaired – Wheelchair:
Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell LEC or Incident Commander the location of the person with a disability. If the person with a disability is alone, he/she should phone BNL Emergency Notifications at x2222 or 911 with their present location and the area of refuge they are headed to.

If the stair landing is chosen as the area of refuge, please note that many BNL buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

Mobility Impaired - Non-Wheelchair:
Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

Hearing Impaired:
Some buildings on site are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Reasonable accommodations for persons with hearing impairments may be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location.

Visually Impaired:
Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual and guide him or her through the evacuation route. During the evacuation, the assistant should communicate as necessary to assure safe evacuation.

Appendix B
LEP DRILL ACCOUNTABILITY

- The Division Manager/Department Chair ensures staff within the Department/Division is trained in the contents of the plan at least annually and following revisions.
- Distributes copies of the approved plan to Department/Division staff as required.
- Coordinates posting of pertinent information, on emergency preparedness, in conspicuous locations in the building e.g., assembly area, shelter-in-place area, evacuation area.
- Review the LEP annually and revise as necessary.
- Conduct drills as required in the Emergency Preparedness Subject Area.

Appendix C
PERSONNEL ACCOUNTABILITY

Accountability for employees should be performed after an evacuation or assembly. Based upon direction given in an emergency, all employees must assemble at the appropriate areas. The LEC or designee will account for personnel. The information about missing or people unaccounted for must be given to the Incident Commander upon arrival or the EOC when activated.

Appendix D
POSTING LEP

Next three pages can be copied, separated and posted throughout the building.

LOCAL EMERGENCY PLAN – BUILDING #945

Position	Name	Extension	Cell Phone	Pager No.
LEC	Nicholas F. Gmür	2490	631-433-0007	
Building Manager	Tony Mendez	7637	631-295-7182	
Secondary LEC	Gerry Van Derlaske	7777	631-560-9468	
ES&H Coordinator	Nicholas F. Gmür	2490	631-433-0007	
SHSD Rep	Chris Weilandics	2593	631-457-3793	
FSS Representative	Frank Zafonte	5565	631-453-6242	
Asst. ES&H Coordinator	N.A.			

Every facility should establish an effective program to respond to emergencies. For this to work, every employee should be prepared to handle emergencies before they arise. This documents outlines the Local Emergency Plan to address workplace emergencies.

TO REPORT A FIRE, SPILL, MEDICAL OR OTHER EMERGENCY,
DIAL x2222 or 911

IF USING A CELL PHONE,
DIAL 631-344-2222 or 911

IF A TELEPHONE IS NOT AVAILABLE,
USE A FIRE ALARM BOX

BUILDING SHELTER IN PLACE AREA

LOCATION: CENTER OF BUILDING AWAY FROM DOORS AND WINDOWS

BUILDING OUTDOOR ASSEMBLY AREA

LOCATION: IN OPEN FIELD NORTH OF NORTH MAN DOOR

BUILDING INDOOR ASSEMBLY AREA

LOCATION: CENTER OF BUILDING AWAY FROM DOORS AND WINDOWS

PERSONNEL ACCOUNTABILITY:

The LEC or designee will account for employees. The information must be given to Fire-Rescue upon arrival. Based upon direction given in an emergency, all employees must assemble at the appropriate areas.

FIRE ALARM:

All employees are expected to leave the building and report to the outdoor assembly area when the fire alarm bells ring. No one is authorized to remain in the facility during an emergency.

SITE-EMERGENCY SIGNALS:

CONTINUOUS SOUNDING OF SITE SIRENS FOR FIVE MINUTES - Proceed immediately to the Indoor Building Assembly Area. Await instructions that may include the nature of the emergency, the type, sequence, and routes for evacuation.

INTERMITTENT SOUNDING OF SITE SIRENS FOR FIVE MINUTES - Evacuate the Site Immediately.

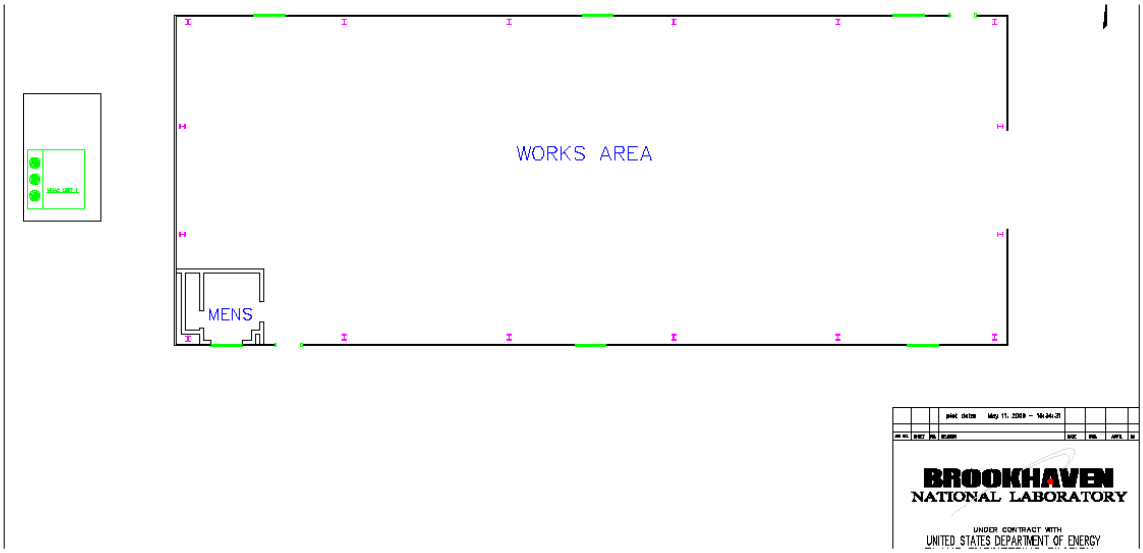
TONE ALERT RADIO:

Follow directions broadcasted

SPECIFIC BUILDING HAZARDS:

BRAZING FURNACE WITH VACUUM CHAMBER

BUILDING DIAGRAM



Document Review Frequency	
1	Years

Review signatures on file with master copy of controlled document

LIGHT SOURCES DIRECTORATE REVISION LOG	
Document Number:	LT-ESH-PRM-9.0.5
Subject:	**Local Emergency Plan - Building 945**

Rev	Description	Date
1	Original NSLS-II Document	04Nov2008
2	Update phone number for G. Van Derlaske	02Feb2009
3	Revised document into new format required by OEM	29Jul2009