152

PUB-531
September 1993

EMERGENCY PLAN

BUILDING 62 & 66

REFERENCE COPY
Does Not
Circulate
Bldg. 50 Library.
PUB-531
Copy 1

LAWRENCE BERKELEY LABORATORY
UNIVERSITY OF CALIFORNIA

Prepared for the U.S. Department of Energy under Contract DE-AC03-76SF00098

DISCLAIMER

This document was prepared as an account of work sponsored by the United States Government. While this document is believed to contain correct information, neither the United States Government nor any agency thereof, nor the Regents of the University of California, nor any of their employees, makes any warranty, express or implied, or assumes any legal responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by its trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof, or the Regents of the University of California. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof or the Regents of the University of California.

PUB - 531

Buildings 62 & 66

EMERGENCY PLAN

September, 1993

Lawrence Berkeley Laboratory
1 Cyclotron Road
Berkeley, CA 94720

Issue Date: September, 1993

Approvals:		**Date:**
Emergency Preparedness Coordinator:		9/29/93
Building Manager, Buildings 62 & 66		9/24/93

BUILDINGS 62 & 66

EMERGENCY PLAN

TABLE OF CONTENTS

Section		Page
I. . . .	General Information	1
II. . . .	Reporting an Emergency	5
III. . .	Instructions for Specific Emergencies	7
IV. . .	Related Activity Hazard Documents	11
V. . . .	Buildings 62 & 66 Emergency Organization	12
VI. . .	Emergency Utility Shutdown Procedures	13
Appendix A	Responsibilities of Building Manager and Deputy Building Manager	14
Appendix B	Responsibilities of Assistant Building Managers	17
Appendix C	Categories of Accidents	18
Fig. 1	Area Map, Buildings 62 & 66 Evacuation Routes and Assembly Areas	21
Figs. 2 - 5	Floor plans, Building 62 Evacuation Routes and Emergency Equipment	22
Figs. 6 - 9	Floor plans, Building 66 Evacuation Routes and Emergency Equipment	26
Fig. 10	Floor plan, Building B62A Evacuation Routes and Emergency Equipment	30

I. GENERAL INFORMATION

A. Objectives

- To prepare building personnel for proper and immediate response to emergency situations.
- To designate and train a building emergency organization to act during emergencies.
- To define the responsibilities of the Building Emergency Team.

B. Emergency Organization

The Building Emergency Team consists of the Building Manager, the Deputy Building Manager, and the Assistant Building Managers. Names of individuals assigned these duties are listed on the organizational chart on page 12.

The Building Manager is in charge during any emergency. In his or her absence, the Deputy Building Manager or other designated Building Emergency Team member assumes the manager's duties. Refer to the Laboratory's Master Emergency Plan for detailed information.

Each Assistant Building Manager acts as liaison between the Building Manager and personnel on his or her floor or area. Refer to the Laboratory's Master Emergency Plan for detailed information.

The discoverer of an incident is in charge of the scene until relieved of the responsibility by a Building Emergency Team member or Professional First Responder.

Each Division Director is responsible for:

- Planning and reviewing emergency procedures within the division or department.
- Informing division personnel of the Building Emergency Plan.
- Training and orientation of division or department personnel to properly respond to emergencies.
- Appointing responsible division or department contacts familiar with the personnel and hazards in each area occupied by the division or department. These contacts, shown on page 12, could be asked to provide information regarding space or personnel (i.e., who, what, how) to the Building Emergency Team or Professional Response Groups, also shown on page 12, during or following an emergency.

Each employee who is working off-hours schedules must be familiar with emergency procedures, because members of the Building Emergency Team are available only during normal working hours.

C. Evacuation Routes and Assembly Areas for Buildings 62 & 66

In case of an emergency requiring evacuation of the building, all personnel will proceed to the assembly area via the evacuation routes shown on the floor plans located at the end of this document and posted in the building. Evacuation routes must be kept clear. Always give way to emergency vehicles when necessary.

If the designated evacuation routes are inaccessible, a Building Emergency Team member will direct personnel to use alternate routes. If an assembly area cannot be used, an Assistant Building Manager will direct personnel to an alternate area.

D. Emergency Notification

1. LBL Public Address (PA) System Emergency Announcements

   The PA system is used to notify all employees of any type of emergency. Such announcements are normally preceded by the Emergency Announcement Signal, which consists of two beeps in rapid succession. Normally, specific instructions will be given defining the action to be taken. Personnel should carry out these instructions under the direction of the Building Emergency Team Member in charge of the area.

   These announcements also allow the Building Emergency Team Members to respond prior to the arrival of the Fire Department or UC Police personnel.

   These announcements may or may not be of concern to Building 62 or 66 personnel. Respond accordingly.

2. Building Fire Alarm (Loud Bells)

   Fire alarm bells are located throughout the buildings, and the sound is easily heard. Fire alarms are to warn the occupants of the building of a fire or smoke danger requiring all personnel to leave the building **Immediately**.

   - When the fire alarm is sounded, occupants should leave the building by the designated routes shown on the floor plans for the area.
   - Occupants must remain outside the building until re-entry is authorized by the acting Building Manager or ranking professional response group officer.
   - The fire bells usually drown out the PA announcement. Respond automatically to the bells.

3. Evacuation Announcement

   The emergency announcement signal will be followed by a voice announcement specifying the area to be evacuated.

   - Upon hearing the emergency announcement, occupants must immediately leave by the fastest (safe) route available according to the emergency plans.
   - Personnel must remain out of the evacuated area until the Building Manager or other member of the Building Emergency Team authorizes re-entry.

4. Local PA System and Other Alarms

   Most buildings or areas have one or more local PA systems. Many buildings have other alarms announcing potentially dangerous conditions. Any of these may be used to alert local occupants to an emergency. In response to a PA announcement, personnel should follow the directions of the Assistant Building Manager in charge of the area.

E. Types of Emergencies

A variety of emergency conditions may interrupt the normal functions of the Laboratory. Some may be localized, while others may affect the entire site. The following list indicates which alarm will normally be used to signal each emergency.

Type of Incident	Fire Alarm	LBL PA*	Local PA*
Personal injury		X	X
Fire, explosion	X	X	X
Release of toxic or flammable material		X	X
Radioactive spills		X	X
Threats to the laboratory (e.g., bomb threat)		X	X
Earthquake		X	X
Landslide, flood, or water damage		X	X
Impaired access or egress		X	X
Failure of electric power, gas, or water supply		X	
Civil disturbance		X	
Civil alert		X	

Campus and offsite buildings may or may not have LBL or local PA systems.

* If PA fails during an emergency, occupants are to follow the directions of the Building Emergency Team. Protocol of this Building Emergency Plan will prevail in the absence of official directions.

F. Employee Responsibilities

The main purpose of this emergency plan is to decrease the possibility of personal injury to employees of the laboratory. This cannot be accomplished without the active participation and cooperation of every individual.

Each employee shall:

- Know the identity of the Building Emergency Team member in charge of the floor where he or she works.
- Have a working knowledge of the emergency plan for his or her building.
- Cooperate fully with those in charge.

Supervisors shall:

- See that employees under their supervision know the emergency plan for the building, particularly the recommended exit routes, assembly areas, and reporting procedures.
- Give whatever assistance the person in charge may require during an emergency.
- Maintain familiarity with the shutdown procedures for all equipment used by those under their supervision.
- Know the location and use of all safety and emergency equipment on their floor or area.
- Prevent their employees from re-entering an evacuated area until officially notified that the area is safe for normal operations to resume.

II. REPORTING AN EMERGENCY

A. To Report an Emergency at Building 62 or 66

- **Call extension 7911.** LBL Emergency Services will answer.
- If possible, notify the Building Manager.

B. When Reporting an Emergency by Telephone from Building 62 or 66

1. Stay calm; speak clearly.
2. Identify yourself.
3. State building address and room number.
4. State the nature of the emergency.
5. State the severity of the emergency.
6. Report any potential danger.
7. Stay on the line until call recipient hangs up or gives permission for you to do so.

C. Personal Illness or Injury

1. Take first aid measures immediately. If the victim is not breathing, circulation has stopped, or heavy bleeding is involved, apply first aid at once. Do not leave the scene or report the injury. **Call for help**. You must restore breathing and circulation and stop any bleeding.
2. Instruct a bystander to call extension **7911**, report the injury and summon medical aid.
3. Keep crowds away and notify the Building Manager.
4. Upon arrival of trained personnel, follow their instructions.
5. Notify your supervisor as soon as possible after the incident is under control.
6. Know where first aid supplies are located in your building.

D. Fire

1. Call extension **7911** or use a **fire pull box**. Meet the Fire Department at the pull box or building entrance and direct firefighters to the incident location.
2. Clear the area.
3. Notify the Building Manager.
4. Implement firefighting action. Attempt to fight the fire only if it can be done safely, with a clear escape route.

E. Smoke or Leaking Gas

1. Call extension **7911.**
2. Clear the area if necessary.
3. Notify the Building Manager.

F. Landslide or Water Damage

1. Call Maintenance & Operations (M&O), extension **5481** (ask for CAM 10). If there is no answer, call extension **7911**.
2. Clear the area if necessary.
3. Notify the Building Manager.
4. Do not attempt to disconnect or shut down electrical equipment.

G. Electric Power Failure

1. Call extension **5481** (ask for CAM 10). If there is no answer, call extension **7911.**
2. Notify the Building Manager.

H. Gas or Water: Catastrophic Loss of Flow or Pressure

1. If there is a smell of gas or other obvious imminent danger, call extension **7911.**
2. Call extension **5841** (ask for CAM 10). If there is no answer, call extension **7911.**
3. Notify the Building Manager.

III. INSTRUCTIONS FOR SPECIFIC EMERGENCIES

A. Emergency Announcement (Bomb Threat Emergency)

The announcement will be made on the Laboratory PA system, identifying the building or area to be evacuated. The announcement will be repeated once.

1. Take lunches, purses, and any personal packages (because these could be mistaken for concealed explosives). **Leave at once**. Follow posted exit routes. Follow directions given by the Building Emergency Team.

2. Move away from the building to designated assembly areas and await instructions.

3. **Do not re-enter the building** until the Building Emergency Team Leader permits you to.

B. Bomb Threat Received by Telephone

1. Remain calm and listen carefully. Attempt to have another employee listen on an extension.

2. Attempt to determine the following:

   - Exact location of the threat — building, room, floor.
   - Exact time threatened action will occur.
   - Is bomb disguised, concealed, in the open?
   - Kind and size of bomb — fire, dynamite (how many sticks, etc.).
   - How did it enter — mail, carried?
   - Why was it placed in the Laboratory?
   - Identity of caller or person reporting.
   - Origin of the call.
   - Characteristics of the caller's voice (accent, speech defects, etc.), background noises, etc.

3. Some of the above information probably will not be obtained, but an attempt should be made. Immediately notify UC Police at extension 5472 or the Fire Department at extension **7911**. Also notify your supervisor, and the Building Manager.

C. Earthquake

1. Stay calm and try to keep others calm. If you are indoors, stay indoors; if outside, stay outside. Falling debris around the perimeter of buildings can cause casualties.

2. If you are inside, avoid falling debris and breaking glass by moving away from tall bookcases, experimental setups, and glass windows. Stand in an inside doorway or inside corner of a room or crouch under a desk or bench.

3. If you are outside, move into an open area away from overhead power lines.

4. If you are in an automobile, stop in a safe, open area away from buildings and overhead power lines.

5. After the earthquake:

- **Do not light matches, do not smoke, and do not operate electrical switches or appliances.** If a gas leak exists, such actions could cause explosions. Report gas leaks by calling extension **7911.**
- Check for fires, spills of hazardous or flammable materials, and ignition sources. Take action where practical.
- Persons in your area may be injured or trapped. Help account for others. Provide medical or rescue help if necessary.
- If possible, quickly take personal items such as a your purse, wallet, jacket, etc. You may not be allowed access to your building for some time.
- Be very careful to avoid downed wires, structural hazards, and other obstructions.
- Move into the open after the earthquake is over but **do not use elevators.** Assemble at your building's specified assembly area for a head count. The Building Emergency Team Leader will then report to the command center. Remember, aftershocks or subsequent earthquakes may be more damaging than the initial shock.
- Do not attempt to re-enter the building until permission is given by the Building Emergency Team Leader.
- Do not try to leave the main LBL site by automobile. All egress routes have known slide areas, and automobiles will only cause congestion and could impede the movement of emergency vehicles. When roads are open, you will be notified of usable routes.

D. Civil Disturbances

In most instances, advance warning of disturbances will be announced over the PA system. If the disturbance appears to be serious, a decision will be made by the Laboratory Director's Office regarding evacuation of Laboratory personnel and other emergency actions.

E. Civil Alert

LBL Fire Department will be advised of impending disasters, dispersal of radioactive material, fire, storm, flood, or other events or natural phenomena that could endanger life or health, or threaten destruction of plant and community facilities, in the following ways:

- NAWAS (National Warning System, through DOE)
- EBS (Emergency Broadcasting System, through commercial broadcasts).

Upon receipt of warnings from the above sources, LBL Fire Department will broadcast pertinent information over the LBL PA System and portable broadcasting equipment to reach all sections of the Laboratory.

Depending on the nature of the danger and the circumstances in the surrounding community, orders will be given for personnel to take shelter at the Laboratory or to evacuate the area.

Following the notification of Civil Alert, departments possessing broadcast receivers should tune to the Emergency Broadcasting System: 680 (KNBR), 740 (KCBS) or 810 (KGO) kHz AM radio.

F. Elevators (For buildings without elevators, the following is included for information only.)

Do not attempt to open the elevator door or climb out of the elevator. Such action could be fatal.

- Fire. If you are in an elevator when a fire alarm sounds, push the button for the next floor. When the floor is reached, leave the elevator and exit the building.
- Mechanical failure. If you are trapped in an elevator because of mechanical failure, call extension **5481** (ask for CAM 10) for assistance. Sit on the floor and wait.
- Power failure. If the elevator stops because of power failure, remain calm. Call extension **5481** (ask for CAM 10) for assistance. Turn the emergency light switch to low position to conserve the battery. Sit on the floor and wait.
- Earthquake. A severe earthquake could jam the elevator. Don't panic; call extension **5481** (ask for CAM 10) for assistance. Sit on the floor and wait. Safety stops will hold the elevator in place or ease it down. Designated personnel will perform rescue operations.
- Emergency phone: Call extension **7911**.

G. Release of Toxic or Radiological Materials

Supervisors of groups that use equipment and laboratory facilities involving toxic or radiological materials must prepare an Activity Hazard Document (AHD), see Section IV for a list of AHD's. Copies of all relevant AHD's must be provided to the Building Manager, Emergency Services Group, and the Environment, Health and Safety Division Office.

1. Spill or Leak of Toxic Material
   - **Evacuate the building immediately.**
   - Report the accident by calling extension **7911** and indicate:
     - Exact location of the accident.
     - Type of materials involved, if known.
   - Get any contaminated victims to the shower or eyewash, as appropriate. Remove outer garments if necessary.
   - Notify your supervisor and Building Manager.
   - **Remain outside the building** until permission to re-enter is given by the Building Emergency Team Leader.
2. Release of Radiological Materials
   - Immediately **evacuate and quarantine** the area.
   - Immediately **isolate and quarantine** individuals possibly exposed to radiation.

- Prevent anyone from entering or leaving the area. Do not enter the area yourself.
- To avoid spreading contamination, restrain movements of possibly contaminated persons as much as possible.
- Call extension **7911** and provide the exact location of the incident and the material involved if known.
- Notify your supervisor and the Building Manager.
- Follow the instructions of emergency personnel.

3. Release of Chemical Pollutants

   Significant releases of chemical pollutants to the environment must be reported immediately to the EH&S Division, extension **5251**, and extension **7911**. Types and quantities of material released are very important.

4. Reporting Requirements

   Both the Building Manager and personnel involved in a release or discovery of a release of toxic or radioactive material shall assist the EH&S Division in preparing required reports.

5. Material Safety Data Sheets (MSDS)

   See page 12 for location of the MSDS handbooks.

IV. RELATED ACTIVITY HAZARD DOCUMENTS (AHD)

Per LBL PUB-3000, Chapter1, Appendix B, related Activity Hazard Documents must be prepared by the supervisor of any group that uses equipment and laboratory facilities for which hazardous conditions exist. A current copy of each required AHD in this building shall be maintained by the custodian designated on page 12 of this document.

Related AHD's required for Buildings 62 & 66 are:

1. Laser Raman Specteometer, 62-344
2. Gas Phase Microreactor, 62-316
3. Ultra High Vacuum System, 62-316
4. Class IV Argon Laser, 62-238
5. Class IV Argon Laser, 62-208
6. Chlorine Gas in Cross Section, 62-108
7. Van de Graff Generator, 62-127
8. Class IV Laser, 66-225

V. BUILDINGS 62 & 66 EMERGENCY ORGANIZATION

POSITION	NAME	BLDG./ROOM	LBL EXT.	HOME PHONE
***Bldgs 62 & 66 Mgr**	Russell Ellis	62-104A	4895	(510) 672-5663
***Deputy Manager**	Peter Ruegg	62-104C	5395	(415) 681-3496

*Assistant Building Managers

Name	Room	Ext.
James Wu	62-104C	5672
Jim Severns	62-155	6058
Gary Tabler	62-155	6058
Marca Doeff	62-115	6138
Charles Covey	62-101	5783
Eugene (Chip) Flor	62-101	5783
Auben Winters	62-234	4613
---	---	---
Dana Pope	66-220	6970
Frank Ogletree	66-212	4862
Jerel (Jeri) Edgar	66-242	4755
Jon Nagy	66-302	6035
Jane Fortado	66-323	4832
Nick Materer	66-408	7463
Mike Quinlan	66-423	4829
Gloria Osterloh	66-423	4175
Jin Chan (Alt.)	66-332	6010
Scott Perry (Alt.)	66-408	5113
Nathalie Nys (Alt.)	66-250	4893

MSDS Handbook

Name	Dept./Grp.	Bldg./Room	Ext.
Russ Ellis	Admin	62-104A	4895
Marca Doeff	DeJonghe	62-115	6138
Leo Brewer	Brewer	62-248	5946
Reha Bafrali	Bell	62-317	5569
---	---	---	---
Frank Ogletree	Salmeron	66-212	4862
Jon Nagy	Bednarski	66-304	4964
Jin Chan	Morris	66-332	6010
Each Lab	Somorjai	66-4th Fl.	4831

* Denotes member of Building Emergency Team.

VI. EMERGENCY UTILITY SHUTDOWN PROCEDURES

Only authorized and trained employees will shut off main supply valves. Only Maintenance Department personnel will reactivate the systems. LBL Maintenance Department will train authorized personnel.

LBL MAINTENANCE DEPARTMENT TELEPHONE: 5481 (Ask for CAM 10)

UTILITY	Shutoff location and designation	Authorized personnel and LBL extension	Possible conditions requiring shutdown
ELECTRICITY			
Bldg 62	Basement, North-west corner	Bldg Emergency Team	Broken conduit, major flooding, earthquake, power failure
Bldg 66	Room 114 Main Panel	Bldg Emergency Team	Broken conduit, major flooding, earthquake, power failure
NATURAL GAS			
Bldg 62	Outside, Northwest corner, behind emer-gency generator	LBL Maint. ext 5481 and Bldg Emergency Team	Fire, earthquake, power failure, leaking gas
Bldg 66	Outside, near 1st floor exit to West parking lot, next to generator	LBL Maint. ext 5481 and Bldg Emergency Team	Fire, earthquake, power failure, leaking gas
WATER			
Bldg 62	Basement, North-east corner	LBL Maint. ext 5481 and Bldg Emergency Team	Broken pipe Notify Fire Dept.
Bldg 66	Room 113, East wall	LBL Maint. ext 5481 and Bldg Emergency Team	Broken pipe Notify Fire Dept.
ELEVATORS			
Bldg 62	Room 161	LBL Maintenance	Fire, earthquake Mechanical Failure
Bldg 66	On Roof	LBL Maintenance	Fire, earthquake Mechanical Failure

APPENDIX A - RESPONSIBILITIES OF BUILDING MANAGER AND DEPUTY BUILDING MANAGER

A. Building Manager Responsibilities

The Building Manager is appointed by the Division Director and is in charge of emergency preparations and responses of building personnel.

1. Planning and Training Duties

   The Building Manager helps develop a Building Emergency Plan and is thoroughly familiar with it. This unique document must be consistent with the Laboratory Master Emergency Plan and provide for special situations that could be encountered in this particular building or complex. A Building Emergency Plan includes:

   - General information.
   - How to report emergencies.
   - Actions to be taken during emergencies.
   - Evacuation routes and assembly areas.
   - Location of fire extinguishers, hoses, and alarm boxes.
   - Responsibilities and duties of Building Emergency Team members.
   - Shutdown procedures.
   - List of key personnel and phone numbers.
   - Location of hazardous areas requiring special attention.
   - Location of shutoff mechanisms for building electricity, flammable gases, city water, and hazardous materials.
   - Location of first aid kits.
   - Location of MSDS information.

   The Building Manager recommends Building Emergency Team members to the Division Director or designee. Members of this team are listed on page 12 of this Emergency Plan.

   The Building Manager, in conjunction with supervisors, is responsible for seeing that personnel are trained to deal with emergency situations.

2. The Building Manager's operational responsibilities during normal operations are to maintain Building Emergency Plan elements and personnel in a state of readiness, as follows:

   - Maintain and post a roster of Building Emergency Team personnel on bulletin boards throughout the building. A roster with building coverage requirements appears on page 12. This roster will be updated annually, and as needed, by the LBL Emergency Preparedness Coordinator, extension 6016, and sent to the Building Manager.

   - From the Emergency Preparedness Coordinator, receive a roster of other building personnel who have first aid, CPR, or fire extinguisher training. Give this to each Assistant Building Manager for posting. This roster will be updated annually, and as needed, by the LBL Emergency Preparedness Coordinator, extension 6016, and sent to the Building Manager.

- Assist the division line management in obtaining appropriate and periodic training for Building Emergency Team members.
- Advise Emergency Team members and inform supervisors of the emergency training needs of the team.
- Arrange and implement orientation for selected emergency team members in utility shutdown procedures. The M&O Department, extension 6011, will provide orientation.
- Arrange for orientation of all newly assigned Building Emergency Team personnel on building emergency protocol and procedures. The Emergency Preparedness Coordinator, extension 6016, conducts orientation classes as necessary.
- Conduct periodic meetings with all Building Emergency Team members to discuss potential hazards and to review emergency procedures and coverage.
- Coordinate building personnel participation in emergency drills.
- Participate in periodic inspections to determine potential safety hazards. Monitor follow-up action to eliminate or minimize these hazards.
- Publicize the locations of first aid kits and other necessary emergency supplies.

3. Responsibilities During Emergency Situations

- Make certain that all members of the Building Emergency Team are aware of the emergency and that appropriate action is under way.
- Supervise evacuation if it is necessary. Record the time when each Assistant Building Manager reports that an area has been completely evacuated.
- Verify that each required shutdown procedure is completed.
- Act as liaison with the Fire Department and other LBL emergency groups in handling the emergency.
- Verify that all required notifications to individuals and departments are made.
- When the emergency is under control, find out when personnel can return to the building (this should be determined by an official representative of the Fire Department, EH&S Division, or the Laboratory Director's office). Notify all building personnel of this decision.

4. Actions After an Emergency

- Meet with the Building Emergency Team and any other's involved as soon as possible to review actions that took place.
- Determine if any revision of the Building Emergency Plan is necessary based upon adequacy of the plan during the emergency.

- Assist with revision of the plan, if required, and advise the Emergency Preparedness Coordinator, extension 6016, to update and publish related documents.

- Provide all personnel with a brief description of the emergency and its causes, a critique of actions taken during the emergency, and any subsequent changes to the Building Emergency Plan.

B. Deputy Building Manager Responsibilities

The Deputy Building Manager is appointed by the primary occupant division's Director and assists the Building Manager in emergency preparations and responses of building personnel.

1. General Planning and Training Responsibilities

   - Serves as staff associate for the Building Manager.
   - Acts for the Building Manager in his or her absence.
   - Assists the Building Manager in developing and implementing emergency protocol and procedures.
   - Assists in arranging training of Building Emergency Team personnel.
   - Is thoroughly familiar with the Building Emergency Plan.

2. Responsibilities During an Emergency

   - If the Building Manager is not present, the Deputy Building Manager acts as Building Manager. See Appendix A for the Building Manager's responsibilities during an emergency.

   - If the Building Manager is present, the Deputy Building Manager supervises Assistant Building Managers.

3. Actions after an Emergency

   After an emergency, the Deputy Building Manager assists the Building Manager in his or her duties as outlined in Appendix A.

APPENDIX B - RESPONSIBILITIES OF ASSISTANT BUILDING MANAGERS

A. Monitoring Responsibilities. The Assistant Building Managers shall:

- Screen all personnel working in their floor area to identify those with physical disabilities requiring special care during an evacuation. Assign a specific person and alternate to assist each individual with disabilities.
- Establish a procedure for searching the entire area for complete evacuation. This search should include all possible personnel locations.
- Periodically inspect floor area to identify and eliminate hazards. If the hazard cannot be corrected by the Assistant Building Manager, report it to the Building Manager with a recommendation for correction. Continue to pursue correction of an unsafe condition until it is resolved.
- At the direction of the Building Manager post a list of personnel in the area who have had first aid, CPR, or fire extinguisher training. A list is prepared and maintained by the LBL Emergency Preparedness Coordinator.
- Recommend additional training for personnel as necessary.
- Become thoroughly familiar with the location of all fire extinguishers, alarm boxes, first aid kits, and other emergency equipment located in their floor area.
- Know supervisory personnel in their floor area and enlist their cooperation.
- Be thoroughly familiar with the Building Emergency Plan.

B. Actions and Responsibilities during an Emergency. During an emergency, Assistant Building Managers shall:

1. Report emergencies according to Section II of this Plan.
2. Search all rooms and other areas in their floor area according to prior plan, making certain all personnel have evacuated.
3. Report to the Building Manager when their floor area is evacuated.
4. Assist the Building Manager as directed. If assistance is not required, proceed to the evacuation assembly area.

C. Actions After an Emergency

After an emergency, Assistant Building Managers shall:

1. Assist the Building Manager in preparing the post-action report by providing input concerning actions in their floor area.
2. Recommend changes in the Building Emergency Plan to the Building Manager to solve problems observed during an emergency, training exercise, or drill.

APPENDIX C - CATEGORIES OF ACCIDENTS

A. Type A Accident

The following are classified as type A accidents:

- Any fatal or imminently fatal injury or occupational illness involving DOE or DOE-contractor employees or a member of the public due to an accident or fire associated with DOE or DOE-contractor operation.
- Any other disabling injury or occupational illness of five or more persons as a result of one occurrence in DOE or DOE-contractor operation.
- Estimated loss or damage to DOE property or to other property of $250,000 or more or estimated costs of $250,000 or more for required cleaning (including decontamination), renovating, replacing, or rehabilitating structures, equipment, or property.

B. Type B Accident

The following are classified as type B accidents:

- Estimated loss or damage to DOE property or to other property that ranges from $50,000 to $250,000 in those cases in which loss or costs are incurred for cleaning (including decontamination), renovating, replacing, or rehabilitating structures, equipment, or property.
- An accident involving any vehicle transporting radioactive material.
- An accident involving shipment of radioactive materials that arrive at the Laboratory damaged to such an extent that the protection of the packaging is substantially reduced.

C. Type "C" Accident

The following are classified as type C accidents:

- Any disabling occupational injury involving an employee.
- Any DOE or other property damage or loss, resulting from fire or other accidental causes (e.g., wind, hail, flood, explosion, leakage) that exceeds $1,000 but is less than $50,000.
- Any motor vehicle accident involving a government-owned or leased vehicle for which DOE accepts liability, including those obtained from an interagency motor pool.

D. Action To Be Taken

To preserve the scene of a type A accident to the greatest extent possible until a DOE investigating team has reviewed the scene, take the following actions:

1. Secure the accident scene, mobile or fixed, to preclude disturbance or alteration by anyone until the DOE investigation team has reviewed the scene.

2. Prevent operation, moving, or alteration of equipment or articles involved in the accident, except as essential to rescue action, until the DOE investigation team has made its examination. (It may be necessary to impound equipment or articles until the examination can be initiated.)

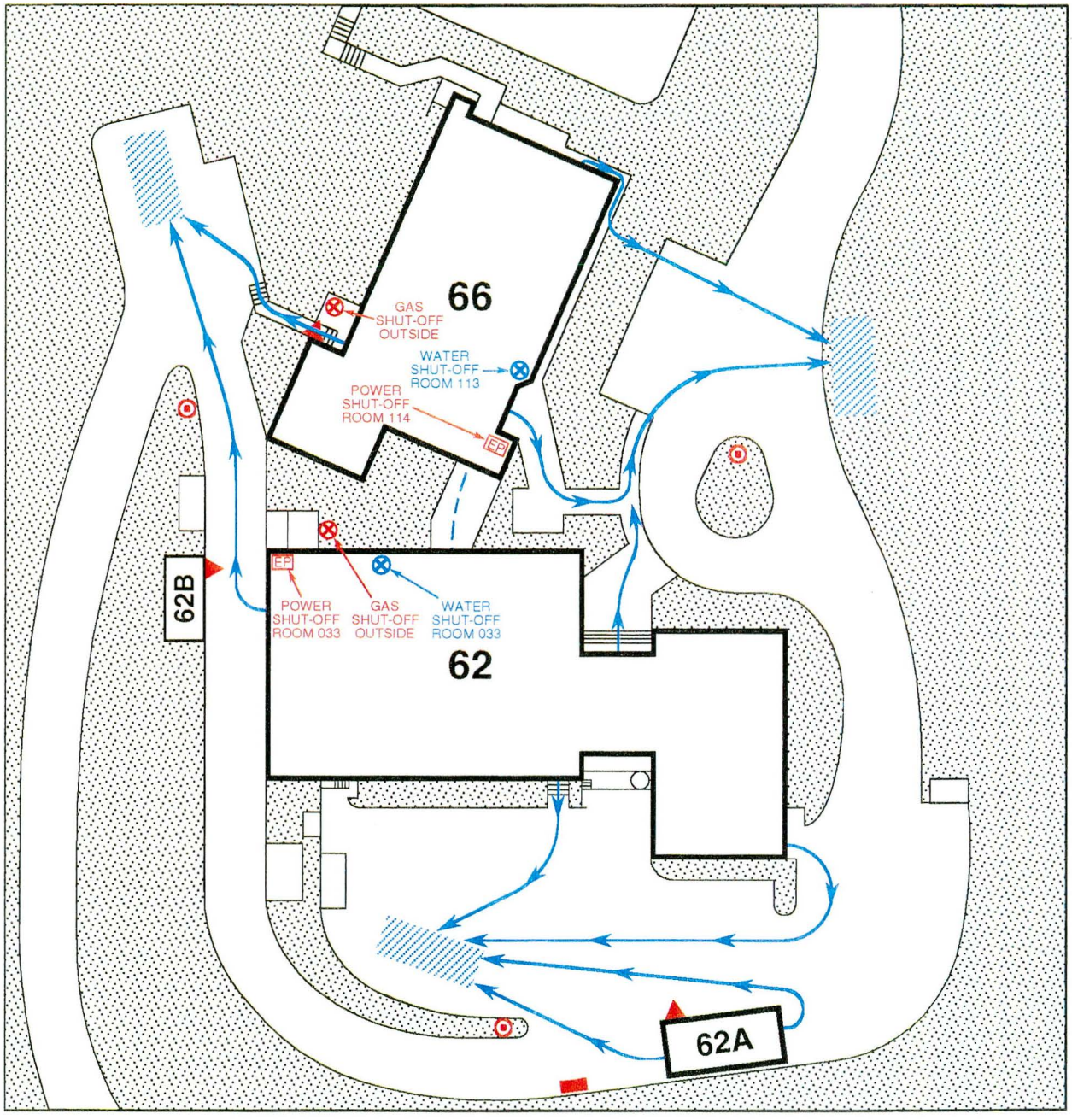
3. Take color photographs of the accident scene, equipment involved in the accident (e.g., motor vehicles, ladders, tools, shipping containers), and transient evidence (e.g., pool of liquid, spilled material, or tire marks) immediately following notification of the accident. (Care should be exercised by the photographers or others to avoid disturbing the accident scene.)

Any accident should be treated as type A until it is officially identified otherwise by one of the following:

- Laboratory Director
- Associate Laboratory Director, Planning and Development
- Associate Laboratory Director, Operations
- Division Director, Environment, Health and Safety Division

Buildings 62 & 66

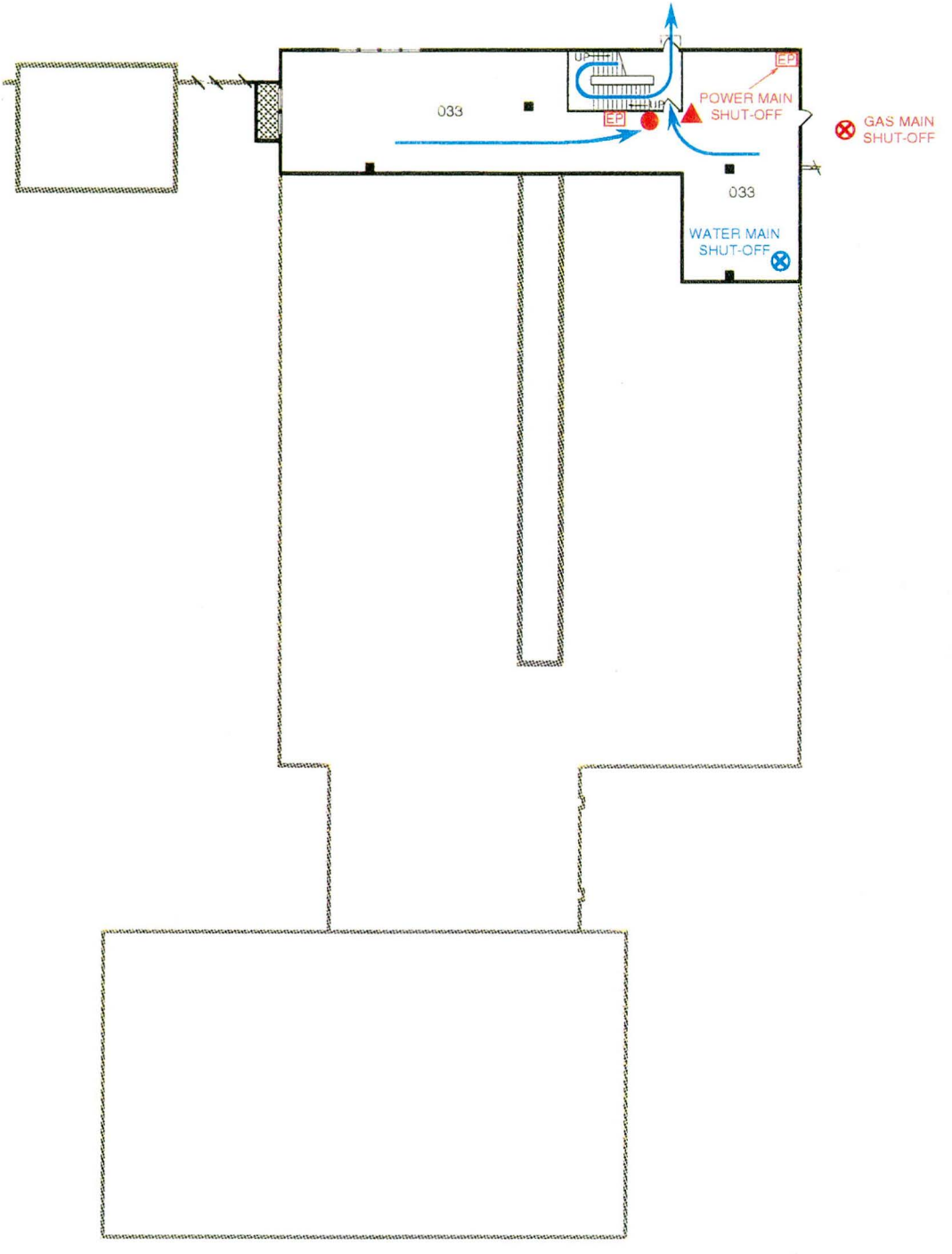
Emergency Evacuation Routes and Assembly Areas



Rescue Box
Fire Hydrant
Fire Alarm
Evacuation Routes
Assembly Areas
N

Building 62

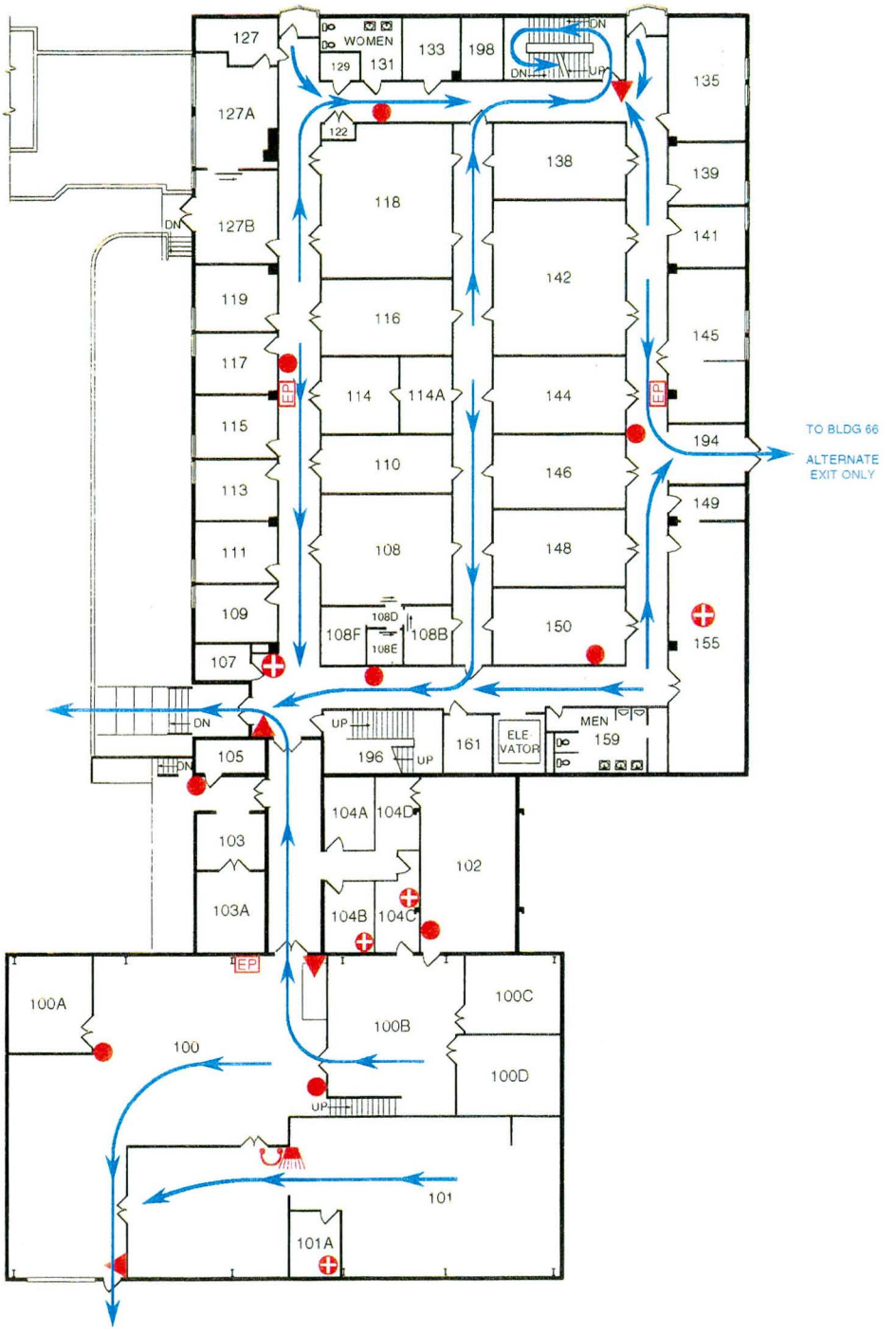
Basement
Emergency Equipment and Evacuation Routes



Fire Extinguisher
Fire Alarm
Water Shut-off
Gas Shut-off
Electrical Panel
Evacuation Route
N

Building 62

1st Floor
Emergency Equipment and Evacuation Routes

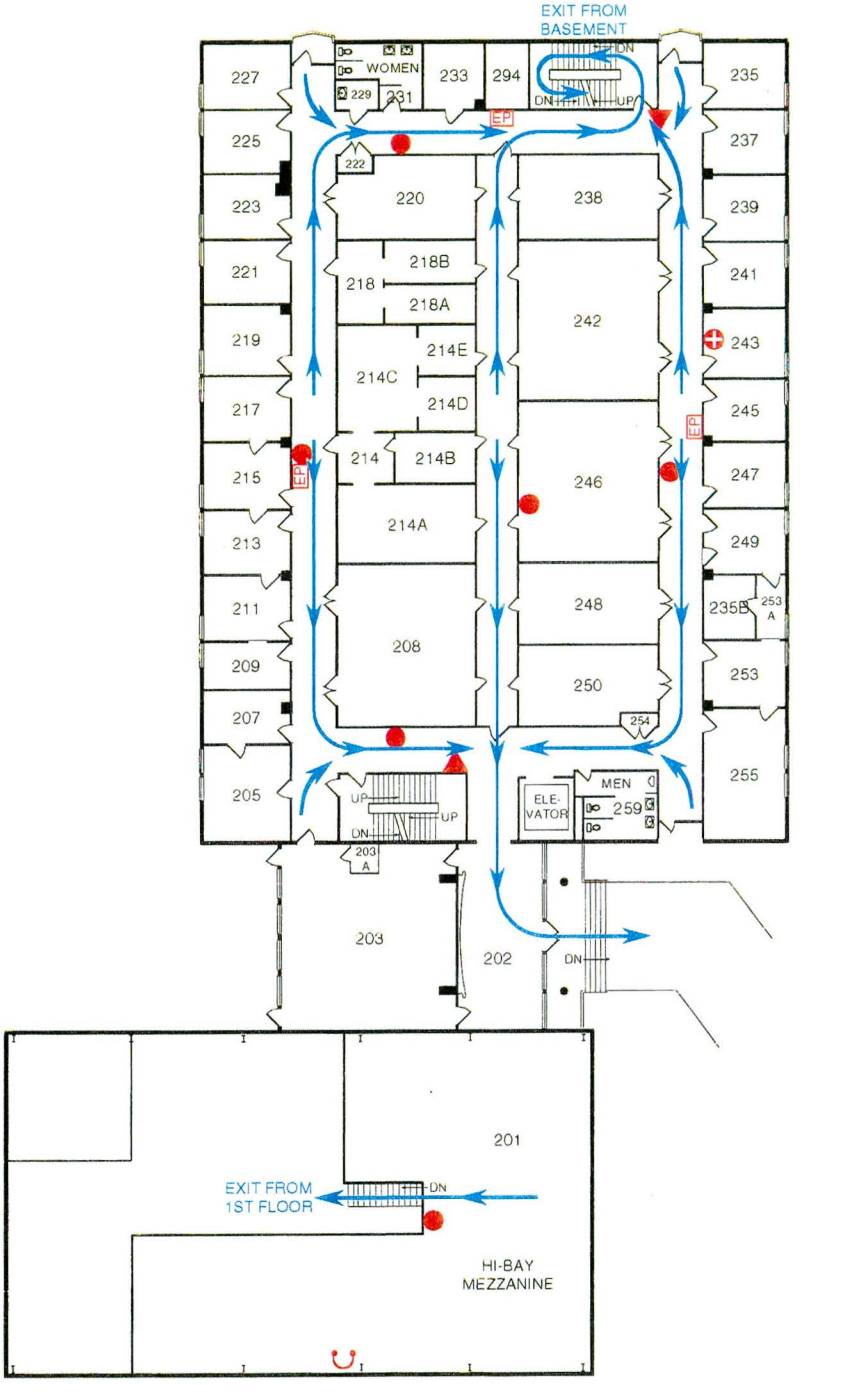


- Fire Extinguisher
- Fire Alarm
- First Aid Kit
- Eyewash/Shower
- EP Electrical Panel
- Evacuation Route

N

Building 62

2nd Floor
Emergency Equipment and Evacuation Routes



Fire Extinguisher

Fire Alarm

First Aid Kit

Eyewash

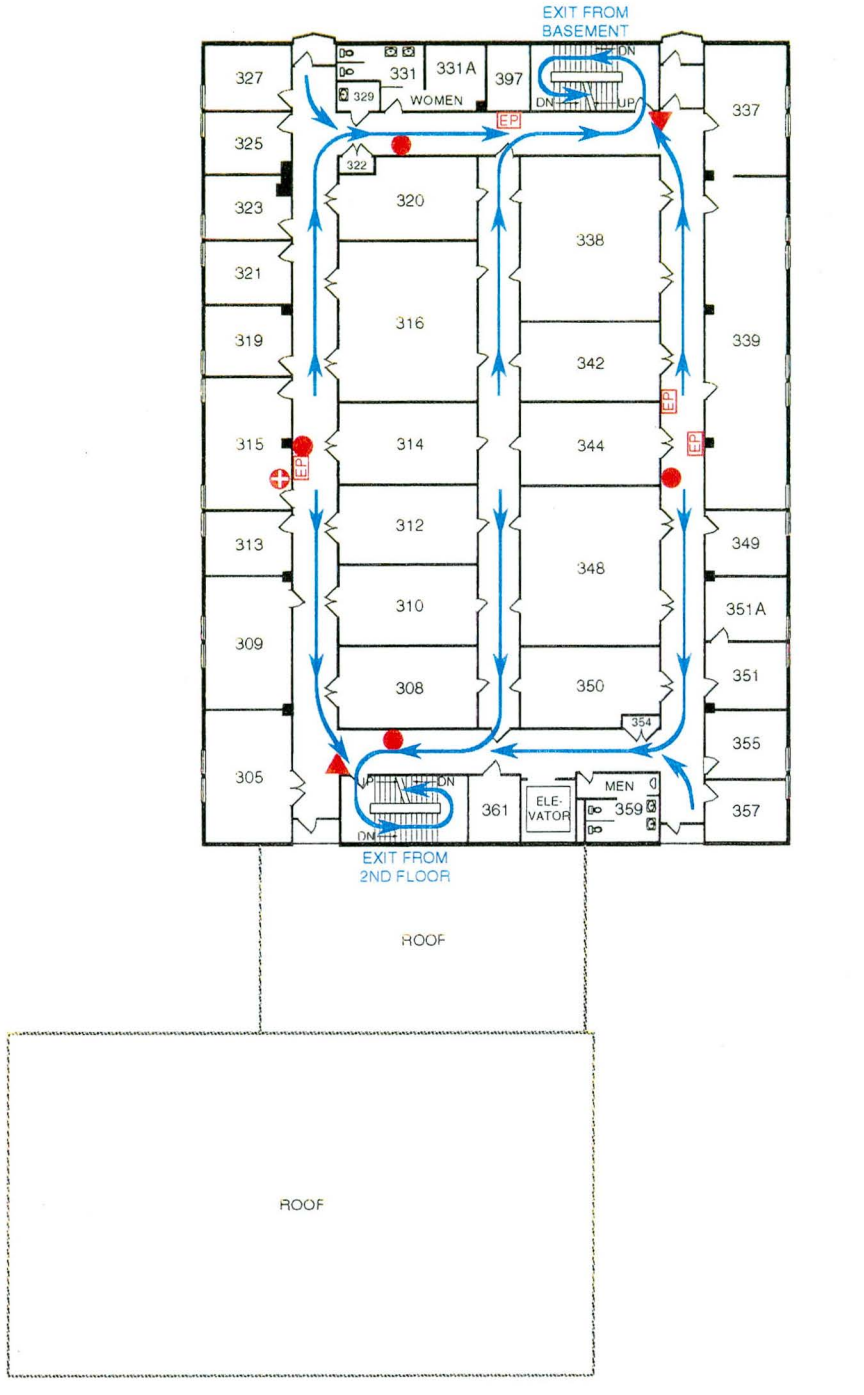
Electrical Panel

Evacuation Routes

N

Building 62

3rd Floor
Emergency Equipment and Evacuation Routes



Fire Extinguisher

Fire Alarm

First Aid Kit

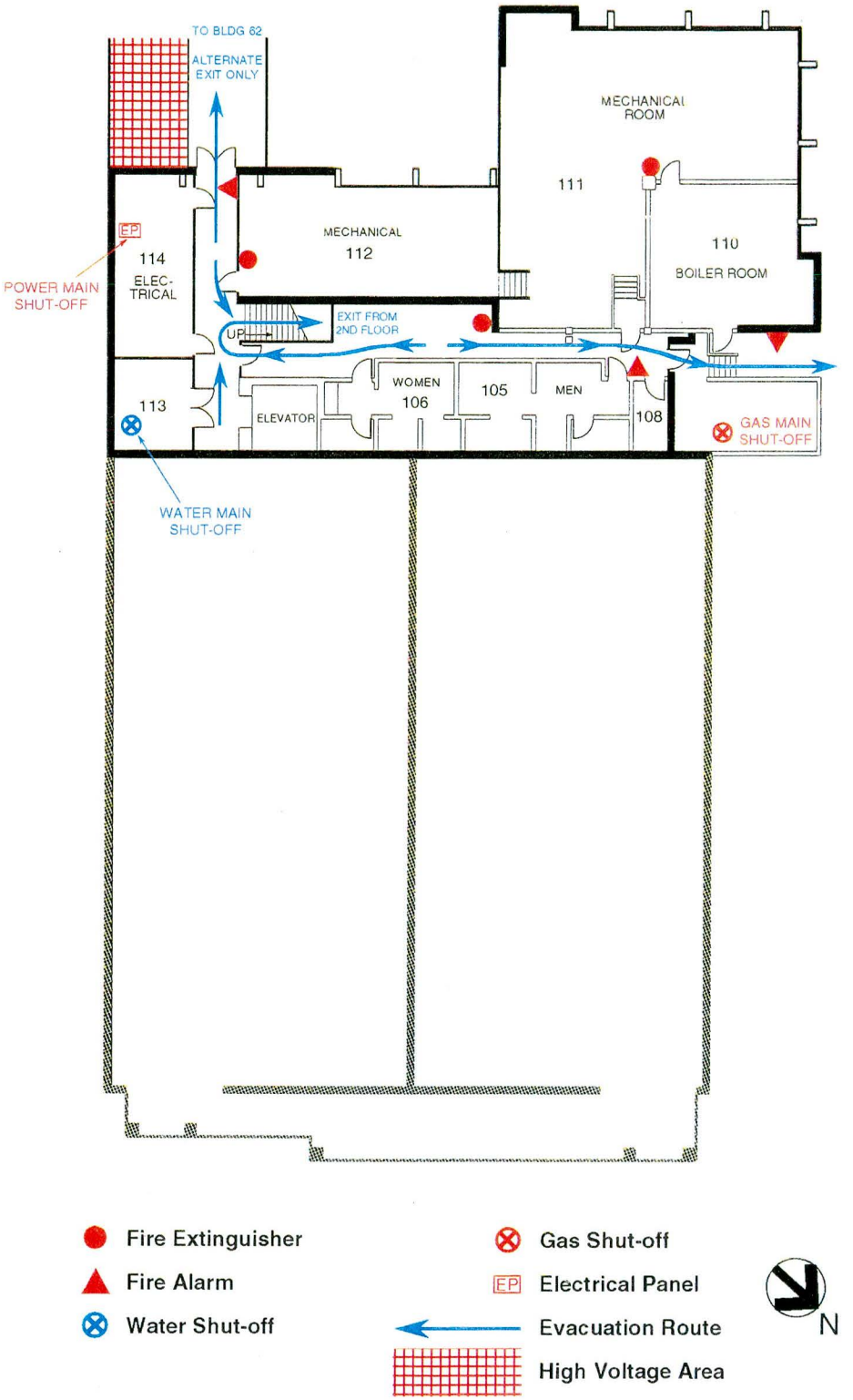
EP Electrical Panel

Evacuation Route

N

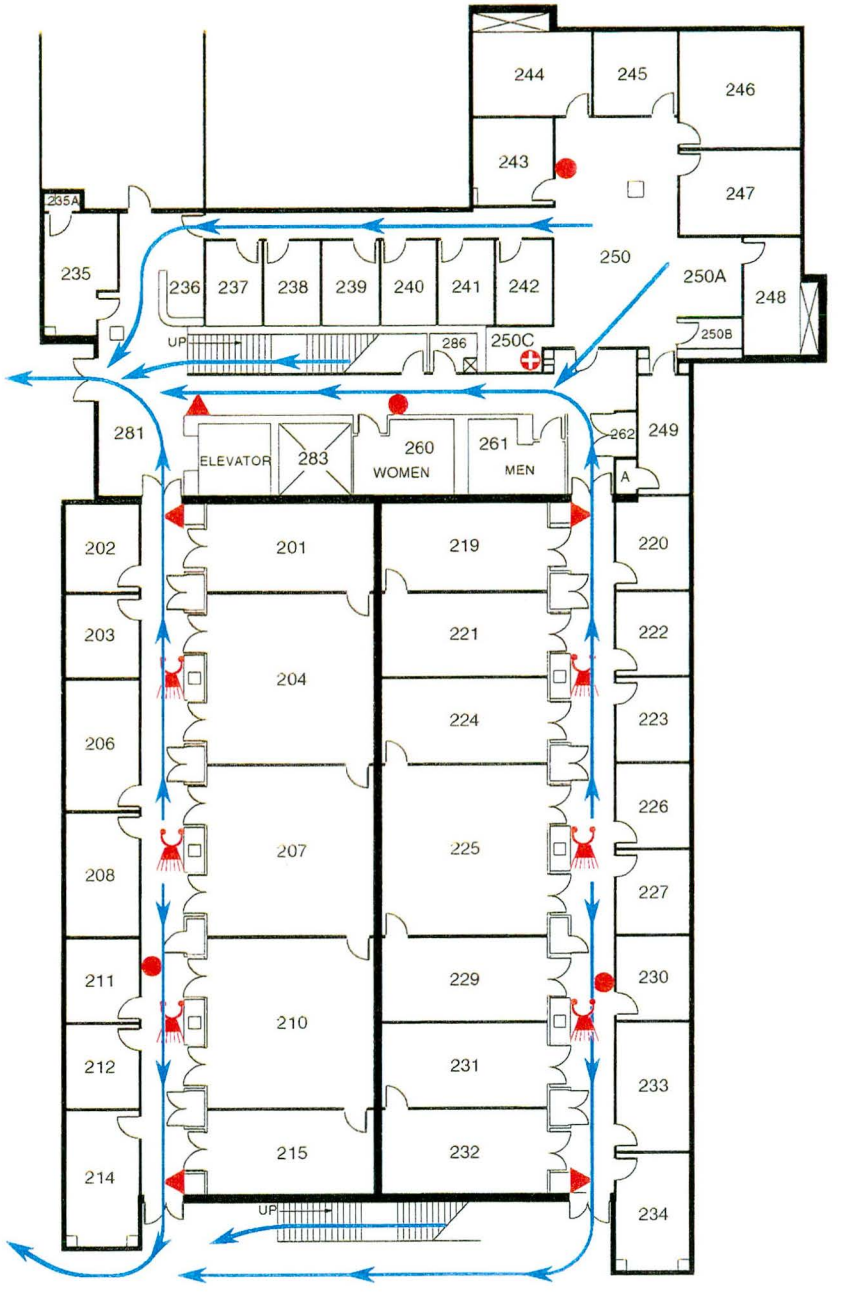
Building 66

1st Floor
Emergency Equipment and Evacuation Routes



Building 66

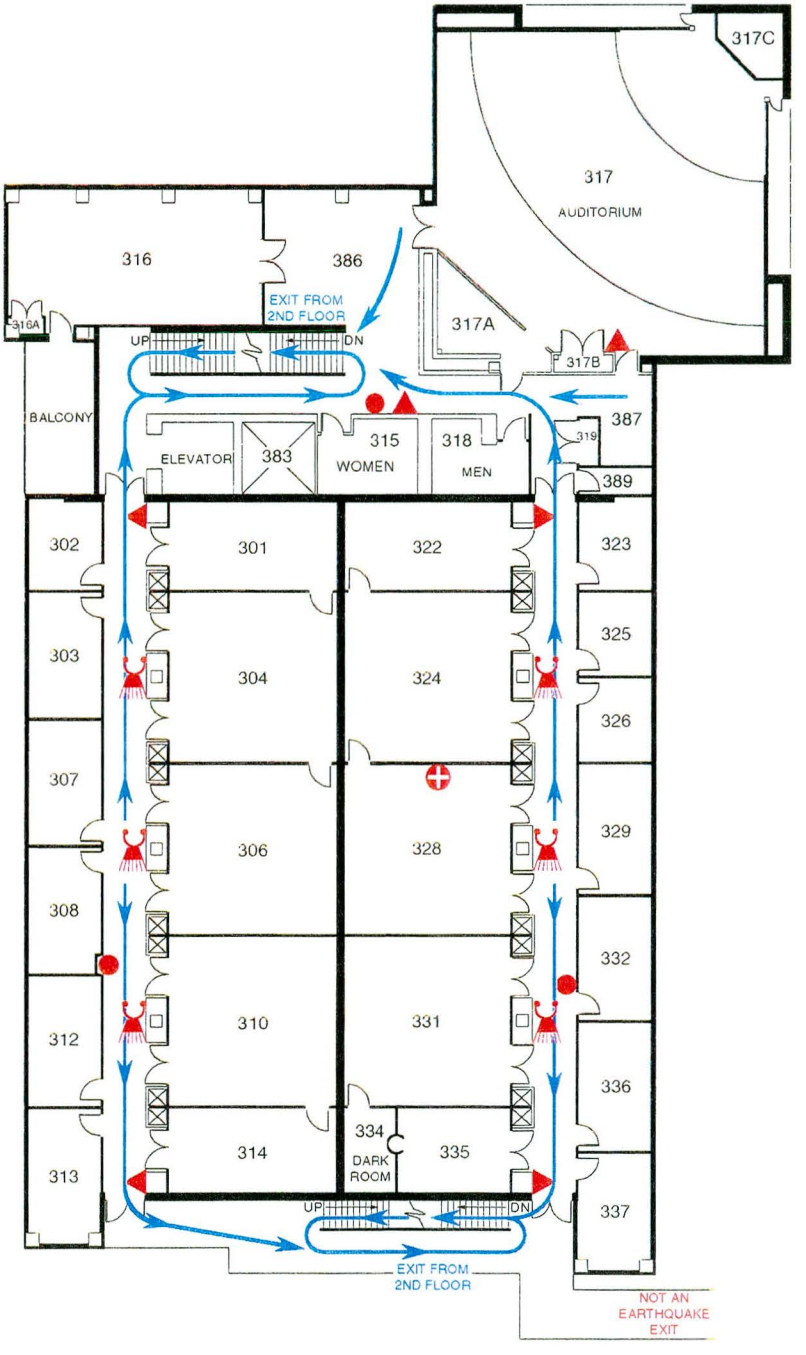
2nd Floor
Emergency Equipment and Evacuation Routes



Fire Extinguisher
Fire Alarm
First Aid Kit
Eyewash
Shower
Evacuation Route
N

Building 66

3rd Floor
Emergency Equipment and Evacuation Routes

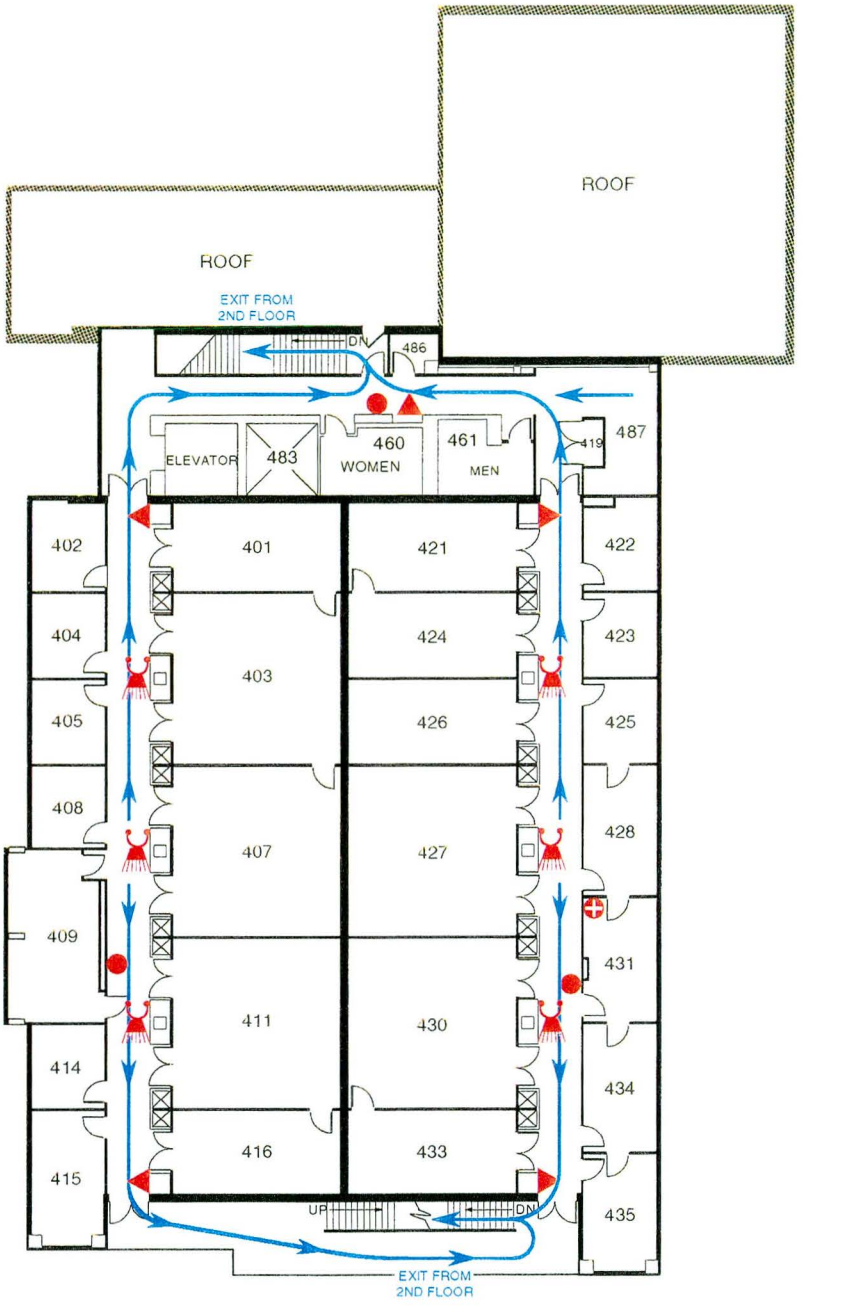


- Fire Extinguisher
- Fire Alarm
- First Aid Kit
- Eyewash
- Shower
- Evacuation Route

N

Building 66

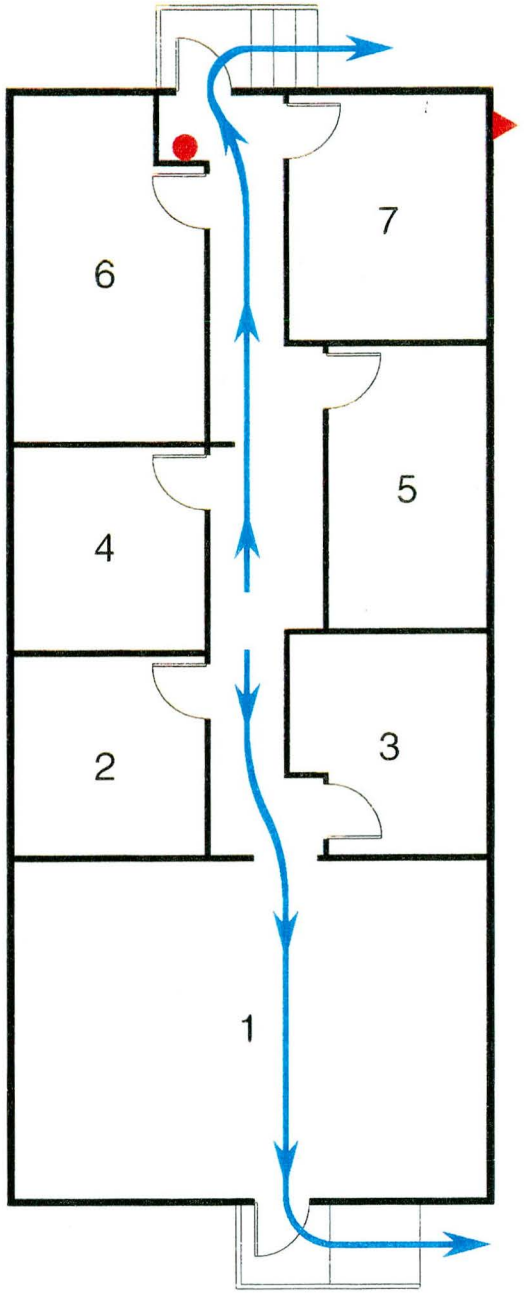
4th Floor
Emergency Equipment and Evacuation Routes



Fire Extinguisher
Fire Alarm
First Aid Kit
Eyewash
Shower
Evacuation Route
N

Building B62A

Emergency Equipment and Evacuation Routes



Fire Extinguisher

Fire Alarm

Evacuation Route

N

EVACUATION PROCEDURES

If the Emergency Announcement signal (alternating high-low warble tone followed by voice announcement of area to be evacuated) or a Fire Alarm is sounded:

- ***LEAVE THE BUILDING IMMEDIATELY***
- ***DO NOT USE ELEVATORS***
- ***USE DESIGNATED EVACUATION ROUTES***
- ***PROCEED TO OUTDOOR ASSEMBLY AREAS***
- ***DO NOT RE-ENTER BUILDING UNTIL AUTHORIZED***
- ***FOLLOW INSTRUCTIONS OF EMERGENCY STAFF***

TYPE EMERGENCY	LBL EXTENSION	AGENCY
FIRE	7911	LBL FIRE DEPT.
PERSONAL INJURY		
BOMB THREAT		
LEAKING GAS		
CHEMICAL SPILL	7911	LBL FIRE DEPT.
RADIOACTIVE SPILL	7911	LBL FIRE DEPT.
WATER LEAK	5481 (CAM 10)	LBL PLANT MAINTENANCE
POWER FAILURE		