



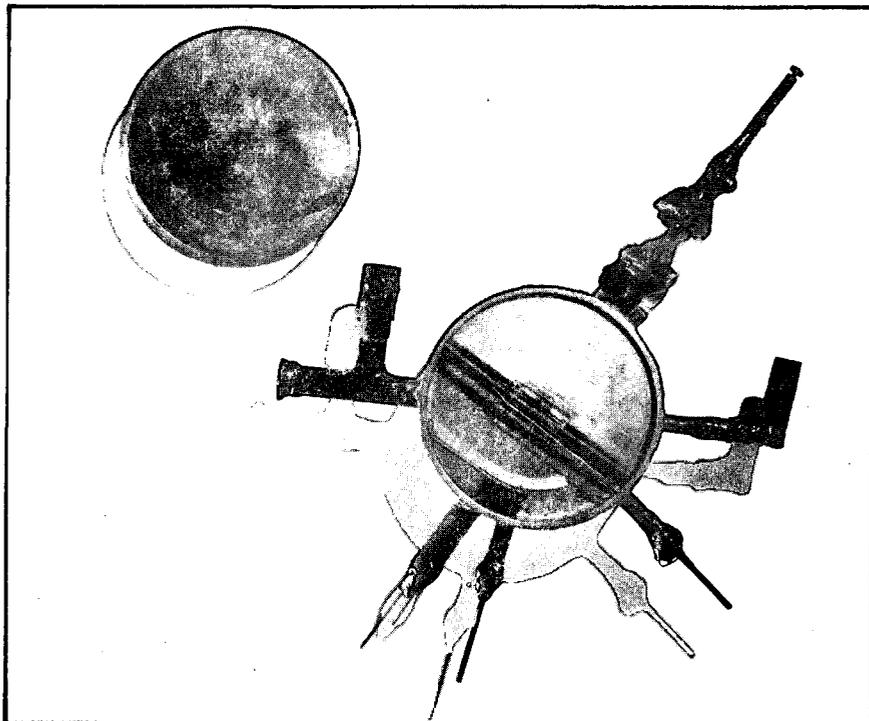
Lawrence Berkeley Laboratory

UNIVERSITY OF CALIFORNIA

ENVIRONMENT, HEALTH AND SAFETY DIVISION

Wildland Fire Evacuation/Relocation Plan

August 1994



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Wildland Fire Evacuation/ Relocation Plan

Pub-535, Revision 0
Effective Date: August 1, 1994

Emergency Services Group
Environment, Health and Safety Division
Lawrence Berkeley Laboratory
University of California
Berkeley, CA 94720

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Approved By:

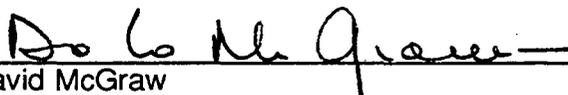


Don Bell
Emergency Services Group Leader
Environment, Health and Safety Division

7-13-94

Date

Approved By:



David McGraw
Division Director
Environment, Health and Safety Division

7/15/94

Date

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LBL Wildland Fire Evacuation/Relocation Plan

1. Purpose The purpose of this plan is to ensure that appropriate actions are taken to provide for the safety of LBL employees by minimizing their exposure to the effects of an urban-wildland fire threatening the Laboratory.

2. Objectives This plan has the following objectives:

- Provide a continuous assessment of the urban-wildland fire threat to LBL.
- Provide the mechanisms for alerting employees, visitors, and the Emergency Management Team when fire threatens the Laboratory.
- Provide guidelines for the Emergency Management Team to determine when to relocate or evacuate employees.
- Outline the communications pathways used to issue and control evacuations.
- Describe the options for the Emergency Management Team to consider during evacuation.
- Outline the specific responsibilities of the Emergency Response Organization when implementing an evacuation or relocation.

Continued on next page.

LBL Wildland Fire Evacuation/Relocation Plan (continued)

3. Background During certain days, especially in September and October, inland high-pressure areas can cause strong hot, dry winds to blow from the northeast across the Oakland-Berkeley hills. These winds are similar to the Santa Ana winds in Southern California. During these conditions, the moisture content of fuels, vegetation, and structures can drop to below 15%, and temperatures can exceed 32°C (90°F). Sustained wind speeds greater than 50 km per hour (30 miles per hour) are not unusual. Days when all of these conditions are met are known as **red flag days**. During red flag days, small wildland fires can quickly become firestorms.

Firestorms differ from other wildland fires in several ways: they develop their own circulation, and they can advance at more than 32 km per hour (20 miles per hour) on several fronts in different directions. Ahead of their fronts, windblown burning materials can ignite spot fires that can rapidly become additional major fires. Buildings and vegetation fuels become preheated and can ignite simultaneously over large areas.

Red flag days are announced widely to local fire departments and through the local media. These conditions prevailed during the disastrous October 1991 Oakland Hills fire. While fire mitigation, preparedness, and response have improved significantly since the fire of 1991, LBL should be prepared to implement this evacuation plan if all mitigation and response efforts fail.

Continued on next page.

LBL Wildland Fire Evacuation/Relocation Plan (continued)

4. Concept of Operations

On red flag days, signs indicating high fire danger will be posted at the Laboratory gates, and units from local fire departments, including LBL, will patrol the Oakland-Berkeley hills continuously. The purpose of these patrols is to provide detection and early warning of fires. Should a fire be detected, local fire departments will be alerted and will respond in accordance with established mutual response agreements. This notification will also serve as an alert to the LBL Emergency Services Group to notify management and/or to activate the Emergency Command Center (ECC). The LBL Fire Department response will be in accordance with mutual aid agreements with other local fire departments and is not included in this plan.

Should a detected fire become a threat to the Laboratory, the ECC will be activated in accordance with the LBL Master Emergency Plan. Members of the ECC for implementing this plan are

- Incident Commander
- Fire Department
- Police Department
- Transportation (Logistics)
- Public Information
- Facilities
- Planning
- Radio Communications
- Emergency Preparedness Coordinator

The ECC team will consider three courses of action:

- (1) Order an evacuation of LBL either by vehicle or by foot.
- (2) Order a relocation of LBL employees from one area of the Laboratory to another, more protected, area.
- (3) Provide instructions to LBL employees to remain in place and await further instructions.

These options and their implementation are discussed in greater detail in Attachment A of this plan. Detailed checklists for use in the ECC are contained in other attachments of this plan.

Continued on next page.

LBL Wildland Fire Evacuation/Relocation Plan (continued)

5. Notification and Communications

*Initial
Notification of
ECC Team*

The LBL dispatcher, upon being notified of a fire in the hills near LBL, will attend to any duties related to dispatching the appropriate response. The dispatcher will then notify the following people in order until one person is contacted:

Name	Home Phone	Pager	Cell. Phone	LBL extension
Don Bell	(707) 763-9501	840-8643	914-5513	6016
David McGraw	(510) 452-4468	—	914-5516	5551
Klaus Berkner	(510) 527-0450	—	504-6367 (car) 914-5515 (cell)	4178

During normal work hours, one of the above will determine if ECC activation is required and will request that the dispatcher announce over the public address system that the ECC in the fire station is being activated. During off hours, the people listed above will be notified, and ECC activation procedures, as defined in the Master Emergency Plan, will be used to notify ECC staff if necessary.

*Notification
of Laboratory
Employees*

Information to LBL employees will be broadcast over the LBL public address system. Evacuation orders will be provided to the dispatcher by the ECC. Once evacuation is under way, follow-up information will be broadcast over both the public address system and the building manager radio network. (The public address speakers are normally found inside buildings; however, at some locations, the speakers may be heard outside.)

*Notification
of University
Police*

Should evacuation appear likely, the University of California Police Department (UCPD) must be notified immediately to ensure that traffic, both vehicular and pedestrian, flows continuously from LBL through Berkeley. The UCPD should be notified by the LBL dispatcher by the ringdown line.

Continued on next page.

LBL Wildland Fire Evacuation/Relocation Plan (continued)

5. Notification and Communications (continued)

*Notification
of AC Transit
(Bus Transportation)*

During a pedestrian evacuation, Kleeberger Field is the initial assembly area. From there, AC Transit buses will transport evacuees to the BART station for transportation to other destinations or to Building 934 near Berkeley's Aquatic Park. AC Transit will accept requests for buses for evacuation purposes from police departments only. Therefore, the UCPD must make the requests for buses by calling the AC Transit Operations Center at (510) 891-4901.

*Off-Hours
Implementation*

This plan deals with the significant challenge of ensuring the safety of large numbers of people on site during the normal workday. This plan also may be used during nights and weekends if necessary. Implementation will not include all participating groups, such as building managers, emergency teams, and auxiliary traffic operational monitors (ATOMS). Consulting with senior management during off hours may delay the actions required to protect the onsite personnel. Therefore, **the decisions on evacuation or relocation are delegated to the ranking fire officer on duty during off hours.** Management should be notified as soon as possible.

Attachment A: Evacuation Plan Courses of Action

1. Alert Phase; No Evacuation; Partial ECC Activation; Only Provide Information to Employees

Small wildland fires in the hills are common during the fire season. Depending on meteorological conditions, these fires may be controlled with the appropriate response or could pose a threat to LBL. Should a small wildland fire (1/2 acre or less) be detected, one of the management personnel listed in section 5 of this plan should be notified. Management should instruct the dispatcher to announce the fire response over the PA system in accordance with prescribed message #1 described in Attachment B. The purpose of making this announcement is to heighten awareness of LBL employees and to alert the ECC team to be on standby. The checklists in Attachments C through K describe the required actions for different ECC team members.

2. ECC Activation; Relocation Order

During the alert phase, if it is determined that the fire is an imminent threat to LBL, the ECC should be activated in accordance with section 5 of this plan. The protective action of choice is relocation, which is the process of ordering employees from a threatened area of the Laboratory to a safer area where refuge and shelter will be available. This course of action should be considered when the following conditions exist:

- fires originating near or on LBL property, leaving little time for site evacuation
 - fires driven by exceptionally high winds that have caused spot fires in the evacuation areas
 - when advised by police that traffic congestion would make evacuation unfeasible
-

Continued on next page.

Attachment A: Evacuation Plan Courses of Action (continued)

2. ECC Activation; Relocation Order (continued)

Options

Relocate personnel from areas near the fence line where trees and vegetation are the heaviest. These areas, and their respective relocation areas, include

Fire Approach	Threatened Buildings	Relocation Area
Northwest	55, 60, 64, 90 and trailers	Building 50 parking garage
West	88	Building 51
East	62/66, 69, 73, 74, 75, 83	Building 6
South (up the hill from UC)	Any building along the fence line (6, 10, 31, 45/48, 50, 62/66, 70, 70A, 72, 88)	North (specific location to be announced over PA)

Implementation

- The decision to relocate will be communicated over the public address system, along with an announcement for building managers to monitor the building manager radio network. Prescribed message #3 in Attachment B of this plan should be used.
- Managers of the buildings to be evacuated should ensure that the building emergency team conducts a thorough search of the building and no one is left inside.
- Building occupants should proceed directly to the relocation area, not stopping in the building's assembly area.
- Building managers should continuously announce to evacuees, using the bullhorn, the area or building designated as the relocation area.
- **Automobiles should not be used during relocation except for people with disabilities.** These individuals have been identified by the emergency team.
- Transportation should redirect bus service to the area being evacuated to assist with movement of people.

Continued on next page.

Attachment A: Evacuation Plan Courses of Action (continued)

2. ECC Activation; Relocation Order (continued)

Implementation (continued)

- Building managers at the relocation area should prepare to receive the evacuees and direct them to an area where they may await further instructions.
- Police and traffic control monitors should take up positions along the route of evacuation to assist with traffic control.
- The ECC team will monitor the evacuation by communicating with the managers of the affected buildings and with the traffic control team.

3. ECC Activation; Evacuation Order

If relocation has been ordered and further protective actions are required or the Laboratory has sufficient early warning that the fire will approach the Laboratory on a broad front, it may be necessary to evacuate all employees from the site. This may be a pedestrian or vehicular evacuation, or most likely a combination of both. Conditions to consider when determining the type of evacuation are listed below.

Pedestrian Evacuation	Vehicular Evacuation
Short warning time, less than 90 minutes. (This 90-minute time frame should be considered to begin at the time of the evacuation order.)	Warning time of at least 90 minutes. (This 90-minute time frame should be considered to begin at the time of the evacuation order.)
Fires not spotting in the pedestrian evacuation routes through the Chicken Ranch Road, Big "C" gate, or near Building 88.	Fires spotting along pedestrian evacuation routes.
Police advise that vehicular traffic congestion in Berkeley precludes vehicular evacuation.	Police advise that adequate traffic control is being implemented to allow the flow of vehicles from Blackberry and Strawberry Canyon Gates.

Continued on next page.

Attachment A: Evacuation Plan Courses of Action (continued)

3. ECC Activation; Evacuation Order (continued)

*Implementation
of Vehicular
Evacuation*

- A vehicle evacuation should be ordered by PA announcement, using prescribed message #4 in Attachment B.
- The traffic control team (ATOMS) should be activated, along with UCPD traffic control. **It is critical that a vehicle evacuation be coordinated with the Berkeley Police Department.**
- Buildings should be evacuated and searched to ensure that no one is left in the building. Managers should report in to the ECC by exception only; that is, only if a problem is encountered, such as an employee refusing to evacuate, an injured employee, etc.
- The ECC building manager net control station will poll building managers to determine the status of the evacuation.
- Since firestorms will usually approach LBL from the east, it is unlikely that the Grizzly Peak Gate will be used during evacuation; however, it should be considered.
- Bus service should continue, with all available buses put in service.
- Any obstruction to the roads, such as stalled vehicles or accidents, should be moved to the roadside and abandoned.
- Gate guards should not allow pedestrians or vehicles to enter the gates (except for buses and emergency vehicles).
- Police should patrol the evacuated areas to assist stragglers and anyone left behind.
- The ECC should be notified by police that LBL has been evacuated. A determination will be made if the ECC should be abandoned depending on the threat.

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Attachment A: Evacuation Plan Courses of Action (continued)

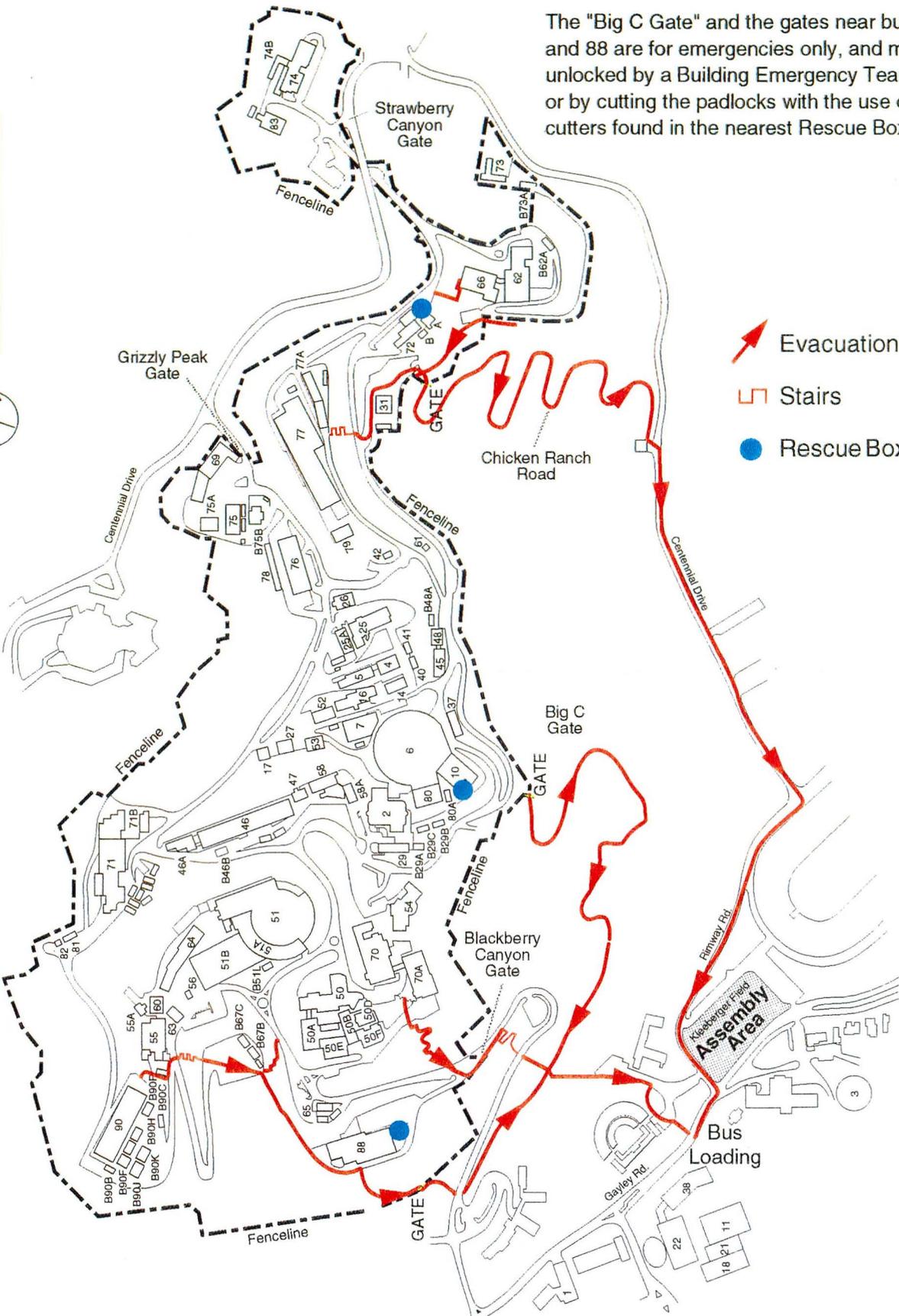
3. ECC Activation; Evacuation Order (continued)

*Implementation
of Pedestrian
Evacuation*

- A pedestrian evacuation should be ordered by PA announcement, using prescribed message #5 in Attachment B.
- First priority will be UCPD notification of AC Transit to send buses to the assembly area at Kleeberger Field on campus.
- Pedestrians should evacuate by the routes shown in the map on Page A-6.
- Building emergency teams from Buildings 88 and 72 will open the gates leading to Chicken Ranch Road and the gate below Building 88. Designated ATOMS will open the Big "C" gate leading to the parking lot near Foothill Housing.
- Building emergency teams should search each building thoroughly to ensure that no one is left inside. Radio reports to the ECC should be made by exception only; that is, refusal to evacuate, injured employee, etc.
- The ECC building manager net control station will poll building managers to determine the status of the evacuation.
- Since firestorms will usually approach LBL from the east, it is unlikely that Grizzly Peak Gate will be used during evacuation; however, it should be considered.
- Bus service should continue, with all available buses put in service.
- Any obstruction to the roads, such as stalled vehicles or accidents, should be moved to the roadside and abandoned.
- Gate guards should not allow pedestrians or vehicles to enter the gates (except for buses and emergency vehicles).
- Police should patrol the evacuated areas to assist stragglers and anyone left behind.
- The Building Emergency Team at Calvin Lab will become the reception team at the assembly area at Kleeberger Field.

Continued on next page.

The "Big C Gate" and the gates near buildings 31 and 88 are for emergencies only, and must be unlocked by a Building Emergency Team Member or by cutting the padlocks with the use of bolt cutters found in the nearest Rescue Box.



-  Evacuation Route
-  Stairs
-  Rescue Box



LAWRENCE BERKELEY LABORATORY
UNIVERSITY OF CALIFORNIA

Emergency Evacuation
Walking Routes

Attachment A: Evacuation Plan Courses of Action (continued)

3. ECC Activation; Evacuation Order (continued)

Implementation of Pedestrian Evacuation (continued)

- AC Transit buses will transport LBL evacuees to the Shattuck Avenue BART station, where they may take BART or other modes of transportation.
 - Employees choosing not to use public transportation will be transported to Building 934 near the Berkeley Aquatic Park. From that location they may call friends or family or make other arrangements. The map on page A-8 shows the bus evacuation routes.
 - The ECC should be notified by police that the Laboratory has been evacuated. A determination will be made if the ECC should be abandoned, depending on the threat.
-

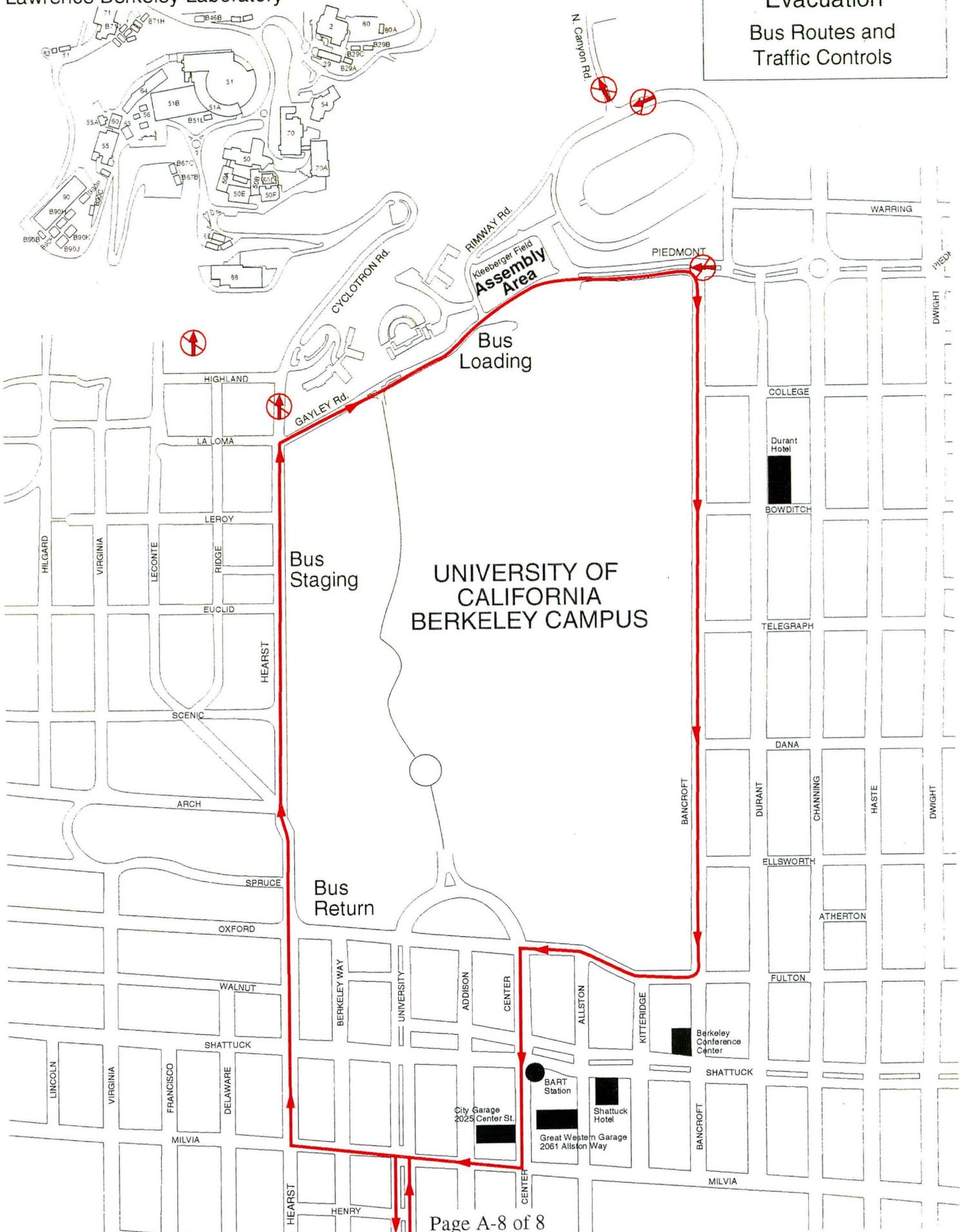
4. ECC Relocation

Should the ECC in the Firehouse be evacuated, it will be re-established at Building 3, Calvin Laboratory. Fire and police should be prepared to operate a mobile command post at that location.

5. Recovery and Re-entry

Decisions regarding recovery and re-entry will be made by the ECC Incident Commander. Life safety will be primary consideration when determining when LBL is safe for reentry. The ECC staff will evaluate their functional areas and make recommendations. The Public Information Officer will record a message on the 800 emergency line providing information to Laboratory employees as to when they may return to work.

Evacuation
Bus Routes and
Traffic Controls



Attachment B: Public Address Announcements

1. Partial Activation of the Emergency Command Center (ECC); Alert Phase

May I have your attention please. The Fire Department is responding to a wildland fire in the vicinity of _____. At this time, the fire does not pose a threat to the Laboratory. The Fire Department will monitor the fire and update you if there is any threat to the Lab. ECC team members should be on standby, and building managers should monitor the building manager radio network. (repeat)

2. ECC Activation

May I have your attention please. There is a wildland fire located in the vicinity of _____. ECC team members report to the Fire Station in Building 48. Building managers should monitor the building manager radio network. All employees stand by for further instructions over this PA system. This is not a drill. (repeat)

3. Relocation Order

May I have your attention please. A wildland fire threatens Laboratory buildings _____. Occupants of those buildings are directed to relocate to building/s _____. Building managers of evacuated buildings report by radio to the Command Center when your building is completely evacuated. Please relocate by walking. People with disabilities should use a vehicle. This is not a drill. (repeat)

Continued on next page.

Attachment B: Public Address Announcements (continued)

4. Vehicle Evacuation Order

May I have your attention please. A wildland fire approaching from (direction of wind) threatens to reach the Laboratory in (time). As a precautionary measure, the Director has authorized that the Lab be evacuated. This will be a vehicular evacuation using (gates). Please proceed to your vehicles now. Obey traffic monitors, and drive with extreme caution. Pedestrians should take buses or fill cars with available passenger space. ATOMS should report to their assigned location. Building managers must ensure that buildings are completely evacuated. This is not a drill. (repeat)

5. Pedestrian Evacuation Order

May I have your attention please. A wildland fire approaching from (direction of wind) threatens to reach the Laboratory in (time). The Director has authorized that the Lab be evacuated. This will be a pedestrian evacuation using gates. Emergency teams from Buildings 88 and 72 should open their assigned pedestrian gates. ATOMS should proceed to their assigned posts and gate. Building managers must ensure that buildings are completely evacuated. This is not a drill. (repeat)

Attachment C: Incident Commander Checklist

1. Ensure that ECC team positions are filled. For fire response, the following ECC team members should be present:

____ Incident Commander

____ Fire

____ Police

____ Transportation

____ Facilities/M&O

____ Planning

____ Radio Communications

____ Public Information Officer

____ Emergency Preparedness

2. Obtain estimated time of arrival of fire at LBL from Fire Chief.
3. Determine status of traffic control operations from police.
4. Determine availability of LBL buses.
5. Obtain recommendations from ECC staff.
6. Make decision:
 - relocation
 - evacuation by vehicle
 - evacuation by foot
7. Direct that the decision be announced over the PA system and building manager radio network.
8. Direct the Public Information Officer to alert the media of the decision.

Continued on next page.

Attachment C: Incident Commander Checklist (continued)

9. Direct the Emergency Preparedness Coordinator to notify the cities of Berkeley and Oakland and Alameda County.
 10. Monitor the evacuation; receive reports from police, fire, and building managers.
 11. Relocate command post to Calvin Lab when unsafe to remain at the fire station.
 12. Continue ECC operations with a focus on recovery and re-entry.
 13. If warranted, develop shifts for ECC staff.
 14. Direct the Public Information Officer to record a message on the 800 emergency number.
 15. Keep DOE informed.
-

Attachment D: Fire Coordinator Checklist

1. Determine status and location of fire.
 2. Based on available information, provide to the IC an estimated time of arrival of the fire at the LBL fence line.
 3. Make recommendations to IC regarding protective actions: relocation or evacuation of site, and by what means.
 4. Provide IC with a continuous update of the fire suppression effort of the LBL Fire Department and mutual aid.
 5. Coordinate with police to determine the best routes for evacuation, if that course of action is selected.
 6. Advise IC when it is no longer safe to occupy the fire station.
 7. Relocate Fire Department dispatch with the ECC, if necessary.
 8. Continue to monitor fire advance and location.
-

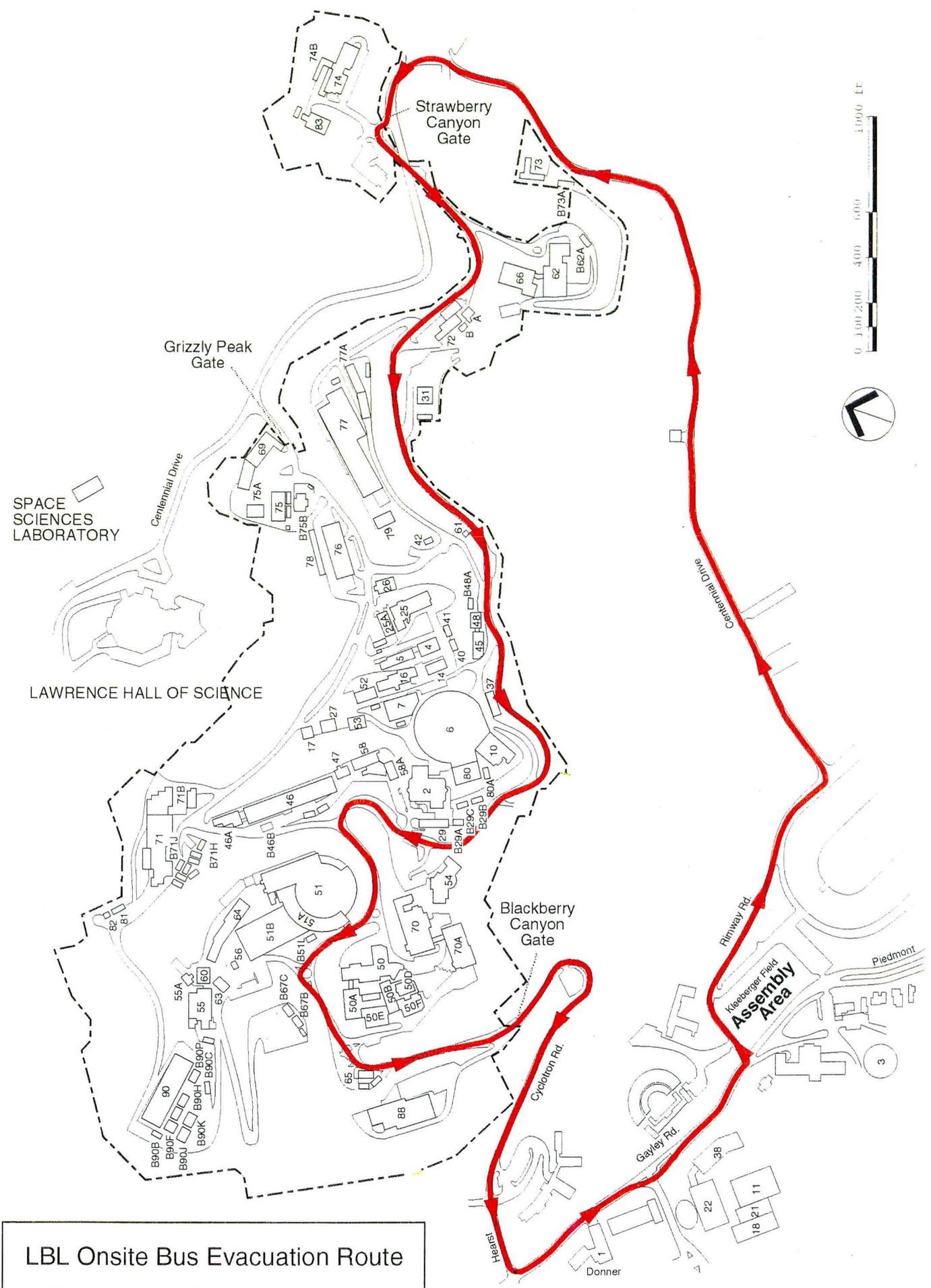
Attachment E: Police Coordinator Checklist

1. Determine status of PD traffic control capability, should evacuation be necessary.
 2. Alert units of possible evacuation of LBL.
 3. Advise Fire Chief and IC of feasibility of vehicular evacuation.
 4. **If evacuation plan is implemented:**
 - Notify cities of Berkeley and Oakland.
 - Notify AC transit that the LBL evacuation plan has been implemented and the requirement for buses at Kleeberger Field on Gayley Road. **The AC Transit Operations telephone number is 891-4901.**
 - Ensure that police units are in place to control traffic for evacuation of both vehicles and pedestrians and for buses along Gayley Road.
 - Monitor evacuation; advise IC of any problems.
 - Provide patrols to assist with straggler control.
 - Relocate with the ECC if required.
-

Attachment F: Transportation Coordinator Checklist

1. Determine status of buses and drivers.
2. Advise IC of bus transportation capability.
3. Advise buses to be on standby for evacuation operations.
4. **If relocation plan is implemented:**
 - Direct buses to buildings to be evacuated; provide instructions on where passengers are to be delivered.
 - Maintain communications with buses to ensure relocation has been completed.
5. **If evacuation plan is implemented:**
 - Request drivers from the motor pool to drive any bus that is not in service.
 - Direct buses to complete their routes on the hill and deliver passengers to the bus stop at Kleeberger Field and return to the Lab via Strawberry Canyon. Board passengers while enroute from Strawberry Canyon Gate to Building 65. Direct the off-hill buses to return via Strawberry Canyon gate and pick up passengers while enroute to 65. All buses will run the same route during an evacuation. The route is outlined on the map on page F-2.
 - Have buses and drivers stand by to return employees to the Lab if the fire danger passes and cars need to be retrieved.

Continued on next page.



LBL Onsite Bus Evacuation Route

Attachment G: Planning Coordinator Checklist

1. Obtain from the Fire Chief the location and status of the fire. Display information on the County Map and status board.
 2. Obtain from police information regarding road conditions, closures, congestion, accidents, and any factors that could affect evacuation. Post maps and display boards accordingly.
 3. Obtain from the Communications Coordinator the status of the evacuation/relocation as reported by building managers. Post information accordingly.
 4. Maintain log of actions taken.
 5. Relocate with ECC team if necessary.
-

Attachment H: Radio Communications Checklist

1. Upon reporting to the ECC, assume responsibility for net control of the building manager radio network in accordance with established procedure.
 2. **If relocation plan is implemented:**
 - Begin polling managers of the buildings to be evacuated to determine if evacuation is complete.
 - Alert managers of the buildings that will be receiving evacuees of the estimated arrival time.
 3. **If evacuation plan is implemented:**
 - Monitor the building manager network for calls reporting problems in evacuation; pass all reported problems on to police and fire.
 - Record information on building manager status checklist.
 - Broadcast net calls using the same information that is being announced over the PA system. The prescribed messages are in Attachment B.
 - Be prepared to relocate and continue acting as the building manager net control station.
 - Activate amateur radio operators as backup communications.
-

Attachment I: Public Information Officer Checklist

1. Respond to media inquiries.
 2. Prepare and record emergency information for the 800 emergency number.
 3. Inform media of decisions regarding evacuation.
 4. Monitor TV and radio coverage of the fire.
 5. Be prepared to relocate if necessary.
 6. Prepare follow-up information for the media regarding return of employees to work and conditions at the Lab.
 7. Update the 800 number messages.
-

Attachment J: Emergency Preparedness Coordinator Checklist

1. On red flag days, closely monitor all fire responses and determine level of threat to LBL.
 2. Alert senior management of red flag days.
 3. Set up ECC as a precautionary measure.
 4. Immediately notify the EH&S Division Director or Deputy and the ALD, Operations, of conditions that might require ECC activation and protective actions for employees.
 5. If ECC activation is required, ensure that the proper PA announcement is made (Attachment B).
 6. Serve as primary assistant to the IC, ensuring that all required actions of the plan are accomplished.
 7. Be prepared to relocate if necessary.
-

Attachment K: Facilities/M&O Checklist

1. Upon reporting to the ECC, determine estimated time of arrival of the fire at LBL.
 2. Direct M&O staff to begin shutdown of utilities if appropriate. Consider the following:
 - Blowers in clean rooms
 - HVAC through the EMCS
 - Natural gas main
 3. Direct standby of heavy equipment: loaders, backhoe, crawler, crane, and bobcat.
 4. Organize available labor to assist the Fire Department if required.
 5. Be prepared to assist with keeping roads open by use of heavy equipment to move stalled vehicles.
-

Attachment L: Building Manager/Emergency Team Leader Functions During Evacuation/Relocation

1. Upon hearing the PA announcement of possible ECC activation, relocation, or evacuation, monitor the building manager radio network.
 2. Follow the instructions provided on the radio or over the PA system.
 3. **If relocation is directed from your buildings:**
 - Ensure that your building is thoroughly searched by the emergency team. Have assistant managers report to you in the assembly area. **Do not allow building occupants to gather in the assembly area. Direct them to continue to the building of refuge.** Assistant managers should remain with the building manager until it is verified that all occupants have evacuated the building.
 - Report via the radio that your building has been evacuated or any problems associated with evacuation.
 - Ensure that persons with mobility problems are given priority on the buses.
 - Report to the manager of the building providing refuge.
 - Report by radio to the ECC when relocation is complete.
 - Await further instructions from the ECC.
 - Follow instructions provided by ECC.
 4. **If a Labwide evacuation is ordered:**
 - Ensure that your building is thoroughly searched by the emergency team. Have the assistant building managers report to you in the assembly area.
 - Do not allow occupants to remain in the assembly area.
 - Do not use the building manager radio network unless you have a life-threatening injury or a problem with the evacuation.
 - Continue to monitor the building manager radio network.
-

Attachment M: Buildings 72 and 88 Emergency Team Evacuation Responsibilities

1. If a Lab evacuation is directed, proceed to the rescue box nearest your building, secure the bolt cutters, and open your assigned pedestrian gate. (Building 72: Chicken Ranch Road Gate; Building 88: lower double gate that leads to Cyclotron Road)
 2. Post emergency team members at the gate and approaches to the gate to direct evacuees. Assertively instruct them to assemble at Kleeberger Field.
 3. Monitor the building manager radio for instructions.
 4. Report to the ECC any problems with evacuation through your gate.
 5. Evacuate yourself and your team upon order or if there is imminent danger.
-

Attachment N: Auxiliary Traffic Operational Monitors (ATOMS) Evacuation Responsibilities

1. Go to your assigned traffic control point with full gear.
 2. During vehicle evacuations, direct traffic to keep it moving safely.
 3. Cars with available passenger space should be filled with pedestrians.
 4. Stalls or accidents should be moved off the road.
 5. Designated ATOMS are to open the "Big C" gate by obtaining the bolt cutters from the rescue box near Building 10. Post one ATOM on the road below the ALS to direct pedestrian traffic.
 6. Evacuate with other employees when it is no longer safe to maintain your position.
-

Attachment O: Building 3 Emergency Team Responsibilities (Kleeberger Field Assembly Area Control Team)

1. Upon hearing the evacuation order over the PA system, assemble emergency team and proceed to Kleeberger Field. Organize team as follows:
 - Pedestrian evacuation reception: meet evacuees and direct them to the southwest corner of Kleeberger Field. When buses arrive, count off groups of 60 to board each bus.
 - AC Transit Bus Control: Meet AC transit buses at the bus top along Gayley Road. Direct evacuees on to buses.
 2. Building Manager/Assembly area leader should maintain radio contact with the ECC on the building manager radio network.
 3. Report any problems with evacuation to the ECC. Report when assembly area has been evacuated.
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Attachment P: Building 934 Emergency Team Responsibilities (Reception Area Control Team)

1. Serve as temporary reception area managers for evacuees.
 2. Direct evacuees to water and bathrooms.
 3. Allow evacuees to use telephones to arrange for transportation or to notify friends or relatives.
 4. Monitor the building manager radio and report problems to the ECC.
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