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EMERGENCY PLAN

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BUILDING 10

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UNIVERSITY OF CALIFORNIA

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BUILDING 10 EMERGENCY PLAN

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I. GENERAL INFORMATION

A. Objectives

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

B. Emergency Organization

1. The Building Emergency Staff consists of the Building Manager, the Deputy Building Manager, and the Assistant Building Managers. Names of individuals currently assigned these duties are listed on the organizational chart on page 17.
2. The Building Manager is in charge during any emergency. In his or her absence, the Deputy Building Manager or other designated Emergency Staff member assumes the manager's duties.
3. Each Assistant Building Manager acts as liaison between the Building Manager and personnel on his or her floor or area. Assistant Building Managers are responsible for the following actions during an emergency:
 - a. Supervise evacuation of all personnel from their respective floors or areas during actual or simulated evacuations of the building.
 - b. If feasible, check each room to make certain that the floor or area has been completely evacuated.
 - c. Respond to instructions from the Building Manager or his or her representatives.
4. Each Department Head is responsible for:
 - a. Emergency planning within the department.
 - b. Informing department personnel of details of the Building Emergency Plan.
 - c. Training department personnel to respond properly to emergencies.
5. Off-Hour Work
 - a. Members of the Building Emergency Staff are available in the building only during normal working hours (8:00 a.m. to 5:00 p.m.). Therefore, it is imperative that all individuals in the building after normal working hours be familiar with emergency procedures.

C. Assembly Areas for Building 10

1. The assembly area is the roadway and parking area west of Bldg. 9 and north of Bldg. 80. See Figure 1, page 19.

2. In case of an emergency requiring evacuation of the building, all personnel will proceed to these assembly areas using the evacuation routes shown on pages 19 to 23.
3. If the designated evacuation routes are inaccessible, an Assistant Building Manager will direct personnel to use alternate routes.
4. If these assembly areas cannot be used, an Assistant Building Manager will direct personnel to an alternate area.
5. Do not block access routes for emergency vehicles.

D. Types of Alarms

1. Emergency Announcement Signal (LBL PA System)
 - a. Alternating high and low tones (warble), similar to the European emergency vehicle sound. It is repeated once.
 - b. The area to be evacuated will be announced following the signal. In some cases, the type of emergency will also be announced.
 - c. This alarm signals the urgent need for IMMEDIATE EVACUATION of the designated area by all personnel.
 - d. Upon hearing the emergency announcement signal, everyone must leave the area immediately by the fastest (safe) route available, as previously planned or rehearsed. See illustrated evacuation routes on pages 19 to 23.
 - e. Remain out of the evacuated area until the Building Manager or other Emergency Organization Staff personnel authorize re-entry.
2. Building Fire Alarm (Loud Bells)
 - a. Building 10 has no fire alarm bell at the present time. Fire alarm will be given over the PA system until an alarm bell is installed.
 - b. Fire alarm bells are normally located on every floor, and the sound is easily heard.
 - c. Fire alarms are used to warn the occupants of the building of fire or smoke danger which requires that all personnel leave the building IMMEDIATELY.
 - d. When the fire alarm is announced, leave the building by the designated routes shown on pages 19 to 23.
 - e. Remain outside the building until re-entry is authorized
3. LBL PA System
 - a. Announcements are made over the LBL PA system of emergency situations occurring somewhere at the Laboratory. These may or may not be of concern to the Building 10 complex.
 - b. The PA system is used to notify all employees of any type of emergency. Normally, specific instructions will be given, defining the action to be taken.
 - c. Carry out these instructions under the direction of the Assistant Building Manager in charge of the floor.
4. Other Alarms
 - a. Most buildings or areas have one or more local PA systems. Any of these may be used to alert local occupants to an emergency.
 - b. In response to an announcement, follow the directions of the Assistant Building Manager in charge of the floor.

E. Types of Emergencies

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

	Emergency Announcement <u>Signal*</u>	Fire <u>Alarm</u>	LBL <u>PA</u>	Local <u>PA</u>
Personal Injury			X	X
Fire, Explosion		X	X	
Release of Toxic or Flammable Material			X	X
Radioactive Spills			X	X
Threats to the Laboratory (e.g., Bomb Threat)	X		X	X
Earthquake	X		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	

*The Emergency Control Coordinator indicated in the Master Emergency Plan has the authority to activate the Emergency Announcement Signal when there is an imminent danger to human life.

F. Employee Responsibilities

1. The main purpose of this emergency plan is to decrease the possibility of personal injury to employees of the Lab. This cannot be accomplished without the active participation and cooperation of every individual.
2. Each employee will be responsible for:
 - a. Knowing the identify of the person in charge of the floor where he or she works.
 - b. Having a working familiarity with the emergency plan for that floor.
 - c. Cooperating fully with those in charge.
3. Each Supervisor will be responsible for:
 - a. Seeing that those under his or her supervision are familiar with the plan for the building, particularly the recommended exit routes.
 - b. Rendering whatever assistance the person in charge during an emergency may require.
 - c. Maintaining familiarity with the shutdown procedures for all equipment used by those under his or her supervision.
 - d. Knowing the location and use of all safety equipment on his or her floor.
 - e. Keeping his or her employees from re-entering an evacuated area until notified that the area is safe for normal operations to resume.

II. REPORTING AN EMERGENCY

A. To report an emergency:

Telephone 5333, then notify your Building Manager. See Paragraphs F, G, and H below for quicker response in reporting Plant Maintenance problems.

B. When reporting an emergency by telephone:

1. Stay calm, speak clearly.
2. Identify yourself.
3. State location of the emergency.
4. State nature of the emergency.
5. State severity of the emergency.
6. Report any potential danger.

C. Personal Illness or Injury

1. Take first aid measures immediately. If heavy bleeding is involved or if the victim's breathing or circulation has stopped, apply first aid at once. Do not delay by leaving the scene to report the injury--CALL FOR HELP. Bleeding must be stopped and breathing and circulation restored.
2. Instruct a bystander to CALL EXTENSION 5333 to report the injury and to summon medical aid.
3. Notify the Building Manager.
4. Keep crowd away.
5. On arrival of trained personnel, follow their instructions.

D. Fire

1. Report by Telephone (5333) or by fire pull-box.
2. After reporting by fire pull-box, meet the Fire Department at the pull-box and direct firemen to emergency location.
3. Notify the Building Manager.
4. Clear the area. Use stairways.
5. Fire-fighting action by trained personnel, such as use of a fire extinguisher, should be taken only if this can be done with reasonable safety.

E. Smoke or Leaking Gas

1. Report by telephone (5333).
2. Notify the Building Manager.
3. Clear the area if necessary. Use stairways.

F. Landslide or Water Damage

1. Call Plant Maintenance, Ext. 5481 (ask for CAM 10). If no answer, call 5333.
2. Notify the Building Manager.
3. Clear the area if necessary.
4. Do not attempt to disconnect or shut down electrical equipment.

G. Electric Power Failure

1. Report the failure to Ext. 5481 (ask for CAM 10). If no answer, call Ext. 5333.
2. Notify the Building Manager.

H. Gas or Water: Loss of Flow or Pressure

1. Report failure to Ext. 5481 (ask for CAM 10). If no answer, call Ext. 5333.
2. Notify the Building Manager.

III. INSTRUCTIONS FOR SPECIFIC EMERGENCIES

A. Emergency Announcement Signal (Bomb Threat Emergency)

1. Alternating high and low tones (warble) similar to the European emergency vehicle sound. The signal will be followed by a voice announcement on the PA system identifying the building or area to be evacuated. The announcement will be repeated once.
2. Turn off typewriters. Take lunches, purse, or any personal packages (because these could be mistaken for concealed explosives). LEAVE AT ONCE. Follow posted exit routes. Follow directions of coordinators.
3. Move away from the building to designated areas and await instructions.
4. DO NOT RE-ENTER BUILDING until so directed by the Building Manager.

B. Bomb Threat Received by Telephone

1. Recipient of the call should remain calm and listen carefully. Attempt to have another employee present or listening on an extension. By note or signal, alert a co-worker to call the Laboratory operator, Ext. 6111, to trace the call.
2. Attempt to determine the following:
 - a. Exact location of the threat--building, room, floor.
 - b. Exact time threatened action will occur.
 - c. If a bomb--is it disguised, concealed, in the open
 - d. Kind and size of bomb--fire, dynamite (how many sticks, etc.).
 - e. How did it enter--mail, carried
 - f. Why was it placed in the Laboratory
 - g. Identity of caller or person reported.
 - h. Origin of the call.
 - i. Characteristics of the caller's voice (accent, speech defects, etc.), background noises, etc.
3. It is recognized that some of the above information probably will not be obtained, but an attempt should be made. Notify Protective Services (5333), your supervisor, and the Building Manager immediately.

C. Earthquake

1. Stay calm. If you are indoors, stay indoors; if outside, stay outside. Try to keep others calm. Falling debris around the perimeter of buildings can cause many casualties.
2. If inside, avoid falling debris and breaking glass by moving away from tall bookcases, experimental setups, and glass windows. Stand in an outside doorway or the corner of a room or crouch under a desk or bench.

3. If outside, move into open areas away from overhead power lines.
4. If in an automobile, stop in a safe, open area.
5. After the earthquake:
 - a. 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 Ext. 5333.
 - b. Check for fires, spills of hazardous or flammable materials, and ignition sources. Take action where practical.
 - c. Persons in your area may be injured or trapped. Give assistance in accounting for others in your area; summon medical or rescue help if necessary.
 - d. Be very careful to avoid downed wires, structural hazards, and other obstructions.
 - e. Move into the open after the earthquake is over but DO NOT USE ELEVATORS. Assemble at your building's specified waiting area for a head count. The Building Manager will then report to central control. Remember that aftershocks or subsequent earthquakes may be even more damaging than the initial shock.
 - f. Do not try to leave the Laboratory by automobile. Roads will be blocked, and automobiles will only add to the confusion and will prevent emergency vehicles from getting through. When roads are open, you will be notified of the best way to get home.

D. Road Obstruction

1. Restriction of road access will be announced on public address system.
2. Follow instructions given.
3. Follow Police instructions.

E. Civil Disturbances

In most instances, advance warning of disturbances will be given by the Protective Services Department. If the disturbance appears to be serious, a decision will be made by the Director's Office regarding evacuation of Laboratory personnel and other emergency actions to be taken.

F. Civil Alert

1. The LBL Protective Services Department will be advised of impending disasters in the following ways:
 - a. NAWAS (National Warning System, through DOE).
 - b. EBS (Emergency Broadcasting System, through commercial broadcasts).
 - c. Such disasters may include enemy attack, 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.

2. Upon receipt of warnings from the above sources, LBL Protective Services will broadcast pertinent information over the LBL public address system and will also use portable broadcasting equipment to reach all sections of the Laboratory.
3. 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.
4. Following notification of an alert, departments possessing broadcast receivers should tune to the Emergency Broadcasting System: 640 or 1240 kHz.

G. Elevators (If you are in a building with elevators)

DO NOT ATTEMPT TO OPEN ELEVATOR DOOR OR TO CLIMB OUT OF THE ELEVATOR; SUCH ACTION COULD BE FATAL.

1. FIRE. If in an elevator when a fire alarm sounds, push the button for the next floor; and, when the floor is reached, leave the elevator and exit the building.
2. MECHANICAL FAILURE. If trapped in an elevator because of mechanical failure, dial Ext. 5481 (ask for CAM 10) for assistance. Sit on the floor and wait.
3. POWER FAILURE. If elevator stops because of power failure, remain calm. Call Ext. 5481 (ask for CAM 10) for assistance. Turn the emergency light switch to the low position. Sit on the floor and wait.
4. EARTHQUAKE. A severe earthquake could jam the elevator. Call Ext. 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.
5. EMERGENCY PHONE: Ext. 5333.

IV. RESPONSIBILITIES AND DUTIES OF BUILDING MANAGER AND DEPUTY BUILDING MANAGER

A. Building Manager

The Building Manager is the person in charge of a building or complex. Appointed by the Associate Director for Engineering and Technical Services, he or she is responsible for preparing, updating, and implementing the emergency plan for his or her area. This building emergency plan must be consistent with the Laboratory Master Emergency Plan and must provide for any special situation that may be encountered in his or her building or complex. The Building Manager is also responsible for arranging emergency drills and other training programs, as appropriate, for all employees of the facility.

B. Deputy Building Manager

The Deputy Building Manager acts for the Building Manager in his or her absence. The Deputy Building Manager is responsible to the Building Manager for developing emergency procedures, training all personnel in these procedures, and implementing the procedures in case of an emergency. During an emergency, the Deputy Building Manager supervises the Assistant Building Managers and also acts as liaison to the EH&S Building Safety Coordinator.

C. Planning and Training Duties

1. Develop a Building Emergency Plan and a training program applying to various emergency situations.
2. The Building Emergency Plan includes:
 - a. General Information
 - b. How to report emergencies
 - c. Actions to be taken during emergencies
 - d. Evacuation routes and assembly areas
 - e. Location of fire extinguishers, hoses, and alarm boxes
 - f. Location of building and section emergency coordination centers
 - g. Duties of Assistant Building Managers
 - h. Shut-down procedures
 - i. List of key personnel and phone numbers
 - j. Indicate hazardous areas requiring special attention on building floor plans.
3. Operational Responsibilities
 - a. Preparation of a roster of key personnel responsible for supervision of emergency actions in various parts of the building. This list will be kept current at all times.
 - b. Preparation of a roster of personnel who have First Aid or CPR training.

- c. Periodically arrange for First Aid or CPR training and schedule personnel to attend these classes.
- d. Schedule training sessions for Assistant Building Managers.
- e. Coordinate emergency and fire drills.
- f. Conduct periodic inspections to determine potential safety hazards. Initiate action to eliminate or minimize these hazards.
- g. Establish first aid station or stations. Stock each station with first aid supplies.
- h. Establish an Emergency Coordination Center and stock it with tools and supplies considered necessary.
- i. In addition to fire drills, schedule periodic Fire Department training sessions on use of fire extinguishers.
- j. Schedule training sessions for key personnel in proper shut-down procedures, these classes to be conducted by the Maintenance Department.
- k. Conduct periodic meetings with all coordinator personnel to discuss potential hazards and to review all emergency procedures.
- l. Maintain a current list of all Assistant Building Managers and their phone numbers. Each Assistant Building Manager position must include an alternate. It is important that the Building Manager and the Deputy Building Manager know when each Assistant Building Manager and alternate will be on vacation or otherwise absent from the building for an extended period of time. The Building Manager must make certain that substitutes are named in such cases and that these substitutes are fully aware of their duties and responsibilities.
- m. Arrange for briefing all newly assigned personnel in emergency procedures.

D. Responsibilities during Emergency Situations

- 1. When an emergency occurs, make certain that all Assistant Building Managers are aware of the emergency and that appropriate action is underway.
- 2. Supervise evacuation of the building. Use a checklist to record when each Assistant Building Manager reports that his or her area has been completely evacuated.
- 3. Make certain that shut-down procedure is completed when such is required.
- 4. Assist in liason with the Fire Department and other emergency groups in handling the emergency.
- 5. Make certain that all required notifications to individuals and departments are made.
- 6. When the emergency is under control, determine whether personnel are to return to the building or are to leave the area for the day (determination will probably be made by Fire Department, other safety personnel, or the Director's Office). Notify all building personnel of this decision.

E. Actions after an Emergency

1. Prepare a report concerning implementation of emergency plans.
2. Meet with Assistant Building Managers to review actions that took place. Determine if any revision of the Building Emergency plan is required, based upon actions during the emergency. Revise the plan if required.
3. Provide a brief summary to all personnel concerning the emergency, its causes, and a critique of actions taken during the emergency.
4. This post-emergency action is to be conducted after a major emergency training exercise or drill.

V. RESPONSIBILITIES AND DUTIES OF ASSISTANT BUILDING MANAGERS AND ALTERNATES

A. BE THOROUGHLY FAMILIAR WITH THE BUILDING EMERGENCY PLAN

B. Monitoring Responsibilities:

1. Recommend to the Building Manager a location for a section emergency coordination center to be manned during an emergency until evacuation is complete.
2. Screen all personnel working in the section to determine those with physical disabilities requiring special care during an evacuation. Assign specific personnel and alternates to assist individuals with disabilities.
3. Establish procedure for checking the entire section to determine that it has been completely evacuated. This check should include toilets, boiler rooms, fan rooms, etc.
4. Periodically inspect section area to determine potential safety hazards. Take action to eliminate or minimize any hazard. If this is not feasible, report the hazard to the Building Manager with a recommendation for possible action that might be undertaken.
5. Maintain a list of personnel in the section who have had First Aid or CPR training. Recommend additional personnel to receive such training when periodic training sessions are scheduled.
6. Designate personnel to receive Fire Department training in use of fire extinguishers.
7. Become thoroughly familiar with the location of all fire extinguishers, hoses, alarm boxes, and other emergency equipment.

C. Actions and Responsibilities during an Emergency

1. If the emergency occurs in his or her section, follow notification instructions listed in Section II of the Building Emergency Plan.
2. Make certain that the section emergency coordination center is manned until evacuation has been completed.
3. Inspect all rooms and other areas in his or her section to make certain that all personnel have left the area.
4. Report to the Building Manager that the section has been completely evacuated.
5. Assist the Building Manager as directed; or, if no assistance is required, proceed to the evacuation assembly area.

D. Actions after an Emergency

1. Assist the Building Manager in preparing the post-action report by providing input concerning actions in his or her section.

2. Recommend any changes to the Building Emergency Plan resulting from actions during the emergency. Similar changes are to be recommended after emergency training exercises or drills when the conduct of the exercise or drill indicates that changes should be made.

VI. CATEGORIES OF ACCIDENTS

A. Type A Accident

1. 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.
2. Any other disabling injury or occupational illness of five or more persons as a result of one occurrence in DOE or DOE-contractor operation.
3. 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 (to include decontamination), renovating, replacing, or rehabilitating structures, equipment, or property.

B. Type B Accident

1. 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.
2. An accident involving any vehicle transporting radioactive material.
3. An accident involving shipment of radioactive materials that arrive at the Laboratory damaged to such an extent that the effectiveness of the package is substantially reduced.

C. Type C Accident

1. Any disabling occupation injury involving an employee.
2. 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.
3. 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. Actions To Be Taken

1. Preservation of scene of serious (Type A) accident. The DOE requires that the scene of a serious (Type A) accident be preserved to the greatest extent possible until a DOE investigating team has reviewed the scene. Therefore, in the event of a Type A accident, take the following actions:
 - a. Secure the accident scene, mobile or fixed, to preclude disturbance or alteration by anyone until the DOE investigation team has reviewed the scene.

- b. 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).
 - c. Take color photographs of the accident scene, equipment involved in the accident (e.g., motor vehicles, ladders, tools, shipping containers), and of 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).
2. If there is a question as to whether the accident should be treated as a Type A accident, the scene is to be preserved until Laboratory management makes an official determination. Official determination will be made by one of the following:
- a. Director
 - b. Deputy Director
 - c. Associate Director, Engineering and Technical Services
 - d. Associate Director, Administration.

VII. BUILDINGS 10 EMERGENCY ORGANIZATION

			<u>LBL Ext.</u>	<u>Home Phone</u>
Building Manager: L. Kanstein			5467	(9) 527-4916
Deputy Building Manager: L. Silvia			5291	(171) 837-8307
Deputy Building Manager: G. Hampton			6122	(9) 524-9783
Building Area	Emergency Responsibilities: Assistant Building Managers Managers and LBL Extension		Departmental Responsibilities: Supervisors and LBL Extension	
1st FLOOR	M. Casazza	5731		
Photo Lab	G. Kagawa, Alternate	5100	G. Kagawa	5100
Bio Med Research			P. Powers-Risius	5701
			E. Blakely	6595
2nd FLOOR	M. Casazza	5731		
Bio Med Research	G. Kagawa, Alternate	5100	M. Pirruccello	6173
184" Bio Med Control Room	F. Yeater	5467	L. Kanstein	5467
	L. Kansten	5467	F. Yeater	5467

VIII. UTILITY SHUT-DOWN PROCEDURES

Only authorized and trained employees will shut off mains.
The Maintenance Department will train authorized personnel.
Only Maintenance Department personnel will reactivate systems.

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

Utility	Shut-off location and designation	Authorized personnel and LBL extension	Possible conditions requiring shut-down
Electricity	1st floor hallway	Emergency Staff Maintenance Department	Fire, earthquake
Gas	V74G, southeast corner of Bldg. 10 leaking gas	Emergency Staff Maintenance Department	Fire, earthquake broken pipe, ²⁶
Water	VM193, southeast corner of Bldg. 10	Emergency Staff Maintenance Department	Earthquake, broken pipes
Air	V27A, southeast corner of Bldg. 10	Emergency Staff Maintenance Department	Earthquake, broken pipes

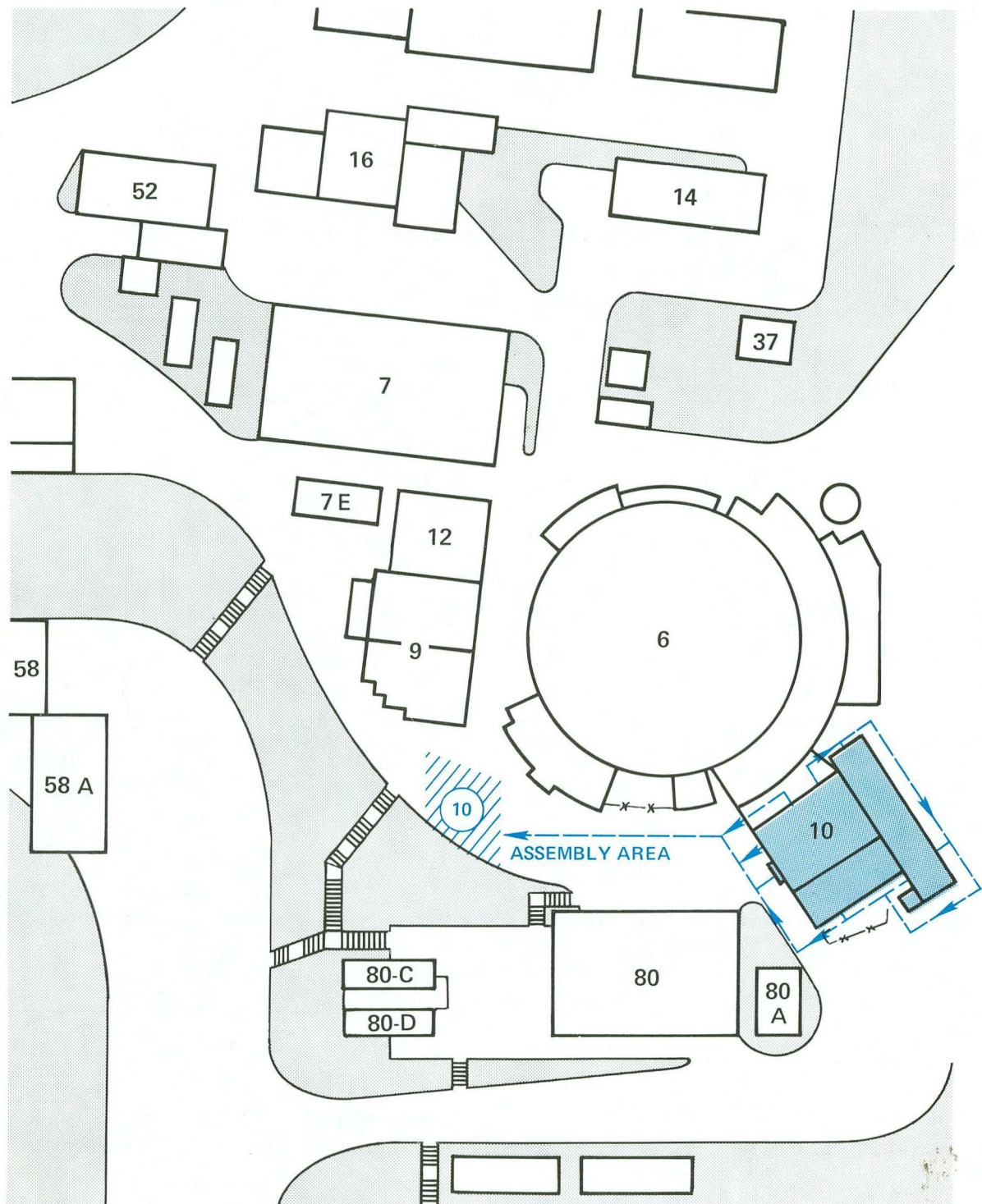


Fig. 1. Evacuation routes and assembly area, Building 10.

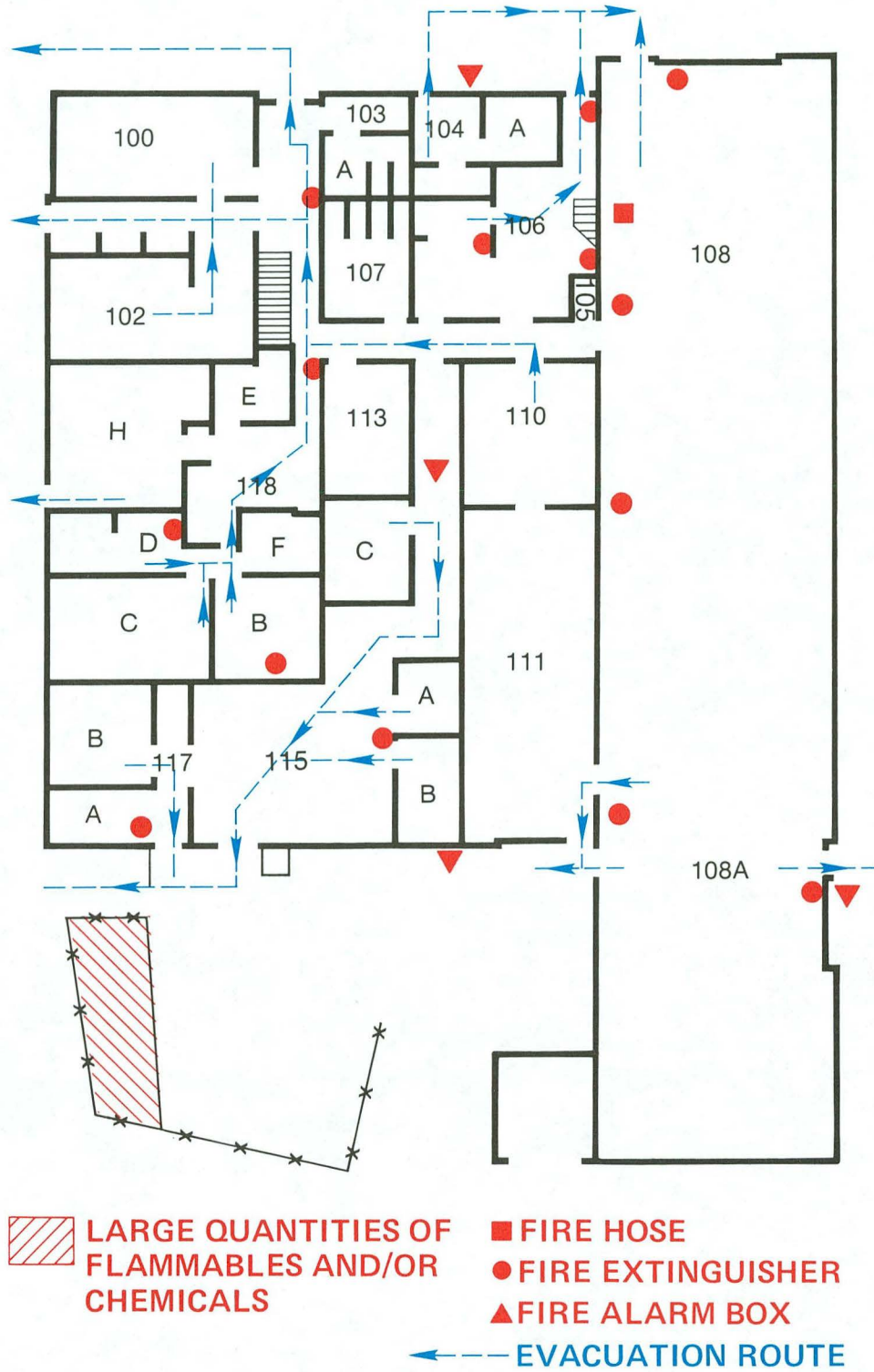


Fig. 2. 1st FLOOR evacuation routes and fire equipment.

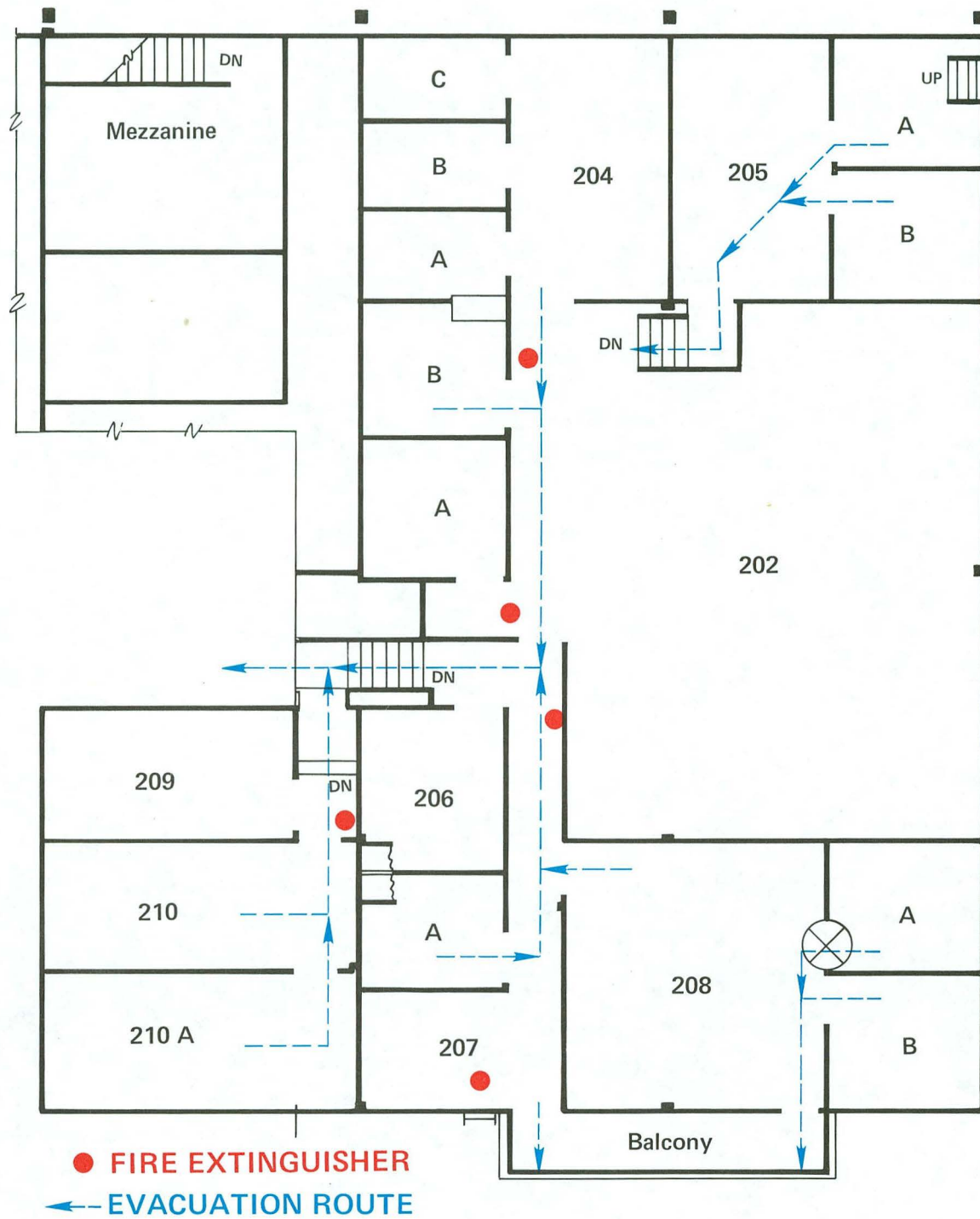


Fig. 3. 2nd FLOOR evacuation routes and fire equipment.

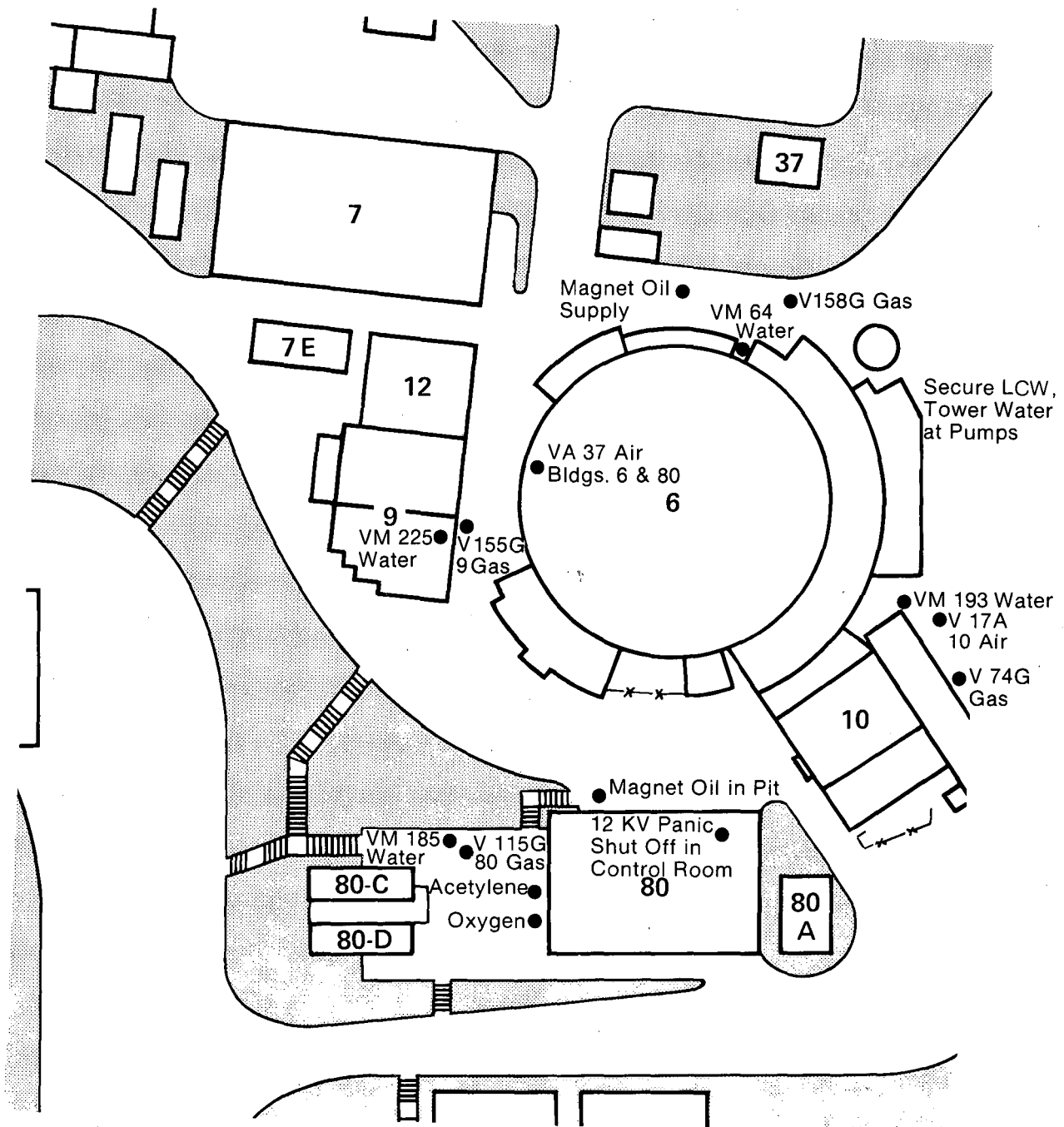


Fig. 4. Location of utility shut-off valves.

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Reference to a company or product name does not imply approval or recommendation of the product by the University of California or the U.S. Department of Energy to the exclusion of others that may be suitable.

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	5333	Fire Department
PERSONAL INJURY	5333	Fire Department
BOMB THREAT	5333	Police Department
LEAKING GAS	5481 (CAM 10)	Plant Maintenance
WATER LEAK	5481 (CAM 10)	Plant Maintenance
ELEVATOR TROUBLE	5481 (CAM 10)	Plant Maintenance
POWER FAILURE	5481 (CAM 10)	Plant Maintenance
RADIOACTIVE OR CHEMICAL SPILL	5333	Fire Department

OTHER EMERGENCY NUMBERS

	LBL Ext.
Building Manager:	5467
Deputy Bldg. Managers:	5291
	6122