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EMERGENCY PLAN

BUILDING 934 (DYMO)

91 BOLIVAR DRIVE
BERKELEY, CA

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**LAWRENCE BERKELEY LABORATORY
UNIVERSITY OF CALIFORNIA**

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PUB-523
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BUILDING 934
EMERGENCY PLAN

Lawrence Berkeley Laboratory
University of California
Berkeley, California 94720

BUILDING 934 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 Team.

B. Emergency Organization

1. 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 23.
2. 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. See Section IV for detailed information.
3. Each Assistant Building Manager acts as liaison between the Building Manager and personnel on his or her floor or area. See Section V for detailed information.
4. 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.
5. Each Division Director or designee is responsible for
 - a. Planning and reviewing emergency procedures within the division or department.
 - b. Informing division personnel of the Building Emergency Plan.
 - c. Training and orientation of division or department personnel to properly respond to emergencies.

- d. 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 23, 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 23, during or following an emergency.
6. Each employee who is working off-hours schedules must be familiar with emergency procedures since members of the Building Emergency Team are available only during normal working hours.

C. Evacuation Routes and Assembly Areas for Building 934

1. In case of an emergency requiring evacuation of the building, all personnel will proceed to the assembly areas using the evacuation routes shown on the floor plans. (Evacuation routes must be kept clear.) Always give way to emergency vehicles when necessary.
2. If the designated evacuation routes are inaccessible, an Assistant Building Manager will direct personnel to use alternate routes.
3. If these assembly areas cannot be used, an Assistant Building Manager will direct personnel to an alternate area.

D. Types of Alarms

1. Emergency Announcement Signal (LBL PA System)
 - a. The signal is an alternating high and low tone (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, occupants must immediately leave by the fastest (safe) route available according to the emergency plans.

- e. Personnel must remain out of the evacuated area until the Building Manager or other Emergency Organization Team personnel authorize re-entry.

2. Building Fire Alarm (Loud Bells)

- a. Fire alarm bells are located throughout the buildings, and the sound is easily heard.
- b. Fire alarms are to warn the occupants of the building of fire or smoke danger requiring all personnel to leave the building IMMEDIATELY.
- c. When the fire alarm is sounded occupants should leave the building by the designated routes shown on the floor plans for the area.
- d. Occupants must remain outside the building until re-entry is authorized.

3. LBL PA (Public Address) System

- a. Announcements are made over the LBL PA system of emergency situations occurring at the Laboratory so that the Building Emergency Team and other personnel can respond before arrival of the Fire Department or Protective Services personnel. These announcements may or may not be of concern to Building 934 occupants. If fire alarm bells drown out the PA system, respond to the fire alarm.
- 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. Personnel should carry out these instructions under the direction of the Assistant Building Manager in charge of the area.

4. Local PA System and Other Alarms

- a. 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.
- b. In response to an 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, others may affect the entire site. The following list indicates which alarm will normally be used to signal each emergency.

Type of Incident	Emergency Announcement Signal*	Fire Alarm	LBL PA**	Local PA**
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
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 Incident Commander indicated in the LBL Master Emergency Plan has the authority to activate the Emergency Announcement Signal when there is an imminent danger to human life.

** 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

1. 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.
2. Each employee will be responsible for
 - a. Knowing the identity of the Building Emergency Team member 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 employees under his or her supervision are familiar with the emergency plan for the building, particularly the recommended exit routes, assembly areas, and reporting procedures.
 - b. Rendering whatever assistance the person in charge may require during an emergency.
 - 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 and emergency equipment on his or her floor or area.
 - 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

Leased LBL buildings located remotely from main site

A. To Report an Emergency at Building 934

General emergencies: fire, accident, serious injury, explosion, etc., requiring police assistance, call **9-911**. City of Berkeley services will respond.

LBL specific emergencies: catastrophic flood, chemical or radiation spill, etc., call Ext. **7911** or **5333**. LBL services will respond.

Building incidents: small water leaks, plugged toilets, structural problems, etc., may be the building owner's responsibility. Notify Building Manager as soon as possible.

B. When Reporting an Emergency by Telephone from Building 934

1. Stay calm; speak clearly.
2. Identify yourself.
3. State building address and room number. Building 934 address is
**91 Bolivar Drive
Berkeley, CA**
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's breathing or circulation has stopped or if heavy bleeding is involved, apply first aid at once. Do not delay first aid by leaving the scene to report the injury--CALL FOR HELP. Breathing and circulation must be restored and bleeding stopped.

2. Instruct a bystander to call Ext. **9-911** to report the injury and to summon medical aid.
3. Notify the Building Manager.
4. Keep crowd away.
5. Upon arrival of trained personnel, follow their instructions.
6. Notify your supervisor as soon as possible after incident is under control.
7. Know where first aid supplies are located in your building.

D. Fire

1. Report by telephone Ext. **9-911** or by **fire pull box**.
2. After reporting by fire pull box, meet the Fire Department at the pull box and direct firefighters to incident location.
3. Notify the Building Manager.
4. Clear the area.
5. Implement firefighting action. Attempt to fight fire only if it can be done safely with a clear escape route.

E. Smoke or Leaking Gas

1. Report by telephone; call Ext. **9-911**.
2. Notify the Building Manager.
3. Clear the area if necessary.

F. Landslide or Water Damage

1. Call Plant Maintenance, Ext. **5481** (ask for CAM 10). If no answer, call Ext. **7911** or **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. **7911** or **5333**.
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 Ext. **9-911**.
1. Report failure to Ext. **5481** (ask for CAM 10). If no answer, call Ext. **7911** or **5333**.
2. Notify the Building Manager.

III. INSTRUCTIONS FOR SPECIFIC EMERGENCIES

A. Emergency Announcement Signal (Bomb Threat Emergency)

The signal is an alternating high and low tone (warble) similar to the European emergency vehicle sound. This 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.

1. Turn off typewriters. Take lunches, purse, and any personal packages (because these could be mistaken for concealed explosives). LEAVE AT ONCE. Follow posted exit routes. Follow directions of the Building Emergency Team.
2. Move away from the building to designated assembly areas and await instructions.
3. DO NOT RE-ENTER BUILDING until so permitted by the Building Emergency Team Leader.

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. Recipient should attempt to determine the following:
 - a. Exact location of the threat — building, room, floor.
 - b. Exact time threatened action will occur.
 - c. Is bomb 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 reporting.
 - 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 Berkeley City Services, Ext. **9-911**, 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 casualties.
2. If 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 outside, move into open areas away from overhead power lines.
4. If in an automobile, stop in a safe, open area away from buildings and overhead power lines.
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. **9-911**.
 - 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. Help account for others. Provide 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 assembly area for a head count. The Building Emergency Team Leader will then report to the command center. Remember, after shocks or subsequent earthquakes may be more damaging than the initial shock.
 - f. Do not attempt to re-enter the building until permission is given by the Building Emergency Team Leader.

- g If at the main LBL site, do not try to leave 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 useable routes.

D. Civil Disturbances

In most instances, advance warning of disturbances will be given by LBL Protective Services. 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 to be taken.

E. Civil Alert

1. LBL Protective Services will be advised of impending disasters, 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, in the following ways:
 - a. NAWAS (National Warning System, through DOE).
 - b. EBS (Emergency Broadcasting System, through commercial broadcasts).
2. Upon receipt of warnings from the above sources, LBL Protective Services will broadcast pertinent information over the LBL PA System and 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 the notification of Civil Alert, departments possessing broadcast receivers should tune to the Emergency Broadcasting System: 640 or 1240 kHz AM radio.

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

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. When the floor is reached leave the elevator and exit the building.
2. MECHANICAL FAILURE. If trapped in an elevator because of mechanical failure, call 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 low position to conserve battery. Sit on the floor and wait.
4. EARTHQUAKE. A severe earthquake could jam the elevator. Don't panic, 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: Call Ext. **7911** or **5333**.

G. Release of Toxic or Radiological Materials

Supervisors of groups using equipment and laboratory facilities involving toxic or radiological materials must prepare emergency procedures to follow if any accidental release of these materials occurs. Copies of these procedures must be provided to the Building Manager and the Fire and Environmental Health and Safety Departments.

1. Release or leak of toxic material
 - a. EVACUATE THE BUILDING IMMEDIATELY.
 - b. Report the accident by calling **9-911** then Ext. **7911** or **5333** and indicate
 - (i) exact location of the accident.
 - (ii) type of materials involved, if known.
 - c. Notify Supervisor and Building Manager.

- d. REMAIN OUTSIDE THE BUILDING until permission to re-enter is given by the Building Emergency Team Leader.

2. Release of Radiological Materials

- a. Immediately EVACUATE AND QUARANTINE the area.
- b. Immediately ISOLATE AND QUARANTINE individuals possibly exposed to radiation.
- c. Prevent anyone from entering or leaving the area. Do not enter the area yourself.
- d. Avoid spreading contamination by restraining possibly contaminated persons from moving around any more than absolutely necessary.
- e. Call Ext. **7911** or **5333** and provide the exact location of incident and the material involved if known.
- f. Notify the EH&S Monitor, Ext. **5251**.
- g. Notify Supervisor and Building Manager.
- h. Follow instructions of emergency personnel.

3. Release of Chemical Pollutants

Significant releases of chemical pollutants to the environs must be reported to the EH&S Department, Ext. **5251**, **7911**, or **5333**.

4. Reporting Requirements

Personnel involved in a release or discovery of a release of toxic or radioactive material and the Building Manager will assist the EH&S Department prepare required reports.

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

A. Building Manager

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

B. Building Manager Planning and Training Duties

1. 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
 - 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. Duties of Assistant Building Managers
 - g. Shutdown procedures
 - h. List of key personnel and phone numbers
 - i. Location of hazardous areas requiring special attention
2. The Building Manager appoints a Building Emergency Team responsible for implementation of the Building Emergency Plan. Members of this team are listed on page 23 of this Building 934 Emergency Plan. The Building Manager, in conjunction with supervisors, is responsible for seeing that personnel are trained to deal with emergency situations.
3. Building Manager operational responsibilities are to
 - a. 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 23. This roster will be updated annually by the LBL Emergency Preparedness Coordinator, Ext. 7151.

- b. Post a roster of other building personnel who have first aid, CPR, or fire extinguisher training. This roster will be updated annually by the LBL Emergency Preparedness Coordinator, Ext. 7151.
- c. Periodically arrange for selected personnel to attend first aid, CPR, and fire extinguishers training classes. Schedule re-training to avoid expiration of certification.
- d. Schedule Assistant Building Managers attendance at Basic Emergency Team Orientation classes offered by LBL Occupational Health Division, Ext. 5514.
- e. Arrange and implement orientation for key personnel in utility shutdown procedures. Construction and Maintenance Department, Ext. 6011, will provide orientation.
- f. Arrange for briefing of all newly assigned building personnel on building emergency protocol and procedures. Emergency Preparedness Coordinator, Ext. 7151, will assist if requested.
- g. Conduct periodic meetings with all Building Emergency Team members to discuss potential hazards and to review emergency procedures and coverage.
- h. Coordinate building personnel participation in emergency drills.
- i. Participate in periodic inspections to determine potential safety hazards. Monitor follow-up action to eliminate or minimize these hazards.
- j. Publicize the locations of first aid kits and other necessary emergency supplies.

C. Responsibilities during Emergency Situations

- 1. Make certain that all members of the Building Emergency Team are aware of the emergency and that appropriate action is under way.
- 2. Supervise evacuation if it is necessary. Record the time and other details when each Assistant Building Manager reports an area has been completely evacuated. If necessary, recruit a scribe to record all details, times, sequences, locations, and names of those involved in the emergency incident.

3. Verify each required shutdown procedure is completed.
4. Act as liaison with the Fire Department and other LBL emergency groups in handling the emergency.
5. Verify that all required notifications to individuals and departments are made.
6. When the emergency is under control, determine when personnel can return to the building (determination should be made by an official representative of the Fire Department, Environmental Health and Safety Department, or the Laboratory Director's Office). Notify all building personnel of this decision. Record details, times, locations, and names, as soon as possible.

D. Actions after an Emergency

Prepare a report of the emergency incident. Include observations regarding implementation of emergency plans. Distribute copies to Building Emergency Team members and LBL Occupational Health Division Associate Director.

E. Deputy Building Manager Duties

1. Serves as staff associate for the Building Manager.
2. Acts for the Building Manager in his or her absence.
3. Assists the Building Manager to develop and implement emergency protocol and procedures.
4. Assists in arranging training of Building Emergency Team personnel.
5. Is thoroughly familiar with the Building Emergency Plan.

F. Deputy Building Manager Responsibilities during an Emergency

1. If the Building Manager is not present, the Deputy Building Manager acts as Building Manager.
2. If the Building Manager is present, the Deputy Building Manager supervises Assistant Building Managers.

G. Deputy Building Manager actions after an Emergency

1. Meets with the Building Emergency Team and Occupational Health Division representative as soon as possible to review actions that took place.

2. Determines if any revision of the Building Emergency Plan is necessary based upon performance and results of the plan during the emergency.
3. Assists with revision of the plan, if required, and advises the Emergency Preparedness Coordinator, Ext. 7151, to update and publish related documents.
4. Provides 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.

V. RESPONSIBILITIES AND DUTIES OF ASSISTANT BUILDING MANAGERS

A. Monitoring Responsibilities

1. Screen all personnel working in the section to identify those with physical disabilities requiring special care during an evacuation. Assign a specific person and alternate to assist each individual with disabilities.
2. Establish a procedure for searching the entire area for complete evacuation. This search should include all possible personnel locations, toilets, boiler rooms, fan rooms, etc.
3. Periodically inspect section 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.
4. Post a list of personnel in the area who have had first aid, CPR, or fire extinguisher training. A current list, prepared by the LBL Emergency Preparedness Coordinator, is available from the Building Manager.
5. Recommend additional training for personnel as necessary.
6. Become thoroughly familiar with the location of all fire extinguishers, hoses, alarm boxes, first aid kits, and other emergency equipment.
7. Know supervisory personnel in the section or area and enlist their cooperation.
8. Be thoroughly familiar with the Building Emergency Plan.

B. Actions and Responsibilities during an Emergency

1. Report emergencies according to Section II of this Plan.
2. Search all rooms and other areas in his or her section according to prior plan, making certain all personnel have evacuated.
3. Report to the Building Manager that the section 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

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

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 (including 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 protection of the packaging is substantially reduced.

C. Type "C" Accident

1. Any disabling occupational 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. Action To Be Taken

1. Preserve the scene of Type "A" accident to the greatest extent possible until a DOE investigating team has reviewed the scene. 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 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. Any accident should be treated as Type "A" until it is officially identified otherwise by one of the following:
 - a. Laboratory Director
 - b. Associate Laboratory Director, Environment and Laboratory Development
 - c. Division Director, Scientific & Technical Resources
 - d. Associate Division Director, Occupational Health Division

VII. BUILDING 934 EMERGENCY ORGANIZATION

Building 934

POSITION	NAME	BLDG./ROOM	LBL EXT.	HOME PHONE
*Building Manager	Gerri Levine	934/181	5646	(415)849-0358
*Deputy Bldg. Mgr.	William Channel	934/50	6249	(415)228-4385

*Assistant Building Managers

Name	Room	Ext.
John T. Brown	71	4913
Herb Moise	69	5308
Regina Goth-Goldstein	14	5897
Amy Smoll	11	4558

Area Supervision / Contact

Name	Dept./Grp.	Bldg./Room	Ext.
Esposito	CMB	934/47A	4863
Esposito	CMB	934/47A	4863
Chatterjee	CMB	29/216	5415
Stampfer	CMB	934/47B	7273

* Denotes member of Building Emergency Team

Note:

See Section IV and V for detailed description of duties.

VIII. 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. Refer to Section IV.B for additional information.

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. 934

Main CB in Room 29
Main Breaker,
800 Amperes

C&M Ext. **5481**
or
Building 934
Emerg. Team

Broken conduit
Major flooding

GAS

Bldg. 934

Main valve (location)
Outside East Wall
of Room 29.

C&M Ext. **5481**
or
Building 934
Emerg. Team

Broken conduit
Major flooding

WATER

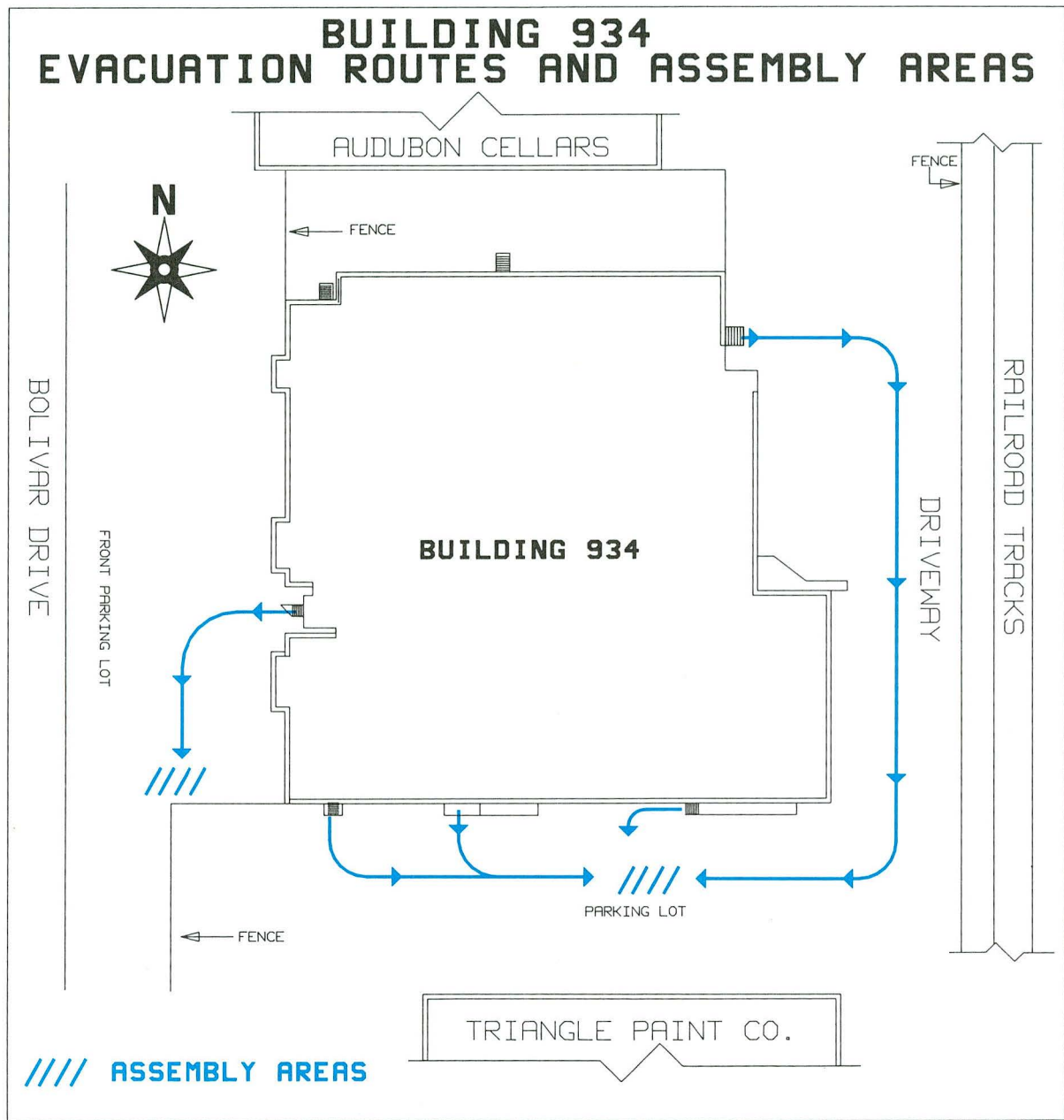
Bldg. 934

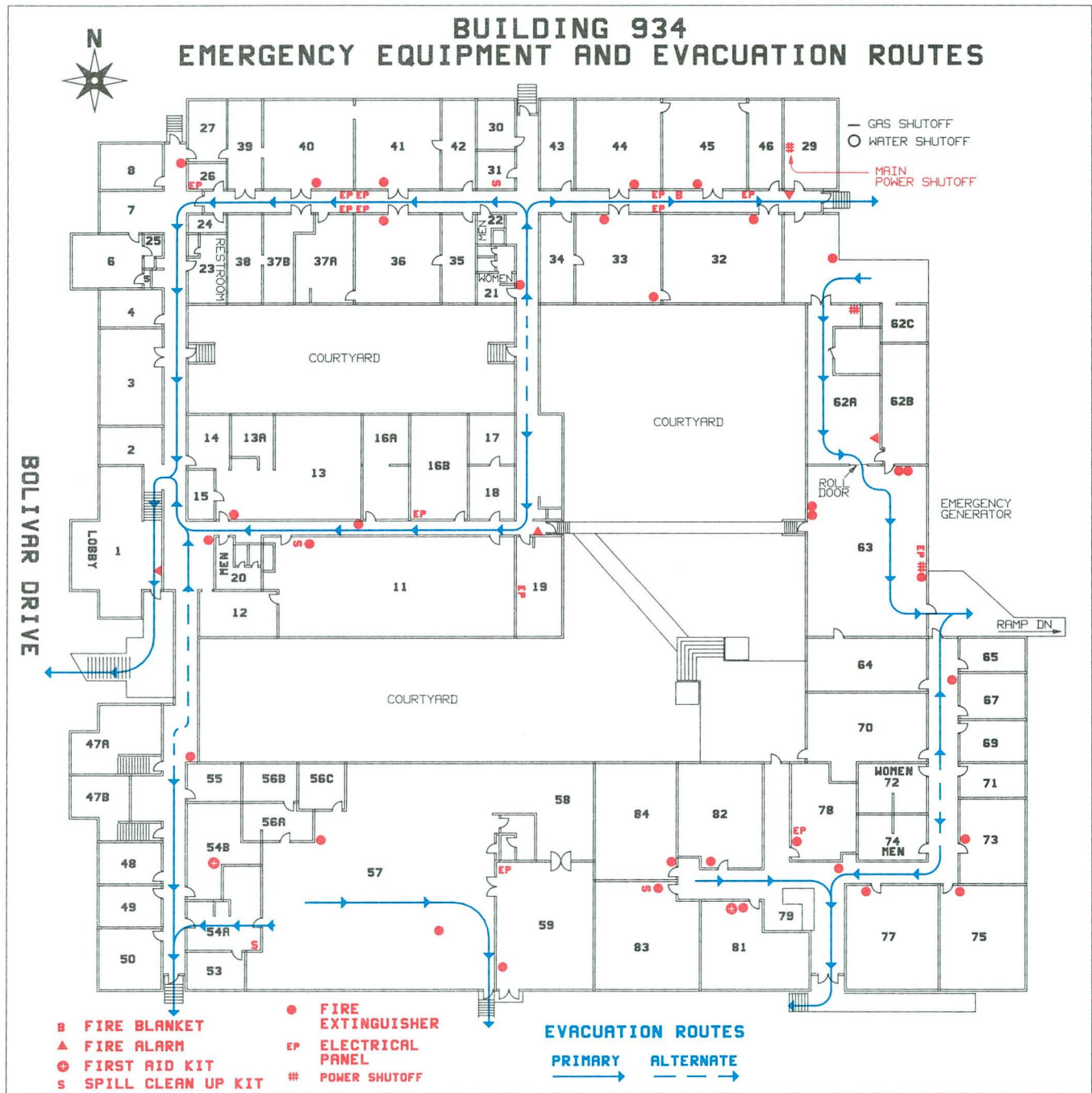
Main valve (location)
Outside East Wall
of Room 29.

C&M ext, **5481**
or
Building 934
Emerg. Team

Broken pipe
(Notify Fire Dept.
if sprinklers are
involved)

Note: Locations of shutoffs are shown on the area map, Page 25





BLDG 934 - 8.28.89

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	9-911	AREA EMERGENCY SERVICES
PERSONAL INJURY		
BOMB THREAT		
LEAKING GAS		
WATER LEAK	5481 (CAM 10)	LBL PLANT MAINTENANCE
POWER FAILURE		
CHEMICAL SPILL	9-911 AND 7911 OR 5333	AREA EMERGENCY SERVICES LBL FIRE DEPT.
RADIOACTIVE SPILL	7911 OR 5333	LBL FIRE DEPT.

**BUILDING 934 (DYMO)
91 BOLIVAR DRIVE
BERKELEY, CA**