



# TAKE FIVE for Safety- Emergency Preparedness

Frank Craner

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# Preparation is Key

It is imperative that everyone know their responsibilities and actions to take if an emergency occurs.

## Brookhaven National Laboratory (BNL) Responsibilities:

- Testing emergency warning systems
- Holding an annual site exercise
- Conducting emergency evacuation drills
- Maintaining an Emergency Operations Center

## Responders are highly trained to:

- Take action quickly
- Communicate critical information
- Initiate appropriate response actions to the hazards presented by an emergency

Everyone on site should be aware of some basic emergency response information and know what to do when they are instructed to take various actions.

# Checklist of Important Information to Know

- \_\_\_\_ Emergency phone numbers (x2222; 631-344-2222)
- \_\_\_\_ Fire alarm pull-box locations
- \_\_\_\_ Exits and assembly areas
- \_\_\_\_ Shelter-in-place areas
- \_\_\_\_ Fastest exit routes
- \_\_\_\_ Local Emergency Coordinator (LEC) and alternate LEC
- \_\_\_\_ Your building Local Emergency Plan
- \_\_\_\_ Hazards within your building
- \_\_\_\_ Protective Action Zones
- \_\_\_\_ Site-wide warning system

# Continuous Sounding of Site Siren Instructions

**If you are in a building** when this siren sounds, proceed immediately to the Building Assembly Area and await instructions from your Local Emergency Coordinator.

**If you are in your car**, drive to the nearest building, locate the building assembly area, and follow instructions from the Local Emergency Coordinator.

**If you are walking outdoors**, proceed to the nearest building, locate the building assembly area, and follow instructions from the Local Emergency Coordinator.

# Intermittent sounding of Site Siren Instructions

**Evacuate** the site immediately.

**If you are in a building** when this siren sounds, follow instructions of Lab emergency forces on sequence and routes for evacuation through tone alert system and/or e-mail.

**If you are in your car**, follow instructions of Lab emergency forces personnel posted at roads and intersections.

**If you are walking outdoors**, proceed to your car or the nearest building and follow instructions of Lab emergency forces.

**If you are in the housing area**, proceed indoors, close all windows and doors, and await further instruction from the Laboratory emergency forces or housing personnel.

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

# Emergency voice warnings heard on-site Instructions

**Follow all** voice commands heard over the labs emergency warning system.

- Severe Weather Warning
- Tornado Warning Warning
- Fire on Site Warning
- Emergency on Site Warning
- Security Alert Warning



# Emergency Mass Notification System

- The Everbridge Emergency Mass Notification System will allow OEM to distribute emergency and non-emergency messages via email, text, cell, home, and office phones, and is similar to the "reverse 911" systems used by many local communities and school districts.
- Everbridge by default will try to send notifications to all BNL employee office extensions and email address' listed in Workday.
- For Everbridge to work, your contact information in Workday must be current.
  - Login into [Workday](#)
  - Click >View profile>contact - review your details and make sure your email address and phone number information is accurate.

# For Additional Information

BNL Emergency Management Site: [BNL | Laboratory Protection Division | Emergency Management | Home](#)

BNL Emergency Preparedness Quick Reference Guide: [emergbrochure.pdf](#)

“Are you prepared?” site: [BNL | Laboratory Protection Division | Emergency Management | Hurricane Preparedness](#)