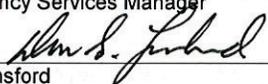




Review and Approval	
 Royce Saunders Emergency Services Manager	Date 12/21/2011
 Dan Lunsford SEO Group Leader	Date 12-21-2011

**Name:**

<b>Event:</b>	<b>Date:</b>
	<b>Time In:</b>
	<b>Time Out:</b>

*Review this entire checklist before taking action*

### FUNCTIONS AND RESPONSIBILITIES

1. As an organized effort established per Berkeley Lab policy, the Building Emergency Team (BET) carries out the mission to protect personnel from injury and minimize damage to property and the environment during emergencies. Each BET consists of a team leader, known as the BET Lead, and team members. If a BET Lead has not been appointed, the Building Manager is the defacto BET Lead for that team.
2. The BET Lead or Building Manager is in charge during emergency situations. In his or her absence, another designated BET member assumes those duties. Each BET member acts as a liaison between the BET Lead and personnel on his or her floor or area. The discoverer of an incident is in charge of the scene until relieved of the responsibility by the BET Lead, another BET member, or a professional responder.
3. BET Lead responsibilities include:
  - Assist the Building Manager with the preparation and updating to the Building Emergency Plan, including evacuation and egress plans
  - Recommend personnel for appointment as team members
  - Identify vacancies on the team and request the appropriate division provide members
  - Notify Emergency Services of changes to the team list:
    - Amend the data for your BET in the Emergency Services Database. BET Leads and Building Managers have access to the database through the Emergency Services Program website.
    - When entering a new person, select New Emergency Assignment, and follow the prompts.
    - When deleting an assignment or amending a person's assignment, select Report: By Employee, and follow the prompts.



- If a BET member is not in the database or the database reflects a person no longer on your BET, it is possible that they may not have amended their JHA to reflect this change.
  - Remind all current and former BET members to check their current JHA and amend it as needed.
  - Complete required training courses. Provide information to BET members on the availability of required training. Encourage team members to attend non-required training and seminars.
  - When appropriate, coordinate meetings and special training for the team. BETs shall meet no less than twice in any consecutive 12 month period and are authorized to meet as often as necessary to ensure their operational readiness.
  - Establish team search procedures and assignments, reentry prevention, and assembly area control
  - Understand the operation of your Building Emergency Radio and participate in the monthly radio and Public Address (PA) system tests (2<sup>nd</sup> Wed, 10:00a.m.). Report radio and PA malfunctions to Emergency Services
  - Maintain emergency equipment and supplies, such as radio, bullhorn, flashlight, and hard hat. Ensure that all team members are equipped with a hard hat, vest, and flashlight
  - Ensure that each disaster trauma kit is assigned to a BET member as a Trauma Kit Custodian
  - Respond to emergencies, drills and exercises in accordance with this Emergency Plan Implementing Procedure (EPIP) Checklist and your Building Emergency Plan
  - After emergencies, drills, and exercises, assist Emergency Services with a critique and short report on the effectiveness of the emergency response
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4. BET member responsibilities include:
- Reporting to the BET Lead/Building Manager during emergencies
  - Coordination of building sweep and evacuation procedures
  - Control of assembly areas
  - Immediate and initial first aid treatment of employees (to the extent of acquired training)
  - Assistance to professional responders
  - Communication to the Emergency Operations Center (EOC)
  - Maintenance and control of emergency equipment
  - Familiarity with operation and location of BET Lead's Building Emergency Radio. Listen for monthly PA drills (2<sup>nd</sup> Wed, 10:00a.m.) and report problems to BET Lead
  - Inform staff and supervisors of your role, and request their support in the event of an emergency
  - Awareness of employees who may experience difficulty evacuating, and plan assistance with co-workers



- Periodic inspections of your assigned area to identify and eliminate hazards. Prevent blockages of hallways, doorways, exits, and other points of egress
  - Familiarity with locations of fire extinguishers, fire alarm pull stations, first aid kits, disaster trauma kits, and other emergency equipment on your floor and in your building
  - Periodic review of their JHA to reflect their current or former BET member status.
5. Every BET member shall attend at least one BET meeting and at least one BET refresher training annually. BET members will acquire knowledge or obtain training in:
- Their role in carrying out the plan during an emergency (EHS-154 is required BET training)
  - Hazard awareness (EHS-135 All-Hazard Awareness is recommended online training)
  - Warnings and alarms
  - Building evacuation and accountability
  - Sheltering-in-Place
  - The complete workplace layout so they may direct employees to the proper safe assembly areas during evacuations
  - Alternate escape routes
  - Sweeping designated areas to ensure that all people are out and reporting information to the EOC
  - Radio protocol and bullhorn use
  - Providing first aid as needed (EHS-116 First Aid Safety is required training)
  - Fire Extinguisher usage ((EHS-530 Fire Extinguisher Safety is required training)
6. Evacuating or sheltering-in-place personnel

### EVACUATION

- 1. Keep personal safety a priority and do NOT put yourself at risk [BET members are not professional responders]
- 2. Pull fire alarm pull station to trigger evacuation if necessary, and alert other BET members as practical
- 3. Put on protective/identifying gear: orange hardhat, orange vest
  - Bring emergency equipment, if safe to do so: flashlights, radios, bullhorns, notepads/pens, trauma kits, go kits
  - Take your personal items
- 4. Sweep and search designated area(s) as you go
  - Search and evacuate all unlocked rooms on your assigned floor or area, including restrooms. For locked doors, knock, and loudly announce an evacuation.
  - Guide occupants to exit(s) using established evacuation routes and stairwells
  - Provide minimal first aid as trained



- Take written notes, if possible, of any injuries and hazards encountered in the building to report to the BET Lead, Building Manager, or professional responders after sweep is complete:
  - Overall status of your searched area, including locked doors, observed damage, and injured personnel, if any
  - Persons remaining in the building, their status and location. If a person is trapped or refuses to evacuate, inform the professional responders of the situation. Do NOT become a victim yourself.
  - Any pertinent information that would assist emergency personnel

- 5. Designate or assign Emergency Aides (if possible) to those who need assistance with evacuating building
- 6. Monitor, post signs or barrier tape at elevators to prevent their use during the evacuation
- 7. Assess and monitor exits or stairwells to ensure safe egress
- 8. When outside the building, direct occupants to the Assembly Area, if safe to do so

### SHELTER-IN-PLACE

- 1. Lab employees may be asked to Shelter-in-Place for many reasons. For example:
  - Atmospheric release of materials considered dangerous to public health, where evacuation is NOT a viable option.
  - Situations where employees would be safer inside rather than outside a building.
- 2. **LISTEN**  
The Public Address (or other warning) system will explain the situation and direct BET members and employees to appropriate actions.
- 3. **SHELTER**  
BET members should assist and direct others to go inside the nearest building or office. An inside room (minimum doors and windows) is best.
- 4. **SHUT**  
Close all doors, windows and accessible vents. In some situations it may be prudent to lock all doors (i.e., active shooter).
- 5. **MONITOR**  
Email, voice mail, the public address system, the Lab's emergency 800 number (1-800-445-5831), and emergency status website status.lbl.gov.
- 6. DO NOT turn off fume hoods if they are in use.



### ASSEMBLY AREA

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- 7. Bring emergency equipment to Assembly Area: bullhorns, radios, notepads/pens, flashlights, trauma kits

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  - 8. Assume control of the areas outside the building
    - Instruct others NOT to reenter the building until cleared by a person of authority (Fire, Police, Emergency Services, or Facilities).
    - Post monitors, signs or barrier tape at exits to prevent reentry into the building
    - Direct evacuees to the Assembly Area(s)
    - Relocate Assembly Area if designated area is unsafe
    - Control traffic (keep roadways clear for emergency vehicles)

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  - 9. When it is safe to do so, assist professional responders (Fire, Police, Facilities) as requested when they arrive
    - Assume or designate a single point of contact for professional responders and keep others away

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  - 10. Sweep teams check in with BET Lead/Building Manager (or designate) in Assembly Area and report areas swept, injuries, and/or hazards found in their area. Assist the BET Lead as directed.
    - BET Lead/Building Manager (or designate): Perform accountability procedures (note reported areas swept and not swept, take roll, note personnel who may be missing if possible)

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  - 11. Instruct all evacuees to remain at the Assembly Area as long as it is safe to do so and await further instructions and information
    - Provide regular information updates to evacuees (even if nothing new to report)

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  - 12. Establish contact with EOC (via radio, cell phone, runner)
    - Report evacuation and assembly area status, injuries, hazards, and supplies or resources needed

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  - 13. Provide emergency first aid as trained
    - Triage injured evacuees and set up first aid area as needed

### REENTRY

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- 1. Only give the "all-clear", releasing staff and allowing building reentry, when authorized to do so by Fire, Police, Emergency Services, or Facilities

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  - 2. Remove signs or barrier tape at exits to facilitate reentry after receiving "all clear" from authorities

### FINAL ACTIONS

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- 1. De-brief with BET members (and EOC if requested) to review response performance. Provide input on deficiencies in the response and recommended improvements.

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  - 2. Complete all required forms, reports, and other documentation

