

# ***Off-Hill Evacuation & Emergency Check-In***

## ***July 11th, 2013***

On July 11, 2013, EETD will participate in an ***Off-hill Evacuation Exercise*** and ***Emergency Check-In***. The exercise will help the Lab develop viable off-hill evacuation plans for a wildland fire event.

- ***Off-Hill Evacuation Exercise***: EETD personnel in Buildings 90, 70, 63, and 64 will participate in the evacuation. [FAQs about the evacuation.](#)
- ***Emergency Check-In***: All EETD personnel will participate in the emergency check-in for Continuity of Operations reporting. [FAQs below.](#)

On the day of the exercise please respond as follows:

### **1. Wait for notification to evacuate**

Buildings will be evacuated in stages beginning at approx. 2:30pm. Occupants will be notified exactly when to leave either by P.A. announcement, the Building Emergency Team, or both.

### **2. Leave the building and go off-hill (do not assemble outside the building)**

After leaving the building, occupants should go directly off-hill using their normal means of transportation: automobile, bicycle, shuttle bus, walking, etc.

Remain off-hill until the next work day or until the exercise has concluded (approx. 5:00 pm). Conclusion of the drill will be communicated through various means:

- lbl.gov
- 1-800-445-5830
- Lab Alert text message (Sign up: <http://eetd.safety.lbl.gov/content/labalert>)

### **3. Fill out the Emergency Check-In Survey (All personnel)**

After the exercise, EETD will send out the Emergency Check-In Survey via email. Please fill out and submit this survey by 6:30pm or as soon as possible. If you are unable to access your LDAP account report in to your Supervisor by phone.

### **4. Return to work the next day (or after exercise has concluded)**

Contacts:

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## Emergency Check-In Survey FAQs:

- **When?** The EETD Emergency Check-In survey will be sent out to all EETD employees and affiliates in the event of a major emergency/disaster and for some emergency exercises, such as the evacuation exercise on July 11th.
- **Why?** The purpose of the survey is to help account for the whereabouts of all our personnel in the aftermath of a major emergency/disaster, to ensure their safety, and to aid in recovery of our business and research operations. **ALL** staff and affiliates should reply (including part-time, rehired retirees, off-site personnel, and telecommuters).
- **How?** Fill out and survey and hit the "submit" button at the end. Do not reply directly to the sender. You can edit your answers later if necessary.
  - **Location:** Enter your current location at the time you reply. If you are at work please indicate your building/room number. More specific information on your location can be added in the "Comments" box at the end of the survey if desired.
  - **Work Availability:** Indicate whether or not you are available to report to work at your usual time and location. If you normally work on-site and cannot come in, but can work from home, check the appropriate response. For recovery purposes it will be important to know how much of our work force is available to conduct business. Your reply can be edited if circumstances change.
  - **Contact Number:** Enter a phone number where you can most likely be reached for the next 48 hrs. You can enter more than one number.
  - **Comments:** Enter any other information you wish to note in the text box.