

Off-Hill Evacuation Drill

July 11, 2013

As part of the Lab's emergency preparedness and continuity planning EETD Buildings 90, 70, 60, & 63 will participate in an Off-hill evacuation drill on July 11, 2013 between 2:30-3:30pm. The drill is meant to help the Lab develop viable off-hill evacuation plans for a wildland fire event.

1. **Wait for notification to evacuate** (Building Emergency Team and/or P.A.)

Buildings will be evacuated in a stages. Occupants will be notified exactly when to leave by their Building Emergency Team. In Building 90 the evacuation will be announced over the P.A prior to BET members sweeping the building.

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

After leaving their building, occupants should **not** gather at the assembly area but go directly off-hill using their normal means of transportation: automobile, bicycle, shuttle bus, etc. Occupants should remain off-hill until the next work day or until the drill has concluded (approx. 5:00 pm). Conclusion of the drill will be communicated through various means:

- status.lbl.gov
- 1-800-445-5830
- Lab Alert text message

3. **Respond to the Emergency Check-In Survey**

After the drill, Divisions must account for the whereabouts of all personnel including telecommuters, off-site staff, and occupants in buildings not evacuating.

EETD will send out an Emergency Check-In survey via email shortly after the evacuation. **Please respond to this survey by 6:30 pm or as soon as possible.** If you are unable to access your email account call your Supervisor and let him/her know your location and how to contact you.

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

Questions or concerns:

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