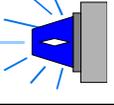
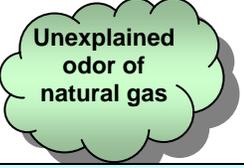


Summary of Emergency Procedures for JLab Reception Desks

<p>Important information about <u>all</u> emergency calls (911 or 9-911)</p>	<p>Dialing 911 or 9-911 will connect you to the City of Newport News Emergency Dispatch Center. The dispatcher is able to see the location of the caller: JLab address, building number, and room. Either number also automatically alerts the main guard station, Medical Services, and other key offices on site that an emergency call was made and its location.</p> <ul style="list-style-type: none"> - JLab's telephone system will transmit a 9-911 call faster than a 911 call. - When calling 911 or 9-911, stay on the phone until the dispatcher tells you it is OK to hang up. - 4444 contacts the accelerator gate guard who will mobilize on-site emergency response. 		
RESPONSE			
SPECIFIC EVENT	ACTION 1	ACTION 2	ACTION 3
<p>Serious injury or acute illness</p> 	<p>Call 9-911</p>	<p>Call 4444</p>	<p>Call Medical Services (7539)</p>
<p>While awaiting emergency responders...</p> <ul style="list-style-type: none"> - Ensure area is safe before entering (air, electricity, chemicals, heat, etc.). - Do not move victim unless life is endangered at present location. - Ensure someone stays with victim. - Try to locate willing and trained employee(s) to give first aid/CPR. - Ask someone to flag down the ambulance and someone else to clear a path for medical responders from the building door to the victim. 			
<p>Direct minor injuries to Medical Services (VARC Rm. 22) during regular business hours.</p> <p>All major buildings on site have one or more first-aid cabinets. There are pamphlets at the cabinets that explain what to do in the event of an on-site injury – including those that occur after normal work hours.</p> <p>Refer requests for information about injured/ill person to Medical Services (7539) or Human Resources (7068).</p> <p><u>Additional information sources:</u></p> <ul style="list-style-type: none"> - Information about on-site medical emergencies: http://www.jlab.org/ehs/manual/PDF/6810MedicalEmerg.pdf - Seeking care and follow-up of work-related injuries: http://www.jlab.org/ehs/manual/PDF/6830MedMgmtOccInj.pdf - List of physicians for treatment of work injuries: http://www.jlab.org/ehs/manual/PDF/6830R1PhysRefPnl.pdf - Accident investigation: http://www.jlab.org/ehs/manual/PDF/5200IncidInjuryInvest.pdf 			
	<p>Sound alarm using the nearest pull box</p>		<p>Evacuate to muster point (Refer to evacuation diagram for location)</p>
	<p>Evacuate to muster point (Refer to fire evacuation diagram on the wall for muster-point location)</p>	<p>Call 9-911 from a safe location</p>	<p>Call 9-911 and 4444 from safe location. Await all-clear notification from Building Manager or Plant Engineering before re-entering the building.</p>
<p>Trouble indication/ audible alert in fire alarm panel</p> 	<p>Follow any specific procedures POSTED on the cover of the fire alarm panel; otherwise call Fire Protection Engineer (7674) or Facilities Management (7400) to report the condition.</p> <p>For more information about fire alarm systems: http://www.jlab.org/ehs/manual/PDF/6930FireProtSystems.pdf</p> <p>For more information about fire evacuation: http://www.jlab.org/ehs/manual/PDF/6920T1BuildEvacuaPro.pdf</p>		
<p>Severe weather (via weather alert radio or other official source)</p>	<p>Pass the word (Especially to the building manager)</p>	<p>Evacuate or take cover per building procedures. For more information on severe weather: http://www.jlab.org/intralab/emergency/hurricane/severe.html</p>	
<p>Bomb threat</p> 	<p>Refer to the yellow Bomb Threat Card for instructions on handling the call.</p>	<p>Call JLab Security: 4444</p>	<p>Evacuate/take cover</p>
<p>CHEMICAL SPILL</p> 	<p>Evacuate (Use fire alarm pull-box if needed to alert all occupants promptly)</p>		<p>Send evacuees upwind. Await for trained and equipped staff to control and contain the spill</p>

SPECIFIC EVENT	ACTION 1	ACTION 2	ACTION 3
 OIL SPILL	Call 4444	Await trained and equipped staff to control and contain the spill (Usually this will be JLab Chemical Assistance Team)	
ODH alarm or visible plume 	Evacuate	Call 4444	Call Crew Chief (7050) Call Building Manager ()
Radiation alarm 	Evacuate	Call 4444	Call Crew Chief (7050) Call Building Manager ()
 Unexplained odor of natural gas	Evacuate ♦ Use fire alarm pull-box if needed to alert all occupants promptly. ♦ Ask for volunteer(s) to direct occupants away from any doors that lead toward the leak if location is known.	 Call Facilities Management: 7400 Call 4444	Call Crew Chief (7050) Call Building Manager ()
Current Building Manager list: http://www.jlab.org/intralab/emergency/personnel/bldg_mgr.html			
Intruders, or other unauthorized access to Lab offices Threatening or abusive behavior	Call JLab Security: 5822 Ensure your personal safety! If you feel endangered, leave the reception area to call for help. Activate the duress (silent alarm) push button. More information on site access and security: http://www.jlab.org/intralab/security/	Call Facilities Management: 7400	
Reports of automobile accidents	Ask if anyone is injured. If so, call 9-911 and 4444	Call JLab Security: 4444	Call Facilities Management: 7400
Requests for personal information about JLab staff or visitors	Call Human Resources: 7068 Explain that you cannot provide any information about JLab staff members, and ask the requestor to wait to speak with an HR representative.		
Law-enforcement requests to contact JLab Personnel Attempts to serve summons, or other legal documents	Call Facility Security Officer: 7400		
Requests for passwords or other computer-access information	Refer caller to Computer Center Help Desk: 7155 Do not provide any information about computer accounts, passwords, user names, and so forth. More information on JLab computer policies: http://cc.jlab.org/policies/		
Requests from the news media for JLab information	Refer the requester to the JLab Public Information Office: 7689 For more information on public information and communication: http://www.jlab.org/div_dept/admin/HR/Admin_Manual/100/102.01.html		
Any situation where you feel in danger or you need immediate assistance. 	Activate the Duress Button Security will come to your location immediately. See the separate Reception Desk Duress Procedures card for details on how this process works.		
Other:			