









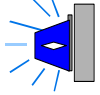




Emergency Response Procedures

Important information DIAL 9-911 or 911	Both numbers will connect you to: City of Newport News' Emergency Dispatch Center	If dialed from a land-line phone the following are automatically alerted: • Jefferson Lab Security • Occupational Medicine • Other key Jefferson Lab Responders.	If dialed from a cell phone you will also need to call: Jefferson Lab Security @ 269-5822 Cell 342-9868
EVENT →	ACTION 1 →	ACTION 2 →	ACTION 3
Injury or acute illness 	Call 9-911 or 911	<ul style="list-style-type: none"> Stay with the victim while awaiting emergency responders Do not move the victim unless they are endangered at location Administer first aid/CPR if willing and trained Avoid contact with other's blood 	If possible send someone to flag down the ambulance
Direct minor injuries to Occupational Medicine (Support Service Center, Bldg 28, Room 22) during regular business hours. Most buildings have one or more first-aid cabinets and AEDs for your convenience. There are pamphlets at these locations to assist you.			
 Fire Alarm	Evacuate to Muster Point (refer to the evacuation map for your location)	Await "All-Clear Notification" From Fire Protection Engineer or Building Drill Coordinator before re-entry.	
 SMOKE  Unexplained Odor or Natural Gas See or Smell	Sound Alarm (use the nearest pull box) 	Evacuate to Muster Point (refer to the evacuation map for your location) 	Await "All-Clear Notification" From Fire Protection Engineer or Building Drill Coordinator before re-entry.
 CHEMICAL SPILL OIL SPILL	Call Jefferson Lab Security @ 269-5822	Cordon Off Area Keep people away 	Wait (Upwind for a chemical spill) for trained and equipped staff to control and contain the spill
Other Emergency Notifications (via cisco phone system, notification e-mail, outdoor siren, weather alert radio)		(e.g. Off-Site Emergency, Severe Weather Warning, Earthquake) Stay in Building unless told to evacuate Abide by Instructions Refer to the evacuation map for appropriate locations	
Bomb Threat 	Write Down: • Any demands/ instructions • Caller's number if available • Vocal characteristics • Any other relevant details to identify the caller	Call Jefferson Lab Security @ 269-5822	Evacuate to Muster Point (refer to the evacuation map for your location)
ODH Alarm or visible plume 	Evacuate to Muster Point	Call Jefferson Lab Security @ 269-5822	Call Crew Chief @ 269-7045
Radiation Alarm 	If you see a Flashing RED Light and Hear an Audible Alarm	Evacuate to Muster Point (refer to the evacuation map for your location)	If on Accelerator Site Call Crew Chief @ 269-7045
Hazardous Machine Operations 	Hit "Push to Safe" RED Button	Evacuate to Muster Point (refer to the evacuation map for your location)	Call Crew Chief @ 269-7045
Automobile Accident	If anyone is injured Call 9-911 or 911	Call Jefferson Lab Security @ 269-5822	Call Facilities Management @ 269-7400
Intruders, Threatening or Abusive Behavior other unauthorized conduct	Call Jefferson Lab Security @ 269-5822	Ensure Your Personal Safety! Run, Hide, Fight (See ES&H Manual Chapter 3510-T4 Active Threat Emergency Procedure and HR Workplace Harassment and Violence Policy)	
Requests to Serve Summons or other legal documents	Call Jefferson Lab Security @ 269-5822		
Requests for Jefferson Lab Status , or other information	You are not authorized to provide any information regarding Jefferson Lab status or conditions Refer Requestor to Jefferson Lab Public Information Office @ 269-7689		