

Emergency Response Guidelines (ERG)

As part of the Experiment Readiness Review Process and Approval, every experiment is required to submit, in addition to the Conduct-of-Operations (COO), Experiment Safety Assessment Document (ESAD) and, Radiation Safety Assessment Document (RSAD), a document that summarizes the location of major hazards in the hall, the location of the various emergency systems as well as emergency procedures and egress routes during that experiment: the Emergency Response Guidelines (ERG) – this document. Shift personnel and anyone else wishing access to the hall during the duration of the experiment, must read and sign to indicate they have understood the COO, ESAD, RSAD and ERG of the experiment. Anyone feeling in doubt with the information contained in the ERG should contact the person responsible for the Hall Worker Awareness Training and schedule guided refresher training.

Purpose

Familiarize users with safety hazards and protection systems in the Counting House and Hall.

Prerequisites to access the halls without escort

ES&H Orientation (SAF100)

Rad Worker I Training or equivalent (must have been issued a dosimeter by JLab)

ODH training (SAF103)

General Access Radiological Work Permit [RWP] (SAF801kd)

Hall A Worker Safety Awareness Training (SAF110)

Remainder

- **No one under 18 years may enter the halls**
- **No sandals or open toe shoes in any hall**
- **No food or drinking inside the halls**
- **Check postings at the entrance to the hall for special requirements** (e.g. hardhats are mandatory in Hall B and often required in the other halls, long pants may be required during extended shutdowns). ***If in doubt, please contact the Hall Work Coordinator or his/her designee,***
Hall A - E. Folts [cell (757)876-1788, folts@jlab.org]
- Check that all work or test set ups follow the work controls indicated in the ESH&Q manual and on the supplemental [Physics Division Work Planning Guidance](#). **If in doubt, consult the Safety Warden of the area in which the work will take place, the Physics Division ESH&Q coordinator (B. Manzlak) or the Physics Division Safety Officer (P. Rossi).**

The two-person rule (“Buddy Rule”)

Accessing the halls or performing work in the halls may require that personnel work on teams of at least two people. The two-person rule must be followed when entering Hall B or when performing a task in any of the halls that requires two-persons as indicated by the applicable general JLab safety rules or task OSP/TOSP. Examples of tasks that require two-persons would be operation of the hall crane, use of a man-lift, performing cryogenic, electrical or welding work. **Check postings at the entrance to the hall for special requirements. *If in doubt, please contact the Hall Work Coordinator or his/her designee.***

Undergraduate Students in the Experimental Halls

Regardless of hall or task, undergraduate students must follow the two-person rule during their first three-months at JLab. During that period, undergraduate students are allowed to work in the hall if (a) their work in the hall is always under the supervision of a hall-authorized “buddy” (the “buddy” can not be another undergraduate) and, (b) a permanent JLab staff member is cognizant of the work to be done, has supervisory responsibility for their work and approves the “buddy”.

Appendix A

This appendix lists likely hazards, protection & emergency systems used and emergency procedures to be reviewed during the Hall Worker Awareness Training

Hazards:

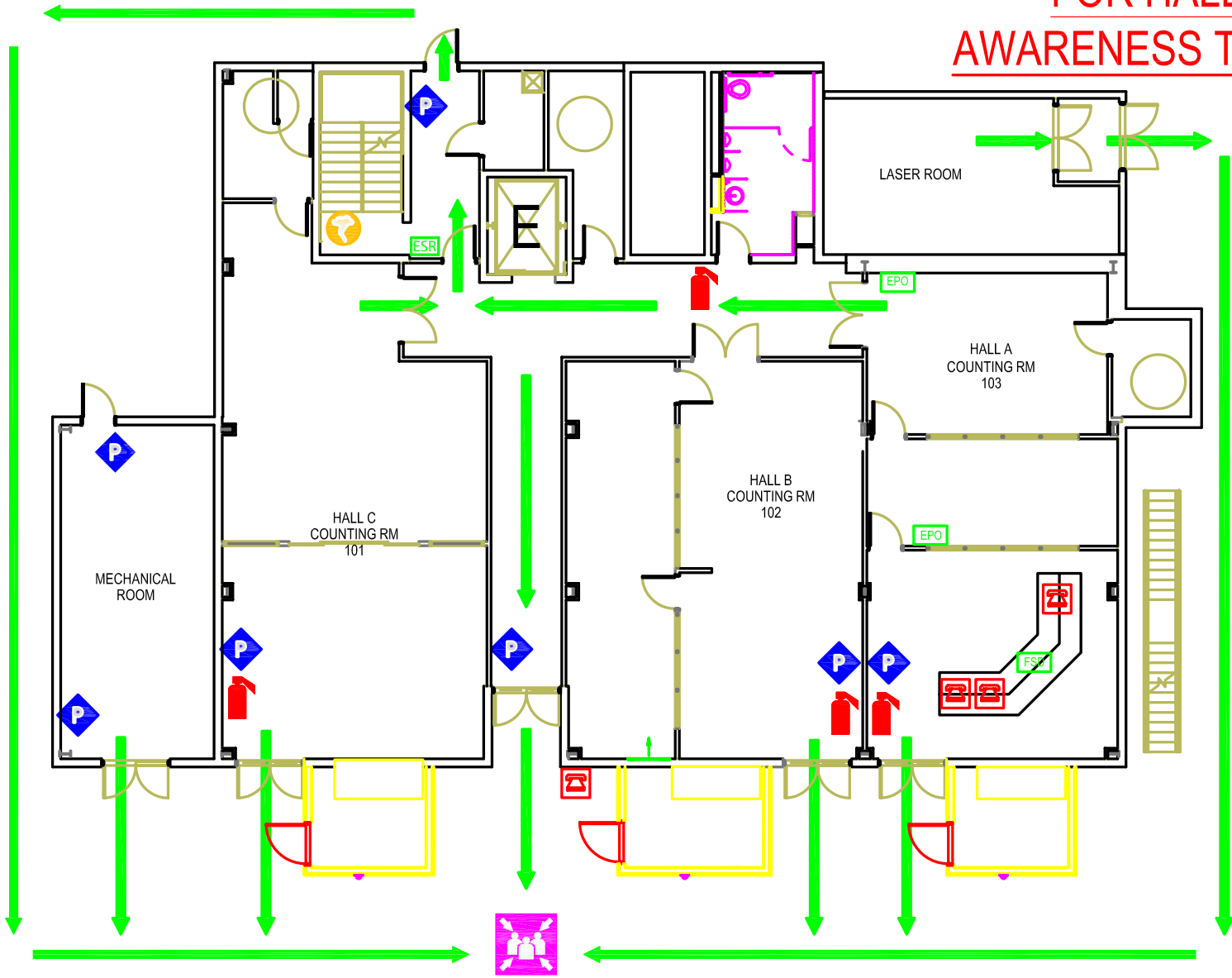
- Fire (electrical equipment, breaker panels, paper, trash, cables)
- Tripping and overhead hazards
- Falling hazards
- Elevated work
- High-pressure systems including low-conductivity water distribution
- Radiation hazards (beam-on, contaminated and activated areas)
- Loud noise hazards (thin vacuum windows)
- Flammable gasses
- Cryogenic (ODH and “cold-bite”)
- Magnets and magnetic fields
- Electrical
 - AC & DC (various voltages)
 - Magnet power supplies and their current distribution systems
 - High-Voltage supplies

Protection & Emergency systems and procedures:

- Signs and postings,
 - Radiation areas
 - Hearing protection requirements
 - Exit signs
 - Exit routes (evacuation plans)
 - Oxygen Deficiency Hazards
- Personnel Protection Requirements (e.g. hardhat, safety glasses, ...)
- First Aid kit and Emergency Defibrillator
- Telephone locations with emergency numbers
- Fire
 - Detection systems (e.g. the Very Early Smoke Detection Apparatus [VESDA])
 - Alarm pull boxes
 - Fire alarm bells
 - Extinguishers and escape equipment (Hall B only)
 - Evacuation routes and muster points

- Electrical
 - Power shutoff switches
 - Circuit breaker panels
- Weather related hazards
 - Tornado emergency response
- Emergency lights
- Beam status, interlock and abort
 - Machine State Status Indicators,
 - Magenta/purple beacons,
 - Access doors to hall
 - Key interlocks
 - Run/Safe boxes
- Oxygen Deficiency Hazard condition detection
 - Sensors locations
 - Blue beacons & alarms locations
- Radiation Monitors (Controlled Area Radiation Monitors – CARMs)
- RadCon staging areas for equipment to be removed from hall
- Red beacons for hazards (e.g. energized magnets and cranes)
- Yellow beacons for warning or caution (e.g. energized lasers, forklifts)
- Cabinets for storing flammable materials
- Lockout/Tagout Stations
- Eye wash stations

FOR HALL WORKER AWARENESS TRAINING ONLY



**COUNTING HOUSE
BUILDING 97, FLOOR 1
EMERGENCY PLAN**

IN CASE OF FIRE:

- STAY CALM
- WALK, DO NOT RUN
- CLOSE YOUR DOOR
- ACTIVATE NEAREST PULL BOX, FOLLOW ARROWS IN DIAGRAM, & MEET AT MUSTER POINT

IN CASE OF SEVERE WIND:

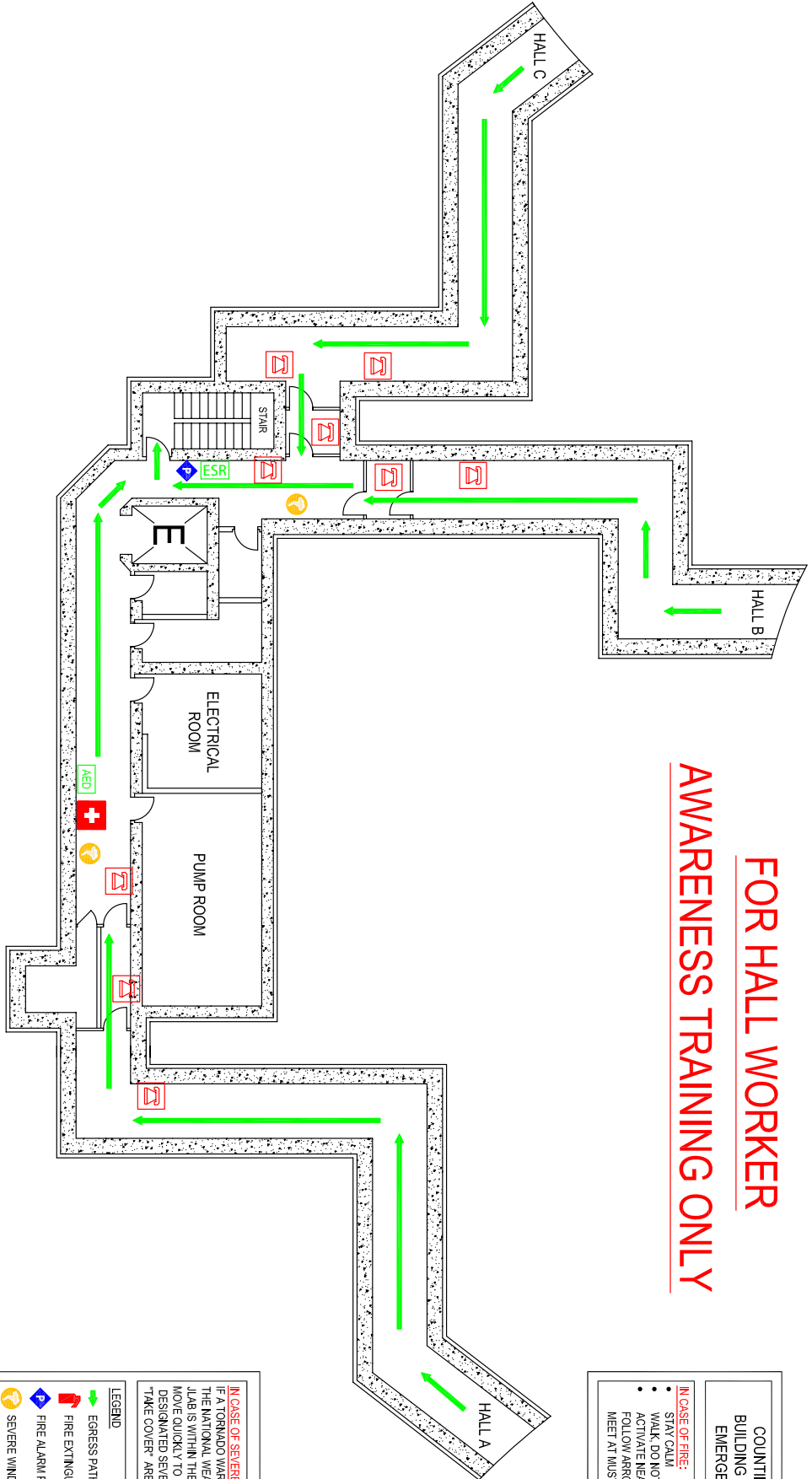
IF A TORNADO WARNING IS ISSUED BY THE NATIONAL WEATHER SERVICE, AND JLAB IS WITHIN THE WARNING AREA, MOVE QUICKLY TO THE LOWER LEVEL BY WAY OF STAIRS IN THE COUNTING HOUSE AND REMAIN IN THE LOWER LEVEL CORRIDOR AREA.

LEGEND

- ➔ EGRESS PATH
- FIRE EXTINGUISHER
- FIRE ALARM PULL STATION
- SEVERE WIND "TAKE COVER" AREA
- MUSTER POINT
- ELEVATOR - DO NOT USE IN A FIRE
- EMERGENCY SHUT OFF
- ACCELERATOR FAST SHUT DOWN
- TELEPHONE

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FOR HALL WORKER AWARENESS TRAINING ONLY



**COUNTING HOUSE
BUILDING 97 - FLOOR 0
EMERGENCY PLAN**

IN CASE OF FIRE:

- STAY CALM
- WALK DO NOT RUN
- ACTIVATE NEAREST PULL BOX
- FOLLOW ARROWS IN DIAGRAM, & MEET AT MUSTER POINT

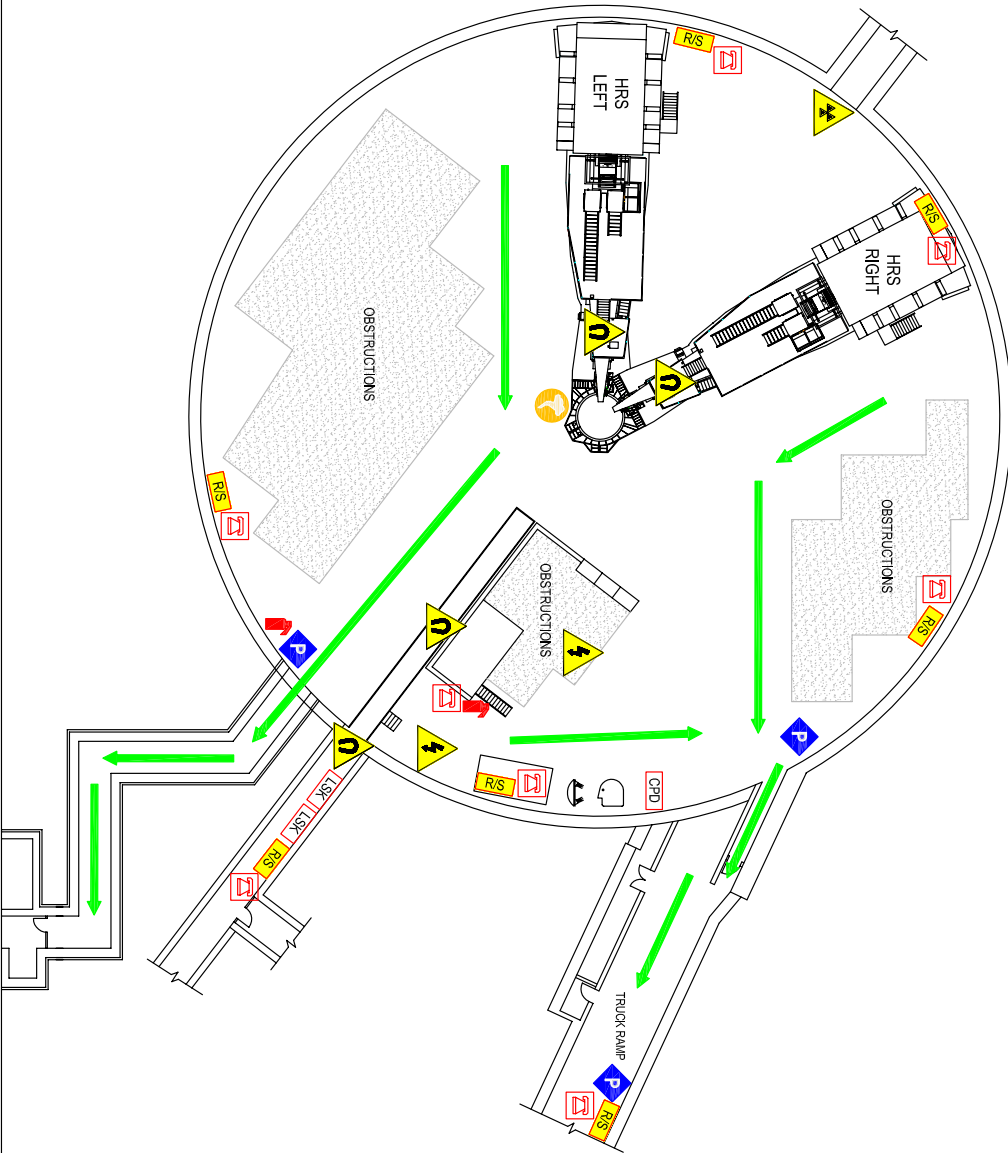
IN CASE OF SEVERE WIND:

IF A TORNADO WARNING IS ISSUED BY THE NATIONAL WEATHER SERVICE, AND LAB IS WITHIN THE WARNING AREA, MOVE QUICKLY TO ONE OF THE DESIGNATED SEVERE WIND 'TAKE COVER' AREAS.

LEGEND

- ➡ EGRESS PATH
- 🔥 FIRE EXTINGUISHER
- 🚒 FIRE ALARM PULL STATION
- ⚡ SEVERE WIND TAKE COVER AREA
- 👤 MUSTER POINT
- ⬆️ ELEVATOR DO NOT USE IN A FIRE
- 🚪 EPO EMERGENCY SHUT OFF
- ☎️ TELEPHONE
- 🆘 AED
- 🆘 AED
- 🏠 FIRST AID

FIRST LEVEL
OUTSIDE



**FOR HALL WORKER
AWARENESS TRAINING ONLY**

EXPERIMENTAL HALL A
BUILDING 101, FLOOR 1
EMERGENCY PLAN

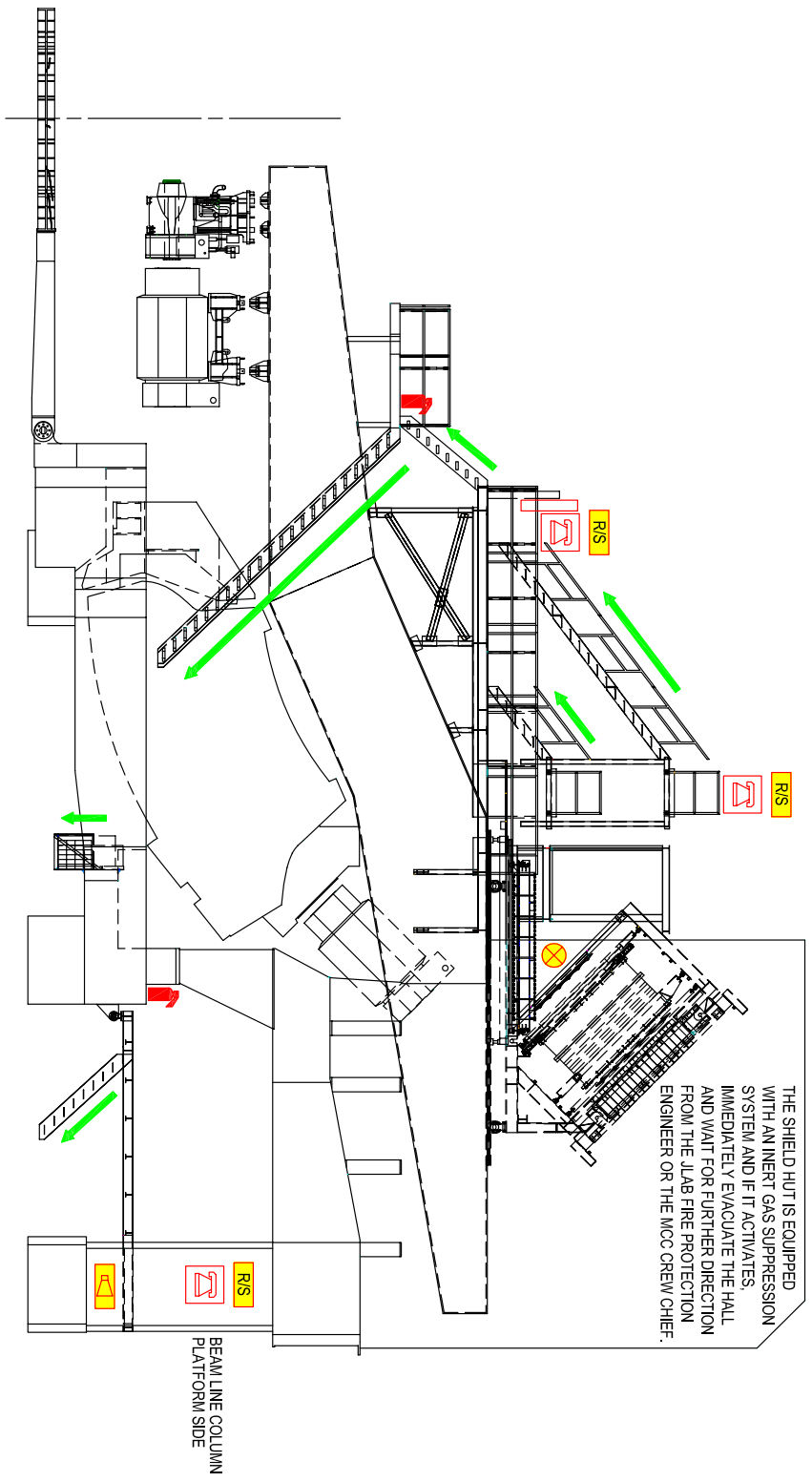
IN CASE OF FIRE:

- STAY CALM
- WALK, DO NOT RUN
- ACTIVATE NEAREST PULL BOX
- FOLLOW ARROWS IN DIAGRAM & MEET AT MUSTER POINT

IN CASE OF SEVERE WIND:

IF A TORNADO WARNING IS ISSUED BY THE NATIONAL WEATHER SERVICE, AND LAB IS WITHIN THE WARNING AREA, MOVE QUICKLY TO ONE OF THE DESIGNATED SEVERE WIND TAKE COVER AREAS.





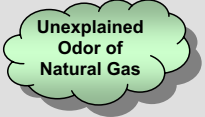








LEGEND	
	EGRESS PATH
	FIRE EXTINGUISHER
	FIRE ALARM PULL STATION
	SEVERE WIND TAKE COVER AREA
	MUSTER POINT
	TELEPHONE
	RUINSAFE BOX
	CRANE POWER DISCONNECT
	LASER KILL BUTTON
	MAGNETIC FIELD
	ELECTRONICS / POWER
	EYE WASH



**FOR HALL WORKER
AWARENESS TRAINING ONLY**

<p>HALL A SPECTROMETER</p>	
<p>IN CASE OF FIRE:</p> <ul style="list-style-type: none"> • STAY CALM • WALK, DO NOT RUN • ACTIVATE NEAREST PULL BOX, FOLLOW ARROWS IN DIAGRAM, & MEET AT MUSTER POINT 	
<p>LEGEND</p> <ul style="list-style-type: none"> → EGRESS PATH 🔥 FIRE EXTINGUISHER 🚒 FIRE ALARM PULL STATION 📞 TELEPHONE 🚫 RUNSAFE 📡 SPECTROMETER 📢 MOTION HORN & YELLOW BEACON ⊗ YELLOW BEACON 	<p>REVISION: 12.2.13</p>

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: <ul style="list-style-type: none"> • JLab Security • Occupational Medicine • Other key JLab Responders. 	If dialed from a cell phone you will also need to call: JLab Security @ 269-5822
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.			
	Sound Alarm (use the nearest pull box)		Evacuate to Muster Point (refer to the evacuation map for your location)
 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.	
	Sound Alarm (use the nearest pull box)		Evacuate to Muster Point (refer to the evacuation map for your location)
Severe Weather Warning (via weather alert radio, outdoor siren, or other official source)	Immediately: <ul style="list-style-type: none"> • Pass the Word • Taking Cover (refer to the evacuation map for your location)		
Earthquake	Do Not Evacuate Building	Protect Yourself from Falling Objects (get under a desk or table)	If there are injuries or damage Call JLab Security @ 269-5822
Bomb Threat 	Write Down: <ul style="list-style-type: none"> • Any demands/instructions • Caller's number if available • Vocal characteristics • Any other relevant details to identify the caller 	Call JLab Security @ 269-5822 or Sound Alarm (use the nearest pull box)	 Evacuate to Muster Point (refer to the evacuation map for your location)
	Call JLab Security @ 269-5822	Cordon Off Area Keep people away	 Wait for trained and equipped staff to control and contain the spill
ODH Alarm or visible plume	 Evacuate to Muster Point (refer to Supervisor's instructions for your location)	Call JLab Security @ 269-5822	Call Crew Chief @ 269-7045
Radiation Alarm 	Evacuate to Muster Point  (refer to the evacuation map for your location)	Call JLab Security @ 269-5822	Call Crew Chief @ 269-7045
Automobile Accident	If anyone is injured. Call 9-911 or 911	Call JLab Security @ 269-5822	Call Facilities Management @ 269-7400
Intruders, Threatening or Abusive Behavior other unauthorized conduct	Call JLab Security @ 269-5822	Ensure Your Personal Safety! Activate the reception area duress (silent alarm) push button	
Trouble Indication audible alert in fire alarm panel	Call Facilities Management @ 269-7400		
Requests to Serve Summons or other legal documents	Call JLab Security @ 269-5822		
Requests for Personal Information about JLab staff or visitors	You are not authorized to provide any information about JLab staff members Refer Requestor to Human Resource Representative @ 269-7068		
Requests for passwords or other Computer-Access information	You are not authorized to provide any information about computer accounts, passwords, user names, and so forth Refer Requestor to Computer Center Help Desk @ 269-7155		
Requests for JLab News, Status, or other information	You are not authorized to provide any information regarding JLab status or conditions Refer Requestor to JLab Public Information Office @ 269-7689		