

# Emergency Notification Response Procedures

EVENT	ACTION 1	ACTION 2	ACTION 3
<b>Injury or acute illness</b> 	<b>Call 9-911 or 911</b>	<ul style="list-style-type: none"> <li>Do not move the victim (unless they are in danger)</li> <li>Administer first aid/CPR if willing and trained</li> <li>Avoid contact with blood</li> </ul>	<ul style="list-style-type: none"> <li>Stay with the victim while awaiting emergency responders</li> </ul>
<b>First aid Injuries (minor Injuries)</b> 	<ul style="list-style-type: none"> <li>Direct all minor injuries(first aids) to Occupational Medicine (SSC bldg. 28, room 22) during regular business hours</li> </ul>	<ul style="list-style-type: none"> <li>If minor injuries can be treated by the use of items in the first aid cabinets, located in most occupied buildings near the AEDs, then call Occupational Medicine <b>ext. 7539</b> to report the first aid injury</li> </ul>	<ul style="list-style-type: none"> <li>First aid injury reports will be completed by Occupational Medicine within a reasonable timeframe and distributed for necessary follow-up</li> </ul>
 <b>Fire Alarm</b>	<b>Evacuate to Muster Point</b> (refer to the evacuation map for the location)	<b>Await "All-Clear Notification"</b> From Fire Protection Engineer or Building Drill Coordinator before re-entry.	
 <b>See OR Smell - Inside a building and/or outside</b> Unexplained Odor or Natural Gas	<b>Sound Alarm</b> (use the nearest pull box) 	<b>Evacuate to Muster Point</b> (refer to the evacuation map for the location) 	<b>Await "All-Clear" Notification</b> From Fire Protection Engineer or Building Drill Coordinator before re-entry.
 <b>CHEMICAL SPILL</b> <b>OIL SPILL</b>	<b>Evacuate Upwind</b> (keep others away)	<b>Call Jefferson Lab Security</b> (757)269-5822	Only personnel trained and equipped are permitted to contain and control a spill.
 <b>Suspect Item</b>	<ul style="list-style-type: none"> <li><b>DO NOT</b> touch the item</li> <li><b>DO NOT</b> change the environment (e.g. turn off lights or open window)</li> </ul>	<b>Back Away</b> (keep others away)	<b>Call Jefferson Lab Security</b> (757)269-5822
 <b>Bomb Threat</b>	<b>Write Down:</b> <ul style="list-style-type: none"> <li>Any demands/ instructions</li> <li>Caller's number if available</li> <li>Vocal characteristics</li> <li>Any other relevant details to identify the caller</li> </ul>	<b>Call Jefferson Lab Security</b> (757)269-5822	Stand by for further instructions from Security or JLab Management
<b>Other Emergency Notifications</b> (via cisco phone system, notification e-mail, outdoor siren, weather alert radio)	 (e.g. Off-Site Emergency, Severe Weather Warning, Earthquake)	<b>Stay in Building</b> (unless told to evacuate) <b>Abide by Instructions</b> Refer to the evacuation map for appropriate locations 	
<b>ODH Alarm</b> or visible plume 	<b>Evacuate to a safe area</b>	<b>Call Jefferson Lab Security</b> (757)269-5822	<b>If on the Accelerator Site Call the Crew Chief</b> (757)269-7045
<b>Radiation Alarm</b> 	If you see a <b>Flashing RED Light</b> and <b>Hear an Audible Alarm</b>	<b>Evacuate to Muster Point</b> (refer to the evacuation map for the location)	<b>If on Accelerator Site Call the Crew Chief</b> (757)269-7045
<b>Hazardous Machine Operations</b> 	<b>Hit "Push to Safe" RED Button</b>	<b>Evacuate to Muster Point</b> (refer to the evacuation map for the location)	<b>Call the Crew Chief</b> (757)269-7045
<b>Automobile Accident</b>	If anyone is injured <b>Call 9-911 or 911</b>	<b>Call Jefferson Lab Security</b> (757)269-5822	<b>Call Facilities Management</b> (757)269-7400
<b>Intruders, Threatening or Abusive Behavior</b> other unauthorized conduct	<b>Call Jefferson Lab Security</b> (757)269-5822	<b>Protect Yourself to Ensure Your Personal Safety</b> If not imminent danger, report the incident to your lab management ASAP!	
Requests for <b>Jefferson Lab Status</b> , or other information	You are not authorized to provide any information regarding Jefferson Lab status or conditions. <b>Refer Requestor to Jefferson Communications Office (757)269-7689</b>		
<b>**Important information DIAL 9-911 or 911</b>	Both numbers will connect you to: <b>City of Newport News' Emergency Dispatch Center</b>	If dialed from a land-line phone the following are automatically alerted: <ul style="list-style-type: none"> <li>Jefferson Lab Security</li> <li>Occupational Medicine</li> <li>Other key Jefferson Lab Responders.</li> </ul>	If dialed from a cell phone you will also need to call: <b>Jefferson Lab Security (757)269-5822</b> <b>Cell (757)342-9868</b>

\*\*For additional emergency management information and resources visit the Emergency Management website: <https://www.jlab.org/esh/emergmgt>