Emergency Management

Brief

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BRIEF

Policy

Lawrence Berkeley National Laboratory's (Berkeley Lab's) Protective Services Department maintains a Comprehensive Emergency Management Program designed to minimize the consequences of all emergencies, protect the health and safety of all workers and the public from hazards associated with activities taking place at the Laboratory's facilities, prevent damage to the environment, and protect the Laboratory mission and assets in compliance with DOE Order 151.1D, Comprehensive Emergency Management System, and DOE O 150.1A, Continuity Program.

Who Should Read This Policy

All Berkeley Lab employees, affiliates, and subcontractors

To Read the Full Policy, Go To

The POLICY tab on this wiki page

For Program Details, Go To:

http://www2.lbl.gov/ehs/pub3000/CH09.html

Contact Information

Emergency Manager

Protective Services Department

TKPetty@lbl.gov

Policy

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POLICY
A. Purpose

This program provides requirements and guidance related to Lawrence Berkeley National Laboratory's (Berkeley Lab's) Comprehensive Emergency Management Program, which includes emergency planning, preparedness, mitigation, response, recovery, and continuity of operations.

B. Persons Affected

All Berkeley Lab employees, affiliates, and subcontractors

C. Exceptions

None

D. Policy Statement

Berkeley Lab's Emergency Management Program maintains an emergency management system designed to minimize the consequences of emergencies, protect the health and safety of workers and the public from hazards associated with Berkeley Lab's activities, prevent damage to the environment, and protect Berkeley Lab's assets in compliance with DOE Order 151.1D, Comprehensive Emergency Management System.

1. Work Process A, Analyze Hazards – All Hazards Planning Basis, is the foundation of the Emergency Management Program by identifying and analyzing the credible hazards and threats and potential consequences for the Laboratory, which determine the necessary resources for effective mitigation and emergency response.

2. Work Process B, Define Scope of Work – Program Administration, is the oversight, management, coordination, and integration of all elements for the Emergency Management Program. The Program Administrator/Emergency Manager is responsible for program development and oversight, integration with off-site authorities/agencies, coordination through senior management, readiness verification, and compliance assurance, which includes a system for formal records and controlled documents consisting of a Comprehensive Emergency Management Plan, Continuity Plan, and host of response and program plans, and implementing procedures.

3. Work Process C, Establish Controls – Identify Resources, is necessary for the anticipated hazards and consequences for effective emergency response. Resources consist of emergency equipment and facilities and also those personnel that are necessary for response and recovery. Equipment consists of communications equipment and personal protective equipment (PPE) to name a few. At a minimum, a command and control facility known as the Emergency Operations Center (EOC) should be available. Personnel that are identified for emergency response actions are known as the Emergency Response Organization (ERO). These members not only respond to emergency events, but assist with establishing policy and programs prior to emergency events. Members of the ERO include key personnel that can assist with research operations and critical infrastructure for continuity of operations should an emergency affect the science mission. Once these resources are identified, they are tested and trained regularly, and evaluated for effectiveness.

4. Work Process D, Implement Controls – Training and Drills, is implemented through a series of training courses to ensure that Berkeley Lab personnel are aware of hazards and protective actions and drill opportunities so they can practice their expected actions. Training and drills are also provided to members of the ERO on the Emergency Management Program and their expected actions. These actions are further trained upon and implemented through a series of drills.

5. Work Process E, Perform Work – Emergency Response and Recovery, describes the ultimate goals in which life safety is maximized and damage to the environment or laboratory assets is minimized. This requires training, qualification, notification, and protocol for all types of events, from medical situations to Operational emergencies. This requires that the Emergency Management Program integrate with cyber, security, fire, medical, and hazardous material response actions through off-site interface and on-site first responders to provide a seamless, integrated, and effective response to emergencies.

6. Work Process F, Provide Continuous Improvement – Readiness Assurance, describes the purpose of the Readiness Assurance Program to ensure Berkeley Lab's Emergency Management Program maintains a strong program of continuous improvement through assessments, exercises, evaluations, performance metrics, lessons learned, and corrective actions. Issues and improvement items are identified from training, drills, exercises, and real events to improve program capabilities and foster continuous improvement through corrective actions and lessons learned.

E. Roles and Responsibilities

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Lawrence Berkeley National Laboratory. The official or current version is located in the online LBNL Requirements and Policies Manual. Printed or exported versions are not official. Users are responsible for working with the latest approved revision.
| Laboratory Director | • Approves the Comprehensive Emergency Management Plan and supports Lab-wide emergency management initiatives  
  • Approves the Continuity Program Plan  
  • Approves protective actions for Berkeley Lab and communicates these as mandatory actions to Berkeley Lab personnel  
  • Supports divisional participation in emergency management and continuity requirements and efforts  
  • Supports a safety culture at the Laboratory through approval of and mandatory  

| Divisions | • Assign individuals to the Emergency Response Organization (ERO), as necessary  
  • Support employee involvement in training, drills, and exercises  
  • Support employee involvement in the ERO, including the Emergency Management Team, Building Emergency Team, Community Emergency Response Team, Medical Emergency Response Team, and Damage Assessment Team  
  • Ensure division and personnel meet Laboratory requirements for employee emergency management and continuity activities  
  • Support efforts to maintain Building Emergency Plans for the division based on their respective facilities, which include safe startup and shutdown procedures, and the identification of essential functions, critical infrastructure, key personnel, and vital records  
  • Assist with the identification and implementation of contingency measures for personnel that have disabilities or limitations that could impede protective action implementation  
  • Identify essential functions for the division  
  • Identify key personnel and develop orders of succession and delegations of authority  
  • Identify critical infrastructure and essential/vital records for the performance of essential functions  

| Protective Services Department | • Develops the Emergency Management and Continuity Programs  
  • Provides emergency management training on hazards and protective actions for laboratory employees  
  • Provides drills on protective actions for Laboratory personnel  
  • Participates in off-site interface activities with the local community, county, and state in accordance with the State Emergency Management System (SEMS)  
  • Ensures the readiness of Berkeley Lab's ERO through drills and exercises  
  • Provides continuous improvement through evaluations and assessments to ensure issues are identified, corrective actions are implemented, and lessons learned are shared  
  • Establishes and maintains the ability to communicate emergency information  
  • Provides facilities-level and site-wide drills and exercises  
  • Ensures the readiness of the Laboratory's Emergency Response Organization (ERO)  
  • Identifies an Emergency Management Program Administrator and Continuity Manager  
  • Provides continuous improvement through evaluations and assessments to ensure issues are identified, corrective actions are implemented, and lessons learned are shared  
  • Assembles a team of personnel to identify contingency measures for personnel that have disabilities or limitations that could impede protective action implementation  

| Building Emergency Teams (BETs) | • Members are Berkeley Lab employees who "live" in their assigned building and provide building-specific knowledge and information to Protective Services.  
  • Assist with the implementation of protective actions of building occupants  
  • Conduct personnel accountability once occupants are evacuated or sheltered and communicate necessary information to the Emergency Management Team  
  • Attend necessary training, coordinate protective action drills, and assist with developing Building Emergency Plans  

| Damage Assessment Teams (DAT) | • Attend training and drills to become certified for DAT inspections and evaluations of buildings, bridges, roadways, and utility systems after an emergency has affected Berkeley Lab |
Emergency Management Team (EMT)
- Attends necessary training and participates in one drill, exercise, or real event every fiscal year
- Provides contact information and remains fit-for-duty when on call

Responds to the Emergency Operations Center (EOC) during an emergency to provide strategic guidance and support the Incident Command Team and first responders
- Additional functional positions may be activated as the incident evolves

Medical Emergency Response Team (MERT)
- Is certified as an Emergency Medical Technician – Basic in the state of California
- Participates in drills and exercises, providing basic medical care, patient triage, and patient stabilization

Supervisors and Managers
- Approve personnel's participation in disaster assistance teams
- Provide personnel to serve as BETs for all occupied buildings
- Maintain personnel accountability of employees within their purview
- Establish a mechanism to communicate with employees during an emergency or during a Laboratory shutdown
- Assist with the identification and implementation of contingency measures for personnel that have disabilities or limitations that could impede protective action implementation

Employees
- Participate in required training, drills, and exercises
- Implement protective actions as needed and as communicated
- Assist co-workers and colleagues with building a prepared and resilient community
- Serves on ERO as a BET, CERT, DAT, EMT, or MERT member
- Self-identify any disabilities or limitations that could impeded their ability to implement protective actions

F. Definitions/Acronyms

See EM-TABL-001, Emergency Management Dictionary, for a listing of definitions.

G. Recordkeeping Requirements

EM-PROC-016 addresses document control and vital records protocol utilized by the Emergency Management Program. This procedure provides direction and defines responsibilities for the initiation, preparation, approval, issuance, review, and revision of documents at Berkeley Lab. This procedure ensures that documentation supporting the Emergency Management Program is maintained and kept current by using both hard copy and electronic media where possible, and shared with those who require access to it. These procedures comply with Berkeley Lab's Document Management Policy, and DOE O 243.1A, Records Management Program.

H. Implementing Documents

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<td>07.06.001.001</td>
<td>Emergency Management</td>
<td>Program</td>
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<tr>
<td>07.06.001.002</td>
<td>Work Process A — Analyze Hazards - All-Hazards Planning Basis</td>
<td>Work Process</td>
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<td>07.06.001.003</td>
<td>Work Process B — Define Scope of Work - Program Administration</td>
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<td>07.06.001.004</td>
<td>Work Process C — Establish Controls – Identify Resources</td>
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<td>07.06.001.005</td>
<td>Work Process D — Implement Controls – Training and Drills</td>
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<td>07.06.001.006</td>
<td>Work Process E — Perform Work – Emergency Response and Recovery</td>
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<tr>
<td>07.06.001.007</td>
<td>Work Process F — Provide Continuous Improvement – Readiness Assurance</td>
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I. Contact Information

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J. Revision History

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<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
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<td>1/2/2012</td>
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<td>R. Saunders</td>
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<td>1</td>
<td>A. Benitez</td>
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<td>All</td>
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Document Information

**DOCUMENT INFORMATION**

| Title:       | Emergency Management |
• Code of Federal Regulations (CFR), Title 29 Section 1960.10.
• Equal Employment Opportunity Commission, Fact Sheet on Obtaining and Using Employee Medical Information as Part of Emergency Evacuation Procedures.

Other References

DOE O 440.1A, Worker Protection for DOE Federal and Contractor Employees, dated 3-27-98, which addresses planning requirements for the treatment of injured persons during emergency or disaster situations.