Building Emergency Team (BET) Policy

BRIEF

Policy Summary

This policy assists with emergency preparedness and protective action implementation for personnel safety within Berkeley Lab facilities, both on site and off site. Berkeley Lab divisions identify and appoint personnel to serve on Building Emergency Teams (BETs) for all buildings in which they occupy space. BETs consist of BET leads and BET members.

Who Should Read This Policy

This policy applies to:

- All divisions
- Division directors, division safety coordinators, and anyone appointing BET leads or members
- All employees who have been designated as a BET lead or member
- All employees who work in Berkeley Lab facilities

To Read the Full Policy, Go To:

The POLICY tab on this wiki page

Contact Information

Emergency Management
emergencymanagement@lbl.go

POLICY

A. Purpose

This policy defines the development and responsibilities of BET leads and member to support the effective implementation of protective actions for Lawrence Berkeley National Laboratory (Berkeley Lab).

B. Persons Affected

This policy applies to all employees who work in Berkeley Lab buildings. In particular, this policy affects:

- Division directors and designees who are responsible for identifying and appointing BET leads and members.
- Employees who have been identified by division directors or designees as BET leads and members.

C. Exceptions

BETs are assigned for DOE-owned and -operated facilities used for Berkeley Lab operations and activities except for University of California
D. Policy Statement

Berkeley Lab must implement an Emergency Management Program that identifies hazards associated with the Laboratory and predetermines protective actions for prompt and effective implementation to minimize the consequences of emergency and to protect the health and safety of the workers and public as set forth in U.S. Department of Energy (DOE) Contract No. DE-AC02-05CH11231 and any Berkeley Lab-generated requirements and policies.

The BET program is an integral part of the Laboratory’s Emergency Response Organization (ERO) and supports Laboratory emergency preparedness and protective action implementation in accordance with DOE Order 151.1C, Comprehensive Emergency Management System. The Protective Services Department (PSD) is responsible for overseeing the program and supporting the identification, training, and support for BET leads and members.

- BET leads support building safety efforts during an emergency by coordinating the actions of the Building Emergency Team and facilitating communication with PSD or the Emergency Management Team (EMT). BET leads are primarily responsible for coordinating the implementation of protective actions for building personnel via various plans (i.e., building emergency plan, Protective Action Plan, Emergency Management Plan), directing BET members, and supporting communications with the EMT.
- BET members support building emergency efforts by conducting various emergency preparedness efforts and coordinating building emergency protective actions such as evacuation and sheltering-in-place. BET members assist with the implementation of protective actions and EMT communications, and supporting the BET lead.

Division directors manage operations in their assigned space. All divisions occupying a building will identify and appoint individuals to serve on a building’s BET. At a minimum, division directors or their designees will identify and appoint one dedicated BET lead and a number of BET members sufficient to provide adequate building coverage for timely response to an emergency. Determination of BET size should take into consideration building occupancy, building geography/size, and hours of operation.

1. BET Selection. BETs are an integral part of the Emergency Management System and identified through their division to conduct the following activities.

   a. BET leads are authorized to:
      i. Conduct building emergency preparedness
      ii. Coordinate protective actions and protective measures (i.e., personnel accountability)
      iii. Oversee and coordinate the activities of the BET
      iv. Implement and update building emergency plans
      v. Coordinate building-level emergency drills
      vi. Participate in radio and Public Address (PA) checks
      vii. Conduct emergency-equipment maintenance
      viii. Serve as an emergency preparedness point-of-contact
      ix. Coordinate the implementation of building emergency plans and protective actions such as evacuation, sheltering-in-place, and lockdown
      x. Facilitate protective measures, such as personnel accountability

   b. BET members are authorized to:
      i. Support the BET
      ii. Participate in emergency drills
      iii. Assist the BET lead with equipment maintenance as requested
      iv. Serve as an emergency preparedness point-of-contact
      v. Assist with and coordinate the implementation of building emergency plans and protective actions such as evacuation, sheltering-in-place, and lockdown
      vi. Assist with protective measures, such as personnel accountability

2. Training
   a. BET leads and members are responsible for completing and maintaining training listed in the BET lead and member position description, in addition to participating in drills and exercises.
   b. PSD is responsible for reviewing, updating, and maintaining BET training as needed.

3. Recognition. Safety initiatives are included in annual performance evaluations. Although specific activities are related to the BET position descriptions, BET participation should be considered for performance evaluations as a value-added activity promoting life safety and health initiatives.

4. Funding and Institutional Support. BET leads and members are staff employees operating within the division organization that are identified to support life safety and protective action implementation. The appointing division will fund BET efforts and ensure that adequate time is allowed for the designated BET activities and responsibilities. PSD provides training and funding for equipment/supplies to support BET lead and member functions.

E. Roles and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>Division director</td>
<td>• Identifies and appoints BET leads and members</td>
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<td>• Provides effort funding for BET leads and members</td>
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Protective Services Department (PSD)

- Develops and coordinates the BET Program
- Evaluates building-level protective action drills
- Assists with identification of issues and implementation of corrective actions
- Coordinates the development of building emergency plans

Managers/supervisors

- Support BET leads and members by allotting time for BET activities
- Consider BET activities as contributions to safety for annual performance evaluations

BET lead or member

- Actively participates in BET activities, training, drills, and exercises
- Coordinates protective actions within his/her building of responsibility
- Plans and conducts building-level protective action drills
- Identifies issues during drills, and assists with corrective action implementation
- Assists with developing building emergency plans

Employees

- Recognize the role of BET leads and members

F. Definitions/Acronyms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>BET</td>
<td>Building Emergency Team</td>
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<td>EMT</td>
<td>Emergency Management Team</td>
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<td>ERO</td>
<td>Emergency Response Organization</td>
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<tr>
<td>PSD</td>
<td>Protective Services Department</td>
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G. Recordkeeping Requirements

PSD maintains records based on applicable Laboratory policies and procedures.

H. Implementing Documents

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Title</th>
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<tr>
<td>EM-PLAN-009</td>
<td>Protective Actions Plan</td>
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<td>EM-MISC-001</td>
<td>Drill Guide</td>
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<td>EM-MISC-003</td>
<td>Building-Level Drill Documentation</td>
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I. Contact Information

For information regarding this policy, contact the Protective Services Department, Emergency Management, or send comments or questions to emergency_management@lbl.gov.

J. Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) Affected</th>
<th>Change Type</th>
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<tr>
<td>7/24/2014</td>
<td>0</td>
<td>H. Quiroz</td>
<td>Now</td>
<td>All</td>
<td>Major</td>
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DOCUMENT INFORMATION

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<thead>
<tr>
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<th>Building Emergency Team (BET) Policy</th>
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<tr>
<td>Document number</td>
<td>07.06.005.000</td>
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<tr>
<td>Revision number</td>
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<td>Publication date:</td>
<td>7/24/2014</td>
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<td>Effective date:</td>
<td>7/24/2014</td>
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<td>Next review date:</td>
<td>7/24/2017</td>
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Policy Area: Emergency Management Program

RPM Section (home) Environment, Safety and Health

RPM Section (cross-reference)

Functional Division Protective Services

Prior reference information (optional) PUB-540

Source Requirements Documents

- DOE Order 151.1C, Comprehensive Emergency Management System
- Contract 31, Section 1.76 (DEAR 970.5203-1), Management Controls
- 10 CFR 851, Worker Safety and Health
- PUB-3000, Berkeley Lab ES&H Manual
- EM-PLAN-001, Emergency Management Plan (was PUB-533)

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