



Sandia  
National  
Laboratories

# Building Emergency Program Overview



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Sandia National Laboratories is a multimission laboratory managed and operated by National Technology & Engineering Solutions of Sandia, LLC, a wholly owned subsidiary of Honeywell International Inc., for the U.S. Department of Energy's National Nuclear Security Administration under contract DE-NA0003525.

# Introduction



## **Building and Fire Safety/Building Emergency Program (4855)**

**Tomas Sanchez, Program Manager**

**Program Coordinators:**

- Joseph Christman
- James Breen

**Partnerships:**

- Fire Protection, Building Management, Emergency Management, Emergency Preparedness
- Environment, Safety, & Health (ES&H)
- Safeguards and Security/Protective Force
- Abilities Champions of Sandia (formally Disability Awareness Committee)
- Human Resources-New Employee Orientation
- Local jurisdictions (Albuquerque Police and Fire Departments)

**Facilities Emergency Management All-Hazard Plan**

# What's New and What's Changed

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What's  
new?

- Higher level of customer service and support
- Facilitated BEP development, review, and completion process
- Application of a graded approach to drills and BEP development
- Improved BEP access and document/record management
- Implements a more realistic approach to personnel accountability
- Retires negative and positive accountability terms
- *Personal Emergency Evacuation Assessment* process has been developed for People with Disabilities that may need evacuation assistance or accommodation
- Simplifies protective action terms for *Evacuation, Shelter-in-Place, and Lockdown*
- Access to Building Emergency Team membership roster reports to ensure proper team member status, role, and affiliation

# Requirement and Implementing Standard

## Requirement:

- Department of Energy Order 151.1D, Comprehensive Emergency Management System, Attachment 3, Emergency Management Core Program

## Implementing Standards

- International Fire Code
- National Fire Protection Association (NFPA)
- Occupational Safety and Health Administration (OSHA)



# Building Emergency Program Coordinators

## *Roles and Responsibilities*



Facilitate the development, review, and completion of the building emergency plans with the assigned BETC and participating manager(s) and stakeholders.



Provide training and equipment (hat and/or lanyard) to the BETs.



Assist with conducting *Personal Emergency Evacuation Assessments* for persons with a temporary or permanent disability that have requested accommodation and/or evacuation assistance.



Develop an annual evacuation drill schedule that encompasses all buildings requiring an evacuation.



Implement, coordinate, facilitate, and conduct evacuation drills and other protective action drills for facilities on KAFB, leased facilities in the Albuquerque area, and sites located in other states.

# Roles and Responsibilities

## Building Occupants

- Know and understand Building Emergency Plan (BEP).
- Follow the direction provided in the plan, the Building Emergency Team, and emergency response personnel.

## Managers

- Participates in the development of BEPs using the approved process facilitated by the Building Emergency Program.
- Ensures building occupants under their supervision understand emergency procedures, building emergency plans, evacuation routes, assembly areas and SNL/NM Emergency Handbook.
- Notify the Coordinators at [embec@sandia.gov](mailto:embec@sandia.gov) if a person with a disability (permanent or temporary) requests evacuation assistance.

## Building Emergency Team

- Provide leadership and direction to building occupants during emergency incidents and at the assembly area.
- Evaluate hazards at the primary assembly area and determine if the alternate assembly area is better suited for occupancy.
- Ensure adequate staffing of Building Emergency Team.

## Everyone

- Adhere to the information and direction provided by Building Emergency Plans, Emergency Quick Reference Guides, and SNL/NM Emergency Handbook

# Visitors and Contractors

**Visitors should review the SNL/NM Visitor Brochure that directs visitors to:**

- Follow emergency notification system instructions.
- Seek direction from their host and/or escort and follow emergency responder instructions.
- Adhere to emergency reporting instructions.
- Review the building's posted evacuation plan, assembly area map, and SNL/NM Emergency Quick Reference Guide upon arrival at the work destination.

**Contractors should be familiar with and adhere to the Contractor On-Boarding, Contractor Site Safety Plan, and Pre-Job Safety Briefing, as appropriate/required.**

# Building Emergency Plan

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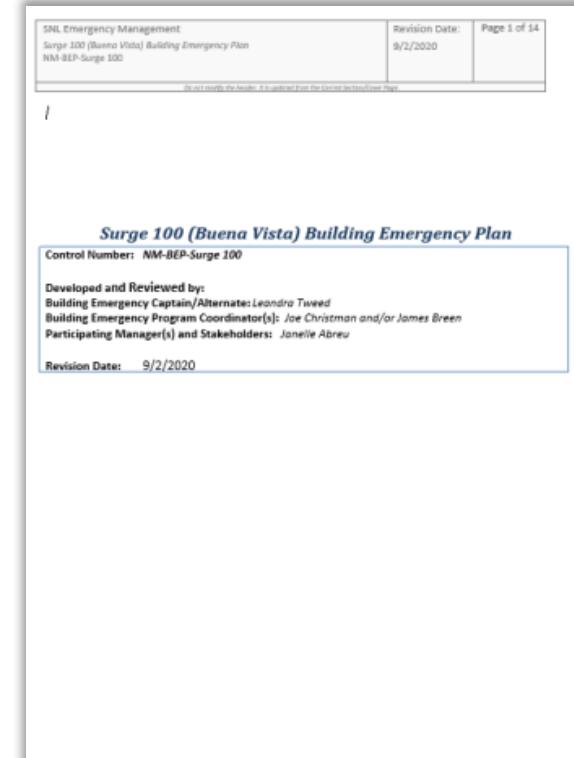
Purpose is to facilitate and organize employer and employee actions during workplace emergencies.

Critical component of assuring life safety in buildings under emergency situations.

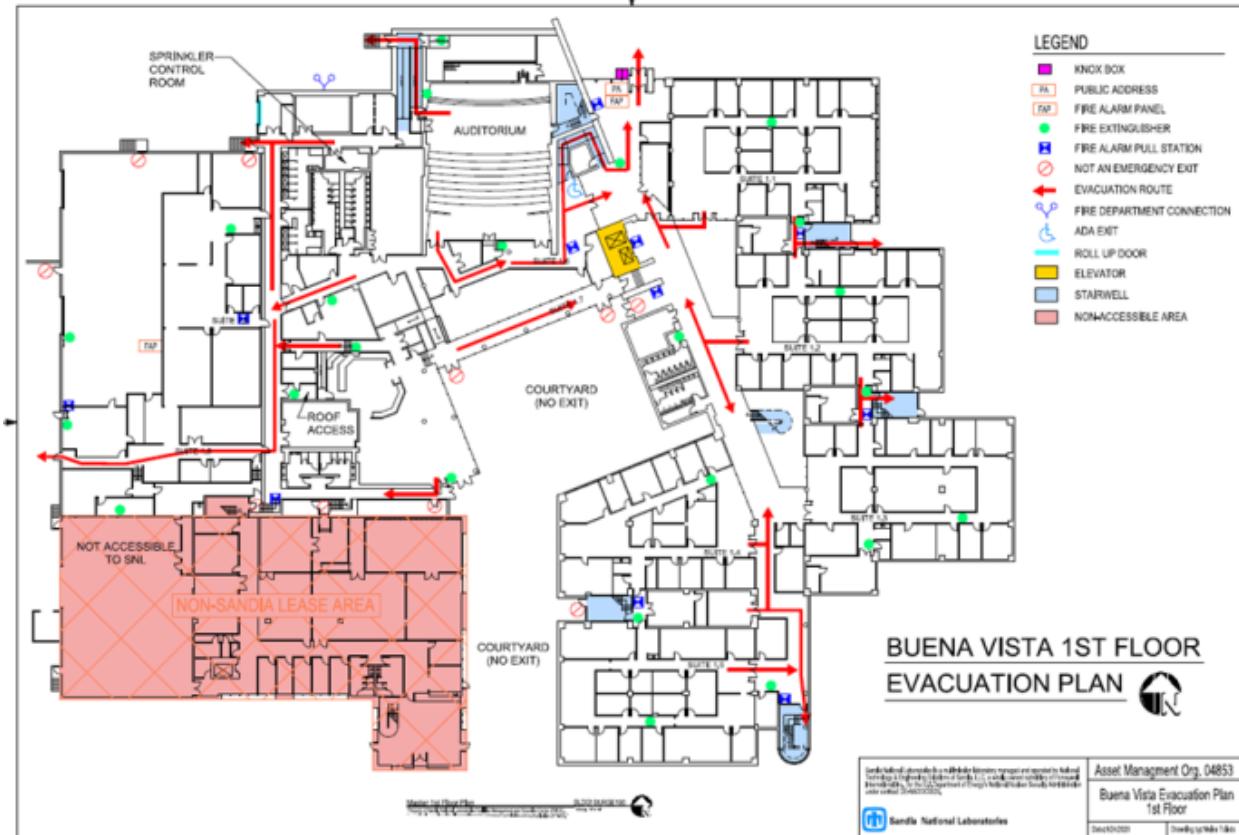
Apply to all MOW's and visitors that occupy the building.

Visitors and contractors should follow and/or receive direction from their assigned escort and/or sponsor regarding actions to take during emergencies.

Building Emergency Plans can be accessed through Building Emergency Program Website.



# Building Evacuation Route Maps



- Are being standardized and phased in over the next several years
- Have a standard layout, legend, and terminology
- Completed maps are housed in the Building Emergency Program website by building number and embedded in the building emergency plan.

# Building Assembly Area Maps

- Are being standardized and phased in over the next several years
- Embedded in the Building Emergency Plan
- Have a standard layout, legend, and terminology
- Designate a primary and alternate assembly area
- Assembly areas are identified based on:
  - Distance and Accessibility
  - Safety
  - Space



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**LEGEND**

 EAT EVAC ROUTE

 EAT PRACTICE ROUTE



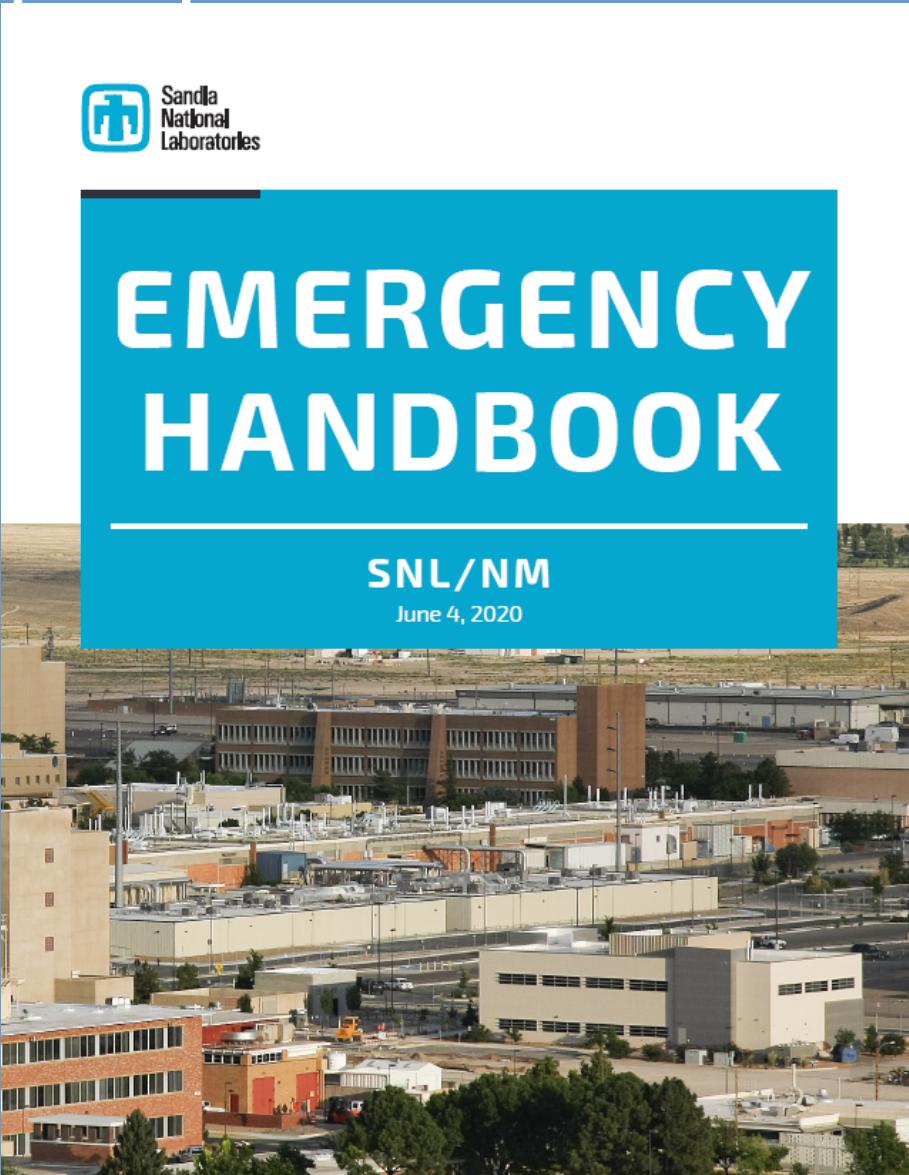
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Asset Management Org. 4853

## Buena Vista Assembly Area Map

THE JOURNAL OF CLIMATE

# SNL/NM Emergency Handbook



- 26 page, accessible, implementable, handbook
- Provides detailed and useful information for workplace emergencies and other related subjects
- Available in electronic and printed forms
- Combines workforce and BET subject matters
- Produced in partnership with Building and Fire Safety, Emergency Management, Protective Force, and Safeguards and Security.

# SNL/NM Quick Reference Guide

 **NM Emergency Quick Reference Guide (On-Site)** Updated 1/21/2020.

Call 911 for Emergencies using any onsite SNL landline or (505)-844-0911 from a cell phone | Remain Calm, Follow Emergency Notification Instructions, and Directions from Emergency Responders

**Medical Emergency or Trauma Event**

- Determine what happened and ensure it's safe to remain in the area.
- Allow the patient to be in a position of comfort
- Provide first aid, as appropriate to your training and comfort level
- Send someone to meet and direct EMS crews
- Provide reassuring/supportive care

**Fire**

- If discovered, yell "Fire"
- Activate the Fire Alarm System
- Evacuate the building using the closest non-obstructed exit
- Use the stairs. Do not use the elevator during a fire or Active Assailant incident.
- Report to and remain in the assembly area.

**Hazardous Materials Release**

*Indoor Chemical Release*

- Get out of the building without passing through the contaminated area.
- If you can't get out of the building or find clean air without passing through the affected area, move as far away as possible and shelter-in-place in a room with the door closed, then access the appropriate 911 System for assistance.
- Isolate and deny entry to the affected area to protect others.

*Outdoor Chemical Release*

- Move uphill and upwind away from the release location.
- Seek shelter in a building that is located upwind of the release location and Shelter-in-Place.
- Isolate and deny entry to the affected area.

**Suspicious Powders**

- Don't touch the substance or move its container.
- Isolate and deny entry to the affected area.
- Isolate potentially exposed personnel.
- Persons who have touched the item or may be contaminated should wash their hands with soap and water.

**Explosive Threat**

*Do not activate the fire alarm system*

*Bomb Threat by Phone*

- Write down as much information as possible: bomb's location, appearance, and time of detonation, caller ID number, and anything that may aid investigators
- Notify a building supervisor, manager, and/or emergency team member.

*Bomb Threats in Person, Email, or Note*

- Preserve what may be evidence.
- Notify a building supervisor, manager, and/or emergency team member.

*Unattended Item*

- Attempt to identify the owner.
- If the owner is not identified, notify a building supervisor, manager, and/or emergency team member.

*Suspicious Item*

- Don't touch, tamper with, or move the device, package, bag, or item.
- Notify and discourage others from entering or re-entering the area.
- Proceed to a safe location, notify authorities using the appropriate 911 system, and explain why it appears suspicious.
- Facility supervisors and/or security/law enforcement will assess the situation and provide guidance regarding protective actions.

**Suspicious Activity**

- See something, say something
- Notify a building supervisor, manager, and/or evacuation team member.
- Call the appropriate 911 system if threatened
- Call 844-0311 if not threatened
- Inform building occupants and use the buddy when departing the building.

**Workplace Violence**

- Contact Supervisor and/or Manager if not threatened.
- Call the appropriate 911 system if threatened

EM-GUIDE-44, Office Emergency Quick Reference Guide  
Provided by Building and Fire Safety and Emergency Management  
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- One-page, accessible, implementable, printable quick reference guide
- On-site and off-site versions
- Highlights what to do for most commonly encountered emergencies
- Outlines protective action terms and actions to take
- Program resources can be accessed through the BEP website.

# Building Emergency Program Training (BET100)

**BET 100: E-Learning, TEDS based training course designed for Building Emergency Teams with a biennial (2-year) refresher requirement.**

**Developmental Education:** This training is customized and is based on the learning needs of the student(s).

**Drill Preparation:** classroom and/or Skype attendance that provides an orientation to the new or revised Building Emergency Plan to existing BET.

# Building Emergency Plan Development and Drill Frequency



Based on a graded approach using criteria from the DOE Order, OSHA, and NFPA standards.



All plans have been revised to reflect updated process although some details such as mapping may take some time to update given current program resources.



Schedule was prioritized using the following criteria:

High Occupancy  
High Hazard  
Complex Buildings  
Tier 1 designation



All other buildings should be addressed by FY21.

# Protective Action Drills

Allows MOWs and BETs to practice and/or demonstrate their ability to react to simulated incident conditions and/or issued protective actions.

The Building Emergency Program is responsible for designing, scheduling, and conducting protective action drill activities to exercise occupant emergency preparedness.

MOW's may be required to participate in no-notice drills and exercises and should exercise safety considerations as outlined in the SNL/NM Emergency Handbook.

Drill activity is inclusive of:

Pre-drill safety walkdown and briefing with BETC

Post-drill debriefing with all building occupants and BET's.

# Initial Personal Accountability of Building Occupants

## BET

- Ensure occupants have departed the building by clearing occupied interior areas and outside areas, and direct occupants to the assembly area.
- Report building evacuation results and/or issues to the BETC.

## BETC

- Assists with interior and exterior building sweeps, as necessary, and reports to the assembly area.
- Confirms with BET and evacuated occupants that all occupants have been evacuated from the building.
- Conducts accountability within the assembly area and asks Members of the Workforce if anyone is missing that should be present.
- Immediately reports any missing persons thought to be in the building to the Incident Commander.

# Full Accountability

Initial accountability progresses to full personnel accountability when:

Incident is not immediately brought under control	Indications of fire and/or other incident hazards	Known injuries or fatalities	When directed by the Incident Commander and/or Emergency Operations Center	When there are persons known to be missing and/or are unable to escape from the building	BET is unable to complete the building sweep due to incident hazards
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Full building accountability is conducted in accordance with SNL Laboratory Policy System, EM004, Continuity of Operations.



# People with Disabilities

People that have a disability (permanent or temporary) that may impair their ability to self-evacuate from their assigned work location in a timely manner may benefit from the development of a **Personal Emergency Evacuation Assessment**.

The assessment is a customized evacuation plan that meets the specific needs of the person requiring accommodation and/or evacuation assistance.

Developed with the assistance from the Building Emergency Program Coordinators.

To access this service, such persons are encouraged to contact the Building Emergency Program by emailing [embec@sandia.gov](mailto:embec@sandia.gov).



# Program and Resource Access

## My Support Team

Building Emergency Program Contacts

The Building Emergency Program (BEP) provides access to Building Emergency Plans and other related resources that prepares personnel for workplace emergencies. Go to BEP's [website](#) for more information.

Team members

Breen, James | (505) 844-5863

Christman, Joseph | (505) 284-8933

INSIDE

Tools | Topics | X

### Tools to get work done

Most Used | By Category

See all tools 

- Careers & Hiring (internal) 
- Conference Rooms 
- DIGS 
- EBI Portal 

Inside Sandia / Tools & Services

## Tools & Services

A collection of commonly used sites and applications many Sandians access on a regular basis.

Search Tools and Services 

Browse tools by A to Z

A to Z | Category | Most Used

A B C D E F G H I J K L M N O P Q R S T U

**B**

Badge Office   
Request authorization for access to people, facilities, information and other vital assets of Sandia (visit requests, badge)

KEYWORDS Site Access

Blogs   
Access the blogs on Sandia's blogging platform.

KEYWORDS Info Sharing & Publishing Web & Collaboration

Building Emergency Program   
Access Building Emergency Plans and other related resources that prepares personnel for workplace emergencies.

KEYWORDS Evacuation Preparedness Protective Actions Safety

[Manage](#) [Edit](#) [Sort](#) [+ Add](#) [Hide](#) [Remove](#) [Request Help](#) [Edit Announcement](#) [Page](#) [574](#)

## Welcome to the Building Emergency Program Site

The Building Emergency Program (BEP) prepares personnel for workplace emergencies and to react appropriately to protect life, property, and the environment. This website provides access to Building Emergency Plans and other emergency-related resources.



[Building Emergency Plans](#)



[Emergency Handbooks](#)



[Emergency Quick Reference Guide](#)



[Building Emergency Teams](#)



[Building Emergency Team Membership Sign-Up](#)



[Program Contacts](#)



[People with Disabilities-Personal Emergency Evacuation Assessment](#)

# Program Communication s

## Personnel Contacts:

Joe Christman

James Breen

Entity email: [embec@sandia.gov](mailto:embec@sandia.gov) used for requesting BEP service, large group/building communications, and drill scheduling.

**BEP website:** is the web portal for the Building Emergency Program that provides Members of the Workforce with a single access point to information.

Building Emergency  
Plans

Program Resources

Sign up/removal  
Building Emergency  
Team



# Questions

Building Emergency Program