



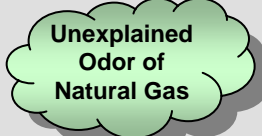









Emergency Response Procedures

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)	Await "All-Clear Notification" From Fire Protection Engineer or Building Drill Coordinator before re-entry.
 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)	Call JLab Security @ 269-5822
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 	Hit "Push to Safe" RED Button	Evacuate to Muster Point (refer to the evacuation map for your location)	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! Run, Hide, Fight (See ES&H Manual Chapter 3510-T5 Active Threat Emergency Procedure and HR Workplace Harassment and Violence Policy)	
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		