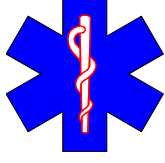



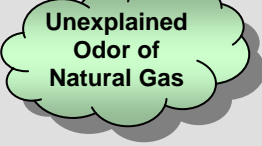



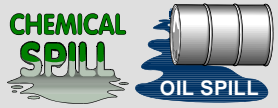


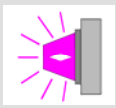



# Emergency Response Procedures

<b>Important information</b> <b>DIAL</b> <b>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>• JLab Security</li> <li>• Occupational Medicine</li> <li>• Other key JLab Responders.</li> </ul>	If dialed from a cell phone you will also need to call: <b>JLab Security @ 269-5822</b>
<b>EVENT</b>	<b>ACTION 1</b>	<b>ACTION 2</b>	<b>ACTION 3</b>
<b>Injury or acute illness</b> 	<b>Call 9-911 or 911</b>	<ul style="list-style-type: none"> <li>• Stay with the victim while awaiting emergency responders</li> <li>• Do not move the victim unless they are endangered at location</li> <li>• Administer first aid/CPR if willing and trained</li> <li>• Avoid contact with other's blood</li> </ul>	If possible send someone to flag down the ambulance
<b>Direct minor injuries to Occupational Medicine (Support Service Center, Bldg 28, Room 22) during regular business hours.</b> Most buildings have one or more first-aid cabinets and AEDs for your convenience. There are pamphlets at these locations to assist you.			
	<b>Sound Alarm</b> (use the nearest pull box)		<b>Evacuate to Muster Point</b> (refer to the evacuation map for your location)
	<b>Evacuate to Muster Point</b> (refer to the evacuation map for your location)	<b>Await "All-Clear Notification"</b> From Fire Protection Engineer or Building Drill Coordinator before re-entry.	
	<b>Sound Alarm</b> (use the nearest pull box)		<b>Evacuate to Muster Point</b> (refer to the evacuation map for your location)
<b>Severe Weather Warning</b> (via weather alert radio, outdoor siren, or other official source)	<b>Immediately:</b> <ul style="list-style-type: none"> <li>• Pass the Word</li> <li>• Taking Cover</li> </ul> (refer to the evacuation map for your location)		
<b>Earthquake</b>	<b>Do Not Evacuate Building</b>	<b>Protect Yourself from Falling Objects</b> (get under a desk or table)	If there are injuries or damage <b>Call JLab Security @ 269-5822</b>
<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 JLab Security @ 269-5822</b> or <b>Sound Alarm</b> (use the nearest pull box)	 <b>Evacuate to Muster Point</b> (refer to the evacuation map for your location)
	<b>Call JLab Security @ 269-5822</b>	<b>Cordon Off Area</b> Keep people away	 <b>Wait</b> for trained and equipped staff to control and contain the spill
<b>ODH Alarm</b> or visible plume	 <b>Evacuate to Muster Point</b> (refer to Supervisor's instructions for your location)	<b>Call JLab Security @ 269-5822</b>	<b>Call Crew Chief @ 269-7045</b>
<b>Radiation Alarm</b> 	<b>Evacuate to Muster Point</b> (refer to the evacuation map for your location)	 <b>Call JLab Security @ 269-5822</b>	<b>Call Crew Chief @ 269-7045</b>
<b>Automobile Accident</b>	If anyone is injured. <b>Call 9-911 or 911</b>	<b>Call JLab Security @ 269-5822</b>	<b>Call Facilities Management @ 269-7400</b>
<b>Intruders, Threatening or Abusive Behavior</b> other unauthorized conduct	<b>Call JLab Security @ 269-5822</b>	<b>Ensure Your Personal Safety!</b> Activate the reception area duress (silent alarm) push button	
<b>Trouble Indication</b> audible alert in fire alarm panel	<b>Call Facilities Management @ 269-7400</b>		
Requests to <b>Serve Summons</b> or other legal documents	<b>Call JLab Security @ 269-5822</b>		
Requests for <b>Personal Information</b> about JLab staff or visitors	You are not authorized to provide any information about JLab staff members <b>Refer Requestor to Human Resource Representative @ 269-7068</b>		
Requests for passwords or other <b>Computer-Access</b> information	You are not authorized to provide any information about computer accounts, passwords, user names, and so forth <b>Refer Requestor to Computer Center Help Desk @ 269-7155</b>		
Requests for <b>JLab News, Status,</b> or other information	You are not authorized to provide any information regarding JLab status or conditions <b>Refer Requestor to JLab Public Information Office @ 269-7689</b>		