

OPEN HOUSE

APRIL 30, 2016

Volunteer Safety Training

Mike Robbins

AGENDA

- ✧ Welcome and Thank You
- ✧ Open House Event Maps & Description
- ✧ Operational Safety Procedure
- ✧ Emergency Communications Card
- ✧ Safety Information
 - ✧ Medical
 - ✧ Severe Weather
 - ✧ General
- ✧ Security Protocols
- ✧ Volunteer Responsibilities
- ✧ Volunteer Parking

JEFFERSON LAB SITE MAP

PARKING

LEGEND

- | | |
|--|---|
|  Bus Stops |  Restrooms |
|  First Aid, Information, Lost & Found |  Additional Physics Displays |
|  Handicap parking |  Walking Path |
|  Refreshments |  Kid-Friendly Science |

TO JEFFERSON AVENUE

PARKING
LOT 1

CEBAF CENTER

PARKING
LOT 2

TEST LAB

TED BUILDING

ACCELERATOR
TUNNEL NORTH

MACHINE CONTROL
CENTER

HALL D

LERF

CHL

ACCELERATOR
TUNNEL SOUTH

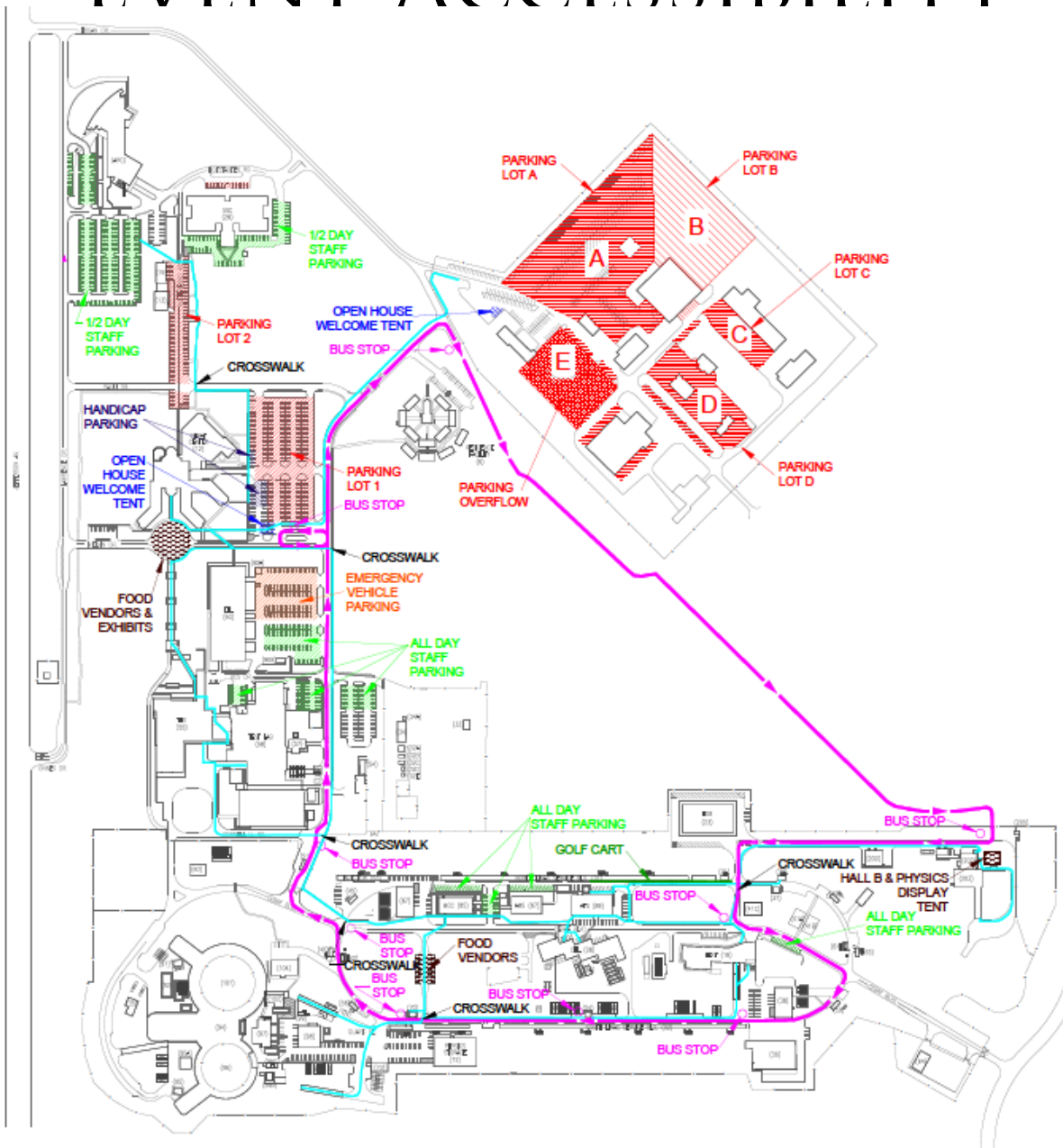
EXPERIMENTAL
HALLS

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EVENT ACCESSIBILITY



FUN THINGS TO DO

- Three Experimental Halls are open (Hall B in Physics Tent).
- Liquid Nitrogen “Cryo Shows” in the CEBAF Center auditorium, 10 a.m.- 2 p.m. each hour.
- Coloring sheets, stickers, limited crayons at Test Lab
- Hands-On demos in CEBAF Center, Test Lab, Physics Display Tent
- See yourself in infrared in the Low Energy Recirculator Facility
- See the Accelerator (either entrance- same tour)
- Learn about the proposed Electron-Ion Collider, JLab sustainability projects and tech transfer at JLab

MORE FUN THINGS TO DO

Science Lectures in Test Lab Room 1227

- 10 a.m. Allison Lung, 12GeV Division, Jefferson Lab - "Welcome to Jefferson Lab!"
- 11 a.m. Douglas Higinbotham, Experimental Nuclear Physics Division, Jefferson Lab - "Who Cares? The Importance of Basic Research."
- Noon - Jack McKisson, Experimental Nuclear Physics Division, Jefferson Lab - "What is All This Science and Engineering Stuff Anyhow?"
- 1 p.m. - Larry Weinstein, University Professor and Eminent Scholar, Old Dominion University - "Studying the Nucleus Like a Five-Year-Old: Nuclear Physics at Jefferson Lab"
- 2 p.m. - Fulvia Pilat, Accelerator Division, Jefferson Lab - "The Quest for the Glu(ons) That Bind Us All: The Electron-Ion Collider"

EVEN MORE FUN THINGS TO DO

- Hall D detectors will be detecting “cosmics” in real time, with events shown on screen
- Children's Museum of Virginia, Virginia Institute of Marine Science, Mariners Museum, Virginia Air & Space Center, Traffix/Rideshare, Virginia Living Museum, NASA Langley Research Center, U.S. Fleet Forces Command, a FIRST Robotics Tech Challenge Team, Tech Center, PAE, and ARC University labs will all have displays.
- Local university physics departments and companies who have licensed JLab tech will have exhibits
- Test Lab Accelerator Activities, Machine Control Center, Data Center, Central Helium Liquefier and more!

AND EVEN MORE FUN THINGS TO DO

- 3D printed cars on loan from Oak Ridge National Lab



Located underneath
the overhang at the
TED building



EVENT VOLUNTEERS

- This training covers what volunteers need to know for the day of the event.
- The training covers:
 - Safety
 - Security
 - What to do in an emergency
 - What to do in severe weather

EMERGENCY COMMUNICATIONS CARD

2016 Open House - Key Phone Numbers

My Area Program Coordinator:

NAME

PHONE

Open House Communications Center**269-6398**

Securityprimary **269-5822** cell **342-9868**

Non-Emergency Medical**570-2417**

Lost Child (remain at location with child)**269-6398**

2016 Open House - Important Reminders

In an emergency, dial **911** or **9-911** from the nearest landline when possible. If you use a cellphone, also notify security, **269-5822**, of the emergency call.

If you receive an event notification to take cover, or if the tornado siren sounds, direct all visitors and other volunteers to your area's Severe Wind Take Cover Area.

If you need assistance with an event-related situation that is not an emergency, call the Open House Communications Center, **269-6398**.

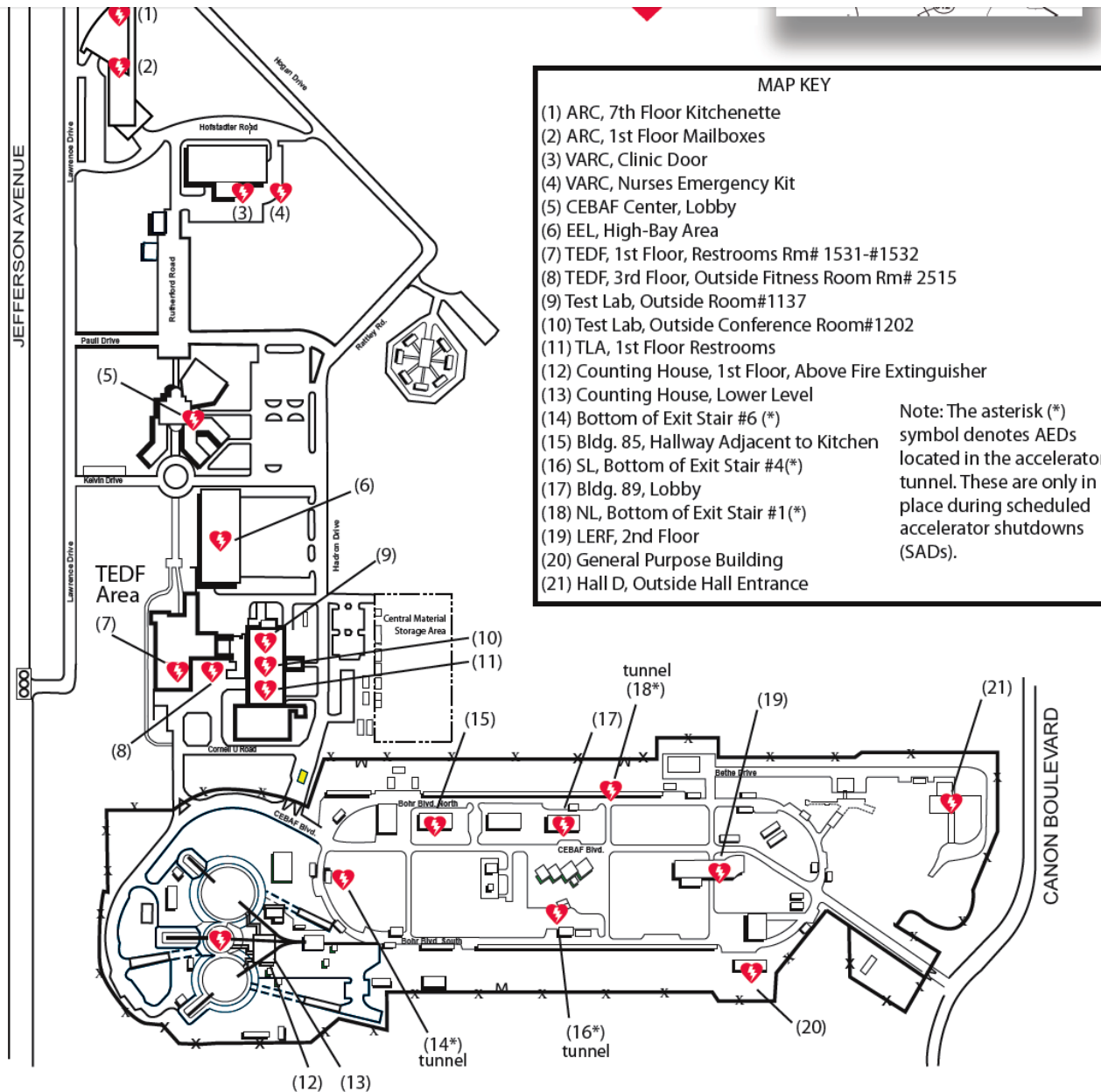
SAFETY – MEDICAL

- In case of medical emergency, dial 911 or 9-911 from the nearest landline lab phone, when possible, or from your cellphone. Then call security, 269-5822, to report the emergency call.
 - Be able to describe the emergency
 - Be able to give your location
 - Be prepared to keep area clear of bystanders
 - Be prepared to flag down emergency vehicles
 - Stay with injured person until help arrives

SAFETY – MEDICAL

- In case of non-emergency or indeterminate medical situation, call the Occupational Medicine staff at 570-2417.
- If you are unable to reach OccMed staff at this number, call the Open House Communications Center number.
- If the injury to the guest is minor (minor cut or scrape, etc.), and the injury is not serious, you can also recommend that the visitor seek First Aid at the CEBAF Center Front Desk.

SAFETY – AEDs



SAFETY – SEVERE WEATHER

- In the event of severe weather, the Open House Communications Center will issue a cellphone text notice to all volunteers to take cover.
- If you receive this text, announce the notification to the visitors in your area and advise of plan.
- If the tornado siren sounds, take cover in the nearest Severe Wind Take Cover area.
 - **Advise visitors to do the same.**

GENERAL SAFETY & SECURITY

- Report potential security problems: altercations, drunkenness, disorderly conduct, unattended bags/ packages to Security Post 2 at 269-5822.

GENERAL SAFETY & SECURITY

- Report a lost person (child, elderly, etc.) to the Open House Communications Center, 269-6398. A site-wide cellphone text and radio notice will announce the persons name, age, description and location.
- Please remain where the person was found. Most guests will go back to where they last saw their lost person to try and find them.

GENERAL SAFETY & SECURITY

- Newport News Police Department will be present at the Jefferson Lab Open House and will assist with situations, as needed.
- An ambulance will be located onsite in the Experimental Equipment Lab (EEL) building 90 parking lot.

GENERAL SAFETY & SECURITY

- Be aware that building access will be limited the day of the event. Many doors into buildings that are not open for the event will be locked for outside entry. Alternate entrances to many buildings will also be locked for visitor and volunteer safety. You can still exit these doors but do not leave them open, or let anyone in. Direct people to the proper entrances.
- Per the Operational Safety Procedure (OSP), Jefferson Lab employees who are trained Radiation workers are encouraged to wear their personal radiation dosimeters in areas where it would normally be required (section 6.1).

SECURITY

- All Open House visitors' bags will be screened by TSA screeners at the S.C.O.T. Lot or in the CEBAF Center parking lot before entering the event.
 - Prohibited items include explosives, weapons, firearms, controlled substances, instruments or materials likely to produce substantial injury or damage

VOLUNTEER RESPONSIBILITIES

- Wear your JLab badge on the day of the event
- Wear your Open House Volunteer T-Shirt
- Bring your cellphone
- Keep the emergency communications card on you at all times
- Display your volunteer parking pass
- Be able to answer general event questions

VOLUNTEER RESPONSIBILITIES

- Know your assignment, where you need to be, and by what time.
- Know your area coordinator and how to contact them (emergency communications card) in case you are running late or an emergency occurs and you can't cover your shift.
- Know at least a little about the area you will be working in: locations of emergency exits, fire extinguishers, fire alarm pull boxes, severe wind take cover areas.
- Water will be allowed in the experimental halls, LERF, CEBAF Tunnel, CHL, and Test Lab. These will be provided to you. However, visitors must dispose of their food and drink prior to entering these facilities. Water bottles are acceptable.

VOLUNTEER RESPONSIBILITIES

- Wear comfortable shoes
- Wear clothing that is appropriate for where you will be:
 - Indoors: Comfortable, lightweight clothes; comfortable, supportive shoes; bottle of water, money for extra snacks
 - Outdoors: comfortable, lightweight clothes; comfortable supportive shoes, hat with rim, sunglasses, bottle of water, money for extra snacks, sunscreen, lip balm

VOLUNTEER PARKING

- Jefferson Lab's main entrance (Lawrence Drive) will be exit-only. The only inbound access will be at Hogan Drive.
- Morning shift/ all-day volunteers, please arrive by 8:15 a.m. Please be aware that visitor parking begins at 8:30 a.m.
- Parking lot employee shuttles begin at 7:30 a.m.
- Arrive early enough to allow travel time to your volunteer position or to help set up for the event.

VOLUNTEER ALL-DAY PARKING

- Volunteers who will be at the lab all day and not leaving during the day are asked to park in the "all day" parking lot. If you park there, you may not move your car until the event is over.
- You may not be able to move your car until the last shuttle bus departs the campus at 3:30 p.m.
- Be sure to arrive before or soon after 8 a.m. The event parking staff will hold visitor traffic after 8 a.m. and until 8:30 a.m.

VOLUNTEER HALF-DAY PARKING

- If you are working a half-day shift or need access to your car, park in the ARC and SSC parking lots and have your half-day parking pass fully visible in your vehicle's window.
- Also remember to wear your Open House volunteer T-shirt.

JEFFERSON LAB SITE MAP

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 Bus Stops	 Restrooms
 First Aid, Information, Lost & Found	 Additional Physics Displays
 Handicap parking	 Walking Path
 Refreshments	 Kid-Friendly Science

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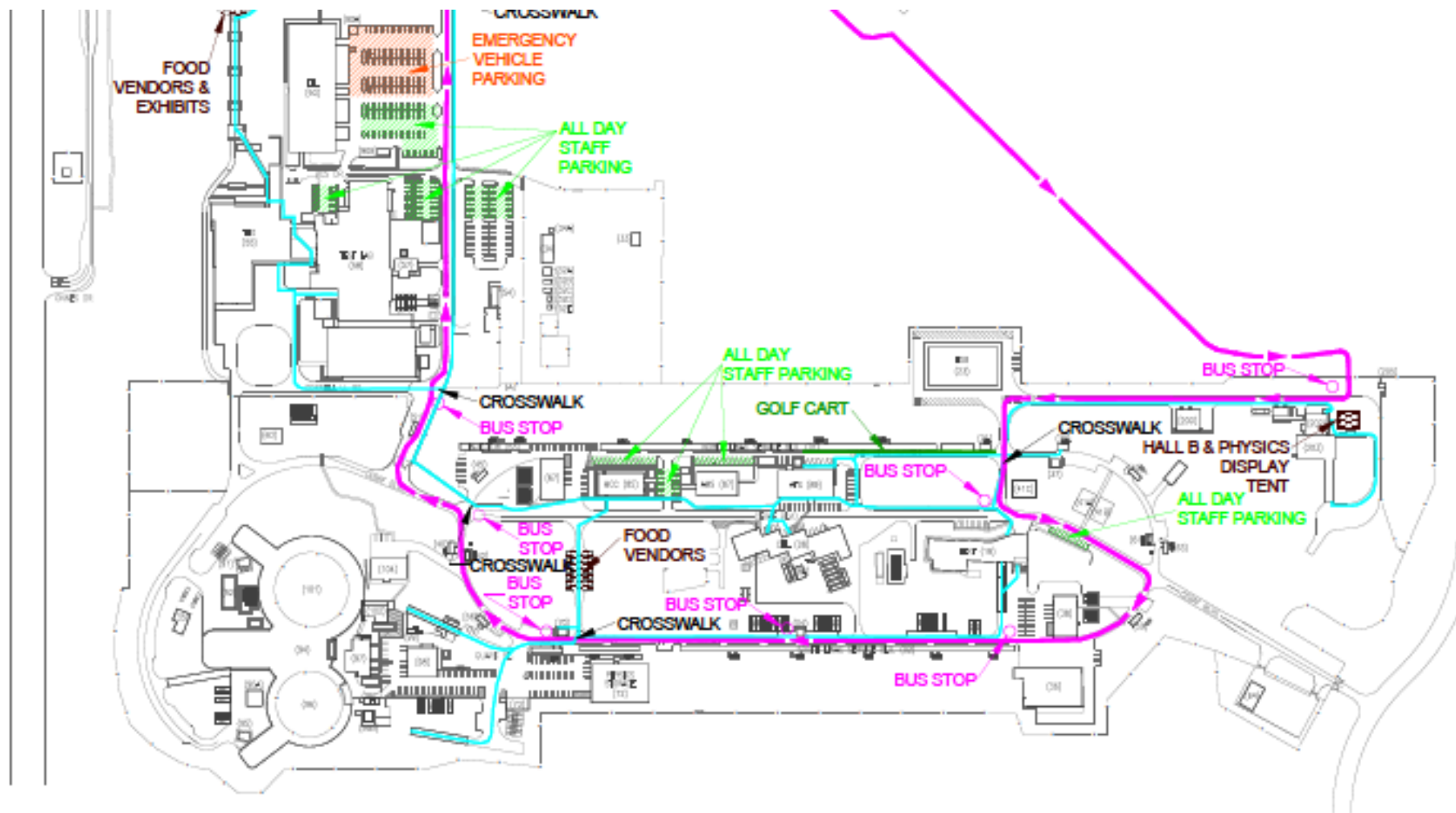
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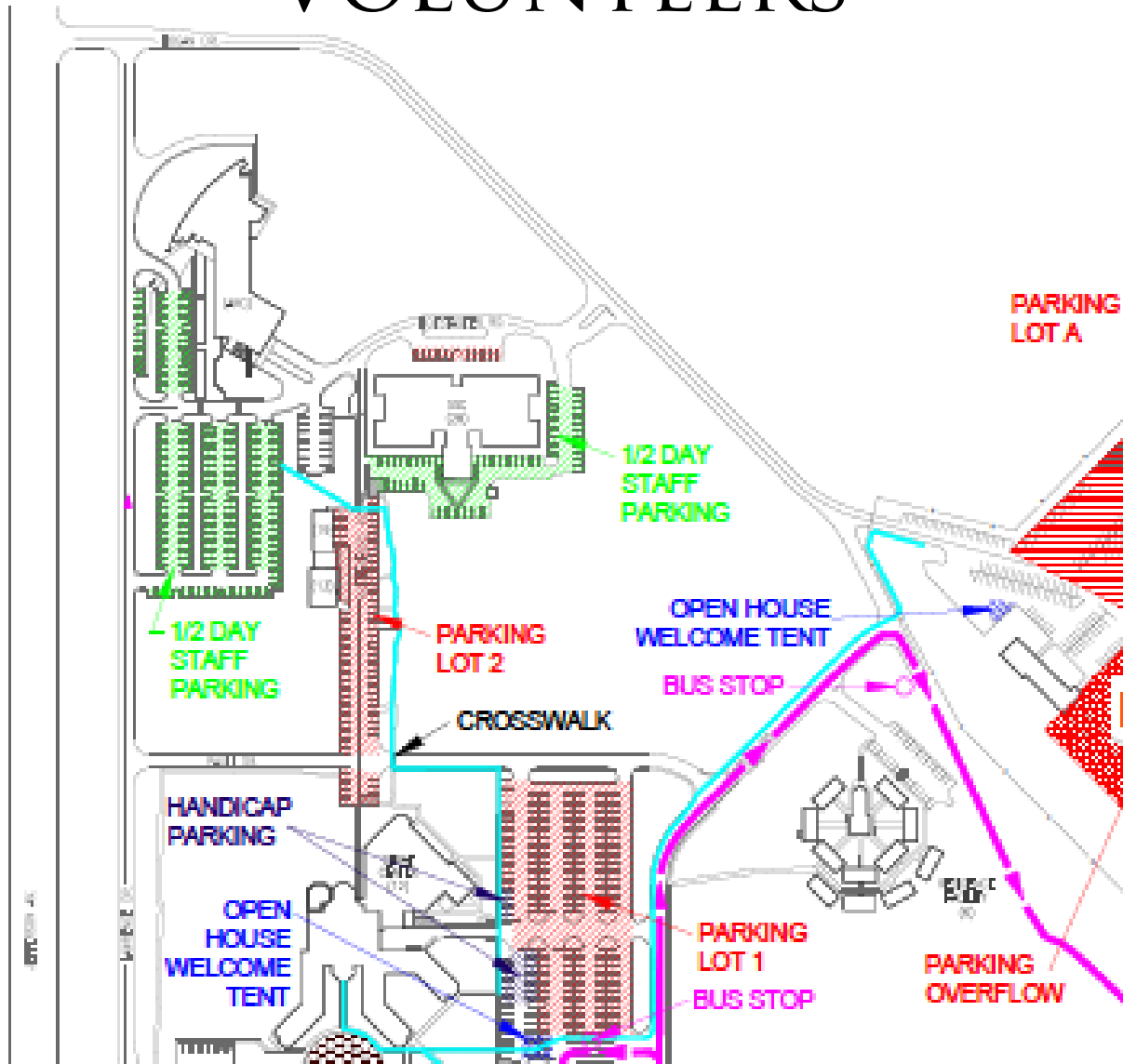
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PARKING FOR FULL-DAY VOLUNTEERS



PARKING FOR HALF-DAY VOLUNTEERS



VOLUNTEER TRAINING

- Don't forget to pick up your:
 - Open House volunteer t-shirt
 - parking pass
 - emergency communications card
- If you have a family member that is volunteering, grab the necessary materials for them and brief them on safety procedures.

NON-EXEMPT VOLUNTEERS

- An email regarding time charging instructions will be sent out immediately preceding and/ or after the event.
 - No time may be charged for work done before or after the event
 - The only time that may be charged to the event is for hours worked on April 30.

MASTER POLICE OFFICER (MPO) JOHN PARKER NNPD COMMUNITY RESOURCE OFFICER

Identifying the type of incidents
that we may encounter during a
public event in Newport News