Bldg 905 EVAC Routes
Muster Area in North Parking Lot

Facility Evacuation Instructions

• Exit the door nearest to your work space.
• Exit to the front parking lot unless instructed otherwise.
• Exit to the last two parking rows on the North side of the lot.
• Stand inside the rows not on the street.
Emergency Assistance

Dial 911 when calling from a land line.
Dial (505) 844-0911 when calling from a cell phone.

Responsible Individual: Members of the Workforce Required Action

- Call 911 or 844-0911, 845-0911, or 284-0911 (cellular), or your site emergency number and follow all instructions for injury or accident(s) with bleeding, choking, broken bones, falls involving injuries, chest pain, tingling in arms, numbness, and other sudden medical conditions and/or injuries.
- Follow the instructions of emergency personnel.

Consider every electrical shock to be an emergency. Every victim of a shock on Sandia-controlled premises shall be evaluated by Sandia Health Services or if off-site, a local emergency room.

Before A Fire

Responsible Individual: Members of the Workforce

Required Action

- Obey the instructions of emergency response personnel.
  - Do not reenter a facility after an incident or where hazards are present, unless directed to do so by the Incident Commander, in coordination with Industrial Hygiene.

Follow:

- Common actions, During Any Emergency or if Instructed to Evacuate.
- Actions, as appropriate, for the specific type of emergency listed below:
  - Fire
  - Bomb Threat.
  - Confined Space (Injury or Other Emergency).
  - Medical Emergencies.
  - Natural Phenomena Emergencies.
  - Power Outages/Elevators.
  - Suspicious and Unattended Items.
  - Workplace Violence.
During A Fire

Report or Fight a Fire

Responsible Individual: Members of the Workforce

Required Action

- From a safe location, call 911 from a Sandia National Laboratories based phone. From non-Sandia National Laboratories phones or cellular phones, dial a Sandia National Laboratories Prefix first followed by 0911 (844-0911, 845-0911, or 284-0911) or the site emergency number. If you are not in a safe location, you can still call 911 as necessary.

**Note:** Do not jeopardize your personal safety.

- If the fire is small and incipient, you may try to extinguish it with the proper type of fire extinguisher. Do not use more than one fire extinguisher. Remember that smoke from fires is toxic and causes most fire deaths.
  - **Note:** Notify the Incident Commander if you have discharged a fire extinguisher.
- If you cannot extinguish a fire, evacuate the area.
  - **Note:** Remember to test all doors before opening. Do not open a hot door.

If a fire is out, call 311, to report that the fire occurred.

After A Fire

Evacuate a Building

Responsible Individual: Members of the Workforce

Required Action

- Alert others and pull the nearest fire alarm, except in the case of a bomb threat, earthquake (unless there is an actual fire), or if instructed not to do so.

**Note:** Always take alarms seriously; never assume any alarm is false.

- If the situation warrants and it is feasible and safe to do so:
- Shut down operations involving hazardous material or electrical equipment.
- Secure classified matter or take it with you.
- Take your keys and personal items.
- Not feasible and safe, or if time does not permit you to do so:
  - Leave operations on.
  - Leave classified matter behind.
Note: The health and safety of personnel take precedence over the need to shut down equipment or secure classified matter.

- Leave the building/danger area via the nearest safe exit/route.

Note: Persons who are unable to use stairs should take refuge within the nearest enclosed stairway or designated area of refuge or rescue assistance area and wait for assistance by emergency response personnel. Do not attempt to evacuate persons who have taken refuge within an enclosed stairway.

- From a safe location, call 911 or the site emergency number. Be prepared to answer multiple questions to gather accurate information that will be provided to the first responders.
- Go directly to the designated assembly area or other safe location (as instructed).

Note: Stay close, do not leave the area, and listen for further information as it becomes available. Notify an Evacuation Team Captain/Member of your location if you evacuated to a different location other than the designated assembly point (for accountability). Hosts sponsoring visitors are responsible for determining accountability of visitors and reporting it to their Evacuation Team Captain/Member.

- Report immediately to the Incident Commander if safe to do so, if you:
  - Have information regarding the cause of the emergency.
  - We’re not able to terminate hazardous operations before evacuating.
  - Activity SME for the area.
  - Are members of the building evacuation or emergency team and have information regarding the emergency.
  - Are members of another response team and provide specialized help (e.g., first aid, 858 Emergency Response Team-ERT).
  - Have knowledge of anyone in the building in need of evacuation assistance.
  - Are carrying classified matter.
  - Left classified matter unattended or left a vault-type room (VTR) unsecured.
- Do not re-enter the building until authorized to do so by the Incident Commander and/or Industrial Hygienist if hazards were present.
- Note: If you left classified matter unattended, you will be allowed to reenter the area before the other building occupants. Be sure to inspect unsecured classified matter as soon as building re-entry is allowed. No one unless they are part of the response, trained and qualified, will be allowed to re-enter the building until it is safe, no exceptions. Call Security Incident Management Program (SIMP-283-SIMP (7467 or 321) if any anomalies are identified.
1. If there is an active shooter, if safe to do so evacuate and call 911. Give the building and technical area location of the active shooter, number of shooters, physical description, types of weapons, and number or potential victims.

   - Run! (Get Out!) Evacuate if safe to do so. Leave your belongings behind, keep your hands visible to responders. Call 911 when safe.
   - Hide! (Hide Out!) Hide or lock/barricade the door, close blinds. Stay away from windows. Silence your PEDs and remain quiet.
   - Fight! (Take Action!) As a last resort and only when your life is in imminent danger take action against an active shooter. Attempt to incapacitate the shooter. Act with physical aggression and throw items at the active shooter. Remain in the building until evacuated by emergency response personnel or the EOC.