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## Memorandum

March 6, 2008

**To:** Division/Section Heads  
**From:** Bill Griffing  
**Subject:** Response of Personnel to Emergencies and Injuries

Periodically it is a good idea to remind your personnel of the proper response to an emergency. Without periodic reminders, people tend to forget the appropriate actions to take during an emergency. In the heat of the moment, they even fail to remember to call Extension 3131 promptly.

I would also like to remind you of the proper procedures for reporting minor injuries and provide some suggestions for personnel accountability. For your convenience, these subjects are addressed on the reverse side of this memo which you may want to post on bulletin boards or distribute to your employees.

cc: Directorate  
ES&H Section Personnel  
SSOs  
Dr. Joanna M. Livengood, Fermi Site Office

File: Emergency Preparedness Misc.  
Follow-up File 2/2009

Posted on ES&H Section Home Page on the Web at:

[http://www-esh.fnal.gov:8001/Emergency\\_Reminder/Emergency\\_Reminder.htm](http://www-esh.fnal.gov:8001/Emergency_Reminder/Emergency_Reminder.htm)

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## RESPONSE TO EMERGENCIES

In case of an emergency (e.g., fire, chemical spill, with or without injury):

- initiate local alarm
- evacuate area
- Dial 3131, **from a safe location**. Give your name, location, and the nature of the emergency. Stay on the phone until the emergency operator indicates that they have all the necessary information.

## RESPONSE TO EMERGENCIES INVOLVING SERIOUS INJURIES OR ILLNESS

If injury is serious:

- Dial 3131, give your name, location, and the nature of the emergency. Be sure that the emergency operator knows your location so that the emergency response team can find you.

If injury/illness is minor:

- Report to Fermilab's Medical Department (Ground Floor West, Wilson Hall)
- Dial 3131 if injury/illness occurs after normal work hours (8:30 am- 5:00 p.m.)

For biohazard reasons, do not attempt to clean up any blood from an injury unless you are the injured party and the amount is small. Otherwise, call the Communications Center at 3414 to request assistance, unless the Fire Department has already initiated cleanup or notification.

## PERSONNEL ACCOUNTABILITY WHEN WORKING ALONE

**Avoid working alone whenever possible.** If you must work alone, be sure your supervisor is aware of where you are and what you are doing. If possible, make sure someone checks on you periodically. Be familiar with, and follow, all emergency warning signals and instructions. Notices on these signals are posted throughout the Laboratory.

If there is an evacuation signal, evacuate immediately and go to your designated assembly area. Remain in that area until the Fire Department arrives **and** you are released.

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