

## Memorandum

July 18, 2013

**To:** Division/Section/Center Heads  
**From:** Martha E. Michels *mm*  
**Subject:** Periodic Reminder: Personnel Responsibilities Regarding Emergencies, Injuries/Illness and Working Alone

It is important to respond to emergencies and injuries promptly and appropriately. It is also important to understand the risks and your responsibilities when working alone. Thus I would like to take this opportunity to remind you of the lab's policies in these areas.

For your convenience, these subjects are addressed on the reverse side of this memo. Please take the time to post this on your bulletin boards or distribute to your employees.

cc: Directorate  
ESH&Q Section Personnel  
SSOs  
Michael Weis, Fermi Site Office

Posted on ESH&Q Section Home Page in the Emergency Management box, the link called:

Onsite Response to Emergencies

Or directly at:

<http://esh-docdb.fnal.gov/cgi-bin/RetrieveFile?docid=1664>

OVER ->

## 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 ILLNESSES

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)
- If after hours, report to the Fermilab Fire Department

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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