

BET Emergency Evacuation Protocol, 717 Potter St.

In case of evacuation, Building Emergency Team is to take the following steps:

1. All BET members are to get BET gear (vest, hard hat, radio) if possible.
2. First member of the team that is able to pass by the front security desk is to take the Evacuation Kit from behind the desk, exit building, and find clipboard that is inside the bag. Other members follow. Emergency kit contains:
 - a. Delegation clipboard
 - b. Evacuation apparel
 - c. Megaphone
 - d. Flashlight
 - e. Key to emergency box
3. The member holding the clipboard becomes primary delegator for the evacuation, and shall delegate roles to BET members or other willing evacuees, in the following rank order:
 - a. Delegator (1) – First BET member uses clipboard to designate further evacuation team responsibilities
 - b. Meeting place designee (1) – determines if designated meeting place is available and safe. If not, determines best alternate location for evacuees to congregate
 - c. First responder/landlord contact (1) – Proceeds to corner of Potter and 5th St. to direct emergency responders to correct location
 - d. Re-entry monitors (4) – Monitors station themselves at four building exits to assist tenants as the exit, and deter re-entry by evacuees
 - e. Role-taker at meeting site (1) – At meeting location, assesses lab members for knowledge of on-site individuals who did not successfully exit, records information for emergency responders
 - f. Supply box manager (1) – Uses key in emergency evacuation kit to open emergency supply box as necessary
 - g. Triage manager (1) – If necessary, sets up triage station near emergency supply box for immediate triage of injured tenants
 - h. Building external sweep (1) – Makes three external sweeps of building to look for injured individuals, check in with door monitors, assist with triage, assist with directing emergency vehicles, interact with landlord representatives, etc.
 - i. LBNL Communications callout – Makes contact with Jon Weiner at LBNL Communications to ensure that direct line of communication has been established between BET and LBNL emergency coordinators
4. Until cleared by Lab Management, B977 Operations Director, Municipal Responders, Facility engineers, or Facility manager, evacuees are not to re-enter the building, but BET members may re-enter at their own discretion.