



NATIONAL ENERGY TECHNOLOGY LABORATORY

Visitors and Contractors Safety Information Morgantown, WV

Emergency Phone Numbers

Security: x11 (from site phones)

304-285-4123/4199

Located in Building B-7

Environmental, Safety, & Health: x5253

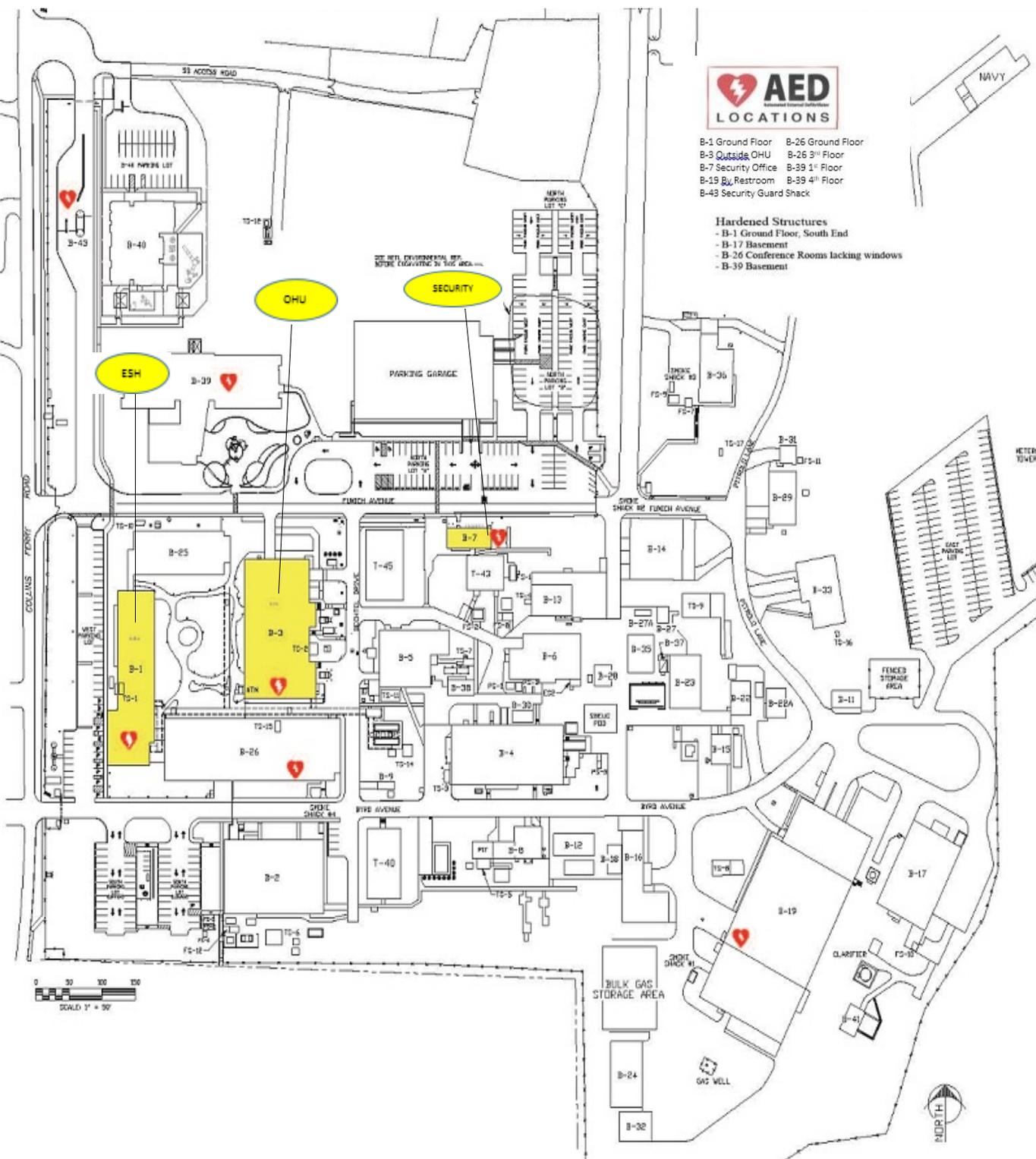
304-285-5253 (cell)

Located in Building B-1 Ground Floor

Occupational Health Unit: x4500

304-285-4500 (cell)

Located in Building B-3



- B-1 Ground Floor
- B-3 Outside OHU
- B-7 Security Office
- B-19 Bx Restroom
- B-43 Security Guard Shack
- B-26 Ground Floor
- B-26 3rd Floor
- B-39 1st Floor
- B-39 4th Floor

Hardened Structures

- B-1 Ground Floor, South End
- B-17 Basement
- B-26 Conference Rooms lacking windows
- B-39 Basement



U.S. DEPARTMENT OF
ENERGY



Welcome to NETL! We are glad to have you visit and work with us.

Protecting the safety and health of our employees, our visitors, and our environment is of vital importance to us and is part of our mission.

You can help by following the rules in this brochure.

The following is our Environmental, Safety, and Health policy:



P Prevent Pollution, Accidents, & Incidents
R Regulatory & Legal Compliance
I Improve Continually
S Safety Analysis & Review System (SARS)
M Minimize Waste, Hazards, & Risk

In the event of an after hours evacuation, personnel accountability will be conducted at the B-923 Security office and the B-95 Guard Post.

Shelter-in-Place protective actions will be announced over the site emergency notification system.

Security

- Visitor and contractor badges are to be worn above the waist and visible at all times.
- If you are a visitor, please stay with your host.
- Offsite contactors will receive training at an ESS&H orientation session before beginning work onsite.
- Park only in the designated parking areas, as directed by Security or at your orientation.
- Observe site speed limits ranging from 5-15 miles per hour.

- Do not bring firearms, weapons, explosives, illegal drugs, or alcohol onto the site. All packages, briefcases, containers, and your vehicle may be searched. Do not use cameras (or cell phone cameras) without permission from the Security office.

Safety

- If you hear a fire alarm, report to the **Visitor Assembly Area (#17 on the map)** and remain there until you receive further instructions. If you are told to shelter-in-place, please remain inside the building..
- If you see an accident, emergency, or need assistance from **Security**, dial **x11** from any onsite phone or **304-285-4123** from a cell phone
- If you need medical assistance, contact our Occupational Health Unit (**OHU**) at **x4500**, in **Building-3**, during normal business hours. After hours, call **Security** at **x11**.
- Smoking is only permitted in designated smoking areas.

- You must obtain a work permit from your **Contracting Officer Representative** or the **SSC ES&H Group** prior to performing any work in confined spaces, any energized electrical work, or hot work. The **SSC ES&H Group** is in **Building B-1 Ground Floor** at **and can be reached via phone at x5253**
- Use all personal protective equipment as instructed.
- All work is to be conducted in accordance with NETL ES&H policies and procedures. Willful violation will result in removal from the NETL site.
- Laser pointers for presentation purposes cannot be rated higher than Class 2. If needed, a Class 2 laser pointer can be provided for your use at NETL.

Environmental

- Recycle paper, plastic, aluminum, batteries, and cardboard while onsite. Recycling containers are provided for your use throughout the site.
- Purchase “green” equipment and materials that contain recycled and environment-friendly content.
- Turn off lights and equipment when not in use.
- Conduct all work activities in a manner that conserves water, natural gas, electricity, and fuel.
- Handle and store all hazardous materials safely as specified in your statement of work and ES&H Plan.
- Please report any chemical spills immediately to Security at x11 or at 304-285-4123 from a cell phone.

If you have any questions about our safety, health and environmental policies, please contact the ES&H Group at x5253.