



VISITOR EMERGENCY INFORMATION

SANDIA NATIONAL LABORATORIES | ALBUQUERQUE, NM

Welcome

At Sandia National Laboratories, we warmly welcome our visitors and strive to ensure that your experience is both enjoyable and safe. We are committed to providing a positive environment where you can engage with our work and learn more about our mission. Your safety is our top priority.

Know Your Location

Sandia National Laboratories is primarily situated on Kirtland Air Force Base (KAFB)* in southeastern Albuquerque, with additional leased buildings throughout the city, mainly in the Sandia Science and Technology Park (SSTP) just east of KAFB.

Multiple locations make it crucial for employees and visitors to be aware of their location and understand how to report an emergency.

* Be aware that emergency drills, exercises or real-world events can impact base access. Have a plan in case KAFB inbound or outbound access is restricted, or gates experience unexpected closures.

EMERGENCY REPORTING

Sandia Facilities on KAFB

- **From landlines, call 911**
- **From cell phones, call 505-844-0911**
- For **non-emergency reporting** from **landlines**, call 311; from **cell phones**, call 505-844-0311

Off-base Sandia Facilities

- **Call 911 from a landline or cell phone**

KAFB Facilities

- **From landlines, call 911**
- **From cell phones, call 505-846-7926**

When it is safe to do so, call 505-844-0311 to notify the EMCC following calls to non-Sandia 911 services.

EMERGENCY NOTIFICATION SYSTEM

The following emergency notification systems are in use at this location:

- Building fire system alarms and strobes
- Sandia Telephone Information Line: (505) 845-6789
- Sandia AM Radio: AM 1640
- Emergency Alerts: <https://www.sandia.gov/alerts/>
- KAFB "Giant Voice" mass notification system

Your Sandia host has access to the following notification systems:

- AtHoc® emergency notification system through email, landlines and Sandia-issued cell phones (text & voice).
- KAFB app push notifications
- Alert Banner on INSIDE Sandia website

EMERGENCY RESPONSE & ACCOUNTABILITY

Visitors must:

- Follow emergency notification system instructions.
- Seek direction from your Sandia host and follow emergency responder instructions.
- Adhere to emergency reporting instructions.
- Review the Building Emergency Plan for visited location(s) including emergency exits and evacuation assembly areas.

Contractors must:

- Be familiar with and adhere to the Contractor On-Boarding, Contractor Site Safety Plan, and Pre-Job Safety Briefing, as appropriate/required.

SECURITY

Guidance

- You must be escorted at all times within limited or more restricted areas.
- Failure to comply with instructions may terminate access and restrict future Sandia access.
- Learn the evacuation procedures for areas being visited.
- Report emergencies to your Sandia host and as directed in this guide.
- Comply with applicable security requirements, including any that may be unique to the spaces being accessed or the activities being performed.
- Obey all security-related signs while on Sandia-controlled premises.
- Complete visitor logs where applicable.

Badges

- Display your Local Site-Specific Only badge and the 'U' card (if issued) while on Sandia-controlled property. Report a lost badge to your Sandia host immediately. Return all issued badges to your Sandia host or to a Security Officer at a Sandia gate.

Prohibited Articles

The following articles are restricted from being introduced onto Sandia-owned premises:

- Explosives
- Dangerous weapons including personally owned firearms
- Instruments or materials likely to produce substantial injury to persons or damage to property
- Hazardous materials, including, but not limited to:
 - Radiological substances or chemicals (including personal chemical protection sprays)
 - Safety Level 3 and 4 Biological materials
- Alcohol
- Any other item prohibited by law (e.g., illegal drugs and associated paraphernalia)

Electronic and Mobile Devices

Visitors to Sandia may not bring any electronic or mobile devices (e.g., phones, smartwatches, fitness trackers) into Limited Areas or Secure Spaces. Medically necessary electronic devices require additional processing prior to entering a Limited Area

PROTECTIVE ACTIONS

Protective actions are the immediate steps taken to prevent personal harm in an emergency.



Evacuation

Initiated by alarm or emergency notification (building fire or similar inside hazard)

If directed to evacuate:

- Leave the building immediately using the nearest exit.
- Help those needing assistance.
- Proceed to the building assembly area.
- Check in with the Building Emergency Team Captain (BETC).
- Do not leave the assembly area until released by the BET or emergency responders.



Shelter in Place

Initiated by emergency notification (bomb threat or hazmat incident)

If directed to shelter in place:

- Remain indoors within your current building.
- If outdoors, proceed to the closest building.
- Close all windows and doors. Stay away from drafty windows and doors.
- Wait for further instructions.
- Do not leave the building until released by authorities.



Lockdown

Initiated by emergency notification system (active security incident in the general area)

If directed to lock down:

- If possible, secure exterior doors. Regardless of success or failure to secure doors, move quickly to an interior room.
- Secure yourself in a building or interior room where you are not visible and barricade the door using all available means.
- Close blinds, turn off lights, silence cell phones, and stay quiet.
- Remain until directed to leave by authorities.



EMERGENCY MANAGEMENT

mitigation | preparedness | response | recovery

Additional Resources

Emergency Management: 505-844-0311
emergmt@sandia.gov
Hours: 24/7

Badging Office: 505-845-1321
Hours: M-F: 7:00 a.m. - 3:00 p.m.