

Richmond Field Station
Facility Emergency Plan (FEP)

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FACILITY EMERGENCY PLAN

INTRODUCTION

This document is called the Richmond Field Station (RFS) Facility Emergency Plan or the Plan. It identifies persons responsible in an emergency within the facility. It also includes recommended procedures for responding to emergency situations including hazardous material releases and threatened releases. This document was prepared using the BEP template for UC Berkeley.

All faculty, staff, students, tenants and long-term guests of the RFS should be familiar with important elements of the Plan. Questions regarding the document can be addressed to the appropriate Department Safety Coordinator (DSC), supervisor, or EH&S (510-642-3073). As one reads the Plan, the following should be kept in mind:

- Evacuation routes, exit points, where to report for roll call after evacuating a building and the exit points of the facility.
- When and how to evacuate a building and the facility should the need arises.
- Locations of emergency supplies and materials and stations that may be needed in an emergency, such as fire extinguishers, pull alarms (where applicable) and first aid kits.
- Proper procedures for summoning emergency assistance at all hours.
- Emergency responsibilities such as being a roll taker or floor monitor during evacuation.
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting one's self in the event of an emergency.

Copies of the Plan are kept in Building 175 (RFS Maintenance Operations Office) and at the Office of Environment, Health & Safety (EH&S) at 317 University Hall, UC Berkeley, Berkeley, CA. An electronic copy of the Plan is sent to each tenant of the facility. All UC tenants should adopt the Plan and should become familiar with the contents of the document, the person he/she has to report to after evacuating the building and where to assemble after evacuating the building. The Department Safety Coordinator (DSC) of each UC tenant unit or department is responsible for training their staff assigned to work at the RFS and keeping training records.

Non-UC tenants have the option to adopt the Plan or to prepare their own emergency plan which should be consistent with the Plan and submitted to EH&S and the facility emergency management area coordinator. An emergency plan for a non-UC tenant should comply with all applicable regulations.

The Plan is submitted to the county of Contra Costa, the Certified Unified Program Agency (CUPA) as part of the Business Plan documentation. Copies of the Plan are made available to contacts in each tenant department or unit at RFS for informing and training staff. A copy of the Plan is also given to each non-UC RFS tenant for their reference.

I. FACILITY INFORMATION

1. FACILITY NAME: **Richmond Field Station**

Facility Emergency Management Area Coordinator: **John C. Felling**
(Also the Facility Maintenance Operations Emergency Contact)

Address:

Building 175, Richmond Field Station
University of California, Berkeley
1301 South 46th Street
Richmond, CA 94804
Phone No.: (510) 231-9501 or 9503
Off-hour Phone No: (415) 488-9665
Fax No: (510) 231-9520
Cell Phone No: (510) 381-9657

Alternate Facility Emergency Management Area Coordinator: **Lino Amaral**
 (Also the Alternate Facility Maintenance Operations Emergency Contact)

Address:

Building 175, Richmond Field Station
 University of California, Berkeley
 1301 South 46th Street
 Richmond, CA 94804
 Telephone No.: (510) 231-9501
 Fax No: (510) 231-9520
 E-Mail: lino@berkeley.edu
 Off-hour telephone number: (510) 245-7745
 Cellular Telephone No: (510) 449-8495

2. DESCRIPTION OF THE FACILITY:

The RFS is a satellite facility of the University of California, Berkeley, located on a 150-acre tract (including wetlands) about seven miles from the main UC Berkeley campus in Berkeley. The facility is occupied by various UC Berkeley departments/units with employees and students in research and teaching laboratories for engineering, structural, chemical and biological studies, a major library repository, and related support and administrative units. A few older buildings on the facility are not occupied by staff but used for storage. A number of non-UC tenants lease space at the facility. The EPA Region IX Laboratory occupying Building 201 is one of the non-UC tenants.

3. FACILITY ZONES

To facilitate emergency management the buildings in this facility are grouped in smaller clusters of several buildings called zones. There are in all 17 zones (Zones A to Q) Each has its own zone emergency contact and alternate and they are responsible for ensuring that the occupants of the buildings in their zones are evacuated from the buildings in an emergency. The table that follows lists the zones, the buildings that belong to the zones and the emergency contact and alternate for each zone.

Zone	Buildings	UC Department or Tenant Company	Emergency Contact and Alternate
A	118 470. 471, 472. 473, 474. 475. 478	Center for Forestry, College of Natural Resources (Barbara Lane)	John Shelly (510) 231-9414
B	451, 453, 454	Pacific Earthquake Engineering Research Center (PEER) Earthquake Engineering Research Center (EERC) Earthquake Engineering Research Library Structural Engineering Laboratory	Darlene Wright (510) 231-9505 Yolanda West (510) 231-9554
C.	280A, 452, 452T, 480, 482, 486	Institute of Transportation Studies Pavement Research Center (ITS/PRC) Geotechnical engineering and Civil Engineering Shop Heavy Vehicle Simulator	Margaret Paul (510) 231-9469

D	159, 167, 180, 190, 196, 277, 450, 452	Institute of Transportation Studies Partnership in Advanced Transit and Highways (PATH) Project Offices	Tony Brennan (510) 231-9469 Elaine Banks (510) 231-9494
E	452	Vacant, no tenant	
F	400	Northern Regional Library Facility (NRLF)	Scott Miller (510) 232-7767 (510) 643-0100 Virginia Moon (510) 232-7767 (510) 642-6244 Jutta Wiemhoff (510) 232-7767 (510) 642-6234
G	100, 101, 102, 105, 110, 111, 112, 113, 116, 125, 127, 136, 138, 163	Bioengineering Ergonomics Laboratory	Terry Johnson (510) 231-9424 Betsy Llosa (510) 231-5720
H	No buildings in this zone		
I	201	Environmental Protection Administration (EPA) Region IX Laboratory	Brenda Bettencourt (510) 412-2311 Patrick Borthwick (510) 412-2313
J	114, 117, 120, 128, 149, 150, 152, 153, 175, 178, 185, 194, 195, 197, 198, 275	RFS Maintenance Operations Office, shops, and receiving RFS Conference Center RFS Recreation Center Department of Mechanical Engineering Projects Chemical storage sheds RFS Security Patrol office	Lino Amaral (510) 231-9401 Lindy Staples 231-9481 Richard Martinez (510) 231-9444
K	154, 158A, 176	Stratacor, Inc.	Dr. Bill Reifenrath (510) 231-9463 Victoria Garzouri (510) 231-9463
L	161	UC Berkeley Extension Programs in Environmental Hazard Management	Roxanne Hernanadez (510) 643-9927
M	180, 184	Vacant, no tenants	

N	300	Electromagnetic Instruments (EMI)	Guiseeppe Guarino (510) 231-7997 Donna Hunter (5100 231-7997)
O	155, 177	Aquatic Research Institute Institute of Transportation Studies Technology Transfer Program	Scott Wientraub (5100 231-9547) Sharon Farrel (510) 231-9547 Eddie Gunn (510) 231-5679 Kim-Doty-Harris (510) 231-5717
P	Vacant, no buildings		
Q	420, 421, 484, 485, 487, 488	Earthquake Engineering Research Center (EERC) Simulator Laboratory Structural Engineering Laboratory	Don Clyde (510) 231-9527 Wesley Neighbour (510) 231-9594

4. EMERGENCY ASSEMBLY AREAS

In a major emergency a facility evacuation may be required. In this event, all occupants should assemble first at their own Zone Assembly Areas and Zone Emergency Staff or alternates will lead the groups to the Facility Assembly Area in front of Building 445 or a designated alternate location. The primary evacuation assembly area for each zone is shown in Figure 1. From these zone assembly areas, responders will then lead occupants to appropriate exits from the facility. The facility evacuation diagram and exits are shown in Figure 2.

The following are the main and alternate evacuation assembly areas of each zone. Each assembly area has at least one roll taker.

Zone	Main Assembly Area	Alternate Assembly Area
A	Open field West of 198 Front parking lot of 478	Parking lot East of 180 Paved area outside green-house and shade house
B	Main parking lot of 451 and 452	Parking lot behind 453
C	Parking lot adjacent to 450	Parking lot between 482 and 486
D	Large parking lot North of 180 Parking lot in front of 451 and 452	Parking lot East of 180 Parking lot behind 453
E	Parking lot in front of 451	Parking lot behind 453
F	Main parking lot in front of 400	Open area North of Phase II
G	Open paved area in front of 102	Open field West of 112
H	Open field West of 276	Area in front of 276 on Lark Drive
I	Flagpole in front of main entrance	Service road South of flagpole
J	Open field West of 198, on Egret Way Grassy area East of buildings	Parking lot East of 180
K	Parking lot in Front of 151 next to Lark Dr	Lark Drive between 150 and 152
L	Parking lot North of 180	Parking area East of 180
M	Parking Lot North of 180	Parking area East of 180
N	Parking Lot South of 300	Field West of 180
O	Parking lot South of 155	Parking area East of 180
P	No buildings in this zone	
Q	Parking lot West of 420	Open field South of 420

5. CRITICAL OPERATIONS FOUND IN THIS FACILITY

There are no critical operations at the RFS for which an employee is required to remain in the building during an emergency.

6. MEDICAL AND RESCUE DUTIES FOR EMPLOYEES

No RFS employee has been assigned medical or rescue duties specific to emergency situations at the RFS. Employees may have volunteered and been trained for rescue by the Office of Emergency Preparedness for campus emergency situations (e.g. A large earthquake).

II. IMPORTANT TELEPHONE NUMBERS

FOR LIFE-THREATENING EMERGENCY CALL THESE NUMBERS:

9-911 from a campus telephone

911 from a public telephone

(510) 233-1214 from a cellular phone (this goes directly to the Richmond Fire Dispatcher)

NON-LIFE-THREATENING EMERGENCY NUMBERS:

Department

RFS Security Patrol Officer (SPO)

Phone Number

231-9444 (by-pass number)

RFS Maintenance Operations

231-9501

232-7578 (by-pass number)

University Police (UCPD dispatch Center)

642-3333

642-6760

Environment, Health & Safety

642-3073 (office hrs)

642-3333 (off-hrs)

Medical Facilities

Kaiser Hospital, Richmond

307-1566

Open 24 hours, 7 days a week

Tang Center Clinic, 2222 Bancroft Way

642-2000

8:00 AM to 5:00 PM Monday - Saturday

(Monday - Friday during the summer)

Tang Center Urgent Care

642-3188

8:00 AM to 8:00 PM Monday - Saturday

(8:00 AM to 5:00 PM, Monday-Friday, during the summer)

Alta Bates Medical Center, 2450 Ashby Avenue

204-1303

Open 24 hours, 7 days a week

Emergency Information

Phone/FM-AM Dial Numbers

Berkeley Radio Station (City of Berkeley)

1610 AM

KALX Radio Station (UC Berkeley)

90.7 FM

Building Coordinator Information Line

642-4258

Campus Emergency Information Line

642-4335

(Activated in emergency situations only)

III. BUILDING ALARM(S) IN THE FACILITY

ZONE A

- Fire alarm bells – These are low-pressure alarms connected to the zone sprinkler system but not to the fire department or the SPO.
- Emergency evacuation alarms – These are four sirens with a high-pitched warbling sound in Buildings 472, 478 and at the wood collection. They are manually activated by a switch located in the hallway of Building 478.

ZONE B, C, D, AND E

- Buildings in these zones do not have alarm systems.

ZONE F

- **Automatic fire alarm system** – This system is linked to smoke detectors in the buildings. It is a warbling sound accompanied by flashing strobe lights and signals evacuation of the facility. The enunciator system is in Room 125 C on the first floor of the Phase I. An automatic signal is sent to the UC Berkeley Police Department, which contacts the Richmond Fire Department and the RFS SPO.
- **Manual hand pull alarm system** – These are pull stations identical in sound to the automatic fire alarm system that are pulled by anyone nearby. Two pull switches are located on each floor in the stack areas; another five are in the Support Area of Phase I. The manual alarms are enunciated in Room 115.
- **Dual public address system** – This can be channeled through internal telephone lines, or through the existing alarm systems. This can be used to announce an evacuation, and can be activated by two independent routes, through the building's telephone service, by dialing a coded extension number, or through a Miritone system controlled in Room 115. This alarm has the same sound as those that are activated by the fire alarms.
- **HVAC Alarm System** - This system warns of failures of humidity or temperature control systems. A warning light is activated in the lobby of the Phase I Building, but there is no audible alarm.
- **Intrusion Alarm** – This system is activated by the opening of outside doors indicating an intrusion. The system is automatically transmitted to the UC Patrol Department dispatch which contacts the SPO. A report indicating the affected area or door is automatically printed.

ZONE G

- Automatic sprinkler alarm system that is activated by low water pressure. This is a signal for evacuation.

ZONE H

- No building assigned to this zone.

ZONE I (EPA Region IX Laboratory)

- Please see EPA Emergency Plan

ZONE J, K, and L

- Buildings in these zones do not have alarm systems.

ZONE M

- **Automatic fire alarm system** – Building 177 has an automatic alarm system that is linked to smoke detectors in the buildings. It is a high pitched horn sound accompanied by flashing strobe lights and signals evacuation of the facility. An automatic signal is sent to the UCPD, which contacts the Richmond Fire Department and the RFS SPO.
- **Manual hand pull alarm system** – These are pull stations identical in sound to the automatic fire alarm system that are used by anyone nearby. Four pull switches are located on the first floor near each exit; another is located on the second floor near the rear exit.

ZONE N, O, P and Q

- Buildings in these zones do not have alarm systems.

IV. EMERGENCY PROCEDURES

1. EMERGENCY NOTIFICATION PROCEDURES

When you call 9-911 or 911 (or any other emergency number) from a RFS location to request emergency assistance, you will be connected to the City of Richmond Dispatch. Request Richmond City Dispatch to notify UCPD at 642-3333. Emergency assistance can also be summoned by calling the Security Police Officer (SPO) directly at Ext. 444 or 231-9444. Call from a safe location and remember to:

- Stay calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (fire, medical, hazardous material, etc.)
 - How did it happen?
 - When did it happen?
 - Who are you? (your name)
- Gather any other information that may be useful for the emergency responders (e.g. Are there any injuries involved?).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know the answers to all of these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

2. EVACUATION PROCEDURES

A building occupant is required by law to evacuate the building when the fire alarm sounds.

When evacuating your building or work area:

- Stay calm, do not rush, and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do *not* use the elevator.
- Proceed to the designated Zone Emergency Assembly Area (EAA) and report to your roll taker or Zone Coordinator. Diagrams are located at the main entrance of your building. Be familiar with them before an emergency.

- Wait for any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

Evacuation diagrams are posted at the main entrance of your building. Be familiar with them before an emergency.

3. FIRE PROCEDURES

A building occupant is required by law to evacuate the building when the fire alarm sounds or are told to evacuate by the SPO, zone, facility emergency staff or other emergency responders.

If there is a fire in your work area:

- First, notify the fire department by pulling the pull station and (from a safe distance) calling 911 or 9-911 to provide details of the situation (See “emergency Notification Procedures” above).
- * If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, you may do so. Be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire.
- * Evacuate the building as soon as the alarm sounds and proceed to the designated Zone Emergency Assembly Area. (See “General Evacuation Procedures” in Section II).
- * On your way out, warn others nearby.
- * Move away from fire and smoke. Close doors and windows if time permits.
- * Touch closed doors. Do not open them if they are hot.
- * Use stairs only; do not use elevators where appropriate.
- * Move well away from the building and go to your designated evacuation assembly area.
- * Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

If there is a fire in your building:

- Follow evacuation procedures as soon as you hear the fire alarm sound (see “General Evacuation Procedures” in Section II).

4. FIRE PREVENTION PROCEDURES

To prevent fire, buildings at RFS maintain a good housekeeping policy, which includes:

- Storing flammable and combustible materials in an approved manner.
- Avoiding accumulation of flammable and combustible materials in work areas.

The Zone Coordinator and the Campus Fire Prevention Division at EH&S work together to ensure that there is no excess accumulation of flammable and combustible materials in this facility.

The Senior Facility Superintendent works with the Campus Fire Prevention Division at EH&S to ensure that there is no excess accumulation of flammable and combustible materials in this building.

Custodial services are provided to this facility by the RFS Custodial Services which is under the RFS Maintenance and Operations Unit (231-9501)

A schedule of custodial services in this building may be obtained by contacting the above provider. The Zone Coordinators also work with the above provider to maintain fire extinguishers, fire alarm systems, and fire sprinkler systems where appropriate in this facility and to keep them in good working condition.

5. POTENTIAL FIRE HAZARDS

Following are the potential* fire hazards identified in (insert building name):

- Combustible materials (e.g. Paper, cardboard, wood, etc.)
- Flammable/combustible gases in laboratories and shops
- Flammable/combustible solids in laboratories
- Flammable/combustible liquids in laboratories and shops

*Fire hazards are controlled by proper storage and housekeeping procedures.

6. EARTHQUAKE PROCEDURES

In case of an earthquake:

INSIDE THE BUILDING:

- Duck under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other people.
- Avoid windows, filing cabinets, bookcases and other heavy objects that could fall or shatter.
- Stay under cover until the shaking stops, and then leave the building.
- If it is safe to do so, stabilize any laboratory procedure that could lead to further danger. (For instance, turn off Bunsen burners or electrical equipment.)

OUTSIDE THE BUILDING:

- Move away from trees, signs, buildings, electrical poles and wires.
- Protect your head with your arms from falling bricks, glass, plaster, and other debris.
- Move away from fire and smoke.
- Proceed to the Zone Assembly Area if safe, or proceed to a pre-designated alternate assembly area. Check in with your Roll Taker(s) to let them know you are all right (see "General Evacuation Procedures" above this section).
- Stay alert for further instructions.

7. CIVIL DISTURBANCE/DEMONSTRATION PROCEDURES

Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur within this facility, call the SPO or the UCPD by calling 9-911 or 911.

If a disturbance seems to threaten the occupants of a building or the facility, report it immediately to the SPO (231-9444) or UCPD (642-6760) and take the following actions:

- Alert all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- If necessary, your department may decide to cease work operations.
- If necessary to evacuate, follow directions from Patrol.

If evacuation occurs, meet at the location designated as your Zone Emergency Assembly Area and wait for additional instructions and information (see "General Evacuation Procedures" above).

8. CRIMINAL OR VIOLENT BEHAVIOR

Everyone is encouraged to assist in making the RFS a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

If you are the victim of, or are involved in, any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risk. Notify the SPO or UCPD as soon as possible and give them the following information:

- Nature of the incident;
- Location of the incident;
- Description of the person(s) involved;
- Description of the property involved.

If you witness a criminal act or notice person(s) acting suspiciously on campus, immediately notify SPO (Ext. 444 or 231-9444) or UCPD (642-6760). If the situation is life threatening, call 9-911 or 911.

Assist the Patrol when they arrive; ask others to do the same.

9. EXPLOSION OR BOMB THREAT PROCEDURES

A suspicious-looking box, package, object or container in or near your work area may be a bomb or explosive material. **Do not handle or touch the object.** Move to a safe area and call the SPO (Ext. 444 or 231-9444) or University Police immediately (642-6760). Use a telephone in a safe area. Do not operate any power switch, and do not activate the fire alarm.

If there is an explosion:

- Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move well away from the site of the hazard to a safe location.
- Use stairs only; do not use elevators.
- Call 9-911 from a facility telephone or 911 from a public telephone if no one has called. Follow "Emergency Notification Procedures" above.

If you receive a bomb threat (via the telephone):

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Take notes. Ask questions:
 - When will it explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - Where did you leave it?
 - Did you place the bomb?
 - Who is the target?
 - Why did you plant it?
 - What is your address?
 - What is your name?
- Observe the caller's:
 - Speech patterns (accent, tone)
 - Emotional state (angry, agitated, calm, etc.)
 - Background noise (traffic, people talking and accents, music and type, etc.)

- Age and gender
- Write down other data:
 - Date and time of call
 - How threat was received (letter, note, telephone)
- Call the SPO (Ext. 444 or 231-9444) or UCPD (642-6760) and submit your notes from the telephone call or the bomb threat (letter or note) to the SPO or UCPD
- Follow the SPO or University Police instructions.

If you are told by emergency responders to evacuate the building (see “General Evacuation Procedures” above):

- Check your work area for unfamiliar items. Do not touch suspicious items; report them to campus authorities.
- Take personal belongings when you leave.
- Leave doors and windows open; do not turn light switches on or off.
- Use stairs only; do not use elevators.
- Move well away from the building and follow instructions from emergency responders.

10. HAZARDOUS MATERIALS PROCEDURES

If you witness a hazardous material spill, evacuate the spill site and warn others to stay away. Call 9-911 from a facility telephone (or 911 from a public telephone) if you believe the spill may be life threatening. If you can determine that the spill is not life threatening, follow the procedures outlined below.

If you are a hazardous material user, you should be trained by your supervisor on proper use and storage of hazardous materials. This training should include hazard information, proper procedures for preventing spills, and emergency procedures when a spill happens.

If as a user you spill a hazardous material or materials:

- Leave the area of the spill first and proceed to a safe location nearby. Then assess if you have the proper training and protective gear to clean up the spill.
- If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection. Manage the generated waste as appropriate. Consult your supervisor if necessary.
- Isolate the spill area to keep everyone away, and post signs as necessary.
- If you require assistance to clean up the spill:
 - During normal business hours (8 AM-5 PM, M-F), you can call Environment, Health & Safety (EH&S) directly (642-3073). UCPD (642-6760). UCPD will call EH&S.
- If you suspect or witness a release of a hazardous material to the environment (air, water, ground) call the SPO (Ext. 444 or 231-9444) or UCPD. The SPO or UCPD will notify EH&S.

11. UTILITY FAILURE

In the event of a major utility failure, notify Maintenance Operations (Ext. 501 or 503, or 231-9501 or 9503). Before 8:00 AM and after 4:30 PM or on weekends and holidays, notify the SPO (Ext. 444 or 231-9444) or University Police (642-6760).

Evacuate the building if the fire alarm sounds and/or upon notification by the Police or responders (see “General Evacuation Procedures” above).

A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. Panic can be partially avoided by an immediate decision on the need to cancel classes or meetings in progress or to evacuate the building (see “Evacuation Procedures” above).

In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored.

12. ELEVATOR FAILURE (WHERE APPLICABLE)

If you are trapped in an elevator, use the emergency telephone to call for assistance.

If the elevator does not have an emergency telephone, turn on the emergency alarm (located on the control panel) to summon for help.

13. FLOODING/PLUMBING FAILURE

If flooding occurs (due to a plumbing failure or other problem):

- Cease using all electrical equipment.
- Notify the SPO (Ext. 444 or 231-9444) or Maintenance Operations (Ext. 501 or 503, or 231-9501 or 231-9503). If necessary, evacuate the building (see "General Evacuation Procedures" above).

14. GAS LEAK

If you smell natural gas:

- Cease all operations immediately.
- Do not switch lights on or off.
- Notify the SPO (Ext. 444 or 231-9444) or UCPD (642-6760). From a facility telephone, dial 9-911, from public telephones, dial 911.
- Evacuate as soon as possible (see "General Evacuation Procedures" above).

15. STEAM LINE FAILURE

In the event of a steam line failure:

- Notify the SPO (Ext. 444 or 231-9444) or the RFS Maintenance Operations (Ext. 501 or 503, or 231-9501 or 231-9503).
- Evacuate as soon as possible (see "General Evacuation Procedures" above).

16. VENTILATION PROBLEM

If odors come from the ventilation system:

- Immediately notify Maintenance Operations (Ext. 501 or 503, or 231-9501 or 231-9503) or the SPO (Ext. 444 or 231-9444).
- If necessary, cease all operations and evacuate area (see "General Evacuation Procedures" above).
- If smoke is present, activate the fire alarm system by pulling the pull station and call 9-911 (or 911) from a safe location.

V. EMERGENCY PREPAREDNESS

1. SUPPLIES

Be prepared for emergencies. Keep an emergency kit in your work area that is easy to carry out of the office to the Emergency Assembly Area (EAA) when evacuating the building.

The following supplies are recommended for your personal kit:

- Drinking water (1 gallon a day, 3 days' supply recommended) replace quarterly
- Food (kept airtight in pest-proof packaging and replaced annually)
- Flashlight and extra batteries
- Utility knife
- Personal first aid kit with any special personal needs included (prescriptions, prescription glasses)
- Sturdy, comfortable shoes and clean socks
- Space blanket (a standard blanket is okay if space and weight permit)
- Light sticks

- Heavy duty work gloves
- Cash (some in quarters)
- Sanitation needs (such as tissue paper, small bottle of bleach, plastic bags, plastic bucket)
- Duct tape and/or barrier tape
- Large sheets of paper, markers, pens and pencils
- Whistle
- Campus and area maps

2. TRAINING AND DOCUMENTATION

Training is an integral part of the safety program for your building or zone and it is the responsibility of each department to ensure that all their employees are trained on The Plan. It is the responsibility of the occupant to become familiar with The Plan, and to attend training(s) given by their department or other appropriate campus departments such as the EH&S or OEP.

The Department Safety Coordinator (DSC) and Department Safety Committee make the Zone Emergency Plan and other safety information available to department employees. Training is initially required upon work assignment to the facility. Annually, all department employees should get documented refresher training on the contents of the Zone Emergency Plan for buildings in which they work.

Other training recommended for building occupants are CPR, first aid, and fire extinguisher training. For information on CPR and first aid training, call OEP (642-9036). The department can request fire extinguisher training from EH&S. Annual refresher training is recommended.

3. DRILLS

Building evacuation drills and facility evacuation drills are optional (with the exception of the residence halls). If you wish to conduct a drill in your zone, contact your zone representative or emergency contact. The campus Fire Prevention Division at EH&S can help you in your planning. (Call EH&S at 642-3073 for more information.). The RFS strives to hold at least one facility wide building evacuation drill enabling people to recognize the importance of preparedness and the emergency staff to practice their emergency roles and responsibilities.

4. SECURING BUILDING CONTENTS

Experts claim that more than 90 percent of earthquake-related injuries do not come from collapsing buildings but from objects inside the building which fall on people (or from windows shattering and causing lacerations). Also, these objects will be damaged themselves, leading to expensive replacement costs after the quake. Therefore, it is in your best interest to spend a little effort now to prevent this from happening. You will need to physically secure shelves, computers, wall hangings, equipment, etc. In most cases, as a part of your department's General Safety Inspections (required by their written Injury and Illness Prevention Program), the following items are checked. However, you may conduct your own inspection of your work area.

The main things to look for are:

- Shelves or cabinets that are not bolted to the wall.
- Computers or typewriters on desks.
- Objects on shelves that may fall (even a 3-ring binder, if thrown with force, can cause significant injury).
- Freestanding objects which do not have a high enough base: height ratio to be "fall proof" (e.g., a tall filing cabinet).
- Desks or seating areas directly under plate glass windows.
- Heavy hanging pictures, mirrors, or plants.
- Cupboards or cabinets without secure "automatic" latches.
- Objects on wheels which are not locked in one position (e.g., an audiovisual cart).

- Heavy, breakable items not on the lowest possible shelves.
- Water heaters which are not strapped to the wall.
- Doorways that might be blocked by falling objects.

For more information about any concerns specific to your area (e.g., animal cages, chemicals, valuable documents under water sprinklers, etc.), please contact EH&S (642-3073).

For more information about securing falling hazards, please contact your Department Safety Coordinator, Zone Coordinator, or Maintenance Operations (Ext. 503 or 501, or 231-9503 or 231-9501).

APPENDICES

APPENDIX A: ACRONYMS AND TERMS

Acronym	Meaning
ZC	Zone Coordinator
DSC	Department Safety Coordinator
EAA	Emergency/Evacuation Assembly Area
EMA	Emergency Management Area
EH&S	Environment, Health & Safety
OEP	Office of Emergency Preparedness
SPO	Security Patrol Officer

Term	Definition
Zone Coordinator	A University employee who has a defined role in campus emergency/disaster preparedness; he or she prepares building response plans and coordinates education and planning in this area for all building occupants. In addition, he or she serves as the communication liaison between campus service agencies and zone occupants for specific circumstances enumerated in the Zone Coordinator position description.
Zone Emergency Plan	A document which consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.
Zone Emergency Staff	The occupants of the building (in both volunteer and appointed positions) who work on building safety issues, such as members of the Zone Safety Committee, Role Takers, Floor Monitors and the Building Coordinator.
RFS Safety Committee	A group composed of Zone Coordinators, generally chaired by the Facility Emergency Management Area Coordinator, charged with facility emergency preparedness or overseeing zone safety concerns.
Campus Emergency Operations Center (EOC)	The headquarters for emergency responders and designated representatives of campus essential services, where resources are allocated during a disaster. The EOC is located in Sproul Hall; alternate site is Tang Center.
Department Safety Coordinator	A University employee who assists department management in coordinating, implementing and documenting the department's safety program. This includes updating the Injury and Illness Prevention Program as needed, ensuring that the Department Safety Committee meets at least quarterly, conducting periodic workplace inspections, acting as chemical inventory contact to EH&S, and ensuring department employees have and are trained on their Zone Emergency Plan(s).

Department Safety Committee	<p>A group composed of department representatives from each major unit of the department. If a department occupies different buildings in different zones, ideally, representatives from each zone serve on the committee. Primary functions include:</p> <ul style="list-style-type: none"> • Serve as a forum for department employees to report and discuss unsafe working conditions. • Identify employee needs for safety training and schedule training sessions accordingly. • Assist department management in prioritizing actions to address safety concerns. • Disseminate information about requirements concerning workplace health, safety, and environmental protection. • Ensure the department's written Injury & Illness Prevention Program (IIPP) is kept current and that all employees receive documented training on its contents.
EAA (Emergency Assembly Area)	<p>A pre-designated safe location near a zone where zone occupants assemble and report to the Roll Taker(s) after evacuating their buildings.</p>
EMA (Emergency Management Area)	<p>EMA's are part of the overall campus emergency preparedness program for use in major disasters. If a building is evacuated, occupants should go to their Zone EAA. In a disaster they may then be directed to the Facility Assembly Area.</p> <p>For emergency planning purposes, the campus has been divided into 18 regions. The Richmond Field Station is Emergency Management Area Number 18. Each region is numbered and termed an "Emergency Management Area." An EMA can be a section of central campus, an off campus area, or a satellite area such as the RFS. Each EMA has designated location that will be the focus of activity (e.g., evacuation assembly area, dissemination of information, administration of first aid, etc.) In a major disaster. The EMA Coordinator will gather status reports from each zone and relay the information to the campus EOC. In a major emergency at the RFS, Building 445 is the facility emergency assembly area where information will be gathered and disseminated and where zone occupants will assemble in preparation for a facility evacuation.</p>
Emergency Responder(s)	<p>Person(s) who provide assistance in an emergency (or potential emergency) situation in a zone. They may be from the University Patrol, local fire departments, or EH&S. In critical situations they may take charge of the zone and have full authority over activities in and around the zone.</p>
Floor Monitor	<p>A zone occupant assigned to assist with a zone evacuation during an emergency by alerting other occupants on their way out of the building.</p>
IIPP (Injury and Illness Prevention Program)	<p>This is a department's written program for identifying and addressing workplace hazards. A main component is an active department safety committee.</p>

Roll Taker

A zone occupant assigned to take roll at the emergency assembly area (EAA) after a zone evacuation.

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APPENDIX B: UNIVERSITY OF CALIFORNIA, BERKELEY EVACUATION POLICY FOR PEOPLE WITH DISABILITIES

The following guidelines have been adopted by the Berkeley campus to assist in planning for the evacuation of people with physical disabilities.

IN ALL EMERGENCIES, AFTER AN EVACUATION HAS BEEN ORDERED:

- Evacuate people with disabilities if possible.
- **DO NOT** use elevators, unless authorized to do so by Police or fire personnel. Elevators could fail during a fire or a major earthquake.
- If the situation is life threatening, call 9-911 from a campus telephone or 911 from a pay telephone.
- Check on people with special needs during an evacuation. A "buddy system," where people with disabilities arrange for volunteers (co-workers/neighbors) to alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation **ONLY** if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- **Always ASK** someone with a disability how you can help **BEFORE** attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

RESPONSES TO EMERGENCIES:

BLINDNESS OR VISUAL IMPAIRMENT

Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
- **DO NOT** grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. Elevators cannot be used).

DEAFNESS OR HEARING LOSS

Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

MOBILITY IMPAIRMENT

Bomb Threat, Earthquake, Fire, and Hazardous Materials Releases:

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a *safer area*, e.g.,
 - Most enclosed stairwells
 - An office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes)If you do not know the safer areas in your building, call the campus Fire Marshal's office at 642-3073 for a building survey.
- Notify Patrol or fire personnel immediately of the locations of any people remaining in the building.

- Patrol or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance; it may be necessary to evacuate them using an evacuation chair or a carry technique.

Power Outages:

- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, Building Coordinators should be notified so they can advise emergency personnel.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call University Patrol at 642-6760 from a campus telephone to request evacuation assistance from the Fire Department.
- Some multi-button campus telephones may not operate in a power outage, but single-line telephones and pay telephones are likely to be operating. As soon as information is available, the campus emergency information line (642-4335) will have a recorded message stating when power is likely to be restored.

EMERGENCY EVACUATION OF PEOPLE WITH DISABILITIES:

Evacuating a disabled or injured person by yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following guidelines are general and may not apply in every circumstance:

- Occupants should be invited to *volunteer* ahead of time to assist disabled people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Volunteers should obtain evacuation training for certain types of lifting techniques through the Disabled Students' Program (DSP).
- Two or more trained volunteers, if available, should conduct the evacuation.
- **DO NOT** evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- **Always ASK** disabled people how you can help **BEFORE** attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g. Bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary.
- Certain lifts may need to be modified depending on the person's disabilities.

Summary

Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty, and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation drills in which occupants participate, and evaluate drills to identify areas that need improvement. Plans must cover regular working hours, after hours, and

weekends. Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare. "Emergency Guidelines for People with Disabilities" is available from your Building Coordinator or Department Safety Coordinator.

If you have questions about this campus policy or need additional information, contact one of the organizations below:

- Evacuation policies: Office of Emergency Preparedness, 642-9036
- Student disability issues: Disabled Students' Program, 642-0518 (voice),
642 6376 (TTY/TDD)
- Fire regulations, safe areas: Campus Fire Marshal, EH&S, 642-3073

Prepared by the Office of Emergency Preparedness, UC Berkeley November 1993

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APPENDIX C: EMERGENCY PREPAREDNESS GUIDELINES FOR PEOPLE WITH DISABILITIES

(Developed by the Disabled Students' Program and the Office of Emergency Preparedness)

- Follow the guidelines on the "Emergency Info" poster or in the Evacuation Policy for People with Disabilities. In particular:
 - Make your environment earthquake and fire safe (do not place heavy objects above where you sit or sleep, bolt bookcases to the wall, make sure your exit route is clear).
 - Keep sufficient emergency supplies to last three days (include food, water, prescription medicines and any other supplies you might need).
 - Become familiar with alternate evacuation routes in buildings you use frequently.
 - Learn what may constitute a safe area in buildings you use frequently.
- If the "Emergency Info" poster guidelines do not apply to you, develop other strategies for your protection. For example, if you use a wheelchair and cannot duck and cover under a table:
 - Protect your head as much as possible.
 - Move away from windows, filing cabinets, bookcases, light fixtures, and heavy objects that could shatter, fall, or tip over.
 - Engage the electronic brake or wheel locks on your wheelchair.
- Consider various disaster scenarios and decide ahead of time what you would do in different emergencies. For example, people with power wheelchairs should consider the following:
 - In evacuations, it is standard practice to evacuate disabled people without their wheelchairs. Where should you be located while waiting for your wheelchair?
 - Are there certain medications or support systems that you need?
 - Do you have access to another wheelchair if yours cannot be evacuated?
- Know your limitations and be aware of your needs in different emergencies.
- If you need assistance, ask for it. People may not be aware of your circumstances or know how they can help.

- Consider how people will give you emergency information and how you will communicate your needs if you have impaired speaking, hearing, or sight.
- Consider arranging a buddy system with friends or colleagues so that someone will check with you, alert you as necessary, and see whether you need any assistance.
- If you need to be evacuated, help yourself and rescuers by providing them with information about your needs and the best ways to assist you.

(Effective November 1993)

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APPENDIX D: CAMPUS ALERTING & WARNING SYSTEM

The Alerting and Warning System (AWS) is a network of sirens and communication links that warn and inform the campus community of what to do in an emergency or disaster. This includes dangers resulting from natural or technical hazards such as chemical spills, flooding, fires, storms, power outages, transportation incidents, and other public safety incidents.

The campus has four hazard warning sirens strategically located to cover the main campus and adjacent campus facilities. The University of California Police Department activates these sirens. Depending on the incident, sirens and/or public address announcements may be transmitted over this system.

WHAT DO YOU DO WHEN YOU HEAR A WARNING SIREN?

SHELTER: Go inside your office or residence, a nearby building, or your car and shelter inside to avoid exposure. If driving a car, safely pull over to the side of the road, turn off the engine and stay tuned.

SHUT: Shut all doors and windows. Building managers should turn off ventilation systems, if feasible.

LISTEN: Access one the following sites to obtain campus emergency information, such as disaster type, evacuation routes, shelter and aid locations, special instructions, etc.

Emergency Information Line: 1-800-705-9998. This out-of-area number allows recorded messages to be accessed by any standard, cell or pay phone, free of toll charges. Information about the emergency is recorded as an outgoing message, and is updated as the situation evolves.

Web site: <http://emergency.berkeley.edu>. This off-site alternate emergency Web presence is reachable anytime, from anywhere. Like the 800 service, local area power failures or other crisis conditions will not affect the operation of this web site.

Radio station: KALX 90.7 FM. The campus radio station, broadcasting at 500 watts, will be utilized to disseminate emergency information during critical incidents and disasters. KALX normally broadcasts 24 hours every day with live programming. KCBS (740 AM), KGO (810 AM), and KNBR (680 AM) also carry Bay Area emergency information.

DO NOT CALL 911 IF YOU HEAR A WARNING SIREN, ONLY CALL 911 IF YOU HAVE A LIFE-THREATENING EMERGENCY.

Since disasters are unpredictable, one must be prepared for an emergency whether at home, at work, at school, or in the car. Think about places where you spend your time and how you can best prepared for an emergency at any given location and time. It is wise to keep a battery operated AM/FM radio and extra sets of batteries at home, work, and in your car.