

**University of California, Berkeley**

**McCone Hall**

**Building Emergency Plan**

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*Prepared By:*

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Building Coordinator

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# BUILDING EMERGENCY PLAN

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Building Coordinator, Department Safety Coordinator or Safety Committee representative. As you read this document, pay particular attention to:

- Evacuation routes, exit points, and the location of your Emergency Assembly Area
- When and how to evacuate the building
- Locations of emergency equipment, supplies and materials, such as fire extinguishers, pull alarms, first aid kits emergency eye wash stations, and emergency showers
- Proper procedures for notifying emergency responders about an emergency
- Your emergency responsibilities, if you are assigned any, such as being a roll taker, floor monitor or door guard
- Potential fire hazards in your building
- Potential exposure to hazardous materials or processes in and around your work area, and means of protecting yourself in the event of an emergency

# I. BUILDING INFORMATION: 1. McCONE HALL

McCone Hall (formerly the Earth Sciences Building) houses the departments of Earth and Planetary Science, Geography, Seismology and the Earth Sciences Library. The building has 6 floors (Ground - 5) and houses faculty, staff and graduate student offices, classrooms, research and computer laboratories as well as a library.

2. Building Coordinator: Daniel Plumlee  
Campus Address: 519 McCone Hall  
Telephone No.: 642-4368 Fax No: 642-3370  
E-Mail: dplum@berkeley.edu

3. Alternate Building Coordinator: Tim Teague  
Campus Address: 445 McCone Hall  
Telephone No.: 642-3514 Fax No: 643-9980  
E-Mail: tteague@berkeley.edu

4. EAA\* (Emergency/Evacuation Assembly Area) Locations:  
Observatory Hill - the lawn area to the west of the McCone Hall.  
South Plaza (for those evacuating out of the south entry).

5,6. EMA\* (Emergency Management Area) Number and Location of EMA assembly area:  
EMA #1, Observatory Hill - same locale as the McCone EAA.

\*see definitions in Appendix A

## 7. DEPARTMENTS

<u>Department</u>	<u>Dept. Safety Coordinator</u>	<u>Phone. No.</u>	<u>Bldg.</u>	<u>Room No.</u>
• Earth & Planetary Science	• John Werner	642-3996	McCone Hall	Rm 435
• Geography	• Daniel Plumlee	642-4368	McCone Hall	Rm 519
• Seismology	• Pete Lombard	642-0073	McCone Hall	Rm 207
• Earth Sciences Library	• Miguel Labon	642-3613	Moffitt Library	Rm 211

## 8. BUILDING SAFETY COMMITTEE

<u>Position and Name</u>	<u>Department</u>	<u>Phone No.</u>	<u>Room No.</u>
Chair: • Daniel Plumlee	Geography	642-4368	Rm 519
Members: • Tim Teague	Earth & Planetary Science	642-3514	Rm 445
• Pete Lombard	Seismology	642-0073	Rm 207
• Brian Quigley	Earth Sciences Library	643-2684	Rm 50A

## 9. BUILDING EMERGENCY STAFF

Department Roll Taker: In a building evacuation the Roll Taker is responsible for recording the names of all department personnel who assemble in the EAA or who were thought to be present in the building prior to the evacuation alarm. The Roll Taker should be prepared to make this information available to the Building Coordinator or emergency personnel upon request.

<u>Responsibility / Department</u>	<u>Name</u>	<u>Alternate</u>
Roll Taker: Earth & Planetary Science	• Judith Coyote	• Micaelee Ellswythe
Roll Taker: Seismology	• Pete Lombard	• Kate Conner
Roll Taker: Geography	• Marjorie Ensor	• Nat Vonnegut
Roll Taker: Earth Sciences Library	• Zachariah Veley	• John Ridener

Floor Monitor: In a building evacuation the Floor Monitor is responsible for alerting building occupants on their assigned floor that an evacuation is in progress. This entails providing an alert to spaces that may have trouble hearing the alarm, as well as alerting those who may have a disability that may impede their recognition or response to the alarm.

<u>Responsibility / Floor</u>	<u>Name</u>	<u>Alternate</u>
Floor Monitor: Ground Floor (Library)	• Zachariah Veley	• John Ridener
Floor Monitor: Ground Floor (North)	• Tim Teague	
Floor Monitor: First Floor	• Michael Jones	• Darin Jensen
Floor Monitor: Second Floor	• Charley Paffenbarger	• Yolanda Andrade
Floor Monitor: Third Floor	• Dawn Geddes	• Raluca Iordache
Floor Monitor: Fourth Floor	• Marylin Saarni	• Tom Owens
Floor Monitor: Fifth Floor	• Nat Vonnegut	• Delores Dillard

Door Guards: In a building evacuation the Door Guard is responsible for ensuring that people do not re-enter the building via the east or south doors until the building is cleared for re-entry by emergency personnel.

<u>Responsibility / Floor</u>	<u>Name</u>	<u>Alternate</u>
Door Guard: West "Main" Entrance	• Dan Plumlee	• Tim Teague
Door Guard: South Entrance	• Zachariah Veley	• John Ridener
Door Guard: East Entrance	• Gretchen vonDuering	• Michael Jones

## 10. BUILDING ALARM(S)

This building has 3 alarms.

- The evacuation alarm is a loud repeating horn accompanied by a white flashing strobe located in the building hallways.

When you hear the evacuation alarm, leave the building and gather in the building EAA. Follow evacuation procedures (see section below).

- The elevator alarm is a ringing bell activated by depressing a button. It is not as loud as the evacuation alarm.

When you hear the elevator alarm, call University Police at 642-6760.

- The Earth Sciences Library door alarm is an oscillating high-pitched horn and is not as loud as the evacuation alarm.

This alarm will be responded to by library personnel. If the alarm sounds after library hours, call University Police at 642-6760.

## 11. POTENTIAL FIRE HAZARDS

Following are the potential fire hazards identified in McCone Hall:

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

Fire hazards are controlled by proper storage and housekeeping procedures.

## 12. FIRE PREVENTION PROCEDURES

To prevent fire, this building maintains a good housekeeping policy by storing flammable and combustible materials in an approved manner and avoiding accumulation of flammable and combustible materials in work areas

The Building Coordinator 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 building by an outside contractor. The campus contact for contracted custodial services is Ali Mansour, 643-9016. A schedule of custodial services in this building may be obtained through this contact.

The Building Coordinator also works with campus Facilities Services to maintain fire extinguishers, fire alarm systems, and fire sprinkler systems in this building.

### 13. CRITICAL OPERATIONS FOUND IN THIS BUILDING

There are no critical operations in McCone Hall for which employees are required to remain in the building during an emergency. There are no operations that should be checked immediately after an emergency.

### 14. MEDICAL AND RESCUE DUTIES FOR EMPLOYEES

No occupant has been assigned medical or rescue duties specific to emergency situations at McCone. Employees may have volunteered and been trained for campus search and rescue or Disaster First Aid by the Office of Emergency Preparedness for campus disaster situations (e.g. a large earthquake). These volunteers will report to the specific department designated for field teams in a disaster.

## II. IMPORTANT PHONE NUMBERS

### 1. LIFE-THREATENING EMERGENCY NUMBERS

From any office or campus public phone 911  
From your cell phone... (510) 642-3333

### 2. NON-LIFE-THREATENING EMERGENCY NUMBERS

University Police (510) 642-6760  
Environment, Health & Safety (510) 642-3073  
Facilities Services (Physical Plant) (510) 642-1032  
Custodial Services (510) 642-6515

#### Medical Facilities

Tang Center Clinic, 2222 Bancroft Way (510) 642-2000  
8:00 AM to 5:00 PM Monday – Friday  
Schedule may vary.

Tang Center Urgent Care, 2222 Bancroft Way (510) 642-3188  
8:00 AM to 5:00 PM Monday – Friday  
9:00 AM to 5:00 PM Saturdays  
Closed Sundays and holidays

Advice Line (510) 643-7179  
8:00 AM to 5:00 PM Monday – Friday

For summer hours, visit... <http://www.uhs.berkeley.edu>

Alta Bates-Summit Medical Center (510) 204-1303  
2450 Ashby Avenue (Emergency Room)  
24 hours, 7 days a week

### 3. WHERE TO GET INFORMATION DURING A LARGE-SCALE EMERGENCY

Campus emergency information line	1-800-705-9998
Campus emergency web site	<a href="http://emergency.berkeley.edu">http://emergency.berkeley.edu</a>
Campus radio station	KALX 90.7 FM
City of Berkeley emergency radio station	1610 AM

### 4. WHAT TO DO WHEN YOU HEAR CAMPUS WARNING SIRENS

Sirens are tested at noon on the first Wednesday of each month. If you hear the sirens at any other time:

**SHELTER:** Go inside your office, a nearby building, or your car and shelter inside to avoid exposure.

**SHUT:** Shut doors and windows. Building ventilation systems should be shut off if possible.

**LISTEN:** Go to one of the information sources listed above for campus emergency information.

# III. EMERGENCY PROCEDURES

## 1. EMERGENCY NOTIFICATION PROCEDURES

When you call 911 or any other emergency number to request emergency assistance, you will be connected to the Police Dispatch. Call from a safe location, remain calm and be prepared to give the dispatcher as much information about the emergency as you can (what the emergency is, where it is, if there are injuries and how serious, etc.) The dispatcher will ask questions so do not hang up until you are told to do so. The dispatcher may also give you instructions.

## 2. MEDICAL EMERGENCY

If you are injured or have a medical emergency in the workplace, call 911 immediately if you are able. If you are unable to use the phone, verbally call for help. Anyone who hears you should summon help by calling 911.

If you witness an injury or medical emergency in the workplace, immediately assist the injured if it is safe for you to do so. Then call 911 as soon as possible from a safe location. Become familiar with emergency notification procedures (III-1).

## 3. EVACUATION PROCEDURES

A building occupant is required by law to evacuate the building when the fire alarm sounds. There may be instances where the building would be evacuated without a fire alarm sounding.

### When evacuating your building or work area

- Stay calm; do not rush or panic.
- Safely stop your work.
- If safe, gather your personal belongings; take prescription medications with you.
- 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.
- Pay attention to emergency staff for additional evacuation instructions.
- Proceed to the designated EAA and report to your roll taker. Do not leave the area prior to reporting to the roll taker.
  - The primary EAA for McCone Hall is Observatory Hill, west of the building. Make sure to gather at a safe distance from the building and to the west of the access road in order to provide unobstructed access for emergency vehicles. If you evacuate out the south stairwell, assemble at the far (south) end of the south plaza
- Wait for any instructions from emergency responders.
- Do not re-enter the building until the emergency responders instruct you.

### Note:

- Look for the "Evacuation Policy for People with Disabilities", Appendix B, page 20.
- Appendix F contains a complete set of evacuation diagrams for this building. Look for the appropriate evacuation diagram(s) for your floor showing the directions for evacuation to the building exits. After you exit your building, proceed to the EAA. Note that most building egresses are located on the first floor of a building.

#### 4. DISABILITY EMERGENCY EVACUATION PROCEDURES

- During an emergency evacuation, individuals with mobility impairments should relocate to the Designated Waiting Area.
- The Location of Designated Waiting Areas are located on the west stairwell landings of the 2<sup>nd</sup> – 5<sup>th</sup> floors. These are shown on building evacuation floor plans posted near building elevators and most stairwells.
- Persons with disabilities should follow the instructions on signage at the Designated Waiting Areas.
  - If possible telephone rescue personnel, and inform them of location (if using a cell phone, call 642-3333. Otherwise, call 911).
- An emergency evacuation chair to assist in carrying a person with mobility impairment up or down stairs is available in a marked cabinet on the ground floor of the building. Many persons with mobility impairments have a key to the cabinet. If a cabinet key is not available during emergency evacuation, the lock on the cabinet should be broken if necessary to access the evacuation chair inside.
- Instructions on how to use the emergency evacuation chair are posted on the inside of the cabinet door, and set out below. Photographs demonstrating evacuation chair use, as well as a demonstration video, are available online at <HTTP://ACCESS-GUIDE.BERKELEY.EDU/SAFETY-GUIDE/>
  - Step 1: Open folded chair (like opening a folded lawn chair).
  - Step 2: Make sure that latches at the rear of the chair are secure.
  - Step 3: Secure passenger in chair with seat belt.
  - Step 4: If person with disability cannot control movement of limbs (e.g., arms, legs,) then use straps to secure limbs to chair before moving person.
  - Step 5: When a person is being carried either up or down stairs, make sure the person being carried is always facing up (not down) the stairs.
  - Step 6: Once on the final level surface, set chair down and push chair out of building in a posture similar to pushing a wheelbarrow (the legs of the evacuation chair have wheels).

#### 5. FIRE PROCEDURES

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

- If you see a fire and the alarm is not sounding, immediately notify the fire department by pulling the hand pull at the alarm station. Call 911 from a safe location to provide details of the situation.
- If trained, able and safe (with a sure and safe exit), use a portable fire extinguisher to extinguish the fire. Evacuate if one extinguisher does not put out the fire.
- Otherwise, evacuate the building as soon as the alarm sounds and proceed to the EAA.
- On your way out, warn others.
- Use stairs only; do not use elevators.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- Enter the building only when instructed to do so by emergency responders.

## 6. EARTHQUAKE PROCEDURES

### During 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 obstruction.
- 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 and go to the EAA or another designated location. Report to your roll taker.
- If safe, before evacuating, stabilize any laboratory procedure that could lead to further danger. (Example: turn off Bunsen burners or electrical equipment.)

#### OUTSIDE THE BUILDING

- Move away from trees, signs, buildings, electrical poles and wires, fires and smoke.
- Protect your head with your arms from falling debris.
- Proceed to the EAA or a pre-designated alternate assembly area. Report to your roll taker.
- Stay alert for further instructions.

\* Refer to the EMERGENCY PREPAREDNESS outline (Section IV) for information on how to ready yourself for an earthquake.

## 7. DEMONSTRATION / CIVIL DISTURBANCE PROCEDURES

Most campus demonstrations are peaceful and if one is conducted near or in your building, carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call the University Police for assistance (sec. II).

If protestors enter your building, let them. If the noise becomes too great or the crowd too large, feel free to close and lock your office doors and/or windows – this is a departmental decision.

Do not close your building unless the Police advise you to. If it becomes necessary to evacuate, follow directions from Police. Proceed to the EAA and wait for additional instructions.

## 8. CRIMINAL OR VIOLENT BEHAVIOR

Assist in making your work location a safe place by being alert to suspicious situations or persons and reporting them.

If you are the victim of, are involved in, or a witness to any violation of the law such as assault, robbery, theft, overt sexual behavior, etc. call Police (sec. II) as soon as possible. Follow notification procedures (sec. III-1). If safe, wait for Police in order to provide them with more information.

## 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 University Police immediately. Use a telephone in a safe area. Do not operate any power switches, 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 hazard site to a safe location.
- If instructed to evacuate, use the stairs only; do not use the elevators (Sec. III-2).

\* Bomb Threat Telephone Checklist on following page.

### 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.
- Write down the date and time of the call.
- Take notes. Pay attention to details. Ask as many questions as possible:
  - 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?
- Listen to the caller's voice. See if you can identify...
  - 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 Police (sec. II) and relay the information from the bomb threat telephone call or bomb threat letter. Follow the Police's instructions.
- Check your work area for unfamiliar items. Do not touch suspicious items; report them to the Police.
- If you are told by emergency responders to evacuate the building, see "Evacuation Procedures" above (sec. III-2):

## 10. HAZARDOUS MATERIALS RELEASE PROCEDURES

If a hazardous material is released or spilled near you and you are not a user nor knowledgeable about hazardous materials, call Police immediately and move away from the release area.

If you are a hazardous material user and you cause a release of a hazardous material, you should know the emergency procedures for cleaning up a hazardous spill. Reference your Chemical Hygiene Plan and laboratory Standard Operating Procedures.

All hazardous materials users should be trained on proper use and storage of hazardous materials, including proper procedures for preventing spills and emergency procedures when a spill occurs. If you have not been trained and don't know what to do, leave the area and warn others. When you are at a safe location, call Police immediately.

## 11. UTILITY FAILURE

In the event of a major utility failure, notify Facilities Services (Physical Plant). During normal working hours, your Building Coordinator, Department Safety Coordinators and MSOs will keep apprised of the situation as information is disseminated by the campus.

Evacuate the building if the fire alarm sounds and/or upon notification by Police. Do not panic; evacuate in an orderly manner, proceed to the EAA and wait for further instructions.

In laboratory buildings, fume hoods do not operate during a power outage and many laboratories should not be used until the ventilation is properly restored. If an outage occurs during a procedure involving toxic chemicals, shut down the procedure and cover the toxic ingredients. (For more information, refer to the EH&S Fact Sheet, "Be Prepared for Power Failures".)

## 12. ELEVATOR FAILURE

### If you become trapped in an elevator

- During normal work hours, press the emergency alarm button (located on the control panel) to signal your need for help. Ring the alarm in short bursts periodically until someone comes to your aid.
- After normal work hours or if there is no immediate response, use the emergency telephone (red button) which connects you directly to the UC police. Describe your situation including building name and elevator location.

### If you notice someone else trapped in the elevator

- Communicate with the individual inside and assess their condition.
- Immediately notify the Building Coordinator, department MSO or Facilities Services of the incident.
- Ensure that someone remains outside of the door of the elevator until help arrives.

### 13. FLOODING, PLUMBING OR STEAM LINE FAILURE

If your building has a plumbing failure, a flood, or a steam line failure

- Avoid all steam leaks.
- Cease using electrical equipment in the effected area.
- If necessary, evacuate the building, notify the UCPD and proceed to your EAA.
- Call Facilities Services (Physical Plant) to report the incident.

### 14. NATURAL GAS RELEASE OR LEAK

If you smell natural gas

- Cease all operations immediately.
- Extinguish all flame. Shutdown all heaters/burners.
- Do not operate light switches.
- Evacuate as soon as possible.
- Notify University Police and Facilities Services from a safe location.

### 15. VENTILATION PROBLEM

If you smell odors come from the ventilation system

- Immediately notify Facilities Services (Physical Plant) and EH&S.
- If necessary, cease all operations immediately. Note: if you are sensitive to air-born pollutants and/or noxious odors, notify your department and evacuate the impacted area until the environment has cleared.
- If necessary, evacuate the building and proceed to your EAA.
- If smoke is present, pull the fire alarm and then call the Police from a safe location.

## IV. EMERGENCY PREPAREDNESS

### 1. EVACUATION

For a more efficient evacuation from your building, become familiar with the evacuation diagrams posted near stairs and elevators on your floor. Appendix F in this BEP also contains floor diagrams showing your evacuation routes and your building exits. Become familiar with them and practice the evacuation process to enable you to safely leave your building in a real emergency. Your DSC and BC are available to answer any relevant questions or concerns you may have (see Section 1 for contact information). EH&S (642-3073) and OEP (642-9036) are also available to help.

### 2. SUPPLIES

Be prepared for emergencies. One thing you can do is keep an emergency kit in your work area that is easy to carry when evacuating the building.

The following supplies are recommended for your personal kit

- Drinking water (1 gallon a day; 3 days' supply recommended)\*
- Food (keep airtight in pest-proof packaging)\*
- Flashlight and extra batteries\*
- Utility knife
- First aid kit with any special personal needs including prescription medications and glasses\*
- Sturdy, comfortable shoes and clean socks
- Emergency blanket or a standard blanket
- 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 barrier tape
- Large sheets of paper, markers, pens and pencils
- Whistle
- Campus and area maps

\* *Replace items when expired or necessary.*

### 3. TRAINING AND DOCUMENTATION

Law requires training on the BEP. The DSC is responsible for training the department employees on the BEP and keeping training records. It is the responsibility of the occupant to become familiar with the BEP, to know evacuation routes and assembly areas, and to attend training(s) given by the department on emergency preparedness and safety. As a supplement to the training, the BC posts information in the building for occupants and guests.

Other training recommended for building occupants includes CPR, first aid, and fire extinguisher training. An occupant interested in any safety training should see his/her DSC or BC. Call OEP for more information on CPR and first aid training, and EH&S for fire extinguisher training.

### 4. DRILLS

Building evacuation drills are optional for all campus buildings except residence halls. Consult your BC if you wish to have an evacuation or fire drill in your building. The BC is responsible for conducting the drill and documenting it. The campus Fire Prevention Division at EH&S can help in planning. Call EH&S for more information.

If you wish to become familiar with your evacuation routes, particularly in a large building, consult the evacuation diagrams on your floor and follow the routes of exit until you reach the EAA. You can also use the evacuation diagrams in Appendix E of this BEP. Should you experience difficulty locating your evacuation route, consult your DSC or BC. EH&S (642-3073) and OEP (642-9036) are also available to help resolve this issue.

### 5. SECURING BUILDING CONTENTS

Many 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. Make sure that shelves, computers, wall hangings, and equipment are physically secured. In most cases, as a part of your department's General Safety Inspections required by the Injury and Illness Prevention Program, items listed below are checked. However, you may conduct your own inspection of your work area. If there are concerns after your self-inspection, contact your DSC or call EH&S or OEP.

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 which may fall or turn into projectiles
- Freestanding objects that do not have a high enough base : height ratio to be "fall proof" (e.g., a filing cabinet over 4 feet tall)
- 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 items which are above head height
- Doorways that might be blocked by falling objects

For more information about securing falling hazards, please contact your DSC, BC, or PPCS.

# V. APPENDICES

## APPENDIX A: ACRONYMS AND TERMS

<u>Acronym</u>	<u>Meaning</u>
BC	Building Coordinator
BEP	Building Emergency Plan
DSC	Department Safety Coordinator
EAA	Emergency Assembly Area
EMA	Emergency Management Area
EH&S	Environment, Health & Safety
IIPP	Injury and Illness Prevention Program
OEP	Office of Emergency Preparedness

<u>Term</u>	<u>Definition</u>
Building Coordinator	A University employee who has a defined role in campus emergency/disaster preparedness: he or she prepares the BEP and serves as the communication liaison between campus service agencies and building occupants for specific circumstances enumerated in the BC position description.
Building Emergency Plan	A document which consists of emergency information and procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.
Building Safety Committee	A group usually composed of members of each department in the building, generally chaired by the BC, charged with building emergency preparedness and overseeing building safety concerns.
Department Safety Coordinator	A University employee who assists department management in coordinating, implementing, and documenting the department's safety program. This includes maintaining the department's IIPP, and ensuring department employees are trained on their BEP(s).
Department Safety Committee	A group composed of department representatives (preferably from each major unit in the department). If a department occupies different buildings, representatives from each building should be on the committee. The committee takes care of the department's health and safety issues and must meet quarterly as outlined in the campus IIPP.

<b>Term</b>	<b>Definition</b>
EAA	A pre-designated safe location near a building where building occupants assemble and report to the roll taker(s) after evacuating the building.
EMA	EMAs are part of the overall campus disaster preparedness program activated and used by emergency responders in major disasters. The campus is divided into 18 EMAs (See the map on the inside back cover of the campus telephone book for a list and location of EMAs.) An EMA can be a section of campus, an off-campus area, or a satellite area. Each EMA has a designated location (signified by red dots and numbers on the campus map) that will be the site of an incident command post and focus of activity (e.g., dissemination of information, administration of first aid, etc.) in a major disaster.
Emer. Operations Center (EOC)	The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster.
Emergency Responder(s)	Trained personnel who provide assistance in an emergency. They are not building occupants and may be from the University, Police, local fire departments, EH&S, Facilities Services, etc. In critical situations they may take charge of the building and have full authority over activities in and around the building.
Floor Monitor	A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building.
IIPP	A department's written program for identifying and addressing workplace hazards. A main component is an active department safety committee.
Roll Taker	A building occupant assigned to take roll call at the EA after a building evacuation.

## **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 911.
- 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.
- Evacuation Chairs for use when evacuating a person with a mobility disability are stored on the ground floor of almost every building. Look in the main hallway corridors for the beige cabinet marked "Disability Evacuation Chair" -- instructions for use are posted on the inside of the cabinet's door.

### **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 Designated Waiting Area (or alternative safer area).
- If people with mobility impairments cannot exit, they should move to a Designated Waiting Area (DWA), whose location is shown on posted floor plans by the elevator. The designated DWAs in McCone are the landings in the west stairwell tower, outside of the flow of foot traffic. If unable to safely reach/remain at a DWA, at least move to a safer area, e.g.,
  - the south stairwell, outside the flow of traffic
  - 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 DWAs and/or safer areas in your building, call the campus Fire Prevention Division at 642-3073 for a building survey.
- Notify police or fire personnel immediately about any people remaining at a DWA or elsewhere in the building and their locations.
- Police 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 Designated Waiting Area (or alternative safer area) to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique. Evacuation Chairs for use when evacuating a person with a mobility disability are stored on the ground floor of almost every building. Look in the main hallway corridors for the beige cabinet marked "Disability Evacuation Chair" -- instructions for use are posted on the inside of the cabinet's door.

### 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 Police 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 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 (D.S.P.).
- Two or more trained volunteers, if available, should conduct the evacuation.
- Evacuation Chairs for use when evacuating a person with a mobility disability are stored on the ground floor of almost every building. Look in the main hallway corridors for the beige cabinet marked "Disability Evacuation Chair" -- instructions for use are posted on the inside of the cabinet's door.
- 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 (OEP), 642-9036
- Student disability issues: Disabled Students' Program, 642-0518 (voice),  
642-6376 (TTY / TDD)
- Fire regulations, safe areas: Campus Fire Prevention Division, EH&S, 642-4409

*Prepared by OEP and EH&S  
April 2001 / Revised March 2009*

## APPENDIX C: EMERGENCY PREPAREDNESS GUIDELINES FOR PEOPLE WITH DISABILITIES

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 where the evacuation chair cabinets and the Designated Waiting Areas are (and what may constitute an alternative 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.

*Developed by the Disabled Students' Program and OEP  
Effective November 1993 / Revised March 2009*

## APPENDIX D: CAMPUS ALERTING AND 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 live 24 hours a day. 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 be 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, at work, and in your car.

# Appendix E: Field Safety

## FIELD WORK

Whether it is a day field trip in the Berkeley Hills or a semester long research trip overseas there are risks inherent in any field work. The only way to reduce this risk is by researching likely safety hazards before the trip is undertaken and to adjust one's plans depending on the information gathered. No safety manual can satisfactorily replace site specific research.

Safety topics to research include: Pests, diseases, environmental hazards, emergency transportation, medical care and first aid. Information sources include the University Health Center, the Office of Environment, Health and Safety, State and Country Health Departments, the Center for Disease Control, books and the web.

### Some Recommended Practices for field classes and trips

- Record student emergency info: allergies, medications, special medical concerns, emergency contacts and insurance coverage.
- Always carry a first-aid kit in your gear and/or with each field vehicle. Ensure that these kits are well stocked and updated.
- Designate someone trained in first-aid to function in the lead emergency response role in the field. Field leaders should seek some first-aid training and may want to serve in this capacity. Ascertain whether students/ participants have first-aid training as well.
- Define standards of conduct and ensure that students are partnered when separating from the group.

## DIVING SAFETY

Federal and state law as well as campus policy requires that everyone who SCUBA dives in the course of their research must be part of a campus Diving Safety Program. This safety program is comprised of training and certification and is held in collaboration with the other UC campuses in northern California. Contact the Diving Control Board (642-1298) for more information on the program.

## **Appendix F: Building Evacuation Diagrams**

*See following pages...*