Building Emergency Plan for

McCone Hall

Contact Persons For This Plan

	Name	Email	Work Phone
Primary	ANTHONY JAMES VITAN	ajvitan@berkeley.edu	5106422242
Alternate	ESPERANZA S MUNOZ-RIDDLE	emunozriddle@berkeley.edu	

Emergency Assembly Areas Post-Evacuation

Primary	Alternate	Designated Waiting Area(s) If In Need Of Assistance To Evacuate
West of building, outside main (west) entrance. Assemble on far (west) side of the Havilland Path (Heart Attack Hill).	Far (south) end of Smilodon Plaza, the plaza outside of the south entry of McCone Hall, overlooking Memorial Glade. Assemble on the far end of the plaza away from the building.	The landings on each floor in the main (west) stairway. There is access to outdoor balconies on each upper floor.

Occupants With Emergency Roles

Name	Emergency Role	Home Workgroup
Aileen Serrano	Check Bathrooms;Floor Monitor	EPS
JOHN L GRIMSICH	Floor Monitor	EPS
ESPERANZA S MUNOZ-RIDDLE	Building Coordinator (Alternate);Check Bathrooms;Floor Monitor	MPS
SIOERONO E BUDI	Check Bathrooms;Floor Monitor;Secure Exterior Doors	Geography
DORA L MAIRENA	Roll Taker	Earth and Planetary Science
ANTHONY JAMES VITAN	Building Coordinator;Check Bathrooms;Floor Monitor;Secure Exterior Doors	MPS
PETER SORIANO-Karen Pfeffer	Roll Taker;Floor Monitor	Library
OLIVE S BOYD-	Floor Monitor, Roll Taker	Seismology
VERONICA MORENO PADILLA	Roll Taker	EPS
	Roll Taker;Check Bathrooms;Floor Monitor	EPS
FABIA M TERRA	Roll Taker	Seismology
CHARLES L PAFFENBARGER	Building Coordinator (Alternate);Check Bathrooms;Floor Monitor;Secure Exterior Doors	EPS
JOSHUA S MANDEL	Roll Taker;Check Bathrooms;Floor Monitor	Geography

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Plan Status	
Current Plan Status	Plan Review Complete
Date This Status Became Current	Jan 25, 2023
Next Annual Review Due By	Mar 30, 2025

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A. Purpose Of The Emergency Action Plan

A Building Emergency Plan (BEP) is required for each occupied UC Berkeley building. The plan is considered part of every building's basic health and safety responsibility. BEPs contain information for a variety of emergency situations, such as medical emergencies, power outages, hazardous material spills, fires, bomb threats, civil disturbances, and earthquakes.

It is important for staff to read and understand the BEP for their work site(s) before an emergency occurs. Managers should share safety information with faculty, staff, and students, brief all new personnel as they join the department, and keep copies of the BEP in accessible locations. The BEP must be made available to all occupants upon request. Building Coordinators (BCs) are responsible for the annual BEP review and update.

B. Buildings Covered (in Whole or Part)

Building Name	Address Line 1	Address Line 2	Building Coordinator (or Equiv)	Alternate Bldg Coordinator (or Equiv)	Comment
MCCONE HALL	Core Campus	Berkeley, CA, 94720	ANTHONY JAMES VITAN	ESPERANZA S MUNOZ-RIDDLE	Located on Observatory Hill, just inside the North Gate of campus

C. Specific Work Area (Within the Above Buildings) Covered By This Plan

Work Area Covered By This Plan	The Building and Emergency Assembly Areas
Additional Description of Work Area	Laboratories, Shops, Offices and Classrooms
Location Tag	Core Campus
Other Location Tag	EMA 1 - North Gate
Animal Facilities In This Work Area?	No
Animal Facilities Location/Details	

D. Instructions For Reporting Emergencies

Employees shall report any fire or other emergency situation to the UC Berkeley Police Department (UCPD) by dialing **911** on any campus phone or **510-642-3333** via cell phone.

Important Phone Numbers
The following phone numbers can be posted in the workplace for easy reference.

Campus phone numbers for **life-threatening emergencies**
From Landline Phones 911
From Cell Phones on Campus (510) 642-3333
Blue Light Emergency Phone Push the Red Button

Phone numbers for **non-life threatening emergencies**
UCPD (non-emergency line) (510) 642-6760
EH&S (510) 642-3073
Facilities Services (510) 642-1032

Where to Get Information During a Large-Scale Emergency:
UC Berkeley WarnMe Emergency Alerts Via email & SMS/text message (sign-up at warnme.berkeley.edu)

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D. Instructions For Reporting Emergencies

Campus Website or Emergency Website	www.berkeley.edu or emergency.berkeley.edu
Campus-Managed Social Media	twitter.com/UCBerkeley or facebook.com/UCBerkeley
Campus Emergency Information Line	1-800-705-9998
Campus Radio Station	KALX 90.7 FM
Local Radio Stations	KCBS 740 AM, KGO 810 AM
City of Berkeley Emergency Radio Station	1610 AM

E. Instructions For Evacuation

State law requires occupants to evacuate to a safe location when the fire alarm sounds, or when ordered to do so by emergency response personnel or a campus issued message. Occupants should be familiar with two evacuation routes from their work site location.

When Evacuating:

- If safe, gather personal belongings and go bag
- Stay calm; walk, don't run
- Never use elevators
- Proceed to the designated EAA and report to your department's roll taker
- Wait for any instructions from emergency responders or the Building Coordinator
- Do not re-enter until allowed by emergency personnel

Emergency Assembly Area

The Emergency Assembly Area (EAA) for a campus building is noted on the Emergency Procedures signs posted by exits and stairways. EAAs are open areas located a safe distance from a building. EAAs should not be confused with Designated Waiting Areas (DWA), which are located within buildings for those who need evacuation assistance (e.g., persons with disabilities).

During a large-scale evacuation, your building's EAA may not be available; follow directions of emergency personnel to a safe alternate location.

SPECIFIC ROLES

Building Coordinator (BC)

Key Responsibilities

- Gather information to report to Emergency Management Area (EMA) and Emergency Operations Center (EOC)
- Status of occupants
- Hazards
- Status of utilities
- Communicate information from EMA/EOC to building occupants
- Prevent re-entry until structural assessment

Tasks During Evacuation

- Prevent re-entry
- Place white signs (closed pending inspection) on doors
- Lock doors if safe and possible
- Evaluate overall status
- Coordinate with first responders
- Gather information from Roll Takers & Floor Wardens
- Report requested information to EMA
- Share information from EMA/EOC with building occupants

Alternate Building Coordinator

Key Responsibilities

- Act as primary BC in BC's absence
- Assist BC during building evacuation

Tasks During Evacuation

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E. Instructions For Evacuation

- Help compile information
- Assist with radio communication

Floor Monitor

Key Responsibilities

- Encourage occupants to evacuate
- Visually evaluate assigned area
- Provide reasonable assurance that occupants have left the building

Tasks During Evacuation

- Walk assigned area
- Vocally encourage evacuation
- Visually evaluate assigned area
- Direct people to calmly proceed to exits
- Open doors & loudly encourage evacuation
- Provide reasonable assistance only if requested
- Usher building occupants to Emergency Assembly Area (EAA)
- Report information to BC in EAA
- Assist BC as requested

Roll Taker

Key Responsibilities

- Account for all staff in EAA
- Communicate occupant status to BC

Tasks During Evacuation

- Conduct roll call in EAA
- Identify any unaccounted for occupants
- Ask managers for assistance in locating missing staff (call/text/check calendar).
- Coordinate with Floor Wardens
- Report total numbers to BC
- Assist BC as requested

Disability Evacuation Procedures

Before assisting an individual with disabilities, ask if assistance is needed and how best to assist.

Designated Waiting Areas (DWAs)

During an emergency evacuation, individuals requiring evacuation assistance should relocate to the Designated Waiting Area (DWA). DWA locations are shown on building evacuation floor plans posted near building elevators and most stairwells.

Persons who cannot self-evacuate should follow the instructions on the DWA signage located at each DWA. The signage includes rescue information to report to first responders.

If a DWA cannot be reached, individuals requiring evacuation assistance should find a room with an exterior window and call 911.

For more information about DWAs, visit dac.berkeley.edu/emergency-preparedness/designated-waiting-areas.

Emergency Evacuation Chairs

An emergency evacuation chair to assist in carrying a person requiring evacuation assistance up or down stairs is available in most buildings if multiple floors lack ground level access. They are often stored in marked grey cabinets. People who need mobility assistance may request a universal key to the cabinets. If a cabinet key is not available during emergency evacuation, the lock on the cabinet may be broken to access the evacuation chair inside.

Instructions on how to use the emergency evacuation chair are posted on the inside of the cabinet door. Only in life threatening situation should occupants carry in an individual in an evacuation chair. At all other times only trained emergency responders should carry someone.

Photographs demonstrating evacuation chair use are available online at dac.berkeley.edu/evacuation-chairs-0.
A demonstration video from the manufacturer is available at www.youtube.com/watch?v=wpZd2c3b328.

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E. Instructions For Evacuation

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).

Evacuation Route	**Primary:** West stairwell through main (west) entrance. Exits at first floor.
	Secondary: Interior stairwell on south end of building. Exits at ground floor.
Emergency Assembly Area	**Primary:** West of building, outside main (west) entrance. Assemble on far (west) side of the Havilland Path (Heart Attack Hill).
	Secondary: Far (south) end of Smilodon Plaza, the plaza outside of the south entry of McCone Hall, overlooking Memorial Glade. Assemble on the far end of the plaza away from the building.
Designated Waiting Area(s)	The landings on each floor in the main (west) stairway. There is access to outdoor balconies on each upper floor.

F. Instructions For Sheltering In Place

In some cases, it may be safer to **shelter-in-place** than to evacuate. If a shelter-in-place order is given, building occupants should follow the following procedures:

Choose a room

- Small, interior room, with no or few windows
- Exterior doors and windows close completely and can be locked
- A hard-wired telephone is ideal

Secure the room

- Lock all available doors
- Turn off all fans, heating and air conditioning systems.
- Block vents and openings with tape, plastic bags or clothing. Create a barrier between occupants and any hazardous contaminate.
- Don't inhale fumes; cover mouth with mask or cloth

Gather information

- Watch for UC Berkeley WarnMe alerts and listen to KALX 90.7 FM for updates on the situation and the 'all-clear' message
- Listen and watch for air quality reports
- Be prepared to leave at a moment's notice

What to Do When You Hear Campus Warning Sirens

The campus emergency sirens are used to alert you to shelter indoors. Sirens are tested at noon on the first Wednesday of each month.

If the sirens are heard at any other time:

SHELTER: Stay or go inside an office, a nearby building, or car.
SHUT: Shut doors and windows. Building ventilation systems should be shut off if possible.
LISTEN: Listen to KALX 90.7 FM, watch for UC Berkeley WarnMe alerts, visit www.berkeley.edu, or call 1-800-705-9998 for updates.

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G. Instructions For Securing In Place

There may be situations when a location should be secured to prevent entry. This will usually be due to the possible presence of a violent intruder. If a **secure-in-place** or **lockdown** order is given, occupants should follow these procedures.

Choose a room

- No or few windows
- Exterior doors and windows close completely and can be locked
- A hard-wired telephone is ideal

Secure the room

- Lock and block doors
- Close window shades, turn off lights
- Stay low and away from doors and windows

Additional Notes

- Silence cell phones
- Do not congregate in one portion of the room
- Hide under desks or behind furniture
- When first responders arrive, follow instructions and keep hands visible. Avoid yelling and pointing.

Additional information and training on Targeted Violence is available through UCPD (https://ucpd.berkeley.edu/safety/tools-survive-targeted-violence).

H. Procedures For Specific Scenarios

MEDICAL EMERGENCY

Contact 911 (510-642-3333 via cell phone on campus) for any life threatening injuries.

If you witness an injury or medical emergency in the workplace, immediately assist the injured if it is safe for you to do so. Call 911 as soon as possible from a safe location.

FIRE

Building Fire

- A building occupant is required by law to evacuate the building when the fire alarm sounds. Evacuate, then report. If you become aware of a fire or hear a fire alarm:
- Use the closest exit or stairway, and, if safe, help family members or co-workers in distress
- Never use elevators
- Feel door handles with the back of your hand; if they are warm, find a different exit
- If there are no other exits, use clothing to prevent smoke from entering through the bottom of the door
- Stay low if you see smoke
- If you are properly trained and your exit is safe and clear, use a portable fire extinguisher
- Don't re-enter until allowed by emergency personnel
- If you can't exit the building, call 911 (510-642-3333 via cell phone on campus) for assistance
- Seek shelter in your building's Designated Waiting Area (DWA)
- Pull the fire alarm as you exit the building

Wildfire

If there is a wildfire near campus, be prepared to leave at a moment notice. Watch for UC Berkeley WarnMe alerts and monitor for updates on www.berkeley.edu and KALX 90.7 FM. If sheltering in place, close all doors and windows.

EARTHQUAKE

During an Earthquake

The Hayward Fault runs directly under the east side of our campus. Earthquake preparedness is a necessity of

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H. Procedures For Specific Scenarios

being part of the Cal community.

If You Are Indoors:

- DROP to the floor immediately
- Take COVER under sturdy furniture, or near an interior wall, and protect your head
- HOLD ON until the shaking stops

If You Are Outdoors:

- Move away from buildings, power lines, and trees
- DROP, COVER, and HOLD ON
- Use arms to cover head from falling debris
- If driving, pull over in a clear area

Other Tips:

- Stay away from windows
- Stay away from things that can fall on you
- Don't run outside, or to another location to get under a table
- Don't stand in a doorway (it's not safe for shelter)
- Don't use elevators

After the Earthquake

- When the shaking stops, exit the building and go to an Emergency Assembly Area (EAA) or open space
- If safe, before evacuating, stabilize any laboratory procedure that could lead to further danger. (Example: turn off Bunsen burners or electrical equipment.)
- Check for injuries
- Account for friends and colleagues
- Avoid tying up phones lines for non life-threatening emergencies
- Watch for UC Berkeley WarnMe alerts, visit www.berkeley.edu, listen to KALX 90.7 FM, or call 800-705-9998 for updates
- Be prepared for aftershocks and falling debris
- Do not re-enter buildings until allowed by emergency personnel
- Stay calm and reassure others

If Trapped Under Debris

- Signal for help; do not yell because you may inhale dust
- Tap on a metal object, use a whistle or other noise maker to get attention
- Do not light a match due to potential gas leaks; use a cell phone's flashlight if available

DEMONSTRATION

- Most demonstrations are peaceful. If one is conducted near or in your building, carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call UCPD for assistance.
- If protestors enter your building, let them. Try to carry on business as usual. If the noise becomes too great, or the crowd too large, close and lock your office doors and/or windows.
- Do not close your buildings unless the UCPD advises you to do so. If it becomes necessary to evacuate, follow instructions and report to the building's Emergency Assembly Area (EAA) for further instructions.

CRIMINAL OR VIOLENT BEHAVIOR

UC Berkeley is committed to promoting and maintaining a safe environment for its employees. Threatening, intimidating, or violent behavior will not be tolerated in the UC Berkeley workplace. Assist in making the work place a safe place by being alert to suspicious situations or persons and reporting them to UCPD.

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 UCPD as soon as possible.

Recognizing & Reporting Workplace Violence

- Workplace violence can start as small incidents like negative remarks and inappropriate behavior, but can then escalate to physical or psychological violence.
- Violence includes any form of intimidation, bullying, stalking, threats, physical attacks, domestic violence,

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H. Procedures For Specific Scenarios

and property damage.
- Support UC Berkeley's zero-tolerance policy towards workplace violence by immediately reporting concerning behavior to your supervisor, preferably in writing, and also to UCPD and Human Resources. Remember to report all instances of violence, no matter how minor.

Confronting a Potentially Violent Person
- Be composed, don't hurry, and don't raise your voice
- Be empathetic and show your concern, and do not joke or be sarcastic
- Ask the person to sit down (sitting is a less aggressive position)
- Offer positive outcome statements, such as "We'll work on getting this resolved"
- Offer positive feedback for continuing discussions, "I'm glad you're telling me how you feel"
- Remain out of arm's reach and do not touch the person
- Limit eye contact

BOMB THREAT

If you receive a bomb threat (via the telephone):
- Signal for someone to call 911 while you continue speaking with the caller.
- Keep the caller on the phone as long as possible. Ask questions
- Do not pull the fire alarm or use cell phones as they may detonate a bomb.
- Stay calm and keep your voice calm.
- Take notes. Pay attention to details. Note the date and time.

Listen to the caller's voice and note:
- Speech patterns (accent, tone)
- Emotional state (angry, agitated, calm, etc.)
- Background noise (traffic, people talking and accents, music and type, etc.)
- Age and gender

Relay the information to the Police. Follow the Police's instructions.

If you are told by emergency responders to evacuate the building, evacuate immediately. Do not handle any suspicious items found.

SUSPICIOUS PACKAGE

A suspicious-looking box, package, object, or container in or near a work area may be a bomb or explosive material. When identifying a suspicious package look for odd marking, too much postage, no return address, heaviness, excessive tape or string, visible wires, oily or discolored wrappings, strange odors and powdery substances.

Never Handle a Suspicious Package
- Don't interact with the package in any way
- Leave the area, close doors, and warn others to avoid the area
- Call 911 (510-642-3333 via cell phone on campus)
- Wash exposed skin with soap and water

If evacuated due to a bomb threat remain calm, leave doors open and lights on. Do not activate building's fire alarm.

EXPLOSION

If there is an explosion:
- Take cover under sturdy furniture to protect against falling glass and debris.
- Call 911 (510-642-3333 via a cell phone on campus).
- In injured, seek medical care immediately
- Move away from the hazard site to a safe location. Never use elevators.
- Do not re-enter until allowed by emergency personnel

HAZARDOUS MATERIAL RELEASE

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H. Procedures For Specific Scenarios

If a life-threatening hazard is released, evacuate the area and call 911.

To report a non life-threatening hazardous release on campus:
- During business hours contact the Office of Environment, Health & Safety (510-642-3073)
- After hours: 911 (510-642-3333 via cell phone)

Do not attempt to clean up or identify the substances unless:
- You have documented training on spill clean-up procedures
- Familiar with the hazards of the substance.

Sheltering from Hazardous Material Spill:
- If there are hazardous materials in the air or a chemical spill has occurred outdoors shelter-in-place to avoid being exposed.Go inside a safe building
- Seek shelter on higher floors
- Close all doors and windows and go to an interior room
- Don't inhale fumes; cover mouth with mask or cloth
- Block vents and openings with tape, plastic bags, and clothing
- Watch for UC Berkeley WarnMe alerts, visit www.berkeley.edu, listen to KALX 90.7 FM, or call 800-705-9998 for updates
- Call 911 (510-642-3333 via cell) if you become ill from exposure

If exposed:
- Remove any clothes exposed to the chemical
- Immediately wash exposed skin for 15 minutes with cool water; use a safety shower or eyewash station if available
- If you feel sick, seek medical care immediately

UTILITY FAILURE

- Notify Facilities Service 24 hour line (510-642-1032) if necessary. If in a leased space, contact the building owner.
- Evacuate the building if the fire alarm sounds and/or upon instruction by response personnel. Proceed to the Emergency Assembly Area (EAA).
- If you are evacuated from a campus building, do not re-enter until allowed by emergency personnel

Stopping Activities During a Campus Outage
During an outage on campus, your building may become unsafe, so be prepared to stop what you're doing until utilities are back on. Many life safety systems such as alarms, sprinklers, emergency lighting, and fume hoods may not work, particularly during a prolonged outage. Cease using electrical equipment, evacuate the building if necessary, and proceed to the Emergency Assembly Area (EAA) and report to your departmental roll taker or Building Coordinator.

Power Outage
- Fume hoods do not operate during a power outage and many laboratories should not be used until ventilation is properly restored. For more information, refer to the EH&S Fact Sheet #16, "Be Prepared for Power Failures."
- Unplug and turn all electronics to avoid damage if the power surges when it returns.
- Avoid downed power lines
- If dependent on electric life-sustaining equipment, switch to an alternate power source or relocate.
- Prevent carbon monoxide poisoning; do not use a grill, camp stove, or generator indoors.

Elevator failure
If you are trapped in an elevator, use the emergency telephone inside the elevator to call for assistance or press the elevator alarm inside the elevator to signal for help. You may also call 911 (510-642-3333 from a cell phone). Do not use elevators during emergency evacuations or utility outages.

Flood or plumbing failure
- Cease using electrical equipment.
- Avoid contact with the water.

Steam line failure

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H. Procedures For Specific Scenarios

- Cease using electrical equipment.
- Avoid live steam. Serious burns can result.
- Consider evacuating the area or building.

Gas smell

- If you smell natural gas:
- Cease all operations immediately.
- Do not operate light switches.
- Evacuate as soon as possible.
- Call 911

Ventilation problem

If you smell odors coming from the ventilation system:

- Immediately notify Facilities Services and EH&S. If in leased space, notify the building owner or contact person.
- If necessary, cease all operations immediately.
- If necessary, evacuate the building and proceed to the Emergency Assembly Area (EAA).
- If smoke is present, pull the fire alarm. Call 911 from a safe location.

I. Occupants With Special Duties During Emergencies

Name	Department	Organizer Duties	Duties Pre-Evacuation	Duties Post-Evacuation	Rescue Or Medical Duties
JOHN V WERNER	EARTH & PLANETARY SCIENCE	Check Bathrooms;Floor Monitor		Clear the North end of Ground Floor, Report Gnd Floor Condition to Building Coordinator	None
JOHN L GRIMSICH	EARTH & PLANETARY SCIENCE	Floor Monitor		(Alternate) Clear 4th Floor of Personnel, Check Classrooms and Restrooms and the North end of Ground Floor, Report Fourth and Ground Floor Condition to Building Coordinator	
ESPERANZA S MUNOZ-RIDDLE	PHYSICAL SC DEAN'S OFF	Building Coordinator (Alternate);Check Bathrooms;Floor Monitor			
SIOERONO E BUDI	GEOGRAPHY	Check Bathrooms;Floor Monitor;Secure Exterior Doors			
DORA L MAIRENA	UNIVERSITY HEALTH SERVICES	Roll Taker			
ANTHONY JAMES VITAN	PHYSICAL SC DEAN'S OFF	Building Coordinator;Check Bathrooms;Floor Monitor;Secure Exterior Doors			
PETER SORIANO	LIBRARY ADMINISTRATION	Roll Taker;Floor Monitor			

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I. Occupants With Special Duties During Emergencies

Name	Department	Organizer Duties	Duties Pre-Evacuation	Duties Post-Evacuation	Rescue Or Medical Duties
OLIVE S BOYD	BERKELEY SEISMOLOGICAL LAB	Floor Monitor			
VERONICA MORENO PADILLA	EARTH & PLANETARY SCIENCE	Roll Taker		1) Clear 3rd Floor of Personnel, Check Classrooms and Restrooms, Report 3rd Floor Condition to Building Coordinator 2) (Alternate) Take Roll of Evacuated EPS Staff and Faculty	None
RACHEL M KOWALIK	EARTH & PLANETARY SCIENCE	Roll Taker;Check Bathrooms;Floor Monitor	Prepare Evacuation Roll Checklist for EPS	1) Take Roll of Evacuated EPS Staff and Faculty 2) (Alternate) Clear 3rd Floor of Personnel, Check Classrooms and Restrooms, Report 3rd Floor Condition to Building Coordinator	None
FABIA M TERRA	BERKELEY SEISMOLOGICAL LAB	Roll Taker		(Alternate) Take Roll of Evacuated Seismology Staff and Faculty	None
CHARLES L PAFFENBARGER	BERKELEY SEISMOLOGICAL LAB	Building Coordinator (Alternate);Check Bathrooms;Floor Monitor;Secure Exterior Doors		(Alternate) 1) Ensure building is evacuated and occupants are assembled in EAAs 2) Determine Condition of the Building and Evacuees from Floor Monitors 3) Report to EMA Coordinator and emergency service personnel 4) Serve as communication conduit to occupant evacuees 5) Secure West (main) Entrance and ensure that no one enters until building is cleared for reoccupation or Secure All Entrances depending on situation	None

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I. Occupants With Special Duties During Emergencies

Name	Department	Organizer Duties	Duties Pre-Evacuation	Duties Post-Evacuation	Rescue Or Medical Duties
JOSHUA S MANDEL	GEOGRAPHY	Roll Taker;Check Bathrooms;Floor Monitor		1) Clear 5th Floor of Personnel, Check Classrooms and Restrooms, Report 5th Floor Condition to Building Coordinator 2) (Alternate) Take Roll of Evacuated Geography Staff and Faculty	None

J. Potential Fire Hazards In This Work Area

Fire Hazard	Location(s)	Details	Person(s) Responsible For Controlling Accumulation
Combustible Material (e.g. paper, cardboard, wood, etc.)	McCone Hall Offices and Storage Rooms		Office Holders and Department Staff
Flammable/Combustible Gases	McCone Hall Laboratories		Laboratory Principle Investigators
Flammable/Combustible Liquids	McCone Hall Laboratories		Laboratory Principle Investigators
Flammable/Combustible Liquids	McCone Hall Laboratories		Laboratory Principle Investigators
Flammable/Combustible Solids	McCone Hall Laboratories		Laboratory Principle Investigators
High piled storage	McCone Hall Storage Rooms, some Offices		Office Holders and Department Staff
Oxidizing materials (e.g. pool chemicals, oxygen, gases,etc.)	McCone Hall Laaboratories		Laboratory Principle Investigators

K. Potential Ignition Sources In This Work Area

Ignition Source	Location(s)	Details
Burner, Torch Or Other Open Flame Appliance	McCone Hall Laboratories	
Electrical wiring	All Building Spaces	

L. Fire Protection Equipment In This Work Area

Type	Location(s)	Details	Person(s) Responsible For Maintenance Of Fire Protection Equipment
Fire Doors	Stairway Entrances Elevators		Building Coordinator and Facilities Services
Fire Extinguishers	Every Quarter Hallway Some Department Laboratories	See Map Detail ABC Extinguishers	Facilities Management
Fire Sprinkler System	Throughout Building		Facilities Services

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M. Other Important Information

No other information at this time.

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Appendices

Appendix 1: Alarm Systems	
Details Of Building Fire Alarm System	Alarm Panel inside the main (west) entrance. New System as of 1998.
Other Employee Alarm Systems In Building	Elevator Alarm;Lab Hood Alarm;Other;Automatic Fire/Smoke;Manual Pull Alarm
Details Of Other Employee Alarm Systems	Alarms on Earth Sciences and Map Library evacuation doors and alarm on primary library entrances tied to book and map scans.

Appendix 2: Org Units That Have Staff In This Work Area
College of Letters & Science, Department of Geography
College of Letters & Sciences, Division of Mathematical & Physical Science
Earth and Planetary Science
Seismology Lab

Appendix 3: Housekeeping Procedures
(to control accumulation of flammable and combustible waste materials)

The following housekeeping procedures are practiced to control accumulation of flammable and combustible waste materials:

Paper, Cardboard and Plastic: Waste paper receptacles are emptied regularly into dumpsters, and dumpsters are emptied regularly.

Electrical: Periodic inspections of outlets, electrical cords, multi-strips, cubicles and work areas.

Electrical Tools: Employees using tools are trained to inspect those tools.

Flammable/Combustible Liquids: Liquids are stored in approved flammable storage cabinets or away from sources of combustion, oxidizing chemicals, or other materials that could increase the fire hazard.

Flammable/Combustible Gases: Gas cylinders are stored in approved racks and transported on approved carts. Equipment using flammable/combustible gases is inspected regularly by trained personnel.

Plant Material: Plant material (especially dry material) shall be separated from any and all sources of ignition or other flammable material.

Animal Feed: Animal feed shall be kept separate from any and all sources of ignition or other flammable material. Procedures for storing animal feed are specified in the Office of Animal Care's Guide For The Care of Large And Small Animals.

Appendix 4: Maintenance Progam
(for fire alarm & fire protection equipment)

Fire Extinguisher Inspection and Recharging: All extinguishers are inspected annually and recharged as needed by a certified professional (Acme Extinguisher Co., Inc)

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Appendix 4: Maintenance Progam
(for fire alarm & fire protection equipment)

Fire Alarm Systems: Fire alarm systems are inspected and tested annually by the Campus Alarm Technicians.

Fire Hoses for Occupant Use: Fire hoses are tested every three years by Facility Services.

Fire Sprinkler Systems: Fire sprinkler systems are inspected and tested by a certified professional.

Fire Suppression Systems: Fire suppression systems are maintained as follows:
(a) Kitchen range hood systems are inspected and recharged every six months by a certified professional (Acme Extinguisher Co., Inc.)
(b) Computer room suppression systems are inspected and recharged by a certified professional.

Welding and Shop Equipment: Welding equipment and other shop equipment that could be a source of ignition is inspected for safety at each use by trained operators.

Appendix 5: Training Requirements

OSHA regulations require training on the BEP for those with specific emergency duties. The Department Safety Coordinator (DSC) or designee 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 and the evacuation routes and Emergency Assembly Areas (EAA). Emergency procedures and evacuation information should be visibly posted on each floor of the building.

Annual "Hazardous Materials Spill Response" training is required for any employee that handles hazardous materials. This training is available online at the UCB Learning Center through the Blu portal (http://blu.berkeley.edu). Employees who cannot access the Blu portal can complete the training on the EH&S website (http://ehs.berkeley.edu/trainnonemploy.html).

People with Specific Roles
Before implementing the BEP, the Building Coordinator shall designate and train a sufficient number of persons to assist in the safe and orderly building evacuation, including alternate BCs, roll takers, and floor monitors. The BC is responsible for informing individuals of their specific evacuation responsibilities as identified in the BEP. Additional training is required by OSHA when the plan changes or an employee's responsibilities covered in the plan change.

Drills
Annual building evacuation drills are required for campus residence halls, high rise buildings , childcare buildings, and healthcare buildings. Evacuation drills are optional for all other campus buildings. All evacuation drills are coordinated with the campus Fire Prevention Division within EH&S. The BC is responsible for coordinating with Fire Prevention for drill planning and documentation.

Appendix 6: Record-Keeping Requirements

A complete hard copy of the plan should be kept in the workplace and made available for review to any employee, student, occupant, or guest. As updates are made to the plan, hardcopies should be updated to include the changes.

Appendix 7: Contact Persons For This Plan

	Name	Email	Work Phone	Cell Phone
Primary	ANTHONY JAMES VITAN	ajvitan@berkeley.edu	5106422242	(510) 334-5068

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Appendix 7: Contact Persons For This Plan				
	Name	**Email**	**Work Phone**	**Cell Phone**
Alternate	ESPERANZA S MUNOZ-RIDDLE	emunozriddle@berkeley.edu		(510) 301-5133

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McCone Hall - Ground Floor

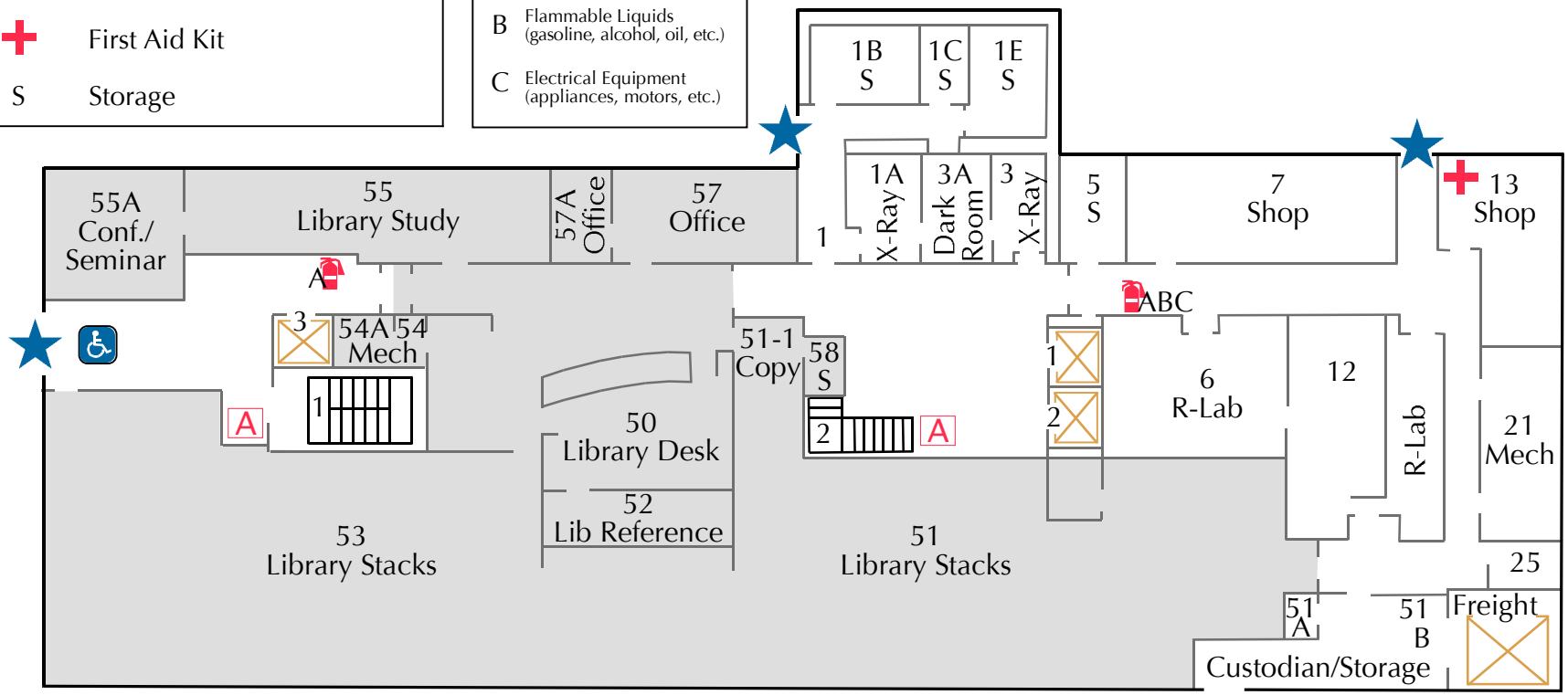
Call 911 from any phone If you witness a life-threatening emergency.

Note: The evacuation alarms are loud repeating horns, equipped with flashing white lights. When the alarm sounds, exit the building immediately using the stairs. Never use the elevators during an evacuation.

- Elevator
- A — Fire Alarm
- Fire Extinguisher
- Evacuation Door
- Handicapped Evacuation
- Emergency Shower/Eye Wash
- First Aid Kit
- S — Storage

Fire Extinguishers

- A — Ordinary combustibles (wood, paper, cloth, etc.)
- B — Flammable Liquids (gasoline, alcohol, oil, etc.)
- C — Electrical Equipment (appliances, motors, etc.)



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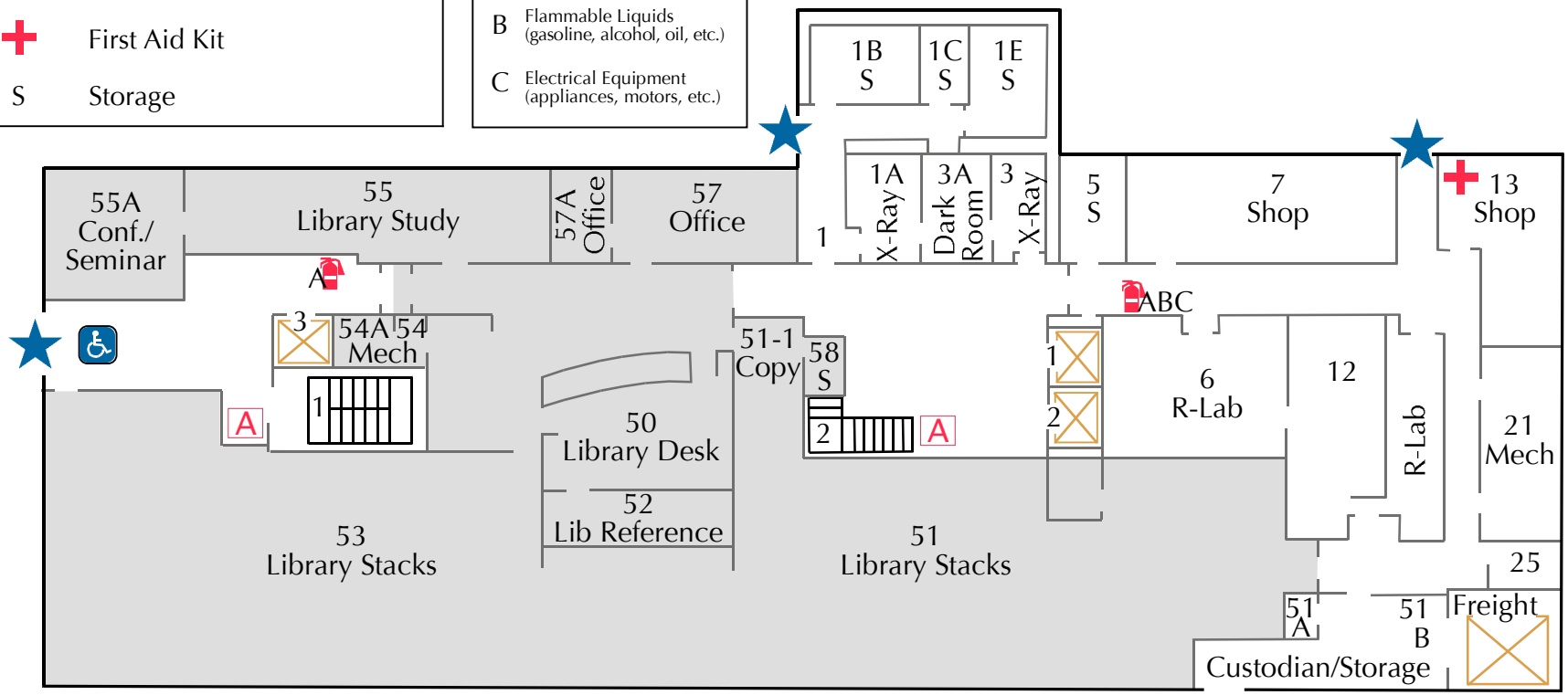


McCone Hall - First Floor

Elevator
Fire Alarm
Fire Extinguisher
Evacuation Door
Handicapped Evacuation
Emergency Shower/Eye Wash
First Aid Kit
S Storage

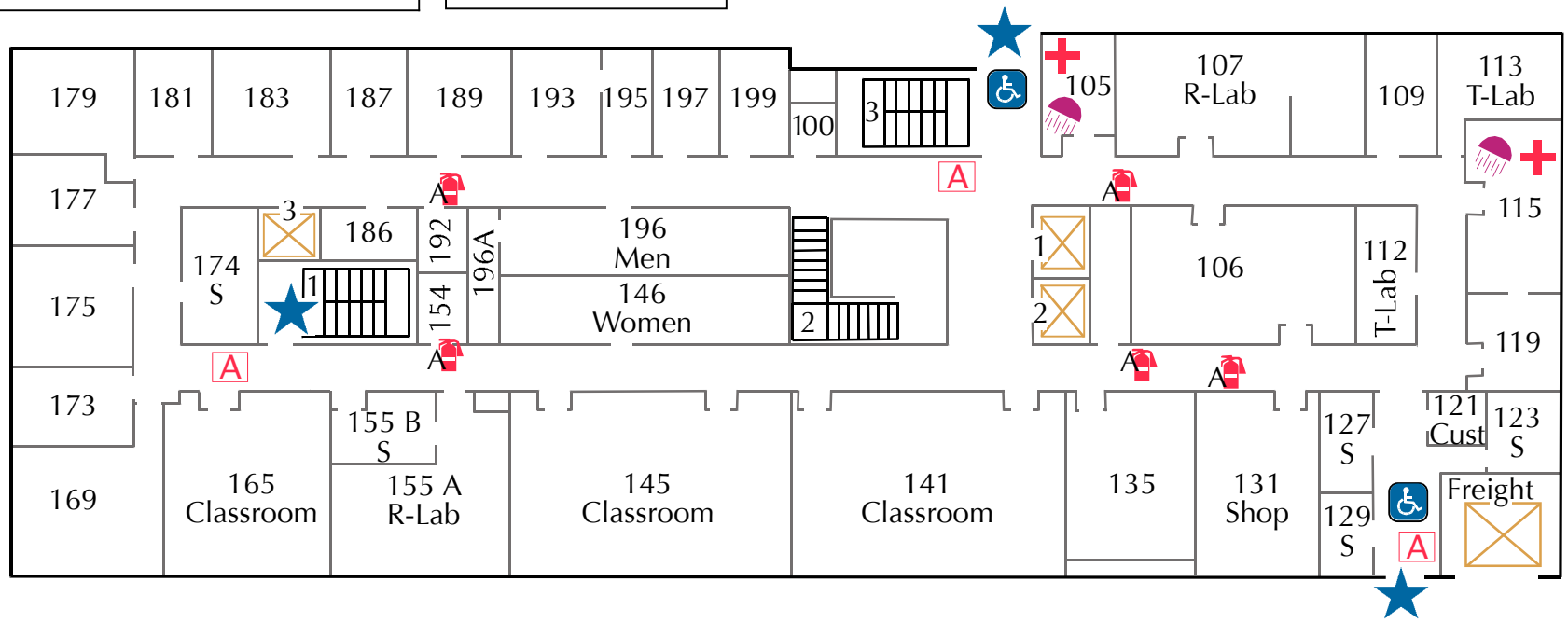
Call 911 from any phone If you witness a life-threatening emergency.

Note: The evacuation alarms are loud repeating horns, equipped with flashing white lights. When the alarm sounds, exit the building immediately using the stairs. Never use the elevators during an evacuation.

Fire Extinguishers

A Ordinary combustibles (wood, paper, cloth, etc.)
B Flammable Liquids (gasoline, alcohol, oil, etc.)
C Electrical Equipment (appliances, motors, etc.)

Upon evacuation gather across the road from McCone Hall, keeping the entrance and roadway clear. Wait for someone from your department to note your safe exit before leaving the area.



McCone Hall - First Floor

Elevator
Fire Alarm
Fire Extinguisher
Evacuation Door
Handicapped Evacuation
Emergency Shower/Eye Wash
First Aid Kit
S Storage

Call 911 from any phone If you witness a life-threatening emergency.

Note: The evacuation alarms are loud repeating horns, equipped with flashing white lights. When the alarm sounds, exit the building immediately using the stairs. Never use the elevators during an evacuation.

Fire Extinguishers

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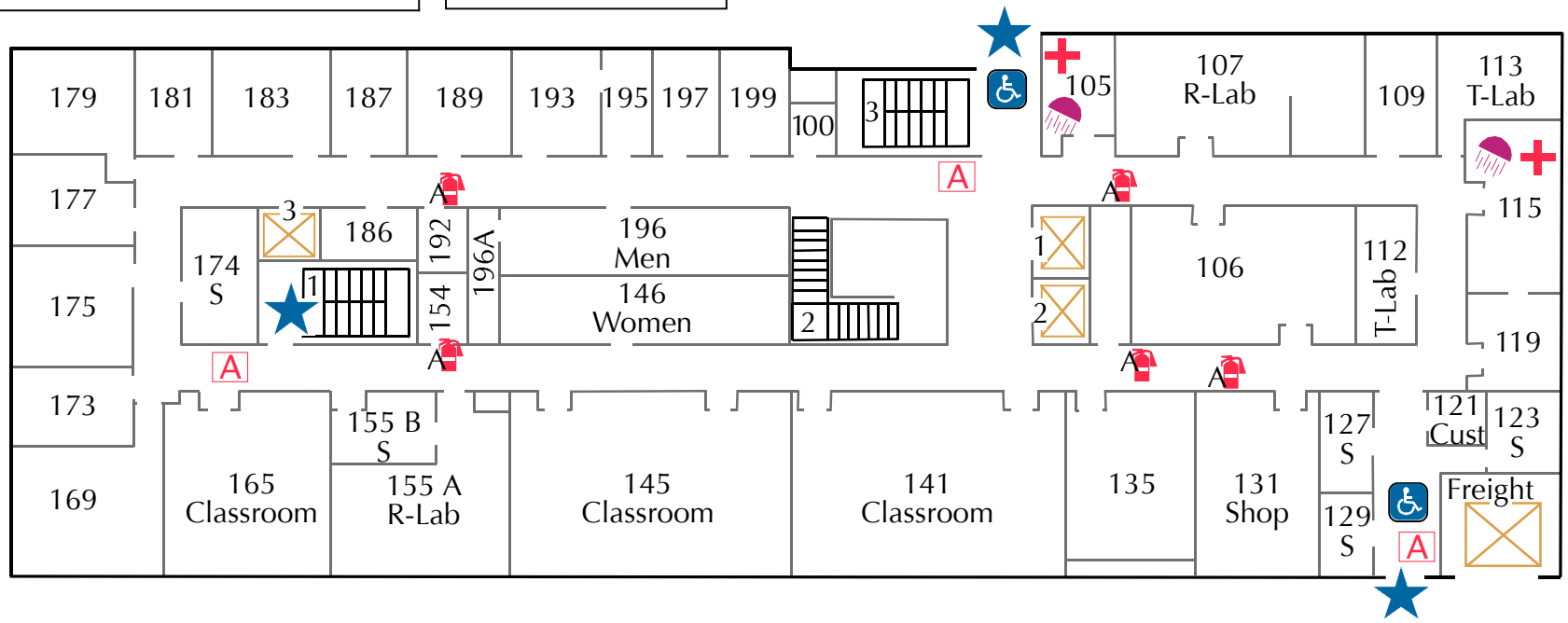


McCone Hall - Second Floor

Call 911 from any phone If you witness a life-threatening emergency.

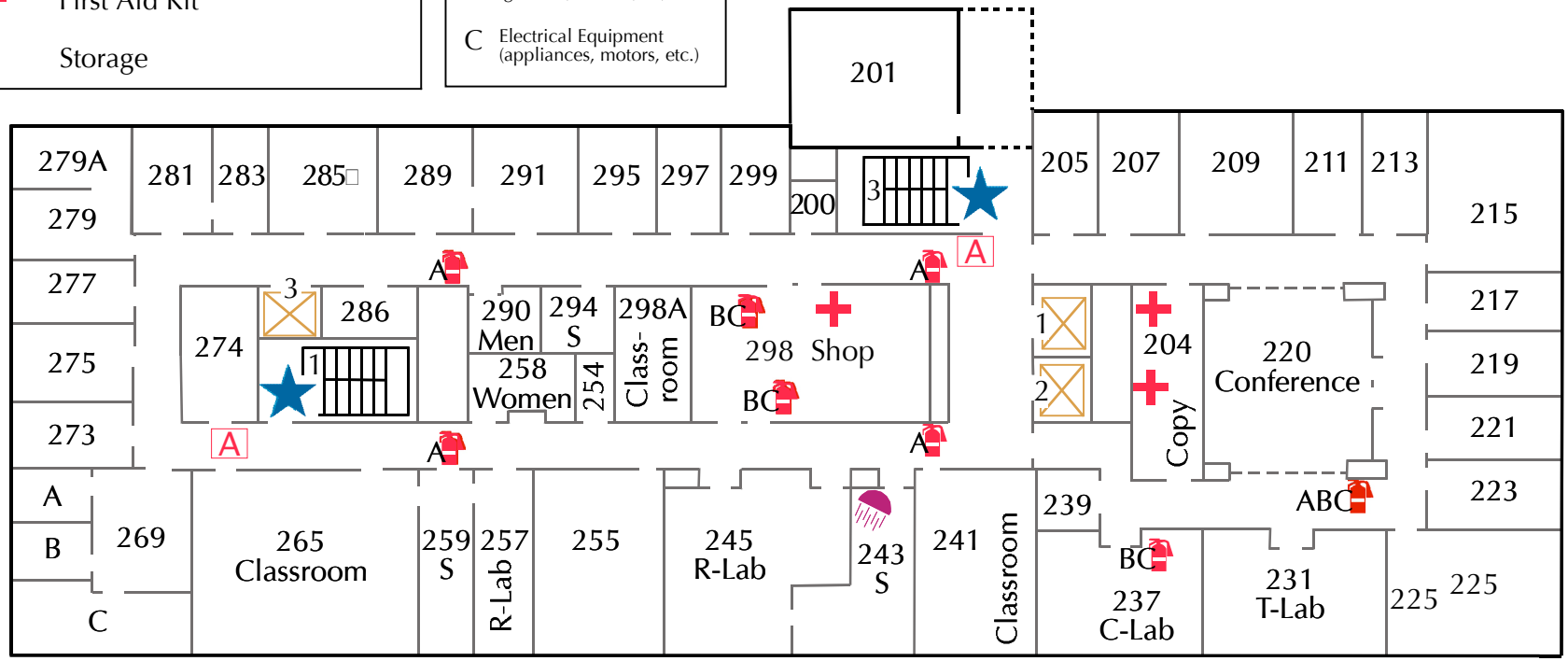
Note: The evacuation alarms are loud repeating horns, equipped with flashing white lights. When the alarm sounds, exit the building immediately using the stairs. Never use the elevators during an evacuation.

- Elevator
- A — Fire Alarm
- Fire Extinguisher
- Evacuation Door
- Handicapped Evacuation
- Emergency Shower/Eye Wash
- First Aid Kit
- S — Storage

Fire Extinguishers

- A — Ordinary combustibles (wood, paper, cloth, etc.)
- B — Flammable Liquids (gasoline, alcohol, oil, etc.)
- C — Electrical Equipment (appliances, motors, etc.)

Handicapped persons, unable to evacuate by the stairs, should position themselves on the stairwell landings and await help from persons able to do so.



McCone Hall - Second Floor

Call 911 from any phone If you witness a life-threatening emergency.

Note: The evacuation alarms are loud repeating horns, equipped with flashing white lights. When the alarm sounds, exit the building immediately using the stairs. Never use the elevators during an evacuation.

- Elevator
- A — Fire Alarm
- Fire Extinguisher
- Evacuation Door
- Handicapped Evacuation
- Emergency Shower/Eye Wash
- First Aid Kit
- S — Storage

Fire Extinguishers

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- B — Flammable Liquids (gasoline, alcohol, oil, etc.)
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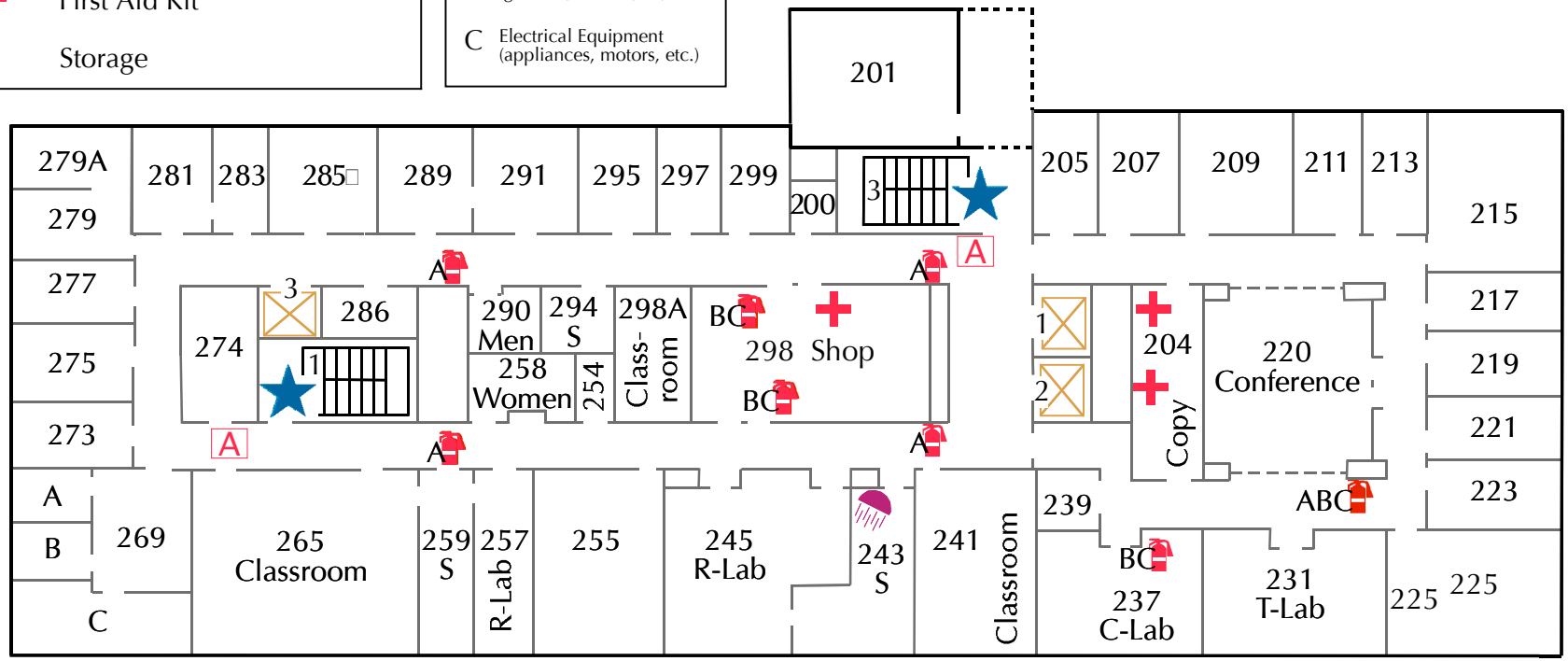


McCone Hall - Third Floor

Call 911 from any phone If you witness a life-threatening emergency.

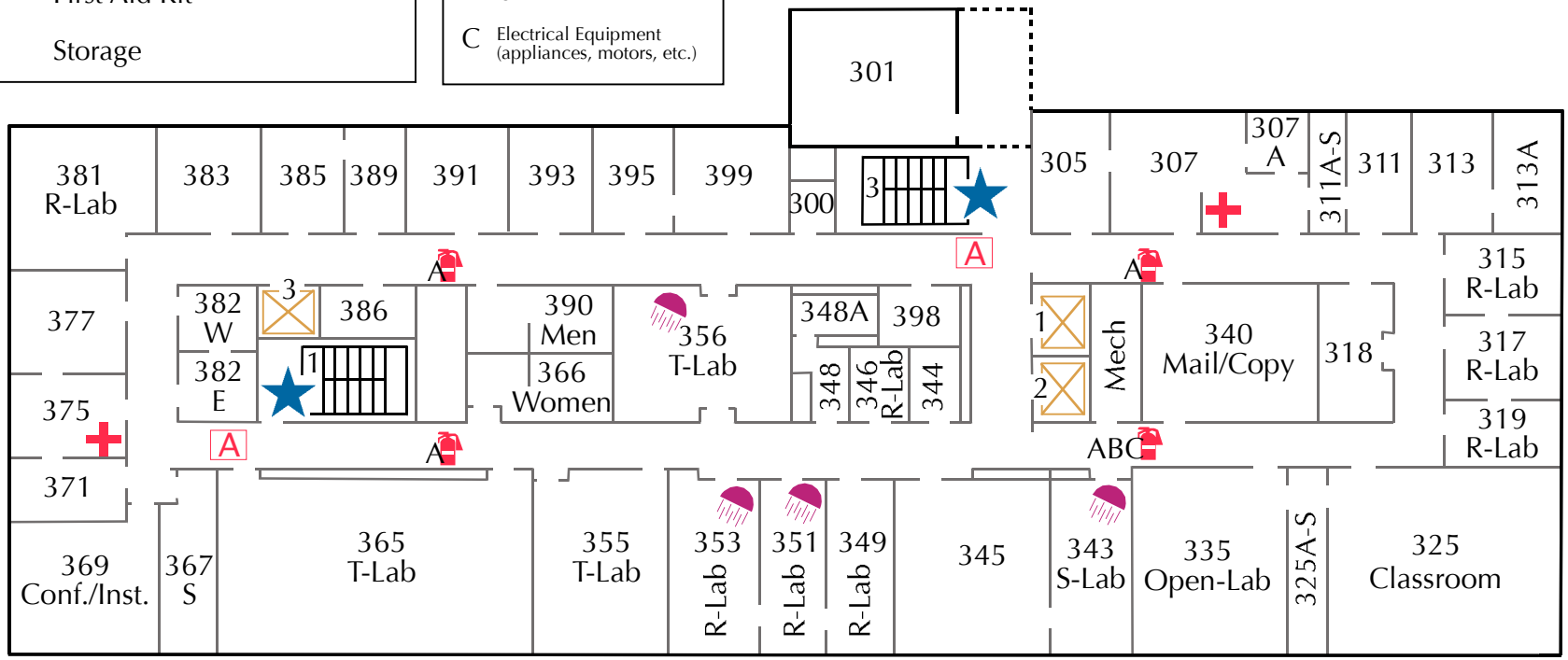
Note: The evacuation alarms are loud repeating horns, equipped with flashing white lights. When the alarm sounds, exit the building immediately using the stairs. Never use the elevators during an evacuation.

- Elevator
- A — Fire Alarm
- Fire Extinguisher
- Evacuation Door
- Handicapped Evacuation
- Emergency Shower/Eye Wash
- First Aid Kit
- S — Storage

Fire Extinguishers

- A — Ordinary combustibles (wood, paper, cloth, etc.)
- B — Flammable Liquids (gasoline, alcohol, oil, etc.)
- C — Electrical Equipment (appliances, motors, etc.)

Handicapped persons, unable to evacuate by the stairs, should position themselves on the stairwell landings and await help from persons able to do so.



McCone Hall - Third Floor

Call 911 from any phone If you witness a life-threatening emergency.

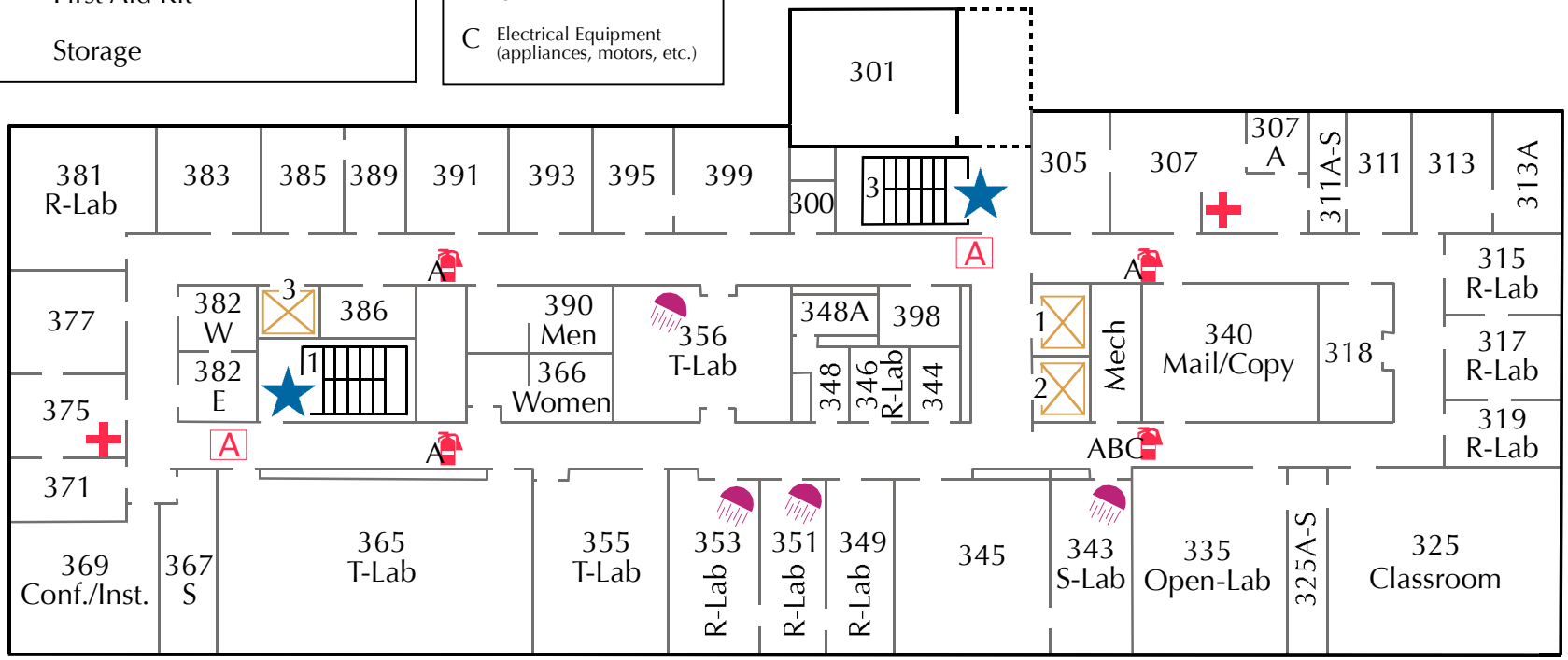
Note: The evacuation alarms are loud repeating horns, equipped with flashing white lights. When the alarm sounds, exit the building immediately using the stairs. Never use the elevators during an evacuation.

- Elevator
- A — Fire Alarm
- Fire Extinguisher
- Evacuation Door
- Handicapped Evacuation
- Emergency Shower/Eye Wash
- First Aid Kit
- S — Storage

Fire Extinguishers

- A — Ordinary combustibles (wood, paper, cloth, etc.)
- B — Flammable Liquids (gasoline, alcohol, oil, etc.)
- C — Electrical Equipment (appliances, motors, etc.)

Handicapped persons, unable to evacuate by the stairs, should position themselves on the stairwell landings and await help from persons able to do so.



McCone Hall - Fourth Floor

Call 911 from any phone If you witness a life-threatening emergency.

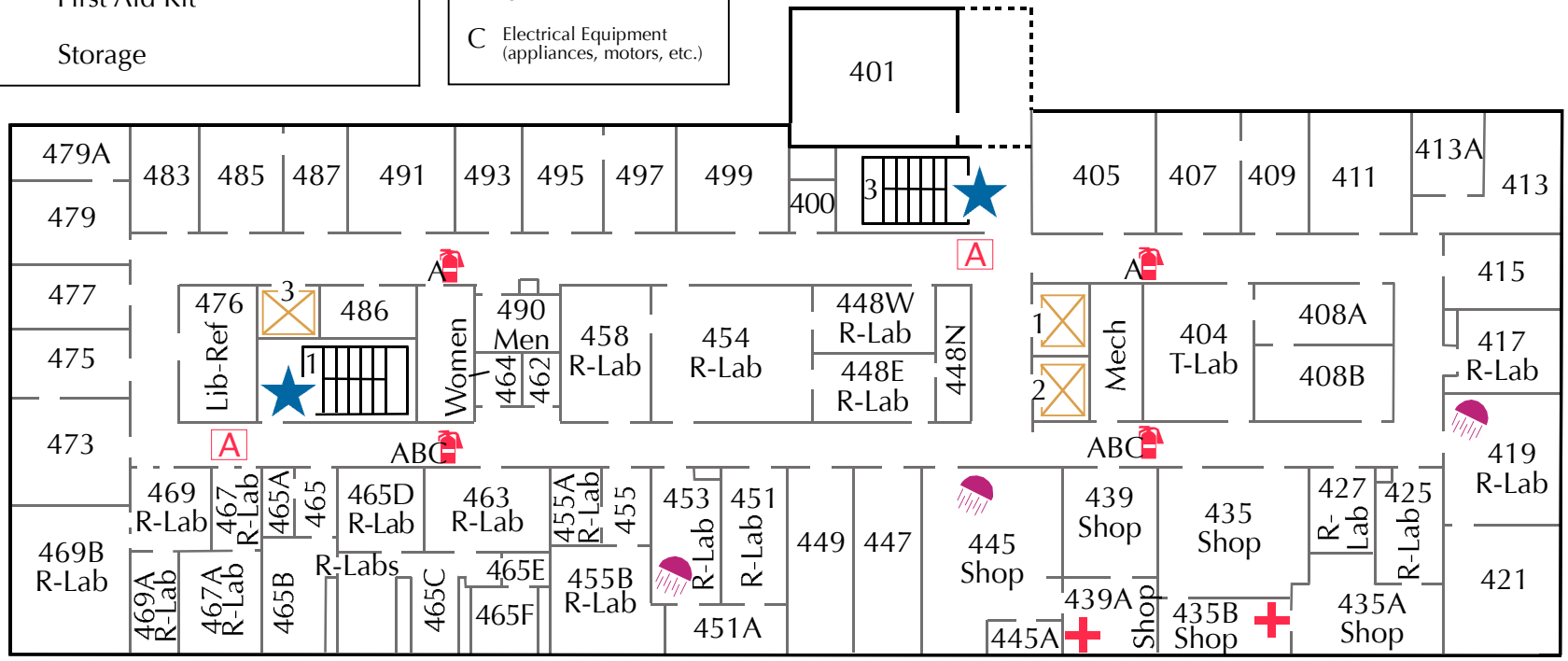
Note: The evacuation alarms are loud repeating horns, equipped with flashing white lights. When the alarm sounds, exit the building immediately using the stairs. Never use the elevators during an evacuation.

- Elevator
- A — Fire Alarm
- Fire Extinguisher
- Evacuation Door
- Handicapped Evacuation
- Emergency Shower/Eye Wash
- First Aid Kit
- S — Storage

Fire Extinguishers

- A — Ordinary combustibles (wood, paper, cloth, etc.)
- B — Flammable Liquids (gasoline, alcohol, oil, etc.)
- C — Electrical Equipment (appliances, motors, etc.)

Handicapped persons, unable to evacuate by the stairs, should position themselves on the stairwell landings and await help from persons able to do so.



McCone Hall - Fourth Floor

Call 911 from any phone If you witness a life-threatening emergency.

Note: The evacuation alarms are loud repeating horns, equipped with flashing white lights. When the alarm sounds, exit the building immediately using the stairs. Never use the elevators during an evacuation.

- Elevator
- A — Fire Alarm
- Fire Extinguisher
- Evacuation Door
- Handicapped Evacuation
- Emergency Shower/Eye Wash
- First Aid Kit
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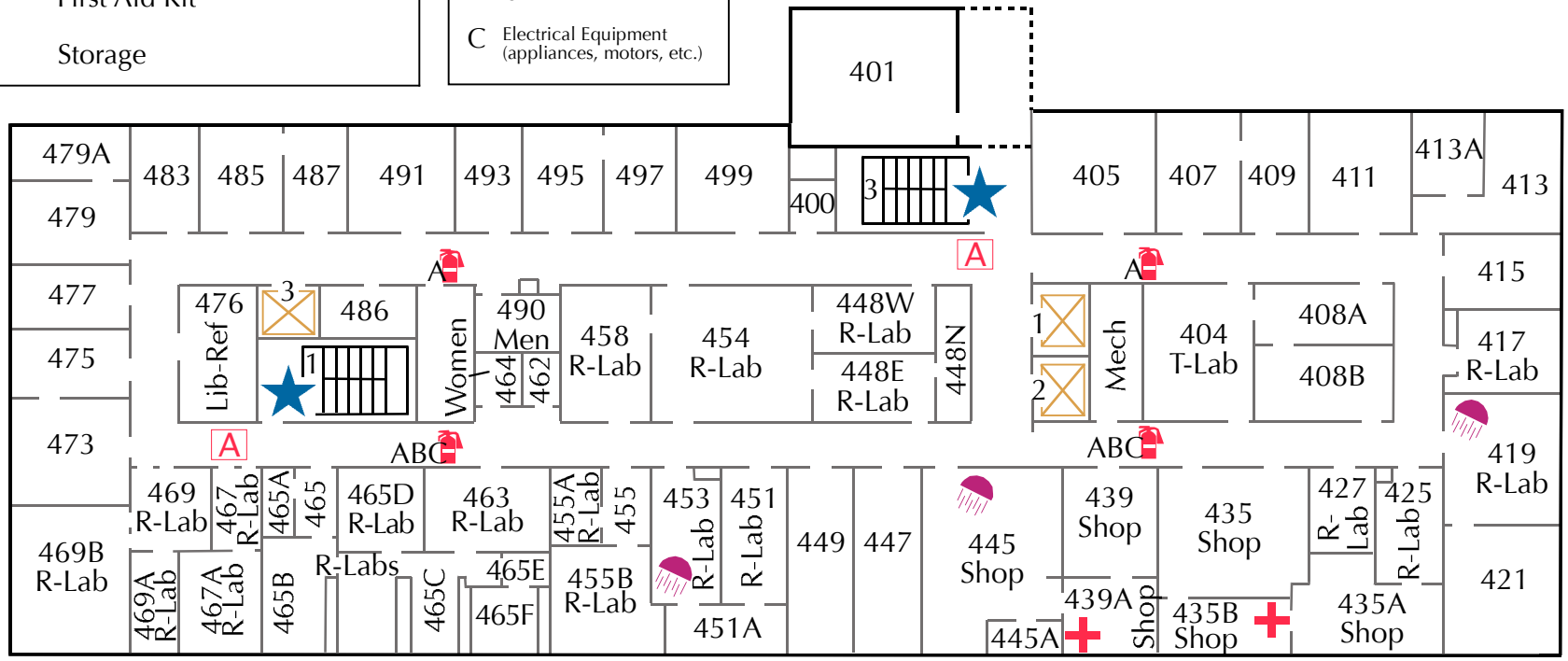

McCone Hall - Fifth Floor

Call 911 from any phone If you witness a life-threatening emergency.

Note: The evacuation alarms are loud repeating horns, equipped with flashing white lights.
When the alarm sounds, exit the building immediately using the stairs.
Never use the elevators during an evacuation.

- Elevator
- A — Fire Alarm
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Fire Extinguishers

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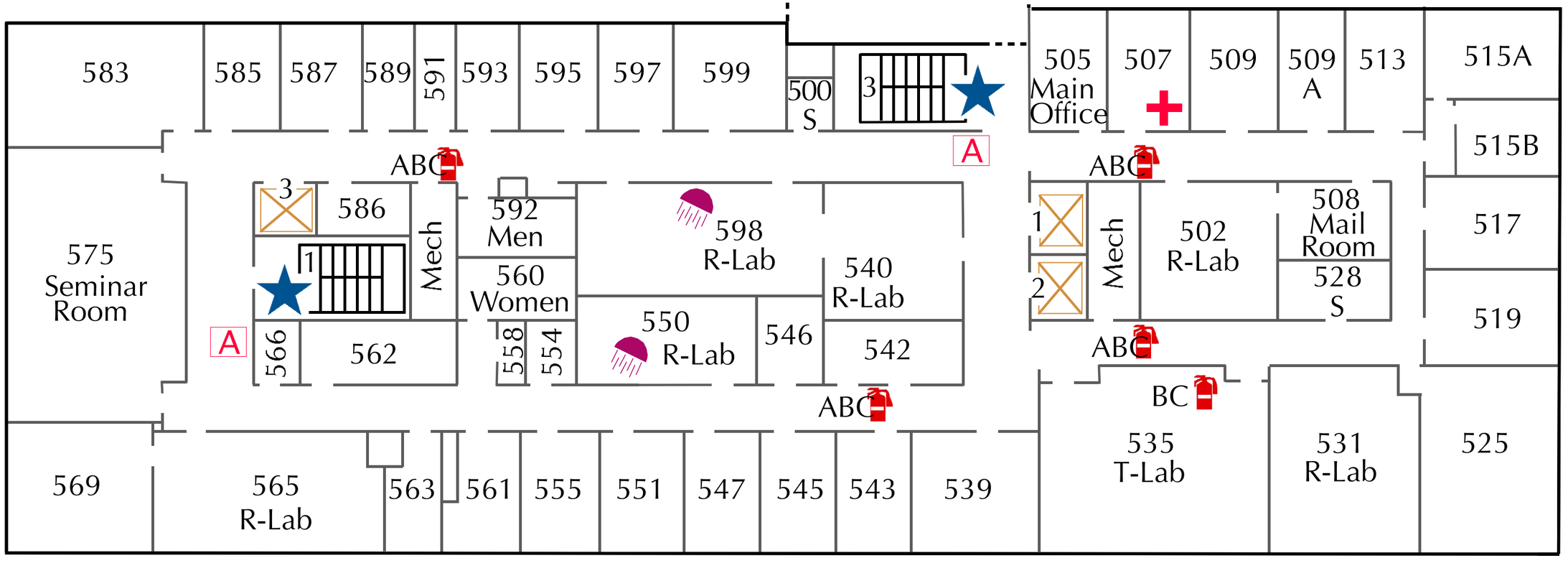

McCone Hall - Fifth Floor

Call 911 from any phone If you witness a life-threatening emergency.

Note: The evacuation alarms are loud repeating horns, equipped with flashing white lights.
When the alarm sounds, exit the building immediately using the stairs.
Never use the elevators during an evacuation.

- Elevator
- A — Fire Alarm
- Fire Extinguisher
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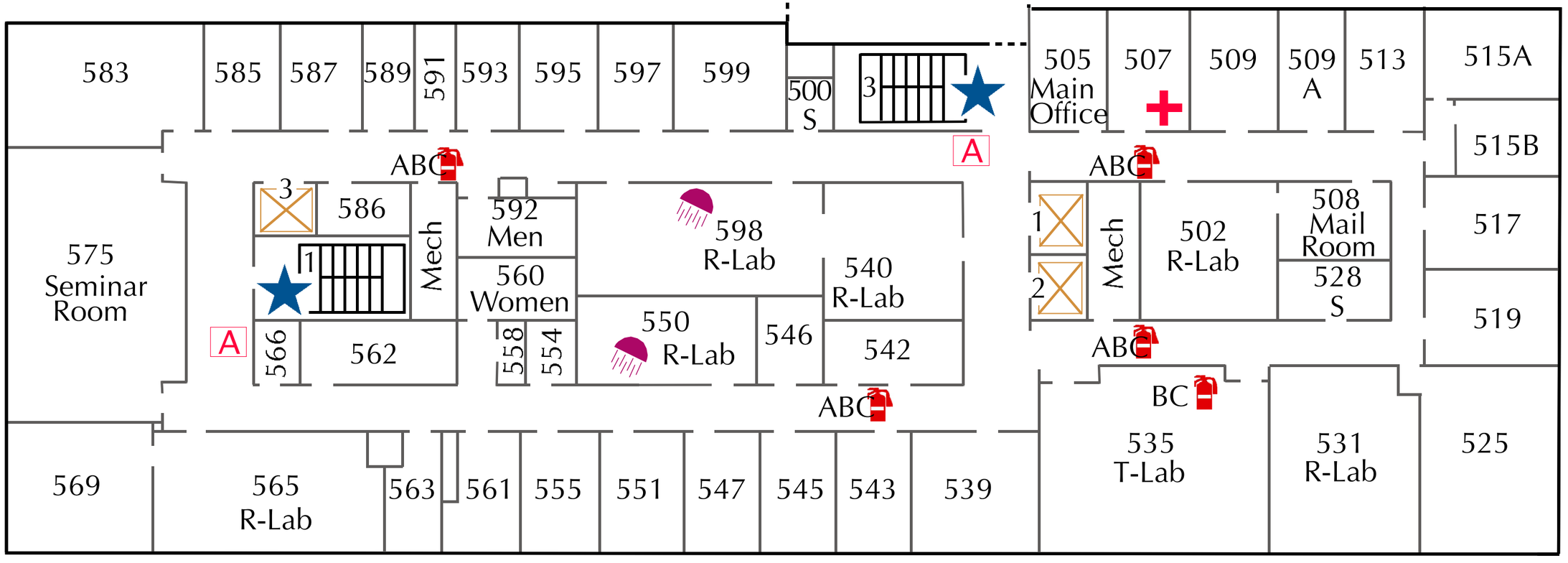
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