BGC Operations and Facilities Management

Facility Emergency Plan (FEP)
February 2017
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INTRODUCTION
This document is called the Berkeley Global Campus (BGC) 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 BGC 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 arise.
- 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 478 (BGC Operations and Facilities Management main 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 and department managers 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 (roll taker) 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 BGC and keeping training records. Read Appendix A of this document or your Injury and Illness Prevention Program (IIPP) document for more information about the DSC.

Non-UC tenants have the option to adopt the Plan or to prepare their own emergency plan that should be consistent with the Plan and submitted to EH&S and the facility manager. 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 for each tenant or unit department at BGC for inquiring and training staff. A copy of the Plan is also given to each non-UC BGC tenant for their reference.

Berkeley Global Campus:
Facility Emergency Management Area Coordinator: Justin Cocke
(Also the BGC Operations and Facilities Management Emergency Contact or Facility Manager)
Address:
Building 478, Berkeley Global Campus
University of California, Berkeley
1301 South 46th Street
Richmond, CA 94804
Phone No.: (510) 665-3410
Fax No.: (510) 665-3503
Superintendent: (510) 220-2712
Alternate Facility Emergency Management Area Coordinator: Kathryn Hetzner
(Also the Alternate BGC Operations and Facilities Management Emergency Contact)

Address:
  Building 478, Berkeley Global Campus
  University of California, Berkeley
  1301 South 46th Street
  Richmond, CA  94804
  Telephone No.: (510) 665-3507
  Fax No:      (510) 665-3503

2. DESCRIPTION OF THE FACILITY:
The BGC is a satellite facility of the University of California, Berkeley, located on a 170-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 number of non-UC tenants lease space at the facility, such as, the EPA Region IX Laboratory.

3. FACILITY ZONES
To facilitate emergency management the buildings in this facility are grouped in smaller clusters of several buildings called zones. There are a total of 12 active zones. Each has its own zone emergency contact and alternate; 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.

<table>
<thead>
<tr>
<th>Zone</th>
<th>Buildings</th>
<th>UC Department or Tenant Company</th>
<th>Emergency Contact and Alternate or Zone Coordinator (Also serve as roll takers when evacuation is declared)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>470, 471, 472, 473, 474, 475, 478</td>
<td>ANR Communications Urban Pests Lab Radio Communications Center for Forestry, College of Natural Resources BGC Operations</td>
<td>Jon Mercy Zone A Coordinator (510) 665-2161 Carol Lopez (510) 665-2163</td>
</tr>
<tr>
<td>Zone</td>
<td>Buildings</td>
<td>UC Department or Tenant Company</td>
<td>Emergency Contact and Alternate or Zone Coordinator (Also serve as roll takers when evacuation is declared)</td>
</tr>
<tr>
<td>------</td>
<td>-----------------</td>
<td>----------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| B    | 451, 452, 453, 454 | Pavement Research Center                                 | Irwin Guada  
Zone B Coordinator  
(510) 665-3674  
Christina Bocnar-Anderson  
(510) 665-3419 |
|      | 452, 482, 486    | Pacific Earthquake Engineering Research Library          |                                                                                                  |
| C    | 450, 460, 480, 482, 486, 452, 482, 486 | Pavement Research Center                                 | David Eng  
Zone C Coordinator  
(510) 665-3596 |
| D    | 159, 161, 162, 164, 167, 180, 190, 196 | Institute of Transportation Studies Partnership in Advanced Transit and Highways (PATH) Project | David Nelson  
Zone D Coordinator  
(510) 665-3547 |
| E    | No occupants in Zone. |                                                                 |                                                                                                  |
| F    | 400.1, 400.II, 400.III | Northern Regional Library Facility (NRLF)               | Jutta Wiemhoff  
Zone F Coordinator  
(510) 642-6234  
(510) 232-7767  
Tim Converse  
(510) 642-6753 |
| G    | 111, 112, 113, 114, 116, 125, 160, 163 | Public Health Laboratory  
Holland Laboratory  
Weston Laboratory  
Smith Laboratory  
163  
Ergonomics Laboratory | Maria Escudero-Fung  
Zone G Coordinator  
(510) 221-9862  
Lab (510) 665-2200  
Gwen Tindula  
(714) 725-9819  
Alan Barr  
(415) 420-7602 |
| H    | No building in Zone. |                                                                 |                                                                                                  |
| I    | 201 | Environmental Protection Administration (EPA) Region IX Laboratory | Chris Cagurangan  
Zone I Coordinator  
(510) 412-2376  
Barbara Bates  
(510) 412-2325 |

Berkeley Global Campus at Richmond Bay  
Facility Emergency Plan  
February 2017  
Page 6
<table>
<thead>
<tr>
<th>Zone</th>
<th>Buildings</th>
<th>UC Department or Tenant Company</th>
<th>Emergency Contact and Alternate or Zone Coordinator (Also serve as roll takers when evacuation is declared)</th>
</tr>
</thead>
<tbody>
<tr>
<td>J</td>
<td>No occupants in Zone.</td>
<td></td>
<td>Joseph Waidl</td>
</tr>
<tr>
<td>K</td>
<td>149, 151, 152, 153, 154, 158, 160, 176</td>
<td>Intellergy</td>
<td>(925) 787-4396</td>
</tr>
<tr>
<td>L</td>
<td>No occupants in Zone.</td>
<td></td>
<td>Joseph Waidl</td>
</tr>
<tr>
<td>M</td>
<td>118, 121, 150, 155, 159, 167, 175, 177</td>
<td>Library Bindery</td>
<td>Michael Foley</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PATH Project Offices</td>
<td>Zone M Coordinator</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell (510) 207-2856</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Julia LaGrandeur</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(510) 665-2170</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Juliana Gonzalez</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(510) 665-3495</td>
</tr>
<tr>
<td>N</td>
<td>300, 330A</td>
<td>Marine Advanced Research</td>
<td>Mark Gunderson</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Zone N Coordinator</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(510) 232-1685 x1</td>
</tr>
<tr>
<td>O</td>
<td>No occupants in Zone.</td>
<td></td>
<td>Joseph Waidl</td>
</tr>
<tr>
<td>P</td>
<td>280A, 280B</td>
<td>CRRP – Recycling Program</td>
<td>Kimberli Williams</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Zone P Coordinator</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(510) 643-4612</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cell (510) 812-0127</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Kevin Tapin</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(510) 643-4612</td>
</tr>
<tr>
<td>Q</td>
<td>420, 421, 445, 484, 485, 487, 488</td>
<td>Pacific Earthquake Engineering Research Center (PEER)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Simulator Lab</td>
<td>Nate Knight</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Structural Engineering Laboratory</td>
<td>Zone Q Coordinator</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(415) 505-1344</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Clement Barthes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(510) 665-2136</td>
</tr>
</tbody>
</table>

4. **EMERGENCY TRIAGE AREA** is Building 445:

5. **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 listed in the sub-section that immediately follows. Figure 1 is the facility diagram showing the different zones. Building numbers are also shown on this diagram. Note that Building 445 is located a little above and between Zones. From these zone assembly areas, responders will then lead occupants to appropriate exits. 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 (See Table of zones and emergency contacts).

<table>
<thead>
<tr>
<th>Zone</th>
<th>Main Assembly Area</th>
<th>Alternate Assembly Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Front parking lot of 478</td>
<td>Paved area outside green-house</td>
</tr>
<tr>
<td>B</td>
<td>Main parking lot of 451 and 452</td>
<td>Parking lot in front of 454</td>
</tr>
<tr>
<td>C</td>
<td>Parking lot in front of 450</td>
<td>Parking behind 480</td>
</tr>
<tr>
<td>D</td>
<td>Large parking lot SW corner of 180</td>
<td>Grassy area in front of 195</td>
</tr>
<tr>
<td>E</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Main parking lot in front of 400</td>
<td>Open area North of NRLF Phase II</td>
</tr>
<tr>
<td>G</td>
<td>Open paved area in front of 102</td>
<td>Open field behind 112</td>
</tr>
<tr>
<td>H</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Flagpole in front of main entrance</td>
<td>Service road South of flagpole</td>
</tr>
<tr>
<td>J</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>Parking lot in front of 152 next to Lark</td>
<td>Lark Drive between 150 and 152</td>
</tr>
<tr>
<td>L</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Large parking lot SW corner of 180</td>
<td>Grassy area in front of 195</td>
</tr>
<tr>
<td>N</td>
<td>Parking lot Northwest of 300</td>
<td>Field North of 300</td>
</tr>
<tr>
<td>O</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>P</td>
<td>Parking lot South of 280</td>
<td>Field North of 280</td>
</tr>
<tr>
<td>Q</td>
<td>Parking lot South of 420</td>
<td>Open field South of 420</td>
</tr>
</tbody>
</table>
5. Facility Safety Committee (No buildings in Zone E, H, J, L, O)

a. Member: Jon Mercy
   Phone No.: (510) 665-2161
   Department or Unit: ANR Communications
   Member: Justin Cocke
   Phone No.: (510) 220-2712
   Member: Kathryn Hetzner
   Phone No.: (510) 665-3507
   Department or Unit: BGC Facilities and Operations

b. Member: Irwin Guada
   Phone No.: (510) 665-3674
   Department or Unit: Institute of Transportation Studies Pavement: Research Center

c. Member: David Eng
   Phone No.: (510) 665-3596
   Department or Unit: Institute of Transportation Studies Pavement: Research Center

d. Member: David Nelson
   Phone No.: (510) 665-3547
   Department or Unit: Institute of Transportation Studies Partnership in Advanced Transit and Highways (PATH) Project

f. Member: Jutta Wiemhoff
   Phone No.: (510) 642-6234
   Department or Unit: Northern Regional Library Facility (NRLF)

g. Member: Maria Escudero-Fung
   Phone No.: (510) 221-9862
   Department or Unit: Public Health Laboratory
   Member: Alan Barr
   Phone No.: (510) 665-3602
   Department or Unit: Ergonomics Laboratory

i. Member: Chris Cagurangan
   Phone No.: (510) 415-3276
   Member: Barbara Bates
   Phone No.: (510) 710-6432
   Department or Unit: EPA Region IX Laboratory

k. Member: Joseph Waidl
   Phone No.: (925) 787-4396
   Department or Unit: Intellergy
m. Member: Michael Foley  
Phone No.: (510) 207-2856  
Department or Unit: Library Bindery  
Member: Juliana Gonzalez  
Phone No.: (510) 665-3495  
Department or Unit: The Watershed Project  

n. Member: Mark Gundersen  
Phone No.: (510) 232-1685 x1  
Department or Unit: Marine Advanced Research  

p. Member: Kimberli Williams  
Phone No.: (510) 643-4612  
Department or Unit: Recycling and Refuse  

q. Member: Nate Knight  
Phone No.: (415) 505-1344  
Department or Unit: Pacific Earthquake Engineering Research Center Simulator Laboratory  
Department or Unit: Structural Engineering Laboratory  

6. CRITICAL OPERATIONS FOUND IN THIS FACILITY  

Department Name: Intellergy  
Employees in buildings 158 and 158A may need to stay to monitor the following critical operations:  

Responsible Persons:  
Dr. Terry Galloway    Joseph Waidl  
(510) 841-4674    Zone K (925) 787-4396  

a. Critical Operation Name: Gas Monitoring Unit Alarm  
Department, Building and Room No.: Intellergy, Building 158  

Department Name: Pacific Earthquake Engineering Research Center  
Employees in buildings 420 and 484 may need to stay to monitor the following critical operations:  

Responsible Persons:  
Nate Knight    Clement Barthes  
(415) 505-1344    (510) 665-2136  

a. Critical Operation Name: Hydraulic Shutdown  
Department, Building and Room No.: EERC Building 484, and 420  
Responsible Person: Nate  
Phone No.: (510) 665-3409  

b. The following operations should be checked immediately after an emergency as soon as occupants are allowed back to the building(s):  

1. Operation Name: Oil Spillage from hydraulic pumps, pipelines, and actuators.  
Department, Building and Room No. EERC Building 484 and 420
7. **Medical and Rescue Duties for Employees**

No BGC employee has been assigned medical or rescue duties specific to emergency situations at the BGC. 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:

*911 from a BGC, campus or public telephone
(510) 642-3333 (UCPD-this emergency number is equivalent to calling 911)
(510) 233-5223 (Richmond Fire Department Dispatcher)
(510) 642-3073 (Environment, Health & Safety-Hazardous/Chemical Spills)

*Note: if you call 911 from a cell phone your call will be routed to California Highway Patrol

NON-LIFE-THREATENING EMERGENCY NUMBERS:

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of California Police Department (UCPD)</td>
<td>642-6760 (dispatch)</td>
</tr>
<tr>
<td>BGC Security Patrol Office (SPO) – Bldg. 194</td>
<td>665-2132</td>
</tr>
<tr>
<td>BGC Security Patrol Officer Guard House</td>
<td>665-2133</td>
</tr>
<tr>
<td>SPO Supervisor: Mayra Andrea Rios</td>
<td>643-9192</td>
</tr>
<tr>
<td>BGC Operations and Facilities Management</td>
<td>220-2712 (Superintendent)</td>
</tr>
<tr>
<td></td>
<td>665-3401 (Main Office)</td>
</tr>
<tr>
<td>Environment, Health &amp; Safety</td>
<td>642-3073 (regular office hrs)</td>
</tr>
<tr>
<td></td>
<td>642-3333 (after-hrs.)</td>
</tr>
<tr>
<td>Medical Facilities</td>
<td></td>
</tr>
<tr>
<td>Kaiser Hospital, Richmond</td>
<td>307-1566</td>
</tr>
<tr>
<td>Open 24 hours, 7 days a week</td>
<td></td>
</tr>
<tr>
<td>Tang Center Clinic, 2222 Bancroft Way</td>
<td>642-2000</td>
</tr>
<tr>
<td>8:00 AM to 5:00 PM Monday - Saturday</td>
<td></td>
</tr>
<tr>
<td>(Monday - Friday during the summer)</td>
<td></td>
</tr>
<tr>
<td>Tang Center Urgent Care</td>
<td>642-3188</td>
</tr>
<tr>
<td>8:00 AM to 8:00 PM Monday - Saturday</td>
<td></td>
</tr>
<tr>
<td>(8:00 AM to 5:00 PM, Monday-Friday, during the summer)</td>
<td></td>
</tr>
<tr>
<td>Alta Bates Medical Center, 2450 Ashby Avenue</td>
<td>204-1303</td>
</tr>
<tr>
<td>Open 24 hours, 7 days a week</td>
<td></td>
</tr>
</tbody>
</table>

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 (Activated in emergency situations only) 642-4335

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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 Building 478 and at the wood collection. A switch located in the hallway of Building 478 manually activates the sirens. Vintage Fire Protection, Inc., El Sobrante, does the testing.

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 BGC 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 UCPD Dispatch that contacts the SPO. A report indicating the affected area or door is automatically printed.

ZONE G

- Automatic sprinkler alarm system activated by low water pressure; evacuation procedures.

ZONE H, P

- Buildings in these zones do not have alarm systems.

ZONE I (EPA Region IX Laboratory)

- Please see EPA Emergency Plan
ZONE K

- **Gas Monitoring Unit Alarm:**
  Alert Plus, note the concentrations of each of the gases shown on the screen: CH4, H2, H2S, CO. If any gases are elevated, then press the Emergency E-stop button (photo #1) right below the monitor which will cut off the CH4 supply to the pilot. Turn off the main CH4 supply valve (photo#3) on opposite side of skid, high up.

- If any of the other gases are elevated, turn off the rotary reformer feed motor at the right side of the pilot to OFF. Turn on the ceiling fan using the left hand switch by the front entry door (photo #2), and the roof fan switch, just left of the window looking out into the electrical room.

ZONE J 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 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 and Q

- Buildings in these zones do not have alarm systems.

IV. EMERGENCY PROCEDURES

1. **EMERGENCY NOTIFICATION PROCEDURES**

   When you call 911 from a BGC location to request emergency assistance, you will be connected to the City of Richmond Dispatch. Request the dispatcher to notify UCPD at 642-3333. If you are calling from a cell phone, call 233-5223 (Richmond Dispatch). Emergency assistance can also be obtained by calling UCPD directly at 642-3333 or the BGC Security Police Officer (SPO), Bldg. 194 at 665-2132 or in the Guard House at 665-2133. Call from a safe location and remember to:
• Stay calm.

• Be prepared to answer the following questions:
  1. Who are you? (Your name, phone number and location)
  2. Are you in a safe place?
  3. What is the emergency? (Fire, medical, hazardous material, etc.)
  4. Where is the emergency located?
  5. When did it happen?
  6. How did it happen?

• 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 or is told to evacuate by the SPO, zone coordinator, facility emergency staff or other emergency responders.

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 are instructed to do so by the emergency responders.

3. FIRE PROCEDURES
A building occupant is required by law to evacuate the building when the fire alarm sounds or is told to evacuate by the SPO, Zone Coordinator, 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 (if present) and (from a safe distance) call 911 to provide details of the situation (See “Emergency Notification Procedures”).
• 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.
• 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.
* 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 are 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 or are told to evacuate. (See "Evacuation Procedures").

4. FIRE PREVENTION PROCEDURES
To prevent fires from starting, buildings at BGC 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 BGC Facility Manager or his designee 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 BGC Custodial Services, which is part of the BGC Operations and Facilities Management (665-3401).

A schedule of custodial services at the facility may be obtained by contacting the above provider. The above provider also maintains 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 at the BGC:

• 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.

Locations of hazardous materials are indicated on the door signs throughout the facility. More information about hazardous materials used or stored in this facility can be obtained by calling the Chemical Inventory Coordinator at 642-3073 (EH&S).

Fire hazards are controlled by proper storage and housekeeping procedures.

6. EARTHQUAKE PROCEDURES

INSIDE THE BUILDING:
• Duck, Cover, and Hold until the shaking stops. 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 heavy objects that could fall or shatter (i.e. windows, filing cabinets, bookcases and other heavy objects).
• 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 “Evacuation Procedures”).
• Stay alert for further instructions.

7. CHEMICAL RELEASE PROCEDURES:

• BGC is coordinated with the Contra Costa Warning System. There is a siren outside of BGC that is part of the Contra Costa county Warning System and is tested on every Wednesday. You may hear a slight sound or pop. Due to traffic and other machine noise, the sound may not be noticed.

• The SIREN is tested on the first Wednesday of the month, at 11:00AM, and will last several seconds. This Siren can be heard throughout the BGC and is followed by our monthly Zone Coordinator radio check.

• If you are on the main campus at Berkeley, the SIREN will be tested on the first Wednesday of the month, at 12:00pm (noon).

WHAT DO YOU DO WHEN YOU HEAR A WARNING SIREN WHEN NOT ON SCHEDULED TESTING OR THE FIRST WEDNESDAY OF THE MONTH?

SHELTER IN PLACE: 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. If possible, seal opening with duct tape or wet towels. Building managers should turn off all fans, air vents or dampers, air conditioners and small heating systems. BGC Operations will shut down all building HVAC ventilation systems.

LISTEN: Turn on your BGC Zone radio for facility updates. Turn on a TV, radio, the intranet or tune in to KCBS, or any other news station, for broadcasted announcements about the emergency or incident.

NOTE: 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 prepare 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.

8. 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, or seems to threaten the occupants of a building or several buildings, immediately call the SPO (665-2132 or 665-2133) or the UCPD (Emergency Line 642-3333) and take the following actions:
• Alert all persons in the area about the situation
• Lock all doors and windows
• Close blinds to prevent flying glass
• Your department may decide to cease work operations
• If necessary to evacuate, follow directions from the SPO or emergency responders.

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

9. CRIMINAL OR VIOLENT BEHAVIOR
Everyone is encouraged to assist in making the BGC 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 violation of the law such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risk. Notify the BGC SPO (665-2132 or 665-2133) or UCPD (642-3333) 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 the BGC SPO (665-2132 or 665-2133) or UCPD dispatch (642-6760). If the situation is life threatening, call 911 or UCPD (642-3333).

Assist the BGC SPO or emergency responders when they arrive; ask others to do the same.

10. 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 BGC SPO (665-2132 or 665-2133) or University Police immediately (642-3333). Use a telephone in a safe area. Do not operate any power switch, and do not activate the fire alarm where the suspicious object is located.

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 911 from an office or public telephone. Follow “Emergency Notification Procedures”.

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 BGC SPO (665-2132 or 665-2133) or UCPD (642-3333) and submit your notes from the
  telephone call or the bomb threat (letter or note) to the BGC SPO or UCPD

• Follow the BGC SPO or University Police instructions.

If you are told by emergency responders to evacuate the building, do the following (see “Evacuation
Procedures”):
• Check your work area for unfamiliar items. Do not touch suspicious items; report them to
Responders.
• Take personal belongings when you leave.
• Leave doors and windows open; don’t 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.

11. HAZARDOUS MATERIALS PROCEDURES
If you witness a hazardous material spill, evacuate the spill site and warn others to stay away. Call
911 from a facility or public telephone if you believe the spill may be life threatening. If 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), call Environment, Health & Safety (EH&S)
    directly (642-3073). During off-hours, call UCPD dispatch (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 BGC SPO (665-2132 or 665-2133) or UCPD dispatch (642-6760). The BGC SPO or
UCPD will notify EH&S.

12. UTILITY FAILURE
In the event of a major utility failure, notify BGC Operations and Facilities Management (665-3401 or
220-2712). Before 8AM and after 5PM or on weekends and holidays, notify the BGC SPO (665-2132 or
665-2133) or University Police (642-6760). Evacuate the building if necessary (see “Evacuation
Procedures”).
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”).

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.

13. ELEVATOR FAILURE (WHERE APPLICABLE)
If you are trapped in an elevator, use the emergency telephone to call for assistance. The emergency contact for elevator repairs is Ron Cooke (510) 643-4588.

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

14. FLOODING/PLUMBING FAILURE
If flooding occurs (due to a plumbing failure or other problem):
• Cease using all electrical equipment.
• Notify the BGC SPO (665-2132 or 665-2133) or BGC Operations and Facilities Management (665-3401 or 220-2712). If necessary, evacuate the building (see “Evacuation Procedures”).

15. GAS LEAK
If you smell natural gas:
• Cease all operations immediately.
• Do not switch lights on or off.
• Notify the BGC SPO (665-2132 or 665-2133) or UCPD dispatch (642-6760).
• Evacuate the building (see “Evacuation Procedures”).

16. STEAM LINE FAILURE
In the event of a steam line failure:
• Notify the BGC SPO (665-2132 or 665-2133) or BGC Operations and Facilities Management (665-3401 or 220-2712).
• Evacuate the building (see “Evacuation Procedures”).

17. VENTILATION PROBLEM
If odors come from the ventilation system:
• Immediately notify the BGC SPO (665-2132 or 665-2133) or BGC Operations and Facilities Management (665-3401 or 220-2712).
• If necessary, cease all operations and evacuate area (see “Evacuation Procedures”).
• If smoke is present, activate the fire alarm system (where present) by pulling the pull station and call 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 to the Emergency Assembly Area (EAA) when evacuating the building. Emergency supplies, or kits can be purchased from some hardware stores or from emergency supply stores on the Internet.

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

Customize your personal emergency kit with your own prescription medicine and glasses.

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 Plan and other safety information available to department employees. Training is initially required upon work assignment to the facility. Department employees should get documented refresher training on the contents of The Plan if there are changes or when deemed necessary.

Other training recommended for building occupants is 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.

Become familiar with your evacuation routes, exits and assembly area by concentrating on the diagrams provided in this document. If you have concerns see the Facility Manager or his designee or your DSC. You can also call EH&S (642-3073) and the Office of Emergency Preparedness or OEP (642-9036) with your safety and emergency preparedness concerns.

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 the written Injury and Illness Prevention Program), the following items are checked. 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 DSC, the BGC Operations and Facilities Management (665-3401 or 220-2712) or EH&S (642-3073).
APPENDICES

APPENDIX A: ACRONYMS AND TERMS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>ZC</td>
<td>Zone Coordinator</td>
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<tr>
<td>DSC</td>
<td>Department Safety Coordinator</td>
</tr>
<tr>
<td>EAA</td>
<td>Emergency/Evacuation Assembly Area</td>
</tr>
<tr>
<td>EMA</td>
<td>Emergency Management Area</td>
</tr>
<tr>
<td>EH&amp;S</td>
<td>Environment, Health &amp; Safety</td>
</tr>
<tr>
<td>OEP</td>
<td>Office of Emergency Preparedness</td>
</tr>
<tr>
<td>SPO</td>
<td>Security Patrol Officer</td>
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<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Zone Coordinator</td>
<td>A University employee who works at the BGC who has a role in the facility emergency/disaster preparedness; he or she assists in preparing or updating the FEP and coordinates training on the approved FEP. He/she also serves as the communication liaison between service agencies and occupants of buildings in his/her zone as well as serve as the roll taker when evacuation is ordered.</td>
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<tr>
<td>BGC Safety Committee</td>
<td>A group composed of Zone Coordinators, generally chaired by the Facility Emergency Management Area Coordinator, charged with facility emergency preparedness or overseeing facility safety concerns.</td>
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<tr>
<td>Campus Emergency Operations</td>
<td>The headquarters for campus major emergency/disaster response where designated representatives of campus essential services and nearby response agencies plan concerted response and recovery, activities. This is physically located in Barrows Hall; its alternate site is in the Tang Center.</td>
</tr>
<tr>
<td>Department Safety Coordinator</td>
<td>A University employee who assists department management in documenting the department's safety program and coordinating the implementation of the program. This includes preparing or updating the Injury and Illness Prevention Program (IIPP) document, ensuring that the Department Safety Committee meets at least quarterly, periodic workplace inspections are conducted and, if applicable, maintaining the department chemical inventory. This person may also serve as the chemical inventory contact to EH&amp;S, and is responsible for training department employees on the FEP, IIPP and other training required by regulation.</td>
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</tbody>
</table>
| Department Safety Committee | A group composed of representatives from each major unit of a department. If a department occupies different buildings in different zones, ideally, representatives from each zone serve on the committee. Primary functions include:  
  • 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)

A pre-designated safe location near a zone where zone occupants assemble and report to the Roll Taker(s) after evacuating their buildings.

EMA (Emergency Management Area)

EMAs 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.

For emergency planning purposes, the campus has been divided into 16 regions. The BGC 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 BGC. 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 BGC, the open space in front of 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.

Emergency Responder(s)

Persons who provide assistance in an emergency (or potential emergency) situation in a zone. They may be the SPO, UCPD, local fire departments, or EH&S. In critical situations they may take charge of the zone or the whole facility and have full authority over activities in and around the area.

Floor Monitor

A facility occupant assigned to assist with a zone or facility evacuation by alerting other occupants on their way out of a building.
IIPP (Injury and Illness Prevention Program)  This is a department’s written program for identifying and addressing workplace hazards. A main component is an active department safety committee.

Roll Taker  A facility occupant assigned to take roll at the emergency assembly area (EAA) after a zone or facility 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.

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 show the safest route or use directional cues 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 642-4409 for a building survey.
• Notify Patrol or Fire personnel immediately with the location 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 UCPD Dispatch (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:
Consider your options and the risks of injuring yourself and others in an evacuation attempt. 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. Do not make an emergency situation worse.

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

- **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.

- 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.
- 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, 642-4409

(Effective 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)
Law requires training on this (FEP) for all current and new employees, including faculty, staff and student employees. This training can be provided by allowing each employee to read the (FEP) on their own, with the Department Safety Coordinator and EF&S available to answer any questions. **Completion of this training must be documented by having each employee sign the training record below.** This record must be maintained, along with the written (FEP) in the department for a minimum of one year, and must be made available to Cal/OSHA inspectors.

I verify that I have read this Facility Emergency Plan, that I understand its contents, and that I agree to comply with its requirements:

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