

CHEMISTRY

LABORATORY EMERGENCY GUIDE

WHOM DO I CALL?

LIFE THREATENING EMERGENCY

911 or **(510) 642-3333**
FROM A CELL

WHAT DO I SAY TO A 911 OPERATOR?

"I am at UC Berkeley and I need help"

Your Name _____

Your Location _____ (building name)

floor _____ & room number _____

Provide Details about:

Injuries

Fire

Exposures (substance name)

Risk to other people in the building

Hazardous spill

To report a Hazardous/Radioactive Material Spill

(510) 642-3073; On nights or weekends, (510) 642-6760

To report a Non Life Threatening Emergency

(510) 642-6760, UCPD 24hr Contact
If you are locked out or need UCPD assistance.

For Chemistry facilities related assistance with leaks, floods, etc., call 643-6060.

Office of Environment, Health & Safety

SAFETY



**IS PART OF
SCIENCE**

Berkeley
UNIVERSITY OF CALIFORNIA

Emergency Response

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Emergency Response

It is expected that every person working in the College will act responsibly in any College emergency. In most cases the observer of an emergency is faced with the decision to leave the scene to summon help or to stay and provide help. Unless you are sure that you are not putting yourself in any danger and you know you can make a difference, summon help.

A. The Campus Emergency Response Plan

The Campus Emergency Response Plan combines the efforts of the College, Campus Police, Campus EH&S, and the Berkeley and/or LBNL Fire Departments and can handle most emergencies. A copy of the Campus Disaster Response Plan appears as Appendix 10D, page 10-24. In the event of catastrophic emergencies, there is a Regional, a State, and a National Emergency Response Plan that can provide a large number of resources for any foreseeable situation. The larger the emergency, the longer it takes to respond to an individual's emergency needs. For more information on the campus emergency response plan, refer to the Office of Emergency Management's website at: <http://oem.berkeley.edu/>

1. Non-Catastrophic Emergencies (building-specific emergencies such as local fire, explosion, chemical spill, etc.)

The Role of the Campus Police Department (UCPD) is to assess the emergency, to provide communication, to call for emergency response resources and to provide security.

The Role of the Campus EH&S is to provide technical expertise for the Campus Police, the Berkeley Fire Department and the College.

The Role of the Berkeley and Alameda Fire Departments (BFD) is to take charge of the emergency and use the resources available to neutralize any danger.

The Role of the College is to quickly provide personnel familiar with the work in the area of the emergency; to be the resource to the campus EH&S, to the Campus Police and the Berkeley Fire Department; and, if necessary and feasible, to participate in the effort to protect life and property.

2. Catastrophic Emergencies (Campus-wide emergencies such as catastrophic earthquake)

As part of the Campus Emergency Preparedness Program, the Campus has been divided into 18 Emergency Management Areas (EMA's), each one centering on an identified evacuation site and having a designated EMA Coordinator and Alternate.

The Role of the Emergency Management Area (EMA) Coordinator The EMA Coordinators have been selected from a pool of volunteer Building Coordinators, integrating the various regions of the campus into networks. EMA Coordinators are responsible for reporting to their EMA's in a disaster and providing a communication link between the occupants of the EMA and the Emergency Operations Center (EOC). The EMA Coordinator has a battery operated radio and a megaphone with which to

communicate in an emergency. The EMA Coordinator periodically meets with Building Operations Managers and departmental emergency response personnel in their EMA's for emergency preparedness. A map of Campus EMA's appears on the inside of the back cover of the Campus phone book.

The College of Chemistry is a member of EMA #2 along with the Physics buildings plus Campbell and Evans and the gathering area is the open area west of Evans Hall. The College Emergency Action Directors will communicate critical information such as status of our buildings and occupant needs to the EOC through the EMA coordinator. Additionally, one of the College of Chemistry two-way radios contains the EMA channel that will allow radio communication with the EMA Coordinator and the EOC.

Emergency Management Area 2 is located in the area west of Evans Hall. Building occupants SHOULD NOT GO to the EMA; they should assemble at the nearest Emergency Assembly Area for the building they evacuated. A list of EAA's is found by clicking the EAA graphic link at top of this page.

The Role of the Campus Police Department (UCPD) is to manage police and fire operations within the EOC and to work with Police Dispatch and to directly communicate with field incident commanders and units. The UCPD coordinates all incidents that involve multi-agencies (e.g., City and State). A member of the UCPD will be dispatched to each EMA as Incident Commander. The EMA Coordinator will assist the UCPD Incident Commander to (1) facilitate communication between the College emergency response personnel (acting on behalf of the building occupants) and the EOC and (2) prioritize and direct response to needs within the EMA.

The Role of the Campus EH&S is to coordinate and direct EH&S field operations within the EOC, including checking and assessing containment of all hazardous materials, hazardous conditions, and worker safety. Campus EH&S provides for personal protection and safety equipment for field workers; may contact County of Alameda Health Department; and coordinates response activities of radiation safety teams.

The Role of the College is to be the resource to the campus EH&S, to the Campus Police and the Berkeley Fire Department regarding known emergencies in the College facilities involving chemicals and, if necessary and feasible, to participate in the effort to protect life and property. The building Safety Monitors will take roll of occupants who evacuate to provide information to the EMA Coordinator regarding any known rescue needs and to have information available regarding individuals who have safely evacuated.

B. The College Emergency Response Plan

The College Emergency Response Plan is intended to augment the Campus Emergency Response Plan in emergencies as outlined in the previous section. For other emergencies, such as power outage, floods, ventilation problems, or minor earthquake, the College Emergency Response Plan will respond with the possible assistance of the Campus Physical Plant.

C. Activation of the Emergency Response Plan

The Emergency Response Flow Chart appears on the inside front cover of this document and shows how the various emergency responders are activated. The Emergency Response Guide is posted next to many corridor telephones in the College and appears on the following pages of this document in a format that can be photocopied and kept as a stand-alone document. The Guide describes procedures that should be followed for specific emergencies.

When you call 911, call from a safe location and remember to:

- Stay calm.
- Be prepared to answer as many as possible of the following questions:
 - Where is the emergency located?
 - What is the emergency? (Fire, medical, hazardous material, etc.)
 - When did it happen?
 - How did it happen?
 - Who are you and how can you be reached?
- Gather any other information that may be useful to emergency responders.
- Do not hang up until instructed to do so by the dispatcher or College emergency responder.

D. The Incident Commander

In any emergency, there will be an "Incident Commander. If the Berkeley Fire Department (BFD) is on the scene, the highest-ranking member of the BFD will be the Incident Commander. If both Berkeley and Alameda Fire Departments are on site, generally the highest-ranking officer will be the incident commander. Approach a member of the fire department and indicate you have relevant information to give to the Incident Commander and he or she will direct you. If neither the BFD nor the Alameda FD is on site, a member of the UCPD will be the Incident Commander. If the fire department arrives, they will take over incident command from UCPD.

Any information that you have regarding the emergency should be brought to the Incident Commander. If a College Emergency Action Director is available, he or she will facilitate communications with the Incident Commander. In his/her absence, identify yourself and take the information directly to the Incident Commander.

If only College personnel constitute the emergency responders, relay any relevant information to one of the College Emergency Action Directors.

EMERGENCY RESPONSE GUIDE

MAJOR INCIDENT: Immediate Procedures

- Remain calm.
- Initiate life-saving measures if required.
- Alert people in the immediate area to evacuate;
for fire, pull the fire alarm.
- Call for Emergency Response:

FIRE	911 (642-3333 from non-Campus and cell phones)
RADIATION SPILL Evenings/weekends	510-642-3073 Campus EH&S 510-642-6760 UCPD Non Life-Threatening phone number
CHEMICAL SPILL Evenings/weekends	510-642-3073 Campus EH&S 510-642-6760 UCPD Non-Life threatening phone number
BIOLOGICAL SPILL Evenings/weekends	510-642-3073 Campus EH&S 510-642-6760 UCPD Non-Life threatening phone number
PERSONAL INJURY	911 (642-3333 from non-Campus and cell phones)
	<ul style="list-style-type: none"> • Attend to injured persons and remove them from exposure. • Do not move injured person unless there is danger of further harm. • Keep injured person warm.
INDUSTRIAL INCIDENT/ INJURY Evenings/weekends	510-642-3073 Campus EH&S 510-642-6760 UCPD Non-Life threatening phone number

FOLLOWING THE ABOVE ACTION:

Notify College of Chemistry Building Management at 510-643-6060 during normal business hours and the UCPD will notify Building Management after hours.

Have person knowledgeable of incident and laboratory assist emergency personnel.

MINOR INCIDENT: "Non Life-Threatening"

(Power failure, water failure, non-hazardous chem. spill, minor earthquake, utility failure, etc.)

- Report the emergency to the College of Chemistry Building Management at 510-643-6060 during business hours or 510-642-6760 UCPD after hours.
- Notify all people in the immediate area affected by the emergency.
- Refer to page 10-11 for specifics on flood emergency response.

FIRE

Small fires can be extinguished without evacuation. However, an immediate readiness to evacuate is essential in the event the fire cannot be controlled. Only individuals who are trained in their use should use fire extinguishers. The College of Chemistry has designated selected personnel as Safety Monitors. They are trained to assist in carrying out the College Emergency Response Plan.

FIRE: IMMEDIATE PROCEDURES

Small Fire

- Alert people in laboratory and activate alarm.
- Smother fire or use correct fire extinguisher (see Fire Fighting, below).
- Aim extinguisher at base of fire.
- Always maintain accessible exit.
- Avoid smoke or fumes.

Major Fire

- Alert people in area to evacuate.
- Activate nearest fire alarm.
- Close door and windows to confine fire.
- Evacuate to safe area (adjacent building if protected by a fire door) or exit building through stairwell; do not use elevator.
- Call the Emergency Response number 911 from a safe area,; provide details of the incident.
- Have person knowledgeable of incident and laboratory assist emergency personnel.

FIRE: GENERAL INFORMATION

Fire Alarm Procedures for the Evacuation of UC Buildings

Because of the complexity of the Chemistry buildings, it is impractical to assign evacuation routes. Plan your evacuation routes before it becomes necessary, be familiar with them, and always have alternate routes in mind. **DO NOT USE THE ELEVATORS.** Persons who are unable to walk should be carried. 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. **DO NOT** evacuate disabled people in or with their wheelchairs. If people with mobility impairments cannot exit, they should be moved to a safer area, e.g., most enclosed stairwells or an office with the door shut which is a good distance away from the hazard. Notify police or fire personnel or the College Emergency Action Director immediately about any people remaining in the building and their locations. Keep a safe distance from the buildings. (In the event of a major catastrophe, all personnel should assemble at the building Emergency Assembly Area see Appendix 10A, page 10-19.)

- When the fire alarm sounds, state law requires that all occupants evacuate the building. (If you are carrying out a procedure that would result in a hazardous condition by your immediate evacuation, the administrative code allows you to take a very brief time to bring your area to a safe condition before leaving. Your own safety and the safety of your neighbors should be considered at all times.)
- The Emergency Action Director (or his/her designee) will report to the UCPD officer or the Berkeley Fire Department officer and offer any assistance or information required.

- The Berkeley Fire Department shall assume complete control over all fire alarm conditions. (See section on Incident Commander, page 10-3).
- Because of the fire doors separating each College building from its immediate neighbor, it is acceptable to evacuate into the neighboring building unless the alarm is sounding in both buildings.
- If you choose to evacuate to a neighboring building and remain on the adjacent floor, you must send a group member down to the Plaza level of the building that's under alarm in order to hear the ALL CLEAR order issued from the Emergency Action Director. That is the ONLY place you will hear the ALL CLEAR order.
- The occupants of the building **SHALL NOT RE-ENTER THE BUILDING EVEN THOUGH THE FIRE ALARM HORNS/BELLS HAVE BEEN SILENCED**. The Fire Department may deem it appropriate to silence the fire alarm immediately without releasing the building for re-entry.
- When the emergency condition is over, the Berkeley Fire Department officer in charge shall release the building to the UCPD officer in charge or an advisor from the Office of Environment, Health and Safety or directly to the College Building Operations Manager.
- The UCPD officer or the advisor from Campus EH&S will then turn the building back over to the Building Operations Manager and allow the occupants to re-enter the building.

Fire Fighting

It is not the responsibility of our students or employees, including Safety Monitors, to fight fires. However, if you are trained in using extinguishers and are sure that there are no hazards from which you are not protected, you may prevent further injury or damage by continuing through the following steps:

- Select the proper fire extinguisher:
 - For ordinary combustibles, such as paper or wood, use pressurized water extinguishers located in hose cabinets.
 - For flammable liquids, use CO₂ or dry chemical extinguishers located in corridors.
 - For electrical fires, cut power source at main electrical panel. Extinguish with dry chemical or CO₂ extinguishers.
 - Dry Chemical Fire Extinguishers are effective on all types of fires except flammable metals, unlike CO₂, which is not effective on common combustibles such as paper, and are being installed in many corridors throughout the College. However, they do leave a powder residue and are not as clean as CO₂ therefore CO₂ extinguishers are being retained in some locations for small solvent fires, electrical fires, etc. The dry chemical extinguishers allow you to be further from the fire and are pound-for-pound more effective than the CO₂ units. (A 20-lb dry chemical extinguisher can extinguish ~12 times more fire than the same size CO₂ extinguisher.)

- For combustible metals, use metal-x extinguishers marked "Class D - for metal fires only". Small cans of metal-x can be acquired for your individual lab(s). Contact Michael Kumpf (3-0648) for these cans. Do not attempt to extinguish with ordinary fire extinguishers.
- Before entering an area that contains burning material, if you feel you can enter the room without putting yourself in any danger, the following must be taken into consideration:
 - Do not enter an area if you suspect that the fire has produced toxic gases
 - Feel the closed door with the back of your hand. If it is hot, leave the door closed.
 - If the door is cool, open it a crack to see if the fire is still confined and small. If not, close the door.
 - If the fire is small and you elect to enter the room, keep yourself between the fire and the door at all times.
 - If the fire condition worsens, exit the room and close the door.
 - If the fire remains small, direct the contents of the appropriate extinguisher to the base of the fire but always keep yourself between the fire and the exit.
- File a written report within 24 hours on every accident involving fire.

RADIATION SPILL

Refer to the UC Berkeley Radiation Manual, available in all labs that have active Radiation Use Authorizations and through the radiation safety unit of Campus EH&S (642-3073).

Spreading of radiation beyond the spill area can easily occur by the movement of personnel involved in the spill or cleanup effort. Prevent spread by confining movement of personnel until they have been monitored and found free of contamination. Contact the Campus EH&S radiation safety unit at EH&S, 2-3073, in the event of any radiation spill.

RADIATION SPILL: IMMEDIATE PROCEDURES

Minor Radiation Spill

- Alert people in immediate of spill.
- Notify Campus EH&S radiation safety unit (510-642-3073)
- Wear protective equipment, including safety goggles, disposable gloves, shoe covers, and long-sleeve lab coat.
- Place absorbent paper towels over liquid spill. Place towels dampened with water over spills of solid materials.
- Using forceps, place towels in plastic bag. Label and dispose in radiation waste container.
- Monitor area, hands, and shoes for contamination with an appropriate survey meter or method. Repeat cleanup until contamination is no longer detected.

Major Radiation Spill

- Attend to injured or contaminated persons and remove them from radiation areas.
- Alert people in the laboratory to evacuate (unless they are contaminated).
- Have potentially contaminated personnel stay in one area until they have been monitored and shown to be free of contamination.
- Call the Campus EH&S radiation safety Unit (2-3073) and the UCPD at 510-642-6760

- Keep doors and windows closed; prevent entrance into affected area.
- Have person knowledgeable of incident and laboratory assist emergency personnel.

CHEMICAL SPILL

There are strict local, state and federal regulations specifically stating the quantities of hazardous chemical spill release that trigger explicit reporting requirements to various agencies. Know whether a chemical may trigger reporting before the chemical is used and be familiar with information available on the Material Safety Data Sheets (MSDS's) regarding spills.

The range and quantity of hazardous chemicals used in a laboratory require pre-planning to respond safely to chemical spills. The clean-up of chemical spills should only be done by trained knowledgeable personnel. Spill kits must be available to clean up minor spills. A minor spill is one that can be handled safely by laboratory personnel without any assistance. All other spills are considered major.

Campus EH&S must be contacted for any chemical spill that goes down the drain. EH&S will then contact the East Bay Municipal Utility District in accordance with the Campus Wastewater Discharge Permit.

CHEMICAL SPILL: IMMEDIATE PROCEDURES

Minor Chemical Spill

In the event of a minor spill, if there is no potential for chemical exposure, report the spill to the College Building Management at 643-6060 and proceed to clean it if you feel safe to do so. The Emergency Action Coordinator, with the assistance of Campus EH&S, will make sure that the area has been properly cleaned and decontaminated.

- Alert people in the immediate area of the spill.
- Wear protective equipment, including safety goggles, gloves, and long-sleeve lab coat.
- Avoid breathing vapors from spill.
- Confine spill to small area.
- Use appropriate kit to neutralize and absorb inorganic acids and bases. Collect residue, place in container, and dispose as chemical waste.
- For other chemicals, use appropriate kit or absorb spill with vermiculite, dry sand, or diatomaceous earth. Collect residue, place in container and dispose as chemical waste.
- Clean spill area with water and treat the water as chemical waste.

Major Chemical Spill

It is the policy of the College that the CAMPUS EMERGENCY RESPONSE PLAN be activated immediately under any of the following conditions: (1) any major chemical spill, (2) any toxic chemical spill that involves chemical exposure or (3) any chemical spill that gives the perception (because of odor, for example) that there has been a hazardous release.

- **CALL 911**
- Attend to injured or contaminated persons and remove them from exposure if it is safe to do so.
- Alert people in the laboratory to evacuate.
- If spilled material is flammable, turn off ignition and heat sources.
- Call Building Management at (643-6060).

- Keep doors and windows to affected area closed.
- Have person knowledgeable of incident and laboratory assist emergency personnel.

Mercury Spills

Mercury spills should be cleaned up immediately unless the spill is in an oven or other heated surface where vapors could readily off gas into the breathing zone. Any spill clean up should be treated as any other hazardous chemical waste and disposed of accordingly.

Contact the College of Chemistry EHS&S program at 3-0648 to report a mercury spill and request assistance. The Office of EH&S Emergency Response Team will be contacted to help in the clean up using a special HEPA mercury vacuum. This unit has a special cell to trap the mercury and has a filtered exhaust that prevents mercury vapor from being expelled into the atmosphere and is to be used exclusively on mercury.

- If you suspect the presence of mercury vapor in your area, call Michael Kumpf (3-0648), if he is not available, call 643-6060.

It is recommended that all research groups who use chemicals maintain at least one chemical spill kit in their group. Contact Michael Kumpf (3-0648) for information on putting together your own spill kit.

BIOLOGICAL SPILL

The College of Chemistry generally does not work with microorganisms above Bio-safety Level 2 (BL2). The College does operate a BL3 facility that is engineered as a separate unit with dedicated HVAC and containment. Any spill response in this area will be guided by the BL3 Contingency Plan at the direction of the BL3 Manager or Principal Investigator in conjunction with the Campus Bio-Safety Officer

Biological spills outside biological safety cabinets will generate aerosols that can be dispersed in the air throughout the laboratory. To reduce the risk of inhalation exposure in such an incident, occupants should hold their breath and leave the laboratory immediately. The laboratory should not be reentered to decontaminate and clean up the spill for at least 30 minutes. During this time the aerosol will be removed from the laboratory by the exhaust air ventilation system. Appropriate protective equipment is particularly important in decontaminating spills involving microorganisms that require BL2 containment (see below). This equipment includes lab coat with long sleeves, back-fastening gown or jumpsuit, disposable gloves, disposable shoe covers, and safety goggles and mask or full face shield. Use of this equipment will prevent contact with contaminated surfaces and protect eyes and mucous membranes from exposure to splattered materials.

BIOLOGICAL SPILL: IMMEDIATE PROCEDURES

Spill Involving a Microorganism Requiring BL 1 Containment

- Wear disposable gloves.
- Soak paper towels in disinfectant and place over spill area.
- Place towels in plastic bag for disposal.
- Clean spill area with fresh towels soaked in disinfectant.

Spill Involving a Microorganism Requiring BL 2 Containment

- Alert people in immediate area of spill.
- Put on protective equipment.
- Cover spill with paper towels or other absorbent materials.
- Carefully pour a 1 in 10 dilution of household bleach around the edges of the spill and then into the spill. Avoid splashing.
- Allow a 20-minute contact period.
- Use paper towels to wipe up the spill, working from the edges into the center.
- Clean spill area with fresh towels soaked in disinfectant.
- Place towels in a plastic bag and decontaminate in an autoclave.

Spill Involving a Microorganism Requiring BL 3 Containment

- Activate the BL3 Contingency Plan.

PERSONAL INJURY

File a written report within 24 hours on every accident involving a personal injury in order that procedures to secure Workers' Compensation coverage for injured individuals will be activated. Standard forms on which these reports must be written are available from the Front Desk outside of Rooms 410/420 Latimer.

Minor Personal Injury

If a minor injury occurs, the injured person should report to the Tang Center (2222 Bancroft Way) for treatment. The Tang Center's clinics are open from 8 a.m. to 5 p.m. during the school year and from 9 a.m. to 4 p.m. during the summer. The Advice Nurse is available at 3-7197 24-hours a day during the school year and from 8 a.m. to 5 p.m. during the summer. Call Alta Bates "Ask a Nurse" at 1-800-322-1322 after 5 p.m. during the summer with questions concerning non-urgent care.

IN THE CASE OF BURNS, ANY BURN COVERING AN AREA LARGER THAN THE PALM OF A HAND OR ANY BURN WHICH OCCURS AROUND THE FACE OR HEAD SHOULD BE TREATED AS A SERIOUS INJURY

Serious Personal Injury

For serious injuries, such as the burns described above or any injury where there is the possibility of traumatic shock, calling 911 will activate the Campus Emergency Response. During regular work hours (Monday-Friday, 7:30 a.m. – 4:30 p.m.) immediately follow this by calling Michael Kumpf at 510-643-0648 so that College emergency response staff can facilitate outside responders locating the incident.

The Campus police will either transport the injured person to Tang Center or will call an ambulance to take the individual to Highland Hospital Trauma Center (1411 E. 31st, Oakland, 534-8055) or to Alta Bates Hospital (3001 Colby Plaza at Ashby Avenue, Berkeley, 204-1303).

IMMEDIATE SPECIFIC PERSONAL INJURY PROCEDURES

Clothing on Fire

- Drench with water in the nearest emergency safety shower for a minimum of 5 minutes..
- Call 911.
- Notify your Supervisor.

Radiation Spill on Body

- Remove contaminated clothing
- Rinse exposed area thoroughly with water..
- Immediately notify Campus Office of Radiation Safety at 510-642-3073.
- Notify your Supervisor.

Chemical Spill on Body

- Flood the affected area with running water from faucet or safety shower for five (5) minutes.
- Remove contaminated clothing immediately and continue rinsing exposed portions of body for fifteen (15) minutes.
- Call 911 if it is a life-threatening emergency.
- Call UCPD at 510-642-6760 if it is nonlife-threatening emergency.
- Make sure chemical has not accumulated in shoes.
- Obtain medical attention..
- Treatment should be sought at Tang Center or Alta Bates Hospital. It is very important that the name of the chemical(s) involved is given to the attending physician. Safety Data Sheets (SDS's) giving detailed information on toxicity and proper response to exposure for most chemicals are available in Room 305 Lewis (no key required).
- Report incident to supervisor and College EHS&S at 510-643-0648.

Biological Spill on Body

- Remove contaminated clothing.
- Vigorously wash exposed area with soap and water for one minute.
- Flood the affected area with running water from faucet or safety shower for five (5) minutes.
- Call 911 if it is a life-threatening emergency.
- Call UCPD at 510-642-6760 if it is nonlife-threatening emergency.
- Obtain medical attention, if necessary.
- Report incident to supervisor and College EHS&S at 510-643-0648.

Hazardous Material Splashed in Eye

- Immediately rinse eyeball and inner surface of eyelid with water continuously for fifteen (15) minutes.
- Forcibly hold eye open to ensure effective wash behind eyelids.
- Call 911 if it is a life-threatening emergency.
- Call UCPD at 510-642-6760 if it is nonlife-threatening emergency.
- Obtain medical attention.
- Report incident to supervisor and College EHS&S at 510-643-0648.

Minor Cuts and Puncture Wounds

- Vigorously wash injury with soap and water for several minutes.

- Encourage bleeding.
- Obtain medical attention.
- Report incident to supervisor and College EHS&S at 510-643-0648.

MINOR INCIDENT: FLOOD

Monday through Friday, between 7:30 a.m. and 4:30 p.m., call 3-6060 to get help. At other times, call Campus Physical Plant dispatcher at 2-1032. If it is serious, be sure to make this clear to the person at the other end of the line. A casual, nonchalant request elicits a casual response. If no response is forthcoming or if the flood impacts other areas, contact the UCPD non emergency line at 510-642-6760. If you have called the Physical Plant hotline at 642-1032 or UCPD at 642-6760, please leave a message on the College Building Management Unit phone, 643-4220, to enable us to follow up on the incident during regular business hours.

CATASTROPHIC EMERGENCY: MAJOR EARTHQUAKE

In such an emergency, extensive personal injury and property damage will overload the Campus Disaster Response Plan and, at least during the first few hours (the most critical), the available resources will not meet the need. Within a short time, the Regional and State Emergency Response Plans will go into effect, providing additional resources. The College should be ready to use its own resources during the first critical hours to protect life, to protect property and the environment, and to restore services.

During an Earthquake

- Stay calm, try to keep others calm.
- If indoors, stay indoors; avoid falling debris, move away from experimental setups and glass windows. Crouch under a desk or table. **DROP! COVER! AND HOLD!**
- If it is safe to do so, stabilize any laboratory procedure that could lead to further danger (e.g., turn off Bunsen burners or electrical equipment).
- If outdoors or in a car, move to an open space.

Immediately After an Earthquake

Because of the complexity of the Chemistry buildings, it is impractical to assign evacuation routes. Plan your evacuation routes before it becomes necessary, be familiar with them, and always have alternate routes in mind. **DO NOT USE THE ELEVATORS. INSPECT STAIRWELLS BEFORE USING THEM.** Persons who are unable to walk should be carried. 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. **DO NOT** evacuate disabled people in or with their wheelchairs. If people with mobility impairments cannot exit, they should be moved to a safer area, e.g., most enclosed stairwells or an office with the door shut which is a good distance away from the hazard. Notify police or fire personnel or the College Emergency Action Director immediately about any people remaining in the building and their locations. Keep a safe distance from the buildings. In the event of a major

catastrophe, all personnel should assemble **at your buildings' Emergency Assembly Area (EAA)** (see **Appendix 10A, page 10-19, for location**) after the evacuation.

If the incident occurs during regular business hours, one or more of the Safety Monitors should be available at the **building Emergency Assembly Areas (EAA)**. Report your name to that individual and the names and locations of any known individuals who may be trapped in the building.

If the incident occurs during off-hours or if you are unable to locate any member of the College Emergency Response Team, try to self-organize members from the College whom you recognize. Take names of evacuees and any other relevant information regarding life safety issues. This information can be brought to the EMA Coordinator (regular business hours) or the nearest Campus emergency responder. It is anticipated that UCPD will dispatch individuals to departmental locations in the event of a major incident, even during off-hours. If you have critical information regarding life safety issues or potential chemical hazards and are unable to locate a College or Campus emergency responder, a runner should bring that information to the UCPD dispatcher on basement level of Sproul Hall.

Campus has a public address system that will give out information and status updates. This system is tested at noon on the first Wednesday of each month and can be heard outside buildings throughout Campus and inside some locations and will be activated in the event of a catastrophic emergency. The decision to evacuate the Campus can only be made at the level of the Chancellor's Policy Group.

Campus teams including members of Campus Real Estate/Facilities Services and the Campus Office of Environment, Health and Safety will inspect evacuated buildings to determine whether a building is safe for re-entry. Buildings will be posted with standardized signs based on these evaluations. Occupants will be expected to adhere to their instructions. Based on discussions with faculty from the California State University at Northridge, the inability to re-enter their labs and offices greatly contributed to post-earthquake frustration following the 1994 quake. With this in mind, off-site data and record backups should be considered.

- Emergency Supplies
Room BG2 Giaouque Hall is used to store emergency supplies such as shovels, masks, a gasoline-driven pump, and first aid kits, and a "spill cart" containing spill pillows, absorbents, and other equipment necessary for cleanup of chemical spills. College Emergency Action Directors have access to the College Emergency Cache (BG2 Giaouque). A second emergency cache is located in Room 191 Tan.
- Do not use any flames or electrical switches. (If a gas leak exists, any flame or spark could cause explosions.)
- Assess the situation in your vicinity; help others if possible.
- If necessary to use stretchers to evacuate injured persons, they can be fabricated using blankets wrapped around poles. Fire blankets are available in undergraduate laboratories and in the College emergency supply cache, Room BG2 Giaouque Hall.
- Transport injured to Tang Center. Coordinate with College emergency response personnel and the EMA Coordinator.
- Take head count; consult with others for unaccounted personnel. Report results to College emergency response personnel.

After an Earthquake (Recovery)

The Chancellor, Vice Chancellor-Business and Administrative Services, and the Chancellor's Policy Group will spearhead Campus recovery in an attempt to provide a smooth and efficient transition back to normal operations. These groups are currently working to develop plans for the recovery process.

For more information on emergency preparedness and earthquake response, refer to Appendix 10E, page 10-28.

BOMB THREAT

Only the UCPD can authorize building evacuations due to bomb threat. Based on their training, the UCPD officer-in-charge will determine if the threat is credible. The UCPD will establish contact with the College Building Operations Manager. The Building Operations Manager, under direction of the UCPD, will coordinate the College emergency response activities. In her absence, one of the Assistant Building Managers will coordinate activities.

Credible Bomb Threat

UCPD will direct evacuation. Unless specifically directed to do so by the UCPD, evacuations due to bomb threat are not to be initiated by pulling a fire alarm. The Emergency Action Directors, assisted by the Safety Monitors, will run a phone tree, calling each research group and staff unit in the affected building.

Non- Credible Bomb Threat

UCPD will dispatch one or two officers to the building and make contact with the Building Operations Manager. Their standard procedure, even with a bomb threat that is deemed not credible, is to do a cursory walk-through of the building, looking for anything that appears out of the ordinary. They will investigate common use areas such as corridors and restrooms and will ask that College personnel look at their own areas since they are most familiar with them. Members of the College Emergency Response Team will work with the UCPD to contact building occupants and walk through areas with which they are familiar.

If you receive a bomb threat over the telephone

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller and 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, music and type, etc.)
 - Age and gender
- Write down other data:
 - Date and time of call
- Call University Police (911) and submit your notes from the telephone call.
- Follow UCPD instructions.
- Notify the College Building Management at 510-643-6060.

If you are told by emergency responders to evacuate

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

APPENDIX 10a
College of Chemistry Emergency Assembly Areas

