

University of California, Berkeley

**Haas School of Business**

# **Building Emergency Plan**

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Prepared By:  
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## **BUILDING EMERGENCY PLAN**

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

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

### **I. BUILDING INFORMATION**

1. Building Name: Walter A. Haas School of Business (3 buildings):

- Earl Cheit Hall
- Gerson and Barbara Bakar Faculty Building
- Student Services Building

2. Building Coordinator (BC) Name: Gerardo Campos

Campus Address: S545 Student Services Building, MC 1900

Phone No.: 510-642-4617

Fax No.: 510-642-4700

Email: gcampos@haas.berkeley.edu

1st Alternate BC Name: Sherrell Gordon

Campus Address: S545 Student Services Building, MC 1900

Phone No.: 510-642-9106

Fax No.: 510-642-4700

Email: sherrell@haas.berkeley.edu

2nd Alternate BC Name: Tom Grappone

Campus Address: S545 Student Services Building, MC 1900

Phone No.: 510-643-1141

Fax No.: 510-642-4700

Email: tom\_grappone@haas.berkeley.edu

3. Emergency Assembly Area (EAA) Locations:

- Faculty Building: Gayley Plaza (Main assembly area)
- Student Services Building: Boalt Hall Parking Lot Entrance
- Cheit Hall: West of Cheit Hall between Minor Hall and the Women's Faculty Club

4. Emergency Management Area (EMA) Number: #3

5. EMA Assembly Area Location: EMA#3 Faculty Glade  
 (\*see definitions in Appendix A)

6. Departments:

Walter A. Haas School of Business  
 Department Safety Coordinator  
 Name: Gerardo Campos  
 Phone No.: 642-4617  
 Email: gcampos@haas.berkeley.edu

1<sup>st</sup> Alt. Department Safety Coordinator  
 Name: Sherrell Gordon  
 Phone No.: 642-9106  
 Email: sherrell@haas.berkeley.edu

2<sup>nd</sup> Alt. Department Safety Coordinator  
 Name: Tom Grappone  
 Phone No.: 643-1141  
 Email: tom\_grappone@haas.berkeley.edu

7. Building Safety Committee:

Committee Chair: **Gerardo Campos**  
 Phone No.: 2-4617  
 gcampos@haas.berkeley.edu  
 Department or Unit: Facilities

Member: **Sherrell Gordon**  
 Phone No.: 2-9106  
 sherrell@haas.berkeley.edu  
 Department or Unit: Facilities

Member: **Tom Grappone**  
 Phone No.: 643-1141  
 tom\_grappone@haas.berkeley.edu  
 Department or Unit: Facilities

Member: **Angela Matossian**  
Phone No.:  
amatossian@haas.berkeley.edu  
Department or Unit: Facilities

Member: **Sandria Frost**  
Phone No.: 2-2335  
sandria\_frost@haas.berkeley.edu  
Department or Unit: Administration- Faculty Assistants

Member: **Liz Linton**  
Phone No.: 3-6106  
liz\_linton@haas.berkeley.edu  
Department or Unit: Fisher Center for Real Estate

Member: **Hilary Schiraldi**  
mmcdonal@library.berkeley.edu  
Phone No.: 3-6471  
Department or Unit: Long Library

Member: **Vacant**  
Phone No.: n-nnnn  
xxx@haas.berkeley.edu  
Department or Unit: Lester Center

Member: Kate Tobias  
Phone No.: 2-6134  
ktobias@haas.berkeley.edu  
Department or Unit: MBA Program Office

Member: **Eric Mayer**  
Phone No.: 2-8821  
xxxx@haas.berkeley.edu  
Department or Unit: HTS

Member: **Charles Lam**  
Phone No.: 529-1808  
charles\_lam@haas.berkeley.edu  
Department or Unit: HTS

Member: Currently: **Vacant**  
Phone No.:  
Department or Unit: Full-Time Admissions Office

Member: **Vacant**  
Phone No.:  
@haas.berkeley.edu  
Department or Unit: Dean's Suite

Member: **Kimia Azimi**  
Phone No.: 30325  
kazimi@berkeley.edu  
Department or Unit: MBA for working professionals

Member: **Denise Boyd**  
Phone No.: 2-6468  
dboyd@haas.berkeley.edu  
Department or Unit: HR Administration

Member: **Kay Dawson**  
Phone No.: 3-2864  
gkular@haas.berkeley.edu  
Department or Unit: Career Services

Member: **Melissa Hacker**  
Phone No.: 2-3944  
mel\_hacker@haas.berkeley.edu  
Department or Unit: PhD Program

Member: **Diane Nguyen**  
Phone No.: 2-6983  
dnguyen@haas.berkeley.edu  
Department or Unit: MFE Program

#### 9. Emergency Response Staff Team:

- Emergency Assembly Area Communication Leaders (EAACL):  
Gayley Plaza  
Communication Leader: **Tom Grappone**  
Back up Leader: **Marina Verdian**  
Alt Back up Leader: **Denise Boyd**

Boalt Hall Parking Lot  
Communication Leader: **Sherrell Gordon**  
Back up Leader: **Marco Lindsey**  
Alt Back up Leader: **Angela Mattosian**

Cheit Hall

Communication Leader: **Gerardo Campos**

Back up Leader: **Sherrell Gordon**

- **ROLL TAKERS**

Gayley Plaza

Roll Taker 1: **Milton Fong**

Roll Taker 2: **Paz Melendez-Canales**

Roll Taker 3: **Seren Pendleton**

Roll Taker 4: **Erin Proudfoot**

Boalt Hall parking lot

Roll Taker 1: **Maggie Gajek**

Roll Taker 2: **Dennis Fritzing**: Lead

Roll Taker 3: **Carol Luong**

Cheit Hall (Note: student roll taker function has not been established)

- **FLOOR MONITORS**

**Cheit Hall**

Floor 1: **Vacant**

Floor 2: **Kate Bonk**

Floor 3: **Dresden John**

Floor 4: **Dresden John** – Wells Fargo

**Bakar Faculty Building**

Floor 2: **Gilberto** FIFO Café and 2<sup>nd</sup> floor Forum

Floor 3: **Ashley Woods** F361-F371, **Linda Algazzali** F310-F330

Floor 4: **Ashley Woods** F479-F499, **Kamylla Soares** F441-F477, **Nasrin Saifi** F408-F435, **Vacant** F402-F405

Floor 5: **Sandria Frost** F579 – F599, **Loyrisha Aucoin** F541-F578, **Stephanie Eistetter** F508-F535, **Karen Twelve** F501-F505

Floor 6: **Jaime Hauk** F679-F699, **Milton Fong** F641-F677, **Monica Colombo** F608-F635, **Liz Linton**, F602 Suite-F605

**Student Services Building**

Floor 3: **Phil Mahoney** S300-S300W areas, **Dana Lund** S300-S300W areas (Also), **S260-Vacant**, **Alexandra Daily** S330, **Hillary Schiraldi** Library S350 (Floors 2 and 3)

Floor 4: **Pam Maestas** S430 Lobby-S440(C-F), **Erin Proudfoot** S420A-S420H, **Dresden John** S450-S489, **Lisa Robinson** S440 and S440(J&K)

Floor 5: **Vacant** S550-S555, **Fani Garagouni** S520-S522, **Dennis Fritzing** S545-S549

- **DOOR MONITORS** – Note: Door assignments shown are if only that one building has the emergency. If ALL buildings are involved, the Door Monitor should stay in the same station shown unless specifically noted for them to relocate.



## **FACULTY BUILDING -**

Door Location: Faculty Building 2<sup>nd</sup> floor North courtyard area; if all, relocate to Northwest stairs

Door Monitor: **Jennifer Wells**

Door Location: Faculty Building 2<sup>nd</sup> floor Main Door; if all buildings alerted, relocate to Northwest stairs

Door Monitor: **Ashley Woods**

Door Location: Faculty Building 3<sup>rd</sup> floor North Loading Dock; if all buildings alerted, stay

Door Monitor: **Vacant**

Door Location: Faculty Building 3<sup>rd</sup> floor (outside of F330); if all buildings alerted, move to Gayley Plaza

Door Monitor: **Linda Algazzali**

Door Location: Faculty Building 4<sup>th</sup> floor entrance near Gayley Plaza; if all buildings alerted, stay

Door Monitor: **Richard Henderson**

Door Location: Faculty Building 5<sup>th</sup> floor Student Services Building wing connection; if all buildings alerted, move to Gayley Plaza

Door Monitor: **Karen Twelves**

## **STUDENT SERVICES BUILDING -**

Door Location: Student Services Building 2<sup>nd</sup> floor- Library Courtyard; if all buildings alerted, move to the street end of the ADA Path

Door Monitor: **Lisa Martin**

Door Location: Student Services Building 3<sup>rd</sup> floor entrance; if all buildings alerted, move to the South Loading Dock area

Door Monitor: **Jesse Paraiso**

Door Location: Student Services Building 3<sup>rd</sup> floor Faculty wing connection; if all buildings alerted, move to the North Loading Dock area

Door Monitor: **Dana Lund**

Door Location: Student Services Building South Loading Dock; if all buildings alerted, stay

Door Monitor: **Miguel Rivas**

Door Location: Student Services Building 4<sup>th</sup> floor entrance; if all buildings alerted, stay

Door Monitor: **Rosemary Alonso**

Door Location: Student Services Building 4<sup>th</sup> floor Cheit wing connection; if all buildings

alerted, move to the Fisher Gate area  
Door Monitor: **Dresden John**

Door Location: Student Services Building 5<sup>th</sup> floor Faculty Building wing connection; if all buildings alerted, move to Gayley Plaza  
Door Monitor: **Sherrie Stewart**

CHEIT HALL -

Door Location: Cheit 1<sup>st</sup> floor south  
Door Monitor: **Gerardo Campos**

Door Location: Cheit 1<sup>st</sup> floor north  
Door Monitor: **Vacant**

Door Location: Cheit 2<sup>nd</sup> floor Courtyard North Area; if all buildings alerted, relocated to northwest stairs (towards [future] North building)  
Door Monitor: **Kate Bonk**

Door Location: Cheit Courtyard Fisher Gate; if all buildings alerted, relocate to southwest stairs (below Fisher Gate)  
Door Monitor: **Lisa Robinson**

Door Location: Cheit 4<sup>th</sup> Floor Bridge to Student Services Building; if all buildings alerted, relocate to southwest stairs (below Fisher Gate)  
Door Monitor: **Dresden John**

- EMA/Communications Runner
  - **Vacant** and **vacant( Ham operator)**
- First Aid Station Aides (Also listed at 14. Below)  
**Pat DeMasters, Sandria Frost, Dresden John, Julia Rosof**

#### 10. Audible and Visible Alarm(s):

The buildings have three alarm sounds:

- The evacuation alarm is a fire horn and light strobe unit which both activate at the same time. When you hear the evacuation alarm, leave the building. Follow general evacuation procedures.
- The elevator alarm is a buzzing sound and is not as loud. When you hear the elevator alarm, call University Police at 642-6760.
- The Won fire doors are located at the entrance to the dean's suite and the café. There is an alarm near each door. This is not a signal to evacuate. The alarm is very low

compared to actual evacuation alarm.

#### 11. POTENTIAL FIRE HAZARDS:

To prevent fire, this building maintains 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 Building Coordinator works with the Campus Fire Prevention Division at EH&S to ensure that there is no excess accumulation of flammable and combustible materials in this building.

The Building Coordinator also works with the above provider (PP-CS for UC Buildings on campus) to maintain fire extinguishers, fire alarm systems, and fire sprinkler systems in this building and to keep them in good working condition.

#### THE FOLLOWING ARE THE POTENTIAL FIRE HAZARDS IDENTIFIED IN THIS BUILDING:

- Combustible materials (e.g., paper, cardboard, wood, etc.).

Fire hazards are controlled by proper storage and housekeeping procedures.

#### 12. Fire Prevention Procedures:

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

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

Custodial services are provided to this building by Physical Plant Campus Services (sec.II-2d).

A schedule of custodial services in this building may be obtained by contacting the custodial services provider. The BC also works with Physical Plant Campus Services to maintain fire extinguishers, fire alarm systems, and fire sprinkler systems in this building.

#### 13. CRITICAL OPERATIONS FOUND IN BUILDING:

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

#### 14. Medical and Rescue Duties for Employees:

No occupant has been assigned medical or rescue duties specific to emergency situations in this building. Employees may have volunteered and may have been trained for campus search and rescue or Disaster First Aid by OEM or the Red Cross for campus disaster situations (e.g., a large earthquake). These volunteers will report to the specific department designated for field teams in a disaster.

- First Aid Station Aides (Also listed at 9. above): **Pat DeMasters, Sandria Frost, Alexandra Daily, Dresden John**, Julia Rosof

## II. IMPORTANT PHONE NUMBERS AND WEB SITES

Copy this page and post it near your work phone for easy reference.

### 1. Campus telephone numbers for life-threatening emergencies:

- From any office or campus land line phone: (911)
- From your cell phone: Campus Police Dept. (510) 642-3333

See also: <http://uhs.berkeley.edu/home/emergency.shtml>

### 2. Telephone numbers for non-life threatening emergencies:

- University Police (UCPD): (510) 642-6760
- EH&S: (510) 642-3073 See also <http://ehs.berkeley.edu/spill.html>
- Physical Plant Services (PPCS): (510) 642-1032 See also <http://physicalplant.berkeley.edu/supports.htm>
- Custodial Services: (510) 642-1032 See also <http://physicalplant.berkeley.edu/custodials.htm>

- Medical Facilities:

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

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

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

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

Alta Bates-Summit Medical Center: (510) 204-1303 (Emergency Room)

2450 Ashby Avenue, Berkeley  
24 hours, 7 days a week

3. Where to get information during a large-scale emergency:

- Campus emergency information line: 1-800-705-9998
- Campus emergency web site: <http://emergency.berkeley.edu>
- Campus radio station: KALX (90.7 FM) 510-642-1111
- City of Berkeley emergency radio station: (1610 AM) See also <http://www.ci.berkeley.ca.us/Directory/home/mainnumbers> and <https://www.cityofberkeley.info/ContentPrint.aspx?id=92496>

4. What to do when you hear campus warning sirens:

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

- SHELTER: Go inside your office, a nearby building, or your car and shelter inside to avoid exposure.
- SHUT: Shut doors and windows. Building ventilation systems should be shut off if possible.
- LISTEN: Go to one of the information sources listed above for campus emergency information.

See also [http://oep.berkeley.edu/alerting\\_and\\_warning/](http://oep.berkeley.edu/alerting_and_warning/)

### **III. EMERGENCY PROCEDURES**

1. Emergency Notification Procedures:

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

2. Evacuation Procedures:

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

When evacuating your building or work area:

- Stay calm; do not rush or panic.
- Safely stop your work.
- If safe, gather your personal belongings; take prescription medications with you.
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit.
- Do not use the elevator.
- Proceed to the designated EAA and report to your roll taker.
- Wait for any instructions from emergency responders.
- Do not re-enter the building until the emergency responders instruct you to do so.

### 3. Fire Procedures:

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

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

### 4. Earthquake Procedures:

During an earthquake:

Inside the Building:

- **Duck** under the nearest sturdy object, **cover** your head and neck and **hold** onto the sturdy object until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other obstruction.
- Avoid windows, filing cabinets, bookcases, and other heavy objects that could fall or shatter. Stay under cover until the shaking stops, then leave the building and go to the EAA or another designated location.
- Do not run out of the building during shaking as material may be falling from above.
- Report to your roll taker.
- If safe, before evacuating, stabilize any laboratory procedure that could lead to further danger. (Example: turn off Bunsen burners or electrical equipment.)

#### Outside the Building:

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

#### 5. Demonstration/ Civil Disturbance Procedures:

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

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

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

#### 6. Criminal or Violent Behavior:

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

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

#### 7. 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 Police immediately. Use a telephone in a safe area. Do not operate any power switches, and do not activate the fire alarm.

If there is an explosion:

- Take cover under sturdy furniture, or leave the building if safe and directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move away from the hazard site to a safe location.
- If instructed to evacuate, use the stairs only; do not use the elevators (Sec. III-2).

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

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Write down the date and time of the call.
- Take notes.
- Pay attention to details.
- Ask as many questions as possible:
  1. When will it explode?
  2. Where is it right now?
  3. What does it look like?
  4. What kind of bomb is it?
  5. Where did you leave it?
  6. Did you place the bomb?
  7. Who is the target?
  8. Why did you plant it?
  9. What is your address?
  10. What is your name?
- Listen to the caller's voice. See if you can identify:
  1. Speech patterns (accent, tone)
  2. Emotional state (angry, agitated, calm, etc.)
  3. Background noise (traffic, people talking and accents, music and type, etc.)
  4. Age and gender
- Write down other data:
  1. Date and time of call
  2. How threat was received (letter, note, telephone)
- Call the Police (sec. II) and relay the information from the bomb threat telephone call or bomb threat letter.
- Follow the Police's instructions.
- Check your work area for unfamiliar items. Do not touch suspicious items; report them to the Police.
- If you are told by emergency responders to evacuate the building, see "Evacuation Procedures" above (sec. III-2)

#### 8. Hazardous Materials Release Procedures:

- If a hazardous material is released or spilled near you and you are not a user nor knowledgeable about hazardous materials, call Police immediately and move away from the release area.
- If you are a hazardous material user and you cause a release of a hazardous material, you should know the emergency procedures for cleaning up a hazardous spill. All hazardous materials users should be trained on proper use and storage of hazardous materials, including proper procedures for preventing spills and emergency procedures when a spill occurs.



- If you have not been trained and don't know what to do, leave the area and warn others. When you are at a safe location, call Police immediately.

#### 9. Utility Failure:

- In the event of a major utility failure, notify Physical Plant-Campus Services at 642-1032.
- Before 8:00 AM and after 4:30 PM or on weekends and holidays, notify the University Police at 642-6760.

#### Haas School of Business Utility Failure Procedures:

If a power failure occurs and you have natural light in your work area and you have enough light to be in a safe environment, please remain in your office or work space until the power resumes or until instructed to leave. If you do not have natural light in your work area and need to rely on emergency lighting, please exit your work space and proceed to a naturally lit area or your department's prearranged gathering area, such as the Bank of America Forum. The Senior Associate or Associate Dean will coordinate a scheduled time to evacuate the buildings if needed (likely within 30 to 45 minutes of the power failure). The silent alarm call chart will then be put into effect to communicate the time to evacuate if the power does not resume within the scheduled evacuation time. Previous power failures have taught us as follows:

- Battery life for the emergency lights is rated to 90 minutes. We will evacuate the facilities if power is not restored after 30 minutes.
- Battery life for the life safety systems (fire strobes and alarms) is rated for 24 hours. If power is not restored by then, the facilities should be considered uninhabitable.
- The switches/routers in the data closets will have power for around 30 minutes. After this, email communication will shut down. So mass messaging needs to occur before then.
- In general, power outages are short or long term. So deciding to evacuate after/around 30 minutes is a good practice.

When evacuating the buildings due to a power failure, please follow the General Evacuation Procedures (see above). Once, you have checked in with the emergency assembly area roll taker, please wait for further instructions.

A major power outage may not in itself be destructive, but it may possibly result in a panic or a fire that 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 "Haas School of Business Utility Failure 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. (For more information, refer to the EH&S Fact Sheet, "Power Failure".)

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

#### 10. Elevator Failure:

If you are trapped in an elevator, use the emergency telephone inside the elevator to call for assistance or press the elevator alarm inside the elevator to signal for help.

#### 11. Flooding, Plumbing, or Steam Line Failure:

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

- Cease using electrical equipment.
- Evacuate the building if necessary and proceed to the EAA.
- Call Physical Plant Campus Services if necessary.

#### 12. Natural Gas Release or Leak:

If you smell natural gas:

- Cease all operations immediately.
- Do not operate light switches.
- Evacuate as soon as possible.
- Call Police and Physical Plant Campus Services or your building owner/contact person for leased space.

#### 13. Ventilation Problem:

If you smell odors coming from the ventilation system:

- Immediately notify Physical Plant Campus Services and EH&S if you are located on campus or the building owner/contact person if you are off-campus.
- If necessary, cease all operations immediately.
- If necessary, evacuate the building and proceed to the EAA.
- If smoke is present, pull the fire alarm then call Police from a safe location.

### **IV. EMERGENCY PREPAREDNESS**

#### 1. Supplies:

Be prepared for emergencies. Keep an emergency kit in your work area that is easy to carry when evacuating the building.

The following supplies are recommended for your personal kit:

1. Drinking water (1 gallon a day; 7 days' supply recommended)
2. Food (keep airtight in pest-proof packaging, 7 days' supply recommended)
3. Flashlight and extra batteries

4. Utility knife
5. First aid kit with special personal needs such as glasses and prescription medication (30 days' supply recommended)
6. Sturdy, comfortable shoes and clean socks
7. Space blanket or a standard blanket
8. Light sticks
9. Heavy duty work gloves
10. Cash (some in quarters)
11. Sanitation needs (such as tissue paper, small bottle of bleach, plastic bags, plastic bucket)
12. Duct tape and barrier tape
13. Large sheets of paper, markers, pens and pencils
14. Whistle
15. Campus and area maps

Replace items when expired, or necessary. NOTE: Limited supplies of emergency provisions are stored in a 'shed' on the south side of the Haas Faculty building.

## 2. Training and Documentation:

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

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

## 3. Drills:

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

## 4. Securing Building Contents:

Many earthquake-related injuries do not come from collapsing buildings, but from objects inside the building which fall on people, or from windows shattering and causing lacerations. Make sure that shelves, computers, wall hangings, and equipment are physically secured. In most cases, as a part of your department's General Safety Inspections required by the Injury and Illness Prevention Program, items listed below are checked. However, you may conduct your own inspection of your work area. If there are concerns after your self-inspection, contact your

DSC or call EH&S.

The main things to look for are:

- Shelves or cabinets that are not bolted to the wall
- Computers or typewriters on desks
- Objects on shelves which may fall or turn into projectiles
- Freestanding objects that do not have a high enough base: height ratio to be "fall proof" (e.g., a filing cabinet over 4 feet tall)
- Desks or seating areas directly under plate glass windows
- Heavy hanging pictures, mirrors, or plants
- Cupboards or cabinets without secure "automatic" latches
- Objects on wheels which are not locked in one position (e.g., an audiovisual cart)
- Heavy items which are above head height.
- Doorways that might be blocked by falling objects

For more information about securing falling hazards, please contact your DSC, BC, or Physical Plant Campus Services.

## V. APPENDICES

### Appendix A: Acronyms and Terms

#### Acronym Meaning:

- BC - Building Coordinator
- BEP - Building Emergency Plan
- DSC - Department Safety Coordinator
- EAA - Emergency Assembly Area
- EAACL - Emergency Assembly Area Communications Leader
- EMA - Emergency Management Area
- EH&S - Environment, Health & Safety
- IIPP - Injury and Illness Prevention Program
- OEM - Office of Emergency Management

#### Term Definition:

##### Building Coordinator:

A University employee who has a defined role in campus emergency/disaster preparedness: he or she prepares the BEP and serves as the communication liaison between campus service agencies and building occupants for specific circumstances enumerated in the BC position description (below).

##### Building Emergency Plan:

A document which consists of emergency information and procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

##### Building Safety Committee:

A group usually composed of members of each department in the building, generally chaired by the BC, charged with building emergency preparedness and overseeing building safety concerns.

##### Department Safety Coordinator:

A University employee who assists department management in coordinating, implementing, and documenting the department's safety program. This includes maintaining the department's IIPP, and ensuring department employees are trained on their BEP(s).

##### Department Safety Committee:

A group composed of department representatives (preferably from each major unit in the department). If a department occupies different buildings, representatives from each building should be on the committee. The committee takes care of the department's health and safety issues and must meet quarterly as outlined in the campus IIPP.

##### EAA (Emergency Assembly Area):

Pre-designated safe location near a building where building occupants assemble and report to the roll taker(s) after evacuating the building.

**EAACL (Emergency Assembly Area Communications Leader):**

Pre-selected people with radio or walkie-talkie contact to the other EAA's at the Haas School of Business. Position is to stay in communication with each EAA as to status of processing roll, missing and/or injured.

**EMA (Emergency Management Area):**

EMAs are part of the overall campus disaster preparedness program activated and used by emergency responders in major disasters. The campus is divided into 18 EMAs (See the map on the inside back cover of the campus telephone book for a list and location of EMAs). An EMA can be a section of campus, an off-campus area, or a satellite area. Each EMA has a designated location (signified by red dots and numbers on the campus map) that will be the site of an incident command post and focus of activity (e.g., dissemination of information, administration of first aid, etc.) in a major disaster. The designated Haas EMA is the Faculty Glade but this may be changed as necessary by OEM or the EOC.

**EOC (Emergency Operations Center):**

The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster.

**Emergency Responder(s):**

Trained personnel who provide assistance in an emergency. They are not building occupants and may be from the University, Police, local fire departments, EH&S, Physical Plant Campus Services, etc. In critical situations they may take charge of the building and have full authority over activities in and around the building.

**Floor Monitor:**

A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building.

**Door Monitor:**

A building occupant who takes the location defined for the specific emergency and prevents occupants who have left the building from re-entering.

**Roll Taker:**

A building occupant assigned to take roll call at the EAA after a building evacuation.

**Building Status Recorder:**

Floor Monitors and Roll Takers (and others) report specific knowledge of physical building conditions (e.g., fire, water problems, fallen ceiling, etc.) to the Building Status Recorder, who periodically and when asked shares this information with the Building Coordinator(s).

**EMA Runner:**

A building occupant who uses a radio device or walkie-talkie and who travels to the designated Haas EMA where they will coordinate timely communications between the EMA and the Haas BC or designee.

First Aid Team Member: See section 14. Above.

**IIPP:**

A department's written program for identifying and addressing workplace hazards. A main component is an active department safety committee.

**Building Coordinator Position:**

Building Coordinators (BCs) are responsible for leading preparedness, readiness and response activities for buildings they are assigned including developing and implementing a Building Emergency Plan; leading planning efforts with building occupants; and serving as an emergency communications liaison between building occupants and campus services/agencies in both emergencies and day-to-day operations. Major tasks include communication liaison, emergency preparedness (includes chair of the Building Safety Committee), emergency response leadership and coordination, and provision for general staff safety training and education.

Appointed by the Haas Facilities Unit leadership, the Building Coordinator will identify and place Alternate Building Coordinators as needed. Any changes to the BC role should be reported to the Office of Emergency Management, (642-9036, oem@berkeley.edu) so the appropriate databases, contact lists and programs can be updated. Although not required, it is extremely helpful if BCs work within the buildings they are assigned, or are very familiar with the necessary workings of the building and the building occupants. It is highly preferred that BCs **not** serve more than one building or building complex or serve as EMA Coordinator in addition to the role of BC. BCs are required to take the following training within a year of their placement. Training will be coordinated through the Office of Emergency Management.

- Building Coordinator 101
- Introduction to Campus ICS
- Radio 101 Training
- Personal Preparedness

Additional training is recommended, and, although not required, the following training opportunities can assist BCs in developing the skills and knowledge needed to respond after a major disaster.

- ICS 100, 200, 700, and 800 (*on-line courses offered by FEMA*)
- First Aid, CPR
- Cal Community Emergency Response Team (C<sup>2</sup>ERT)
- Situation Reporting (*to be developed*)
- Other specialized trainings developed by OEM

(Note: a more detailed BC position description is available).

## 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 advise of safest route or direction by pointing toward exits or evacuation maps.

#### MOBILITY IMPAIRMENT

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

It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area. If people with mobility impairments cannot exit, they should move to a safer area, e.g.,



- Most enclosed stairwells
- An office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes)

If you do not know the safer areas in your building, call the campus Fire Prevention Division at 642-4409 for a building survey.

Notify police or fire personnel immediately about any people remaining in the building and their locations. Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators. If people are in immediate danger and cannot be moved to a 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, BCs 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 Police at 642-6760 from a campus telephone to request evacuation assistance from the Fire Department. Some multi-button campus telephones may not operate in a power outage, but single-line telephones and pay telephones are likely to be operating. As soon as information is available, the campus emergency information line (642-4335) will have a recorded message stating when power is likely to be restored.

#### EMERGENCY EVACUATION OF PEOPLE WITH DISABILITIES:

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

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

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

- Occupants should be invited to volunteer ahead of time to assist disabled people in an emergency.
- If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Volunteers should obtain evacuation training for certain types of lifting techniques through the Disabled Students' Program (D.S.P.).

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

Summary:

Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty, and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation drills in which occupants participate, and evaluate drills to identify areas that need improvement. Plans must cover regular working hours, after hours, and weekends. Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare. "Emergency Guidelines for People with Disabilities" is available from your BC or DSC.

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

- Evacuation policies: OEM, 642-9036
- Student disability issues: Disabled Students' Program, 642-0518 (voice), 642-6376 (TTY/TDD)
- Fire regulations, safe areas: Campus Fire Prevention Division, EH&S, 642-4409

Prepared by OEP and EH&S (OEP is now OEM)  
April 2001

## Appendix C: Emergency Preparedness Guidelines for People With Disabilities

Follow the guidelines on the "Emergency Info" poster or in the Evacuation Policy for People with Disabilities. In particular:

- Make your environment earthquake and fire safe (do not place heavy objects above where you sit or sleep, bolt bookcases to the wall, make sure your exit route is clear).
- Keep sufficient emergency supplies to last three days (include food, water, prescription medicines and any other supplies you might need).
- Become familiar with alternate evacuation routes in buildings you use frequently.
- Learn 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 others with information about your needs and the best ways to assist you.

Developed by the Disabled Students' Program and OEP (OEP is now OEM)  
Effective November 1993

## Appendix D: Campus Alerting and Warning System

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

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

What do you do when you hear a warning siren?

- **SHELTER:** Go inside your office or residence, a nearby building, or your car and shelter inside to avoid exposure. If driving a car, safely pull over to the side of the road, turn off the engine and stay tuned.
- **SHUT:** Shut all doors and windows. Building managers should turn off ventilation systems, if feasible.
- **LISTEN:** Access one the following sites to obtain campus emergency information, such as disaster type, evacuation routes, shelter and aid locations, special instructions, etc.

Emergency Information Line: 1-800-705-9998

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

Web Site: <http://emergency.berkeley.edu>

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

Radio Station: KALX (90.7 FM)

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

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

Since disasters are unpredictable, one must be prepared for an emergency whether at home, at work, at school, or in the car. Think about places where you spend your time and how you can

best 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, at work, and in your car.

Haas School of Business  
Emergency Silent Alarm Call Chart

