

University of California, Berkeley

**Doe Library, Doe Annex,
Gardner Stacks and Moffitt Library**

Building Emergency Plan

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Prepared By:

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BUILDING EMERGENCY PLAN

All building occupants are responsible for being familiar with their Building Emergency 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 Procedures
 - When and how to evacuate,
 - evacuation routes,
 - exit points,
 - where to assemble (Emergency Assembly Area)
- Locations of emergency equipment, supplies, and materials, such as fire extinguishers, pull alarms, first aid kits, emergency eye wash stations, and emergency showers
- Procedures for notifying emergency responders
- Potential fire hazards in your building
- Potential exposure to hazardous materials or processes in and around your work area, and how to protect yourself in the event of an emergency

I. BUILDING INFORMATION

1. Building Name: Doe Library, Doe Annex, Gardner Stacks, Moffitt Library

These 4 buildings are physically interconnected.

- a. Doe Library: The structure, built in 1911, is a four story building with a full sprinkler system.
- b. Doe Annex, including Bancroft Library: The structure, built in 1949, is a four story building with a full sprinkler system.
- c. Gardner Stacks: The structure, built in 1994, is a four story underground building with a full sprinkler system.
- d. Moffitt: The structure, built in 1970, is a five story building with partial sprinkler system.

2. Building Coordinator (BC): MIGUEL B. LABON

Campus Address: 322 DOE LIBRARY
Phone No.: 642-3613/Cell Phone: 812-0209
Fax No.: 643-7891
Email: mlabon@library.berkeley.edu

3. Alternate BC: GERALD BLAND

Campus Address: 322 DOE LIBRARY
Phone No.: 642-3614/Cell Phone: 812-0210
Fax No.: 643-7891
Email: gbland@library.berkeley.edu

4. Emergency Assembly Area (EAA): (See area map on Appendix F)

***Doe Library:** Memorial Glade, by the Builders of Berkeley wall

***Doe Annex:** east lawn, by the Jubilee Bench

***Gardner Stacks:** Memorial Glade, northeast section

***Moffitt Library:** California Hall lawn, northeast corner

5. Emergency Management Area (EMA) Number: #6 (See area map on Appendix F)

6. Emergency Management Area (EMA) Assembly Area:
California Hall lawn, west side

7. Departments within the Doe-Moffitt Library:

a. Doe-Moffitt Libraries

Department Safety Coordinator (DSC)

(DSC): Miguel Labon

Phone: 642-3613 or 812-0209

Email: mlabon@library.berkeley.edu

b. History of Art- 416 Doe Library

DSC: Linda Fitzgerald

Phone: 643-6289

Email: fitzgerald@berkeley.edu

c. Disabled Student Program

DSC: Frankie Lopez

Phone: 643-4691

Email: Frankie-lopez@berkeley.edu

d. Moffitt Microcomputer Facility- 1st Floor of Moffitt

DSC: Owen McGrath

Phone: 847-6679

Email: owen@berkeley.edu

Alternate: Chris Washington

Phone: 409-6901

chris@cafe.berkeley.edu

e. Berkeley Center for New Media- 340 Moffitt

DSC: Nora Liddell

Phone: 495-3505

Email: nora.bcnm@berkeley.edu

8. Building Safety and Security Committee:

The Safety and Security Committee

The Safety & Security Committee will advise the Chief Administrative Officer (CAO) and unit managers reporting thereto on practices, policies and procedures that affect the physical safety and security of Library patrons and employees in all units of the Library.

The committee will also serve as a two-way communication link between Safety & Security units and the rest of the Library. Recommendations issuing from the Safety & Security Committee will be forwarded to the CAO for consideration at Roundtable, Cabinet or the Administrative Group depending on the nature of the issue and its impact on the Library. The CAO or Library Administration may also refer relevant matters to the Committee for review and recommendation or for communication to Library operating units and staff.

The committee's charge will include recommendations on training for Library staff as necessary for the implementation of specific safety and security measures.

Membership

Membership would be as follows:

- Miguel Labon , Library Facilities
- Gary Bland, Library Security
- Angela Arnold, Music Library
- Mark Marrow, Doe-Moffitt Circulation
- Elizabeth Gardner, Bancroft Library
- Gisèle Tanasse, Media Resources Center
- Jason Delaney, Library Computer Infrastructure Support
- Juana Loza, Library Human Resources
- Jeff Johnson (Chair), Library Design Office
- Elise Woods, Library Business Services
- Bruce Williams, Starr East Asian Library
- Zsuzsu Listro, University Librarian's Office
- Erika Lindensmith, Preservation
- Robert Smith, Technical Services
- Michele Buchman, Subject Specialty Libraries
- Sheehan Grant, Security Desks

9. Roll Takers and Floor Monitors:

a. Roll Takers

A roll taker is a building occupant assigned to account for staff who have evacuated to an Emergency Assembly Area. The roll taker reports to the EAA and keeps track of assembled staff.

(1) Department or Unit: **Doe Library and Doe Annex**

Roll Taker 1: **Mark Marrow/ 250-7870**

Roll Taker 2: **Charlotte Rubens/ 643-7399**
Roll Taker 3: **Zsuzsu Listro/ 642-3773**

(2) Department or Unit: **Gardner Stacks**
Roll Taker 1: **Paul Lynch/ 643-0369**
Roll Taker 2: **Peter Soriano/643-4331**

(3) Department or Unit: **Moffitt Library**
Roll Taker 1: **Meredith Fleming/ 642-0148**
Roll Taker 2: **Ester Gold/ 643-8111**

(4) Department or Unit: **History of Art, Doe Library**
Roll Taker 1: **Linda Fitzgerald/ 643-6289**
Roll Taker 2: **John McChesney-Young/ 642-5511**

b. Floor Monitors

A floor monitor is a building occupant assigned to assist in evacuating the building during an emergency by alerting other occupants to leave as they are exiting.

(1) Department or Unit: **Library Security**
Floor Monitor 1: **Security Roving Patrol 1**
Floor Monitor 2: **Security Roving Patrol 2**

(2) Department or Unit: **Doe/Moffitt Circulation**
Doe and Moffitt Circulation staff will assist Library Security in monitoring the connecting doors between the Doe and Gardner Stacks/Level-A and the Moffitt and Gardner Stacks/Level-C during emergency evacuation.

10. Audible and Visible Alarm(s):

These are alarms within the buildings, not the Campus-wide siren that is tested at noon every first Wednesday of the month

a. Fire Alarm: Strobe & siren, preceded by a verbal announcement

If you see or hear the fire alarm:

- leave the building immediately,
- follow the evacuation procedures,
- call 911 on a safe location from any campus phone or (510)642-3333 on a cell phone.

b. Elevator Alarm - people trapped inside, ringing bell

Call University Police, 642-6760.

c. Intrusion Alarm - steam tunnel in 20 Doe Library, ringing bell

Call University Police, 642-6760

- d. Elevator Pit - **High Water Alarm , high pitch**
Call Physical Plant-Campus Services - 642-1032.
- e. Pump Rooms - **Water Leak Detection System/Circulation, Gardner Stacks, high pitch**
Call Physical Plant-Campus Services, 642-1032.
- f. Emergency Exit Door - **high pitch**
Call Library Security - 643-9296 or 812-0204 during close hours..

*Several rooms in the Doe-Moffitt Complex are protected with silent intrusion alarm system monitored by UC Police.

11. Potential Fire Hazards:

The following are the potential fire hazards identified in Doe Library, Doe Annex, Gardner Stacks, Moffitt Library

- Flammable/combustible liquids in storage containers and closets.
- Flammable/combustible solids in storage and closets

Fire hazards maybe controlled by proper storage and housekeeping procedures.

12.Fire Prevention Procedures:

Doe Library, Doe Annex, Gardner Stacks, and Moffitt Library maintain good housekeeping practice 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 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 these buildings.

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

A schedule of custodial services in these buildings may be obtained by contacting the custodial service provider. The Building Coordinator also works with Physical Plant-Campus Services to maintain fire extinguishers, fire alarm systems, and fire sprinkler systems in these buildings.

13. Critical Operations Found in Doe Library, Doe Annex, Gardner Stacks, Moffitt Library:

There are no critical operations in these buildings 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 staff member has been assigned medical or rescue duties specific to emergency situations in the Doe Library, Doe Annex, Gardner Stacks, or Moffitt Library. However, some staff may be volunteer members of the campus Home Team/Office of Emergency Preparedness and have been trained for Search and Rescue or Disaster First Aid for campus disaster situations (e.g. a large

earthquake). These volunteers will report to the specific department designated for field teams in a disaster.

II. IMPORTANT PHONE NUMBERS

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

1. Life-threatening Emergencies:

- a. From any office or campus land line phone 911 (to connect with UCPD)
- b. From a cell phone (510) 642-3333

2. Non-life threatening Emergencies:

- a. University Police (UCPD) (510) 642-6760
- b. Environment, Health & Safety (EH&S) (510) 642-3073
- c. Building & Facilities Problems/Custodial Services:
 - during normal office hours – Library Facilities (510) 642-3613
 - after normal office hours - Physical Plant-Campus Services (510) 642-1032
- e. Medical Facilities
University Health Services, Tang Center
 - Clinic, 2222 Bancroft Way (510) 642-2000
8:00 AM to 5:00 PM Monday – Friday
Schedule may vary.
 - 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
 - Alta Bates-Summit Medical Center (Emergency Room) (510) 204-1303
2450 Ashby Avenue
24 hours, 7 days a week

3. Where to Get Information During a Large-Scale Emergency:

- a. Campus emergency information line 1-800-705-9998
- b. Campus emergency web site <http://emergency.berkeley.edu>

c. Campus radio station

KALX 90.7 FM

d. City of Berkeley emergency radio station

1610 AM

4. What to Do When You Hear the 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 into 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.

Shelter-in-Place (SIP) - buildings are listed in Appendix E and on the Office of Emergency Preparedness (OEP) web site: <http://www.berkeley.edu/oep>. The HVAC systems in the SIP buildings can be quickly and remotely shut down by Physical Plant-Campus Services.

III. EMERGENCY PROCEDURES

1. General Emergency:

Call 911 from a campus phone to request assistance.

If you must use your cell phone, dial 510-642-3333 to be connected to the UC Police Dispatch.

Calling from a campus phone will provide UCPD with your building location. 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, if possible. The dispatcher may also give you instructions.

Campus Police 642-6760.

Campus Emergency Information line 642-4335.

Berkeley (city) Police Department Emergency: 510-981-5911 (if UCPD not reachable)

A 911 call from a cell phone is routed to the CHP in Vallejo.

2. Evacuation:

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. These procedures apply to all Library units including Doe Library, Doe Annex, Gardner Stacks, and Moffitt Library.

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 Emergency Assembly Area (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.

RECALLS:

For emergencies with unknown duration

The Librarian's Office will conduct recalls from 8am to 5pm, Monday-Friday. Department and Unit staff will conduct recalls at night and on weekends. Recalls will follow the organization of the Library-departmental-unit emergency telephone tree.

Supervisors will allow 2 hours for a general staff recall (in which all staff affected by the evacuation are returned to work), and 1 hour for a limited staff recall (in which only staff required to open reading rooms or operate a unit nights or weekends shift are recalled.)

Staff will not be recalled for less than 2 hours of work. Two hours are provided for staff to receive notification that the building has been declared safe (or will be declared safe) and return to work. A general staff recall will therefore not be conducted less than 4 hours before the end of the shift. Recall crew will not remain on duty past 9:00 pm under any circumstances.

Staff who are released subject to recall should be available at the numbers listed in the telephone tree. Staff will be instructed to call the Librarian's Office, 642-3773, for updated information on building status, recalls in progress, projected reopening times, etc.

3. Fire:

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

- If there is a fire, pull the alarm to notify the fire department immediately.
- Call 911 from a safe location to provide details.
- Use a portable fire extinguisher, - if trained, able and safe, with a sure safe exit, 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 Emergency Assembly Area (EAA).
- Warn others on your way out.
- Do not use elevators. Use stairs only.
- Move away from fire and smoke. Close doors and windows if time permits.
- Do not open closed doors if they are hot. To test, touch carefully.
- Enter the building only when instructed to do so by emergency responders.

- If the building is not declared safe to reoccupy for an extended period of time, Library Administration will release the staff, subject to recall, according to the recall plan included above in section III-2.

4. Earthquake:

During an earthquake:

Indoors:

- Take cover 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 protect your head and neck with your arms.
- 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.
- After a significant earthquake, where there is visible damage, falling items/fixtures or any safety risk, evacuate the building and go to the Emergency Assembly Area or another designated location. Report to your roll taker.
- After 5 PM or on weekends, student staff should contact their supervisor.
- In case of power outage following the earthquake, see instructions under **11. Power Outage**.

Outdoors:

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

5. Demonstration/ Civil Disturbance:

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 University Police (UCPD) (510) 642-6760 for assistance.

If protestors enter your building, do not block or confront 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 advised by the Police. If it becomes necessary to evacuate, follow Police instructions. Proceed to the Emergency Assembly Area 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 University Police (UCPD) (510) 642-6760 as soon as possible. Follow general emergency procedures (sec. III-1). If safe, wait for Police to provide them with more information.

7. Handling viewing of Child Pornography in the Library:

If you observe someone viewing child pornography or receive a complaint,

- Call the University Police (UCPD) (510) 642-6760 immediately.
- Get the name of the person making the complaint and a way for the police to contact them (phone #, email). Hopefully they can stay around to talk to the police.
- Note which machine the patron is on (unobtrusively).
- Do not talk to the patron viewing pornography.
- Standby for the arrival of the responding police officer.

8. Explosion or Bomb Threat:

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 University Police (UCPD) (510) 642-6760 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:
 - When will it explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - Where did you leave it?
 - Did you place the bomb?
 - Who is the target?
 - Why did you plant it?

- What is your address?
- What is your name?
- Listen to the caller's voice. See if you can identify
 - Speech patterns (accent, tone)
 - Emotional state (angry, agitated, calm, etc.)
 - Background noise (traffic, people talking and accents, music and type, etc.)
 - Age and gender
- Write down other data:
 - Date and time of call
 - How threat was received (letter, note, telephone)
- Call the University Police (510) 642-6760 and relay information about 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 University Police.
- If you are told by emergency responders to evacuate the building, see "Evacuation Procedures" above (sec. III-2):

9. Hazardous Materials Release:

If a hazardous material is released or spilled near you and you are not a user nor knowledgeable about hazardous materials, call University Police (UCPD) at (510) 642-6760 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.

10. Utility Failure:

In the event of a major utility failure, notify Facilities Services or the building owner if you are off-campus in a leased space. 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 Emergency Assembly Area and wait for further instructions.

11. Power Failure:

These procedures apply to all Library units including Doe Library, Doe Annex, Gardner Stacks, and Moffitt Library. They apply to days, nights and weekends. Power outage signage will be posted at all entrances of the Library buildings stating - "*Library closed due to power failure*", with no commitment to reopen at a specified time.

When closure occurs:

At opening time (or start of shift)

If power is off at opening time, do not open the Library. Post the power out signs. Standby for 2 hours, then release staff subject to recall. Facilities crew will check status of the buildings periodically. Exception: If the Library schedule is 4 hours or less, release staff without recall.

8:00am – Noon

Turn off equipment and relocate to lighted/safe area of the building. Reading rooms with natural light and ventilation can remain open. Standby for 2 hours, then release staff subject to recall. Close Library to public after 2 hours and post power out signs. Facilities staff remains on duty.

Noon – 3:00pm

Turn off equipment and relocate to lighted/safe area of the building. Reading rooms with natural light and ventilation can remain open. Standby for 2 hours or until 3:00 pm, whichever is later, then 8-5 staff is released. Evening staff released subject to recall. Close Library to public after 2 hours, and post power out signs. Evening staff remain on recall until 9:00 pm

3:00pm – Dark (1/2 hour before sundown)

Turn off equipment and relocate to lighted/safe area of the building. Reading rooms with natural light and ventilation can remain open. 8-5 staff standby until 5:00 pm. Evening staff standby until 5:00 pm or for 2 hours, whichever is later, then release staff subject to recall. At dark or after 2 hours, whichever comes first, close Library to public and post power out signs. Facilities staff will remain on duty until 9:00 pm.

After Dark Up to 4 Hours Before Closing

Turn off equipment, close Library and post power out signs. If campus area surrounding the Library buildings remain lighted, standby for 1 hour. After 1 hour, release staff subject to recall. If campus area surrounding the Library is dark or if it is raining, staff are released immediately, subject to recall. Facilities staff will remain until 9:00 pm.

After Dark within 4 Hours of Closing

Turn off equipment, close Library and post power out signs. If campus areas surrounding the Library buildings remain lighted, standby for 1 hour. After 1 hour staff are released. If campus is dark or if it is raining, release staff immediately. Staff will take every precaution necessary to ensure their personal safety.

In the photo laboratory, 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", Appendix G)

*If the power outage is during the day and staff with mobility limitations choose to wait in the building for the power to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, the Building Coordinator should be notified so s/he can advise emergency personnel.

*If staff with mobility limitations would like to leave, if evacuation has been ordered, or if the power outage is at night, call the Campus Police at 2-6760 from a campus phone 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 phones are likely to be operating (locations: payphone outside FSM Café, payphone outside Doe 131, Blue Phone outside Doe South Entrance), . 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.

12. 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.

13. 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 Emergency Assembly Area (EAA).
- Call Physical Plant-Campus Services (510) 642-1032 if necessary.

14. Natural Gas Release or Leak:

If you smell natural gas:

- Cease all operations immediately.
- Do not operate light switches.
- Evacuate as soon as possible and proceed to the Emergency Assembly Area (EAA).
- Call University Police (510) 642-6760 and Physical Plant-Campus Services (510) 642-1032 or your building owner/contact person for leased space.

15. Ventilation Problem:

If you smell odors coming from the ventilation system:

- Immediately notify Facilities 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 Emergency Assembly Area.
- If smoke is present, pull the fire alarm, and then call University Police from a safe location.

16. Campus Emergency Alert:

If campus issues a “WarnMe” alert for any type of emergency that jeopardizes peoples’ safety:

- Do what seems best for the safety and security of you, your staff (including SLEs) and your patrons. For some types of emergencies, it may be best to close the library and leave campus; in other cases it may be best to stay open and/or in the building.
- If campus issues an alert which does not suggest the preferred action but allows for options (such as allowing people to leave if they feel uncomfortable staying on campus), allow for your staff (including SLEs) to take that action if they have concerns.
- In public service locations, if possible reassign staff to key functions for the remainder of the day to continue basic services as usual.

- The departure of some staff may mean that you no longer have sufficient staff to keep the library open. In those cases, post a sign on the library door to note it is closed and explain the reason.
- If you close and you have the ability to do so, notify the University Librarian's Office and your AUL/Director of the decision. See that the hours of the library are changed on the Library webpage.

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 the kit. Replace items when expired, or necessary.

- Drinking water (1 gallon a day; 3 days' supply recommended)
- Food (keep airtight in pest-proof packaging)
- Flashlight and extra batteries
- Utility knife
- First aid kit with special personal needs such as prescription medication and glasses
- Sturdy, comfortable shoes and clean socks
- Space blanket or a standard blanket
- Light sticks
- Heavy duty work gloves
- Cash (some in quarters)
- Sanitation needs (such as tissue paper, small bottle of bleach, plastic bags, plastic bucket)
- Duct tape and barrier tape
- Large sheets of paper, markers, pens and pencils
- Whistle
- Campus and area maps

2. Training and Documentation:

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

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

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 Facilities Services.

V. APPENDICES

Appendix A: Acronyms and Terms

<u>Term</u>	<u>Definition</u>
Building Coordinator (BC)	A University employee who has a defined role in campus emergency/disaster preparedness: he or she prepares the BEP and serves as the communication liaison between campus

	service agencies and building occupants for specific circumstances enumerated in the BC position description.
Building Emergency Plan (BEP)	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 (DSC)	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.
Emergency Assembly Area (EAA)	A pre-designated safe location near a building where building occupants assemble and report to the roll taker(s) after evacuating the building.
Emergency Management Area (EMA)	EMAs are part of the overall campus disaster preparedness program activated and used by emergency responders in major disasters. The campus is divided into 18 EMAs (See the map on the inside back cover of the campus telephone book for a list and location of EMAs.) An EMA can be a section of campus, an off-campus area, or a satellite area. Each EMA has a designated location (signified by red dots and numbers on the campus map) that will be the site of an incident command post and focus of activity (e.g., dissemination of information, administration of first aid, etc.) in a major disaster.
Emergency Operations Center (EOC)	The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster.
Emergency Responder(s)	Trained personnel who provide assistance in an emergency. They are not building occupants and may be from the

University, Police, local fire departments, EH&S, Facilities Services, etc. In critical situations they may take charge of the building and have full authority over activities in and around the building.

Environment Health & Safety (EH&S) This office provides guidance and services to the Berkeley campus community in order to promote health, safety and environmental stewardship.

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.

Injury and Illness Prevention Program (IIPP) A department's written program for identifying and addressing workplace hazards. A main component is an active department safety committee.

Office of Emergency Preparedness (OEP) This office supports the Berkeley campus community by implementing programs and projects in emergency planning, training, response, mitigation and recovery. The mission is to prepare the campus to manage and recover from any type of emergency or disaster.

Roll Taker A building occupant assigned to take roll call at the EA after a building evacuation.

Appendix B: University of California, Berkeley Evacuation Policy for People with Disabilities

The following guidelines have been adopted by the Berkeley campus to assist in planning for the evacuation of people with physical disabilities.

IN ALL EMERGENCIES, AFTER AN EVACUATION HAS BEEN ORDERED:

- Evacuate people with disabilities if possible.
- Do not use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or a major earthquake.
- If the situation is life threatening, call 911.
- Check on people with special needs during an evacuation. A "buddy system", where people with disabilities arrange for volunteers (co-workers/ neighbors) to alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation **ONLY** if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always ask someone with a disability how you can help **BEFORE** attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

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: VOLUNTEER GUIDELINES

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

*Prepared by OEP and EH&S
April 2001*

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
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 information services 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 prepared for an emergency at any given location and time. It is wise to keep a battery operated AM/FM radio and extra sets of batteries at home, at work, and in your car.

Appendix E: Campus “Shelter-in Place” (SIP) Buildings:

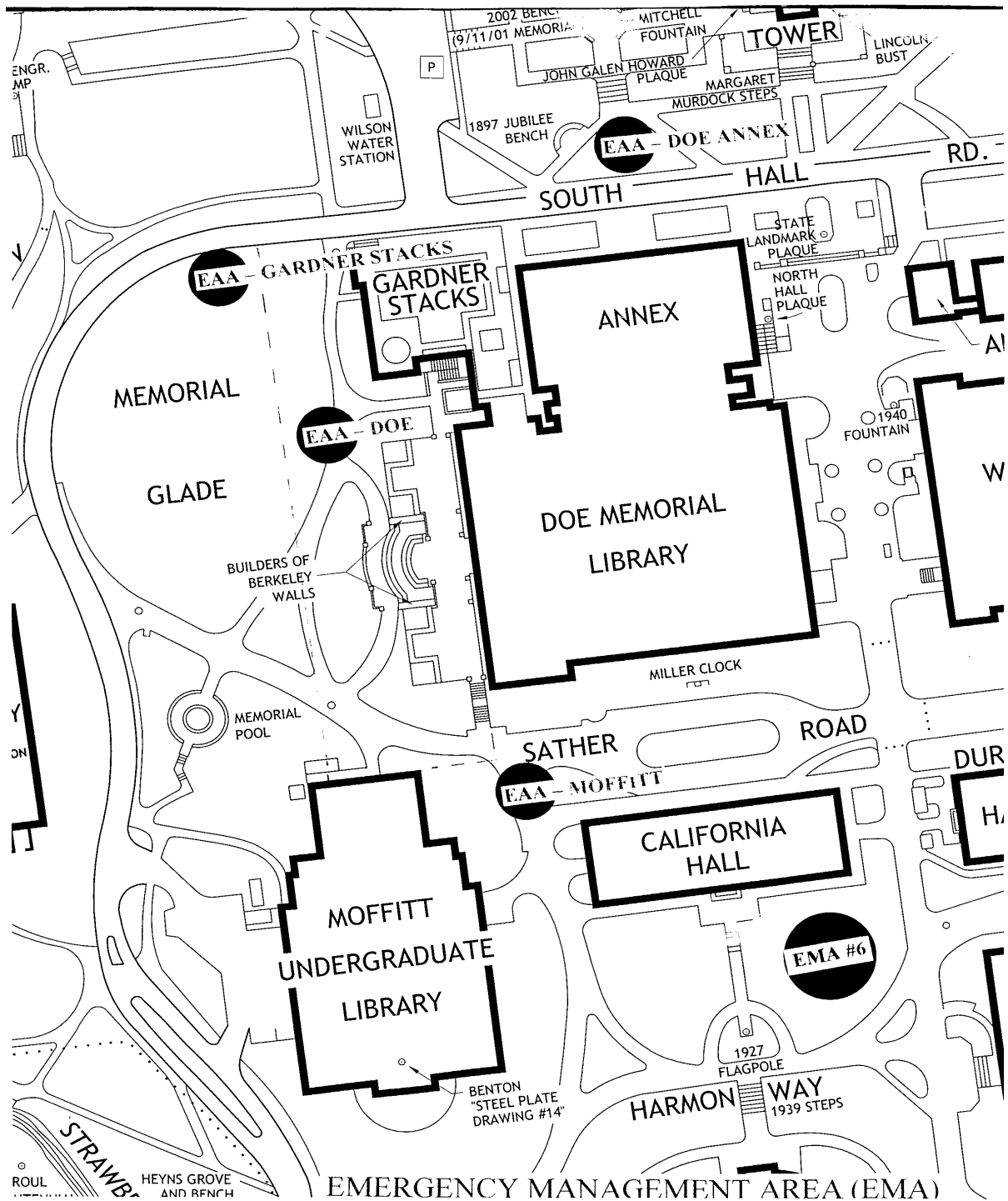
The campus has already pre-designated some central campus buildings as SIP buildings. These buildings were chosen because their heating and ventilation systems can be quickly and remotely shut down by Facilities Services engineers. If you hear the sirens and are near one of these buildings, go there for shelter. If you are not, then go inside any nearby building to shield yourself from exposure.

- Barrows Hall
- Bechtel Center
- California Hall
- Campbell Hall
- Cory Hall
- Doe Library Addition (Gardner Main Stacks)
- Doe/Bancroft Library (Doe/Doe Annex)
- Dwinelle Hall
- Etcheverry Hall
- Evans Hall
- Golden Bear Center/Chavez
- Haas Business School/Classroom Building
- Haas Business School/Faculty Building
- Haas Business School/Student Services Building
- Haas Pavilion East
- Haas Pavilion West
- Haviland Hall
- Hertz Hall
- Hesse Hall
- Kroeber Hall
- Law Complex
- McLaughlin Hall
- Minor Addition
- Moffitt Library
- Morrison Hall
- Moses Hall
- Mulford Hall
- North Gate Hall
- O'Brien Hall
- Recreational Sports Facility
- Simon Hall/Boalt Hall
- Soda Hall
- Sproul Hall
- Stephens Hall
- Tolman Hall
- University Hall
- Wheeler Hall
- Wurster Hall
- Zellerbach Hall

Appendix F: Emergency Assemble Area (EAA)

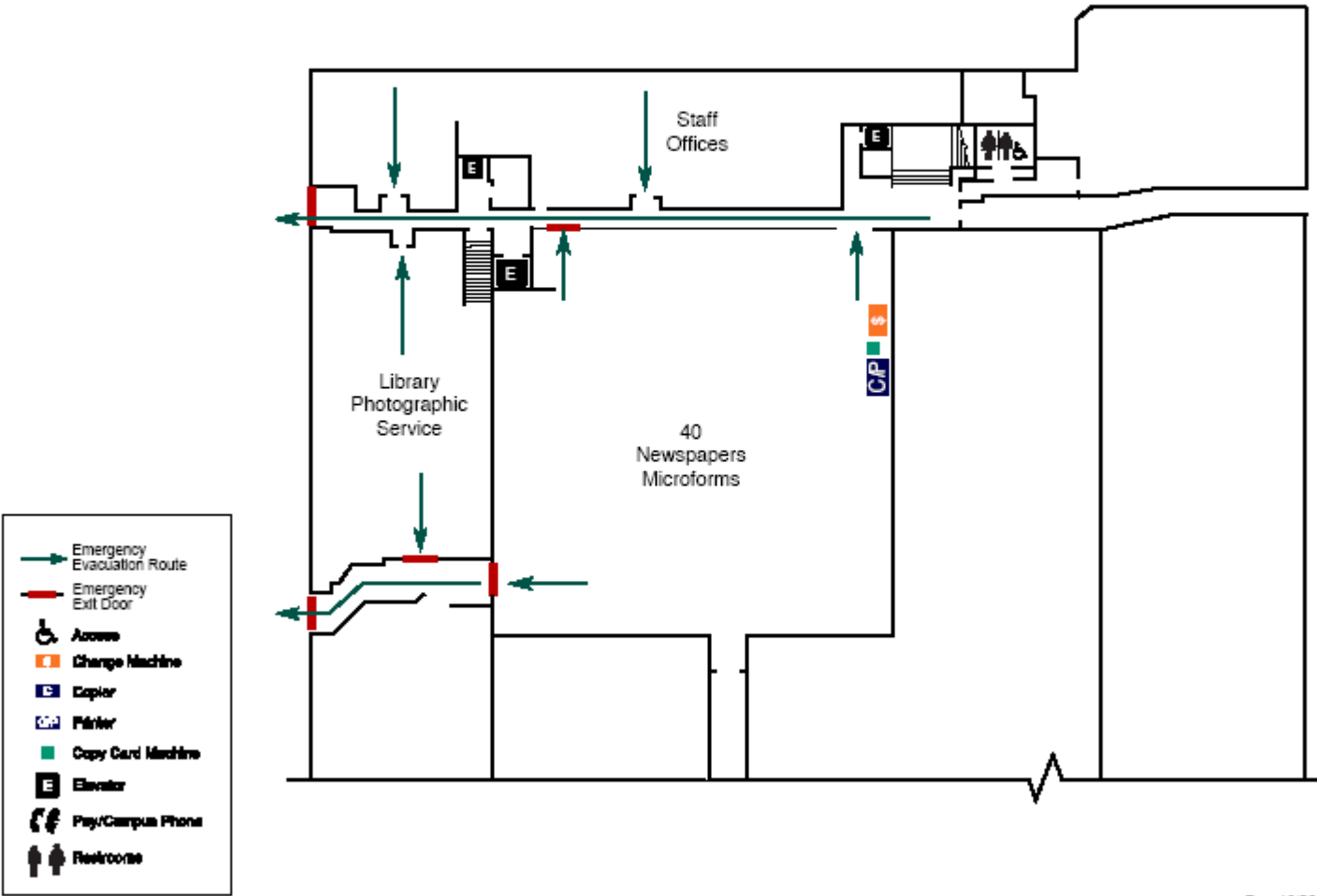
Appendix F: Emergency Assembly Areas (EAA)

— Staff Evacuation Assembly Locations



DOE LIBRARY
UNIVERSITY OF CALIFORNIA, BERKELEY

BASEMENT



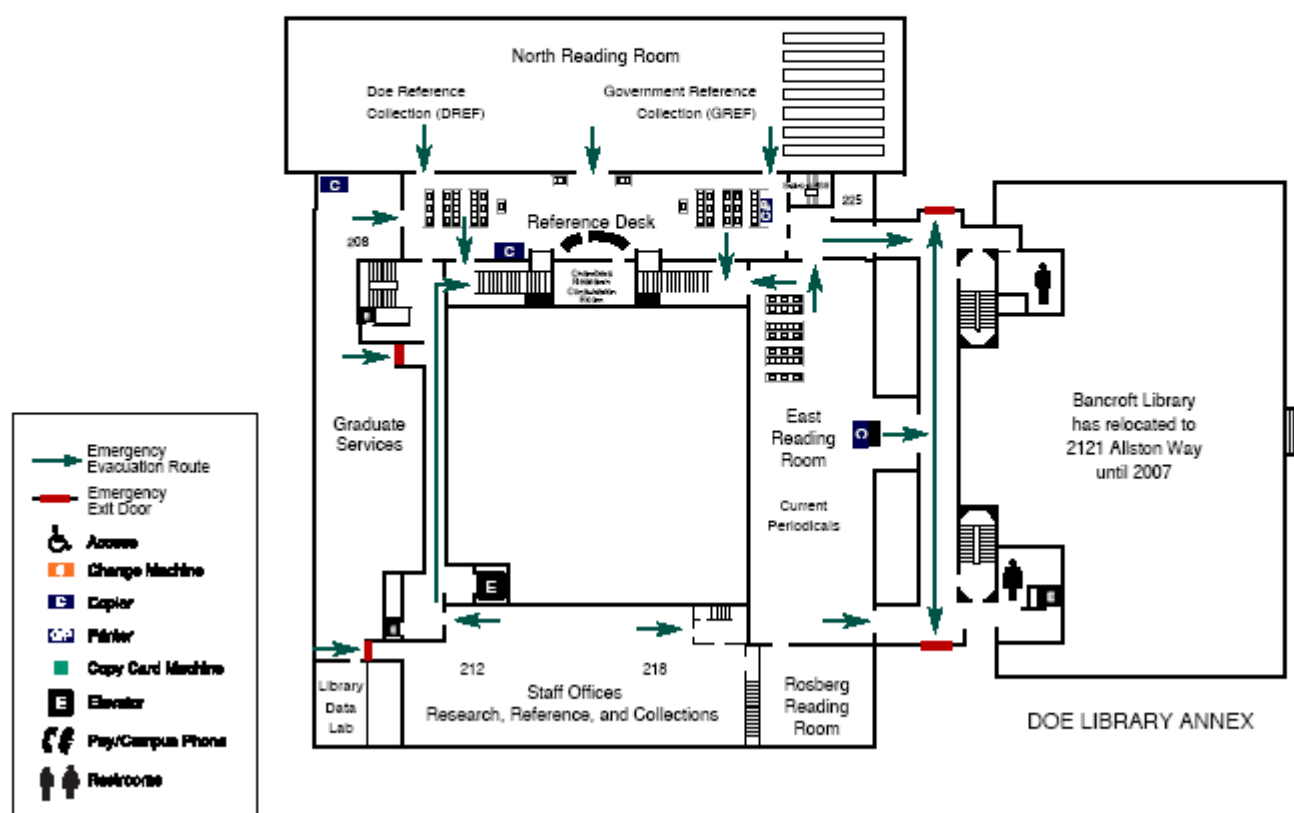
Rev. 12/06



DOE LIBRARY

UNIVERSITY OF CALIFORNIA, BERKELEY

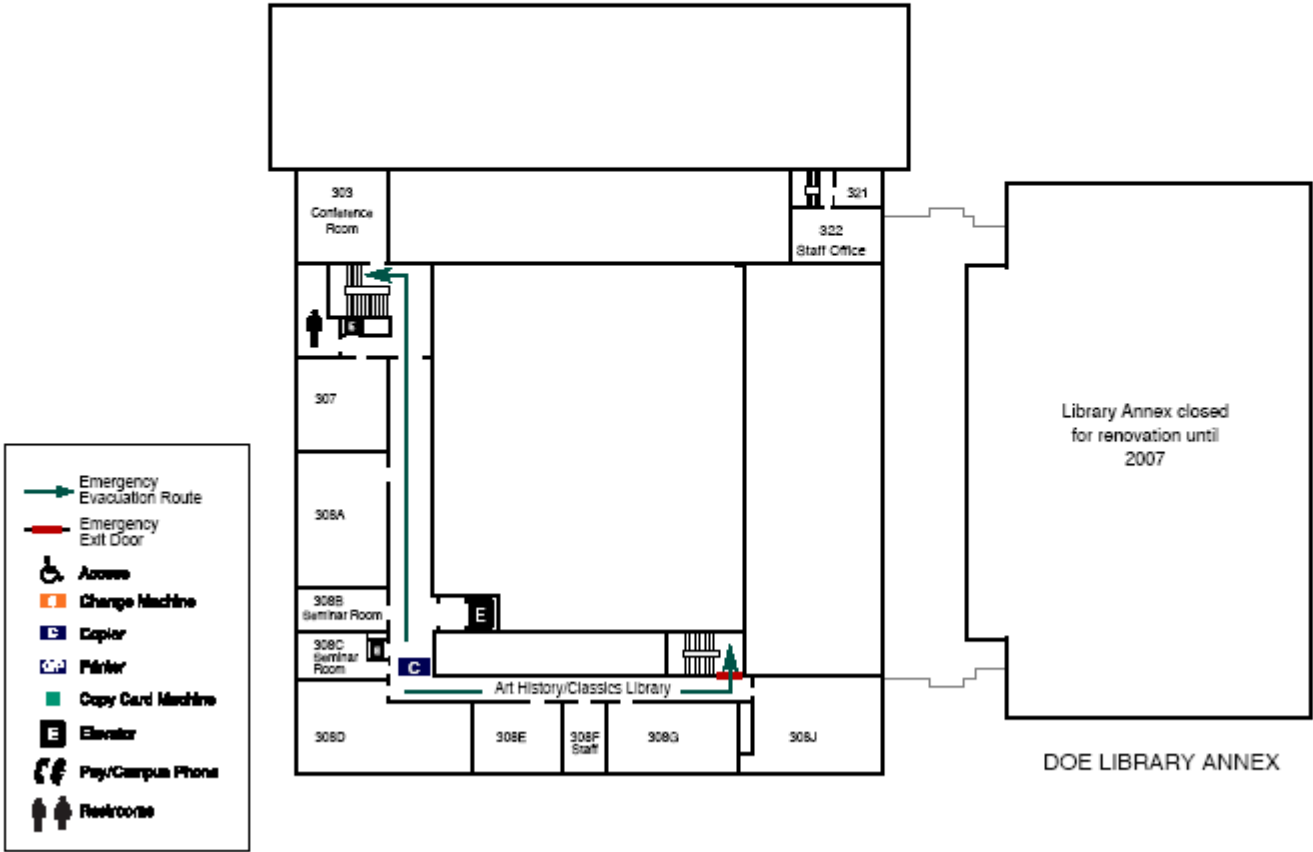
FLOOR 2



Rev. 12/06

DOE LIBRARY
UNIVERSITY OF CALIFORNIA, BERKELEY

FLOOR 3

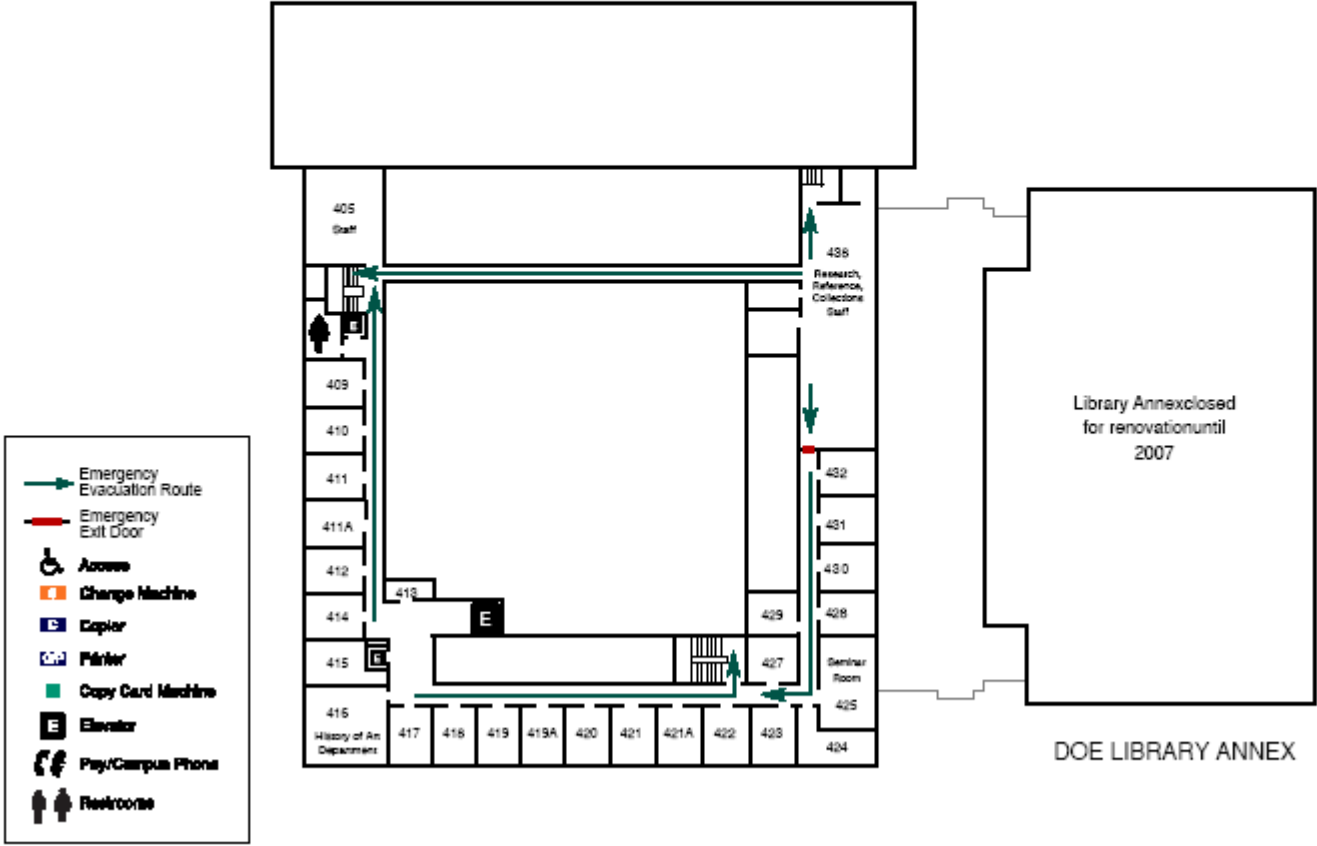


Rev. 12/06

DOE LIBRARY

UNIVERSITY OF CALIFORNIA, BERKELEY

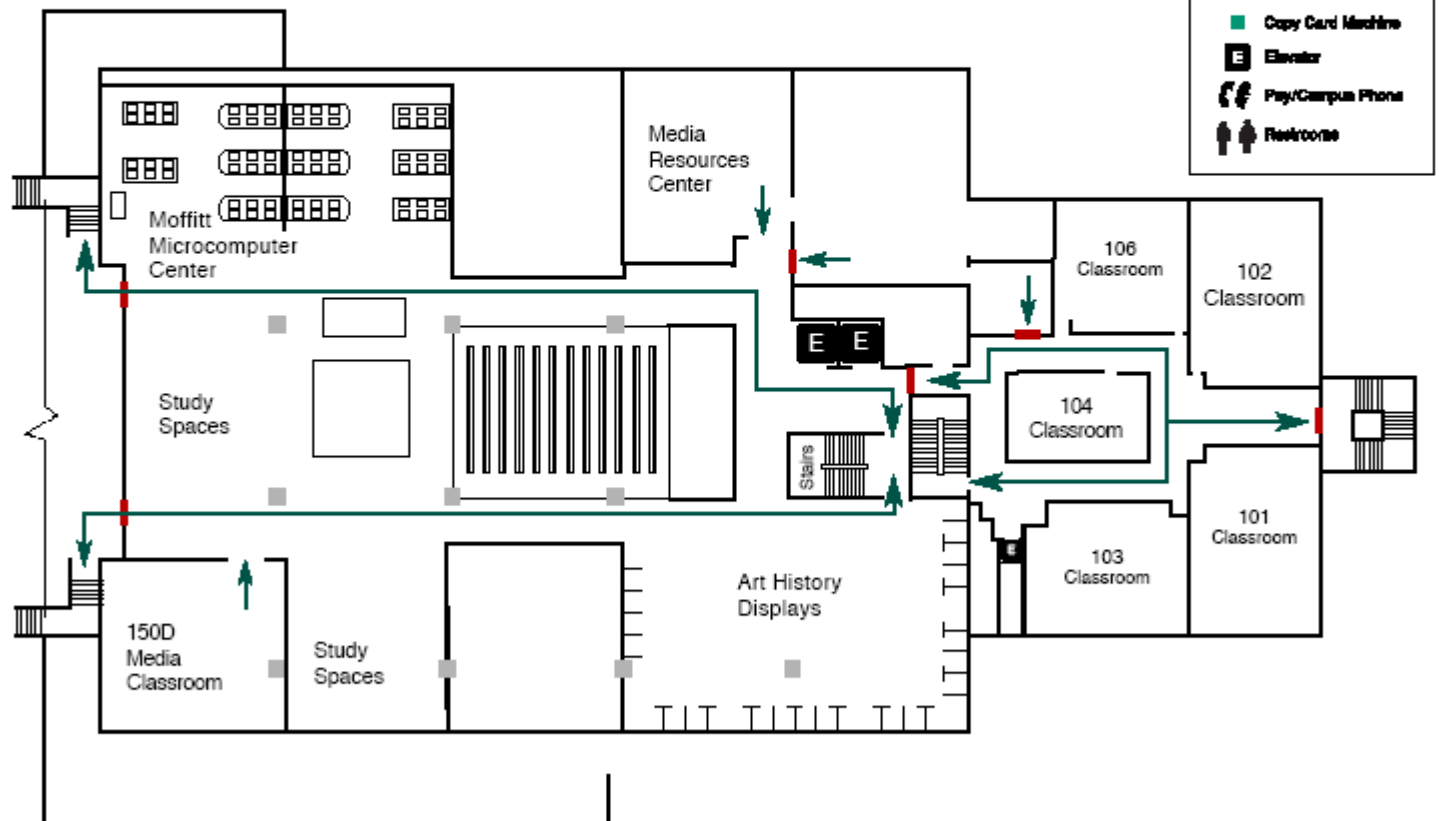
FLOOR 4



Rev. 12/06

MOFFITT LIBRARY

UNIVERSITY OF CALIFORNIA, BERKELEY

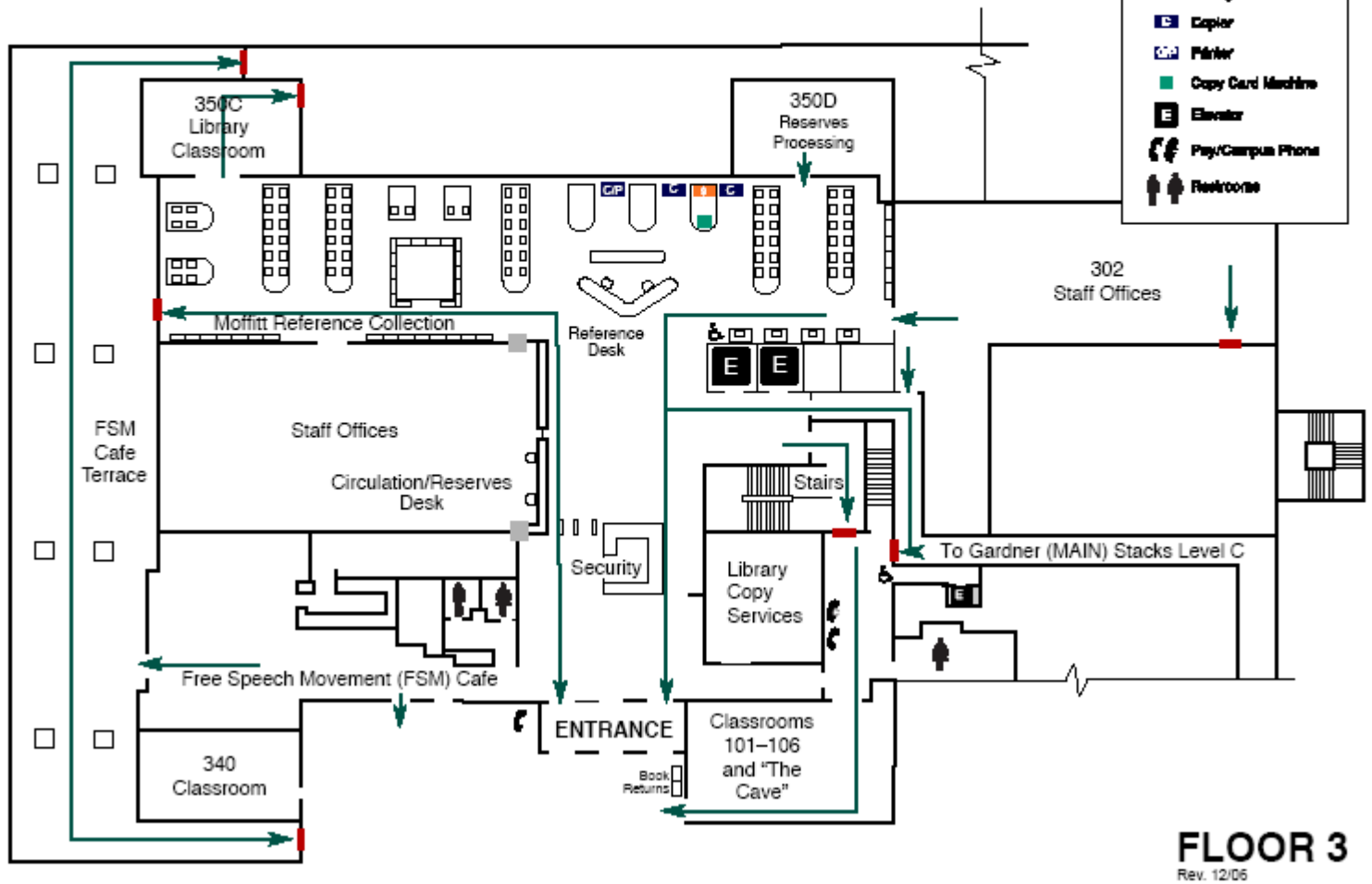


FLOOR 1
Rev. 12/05



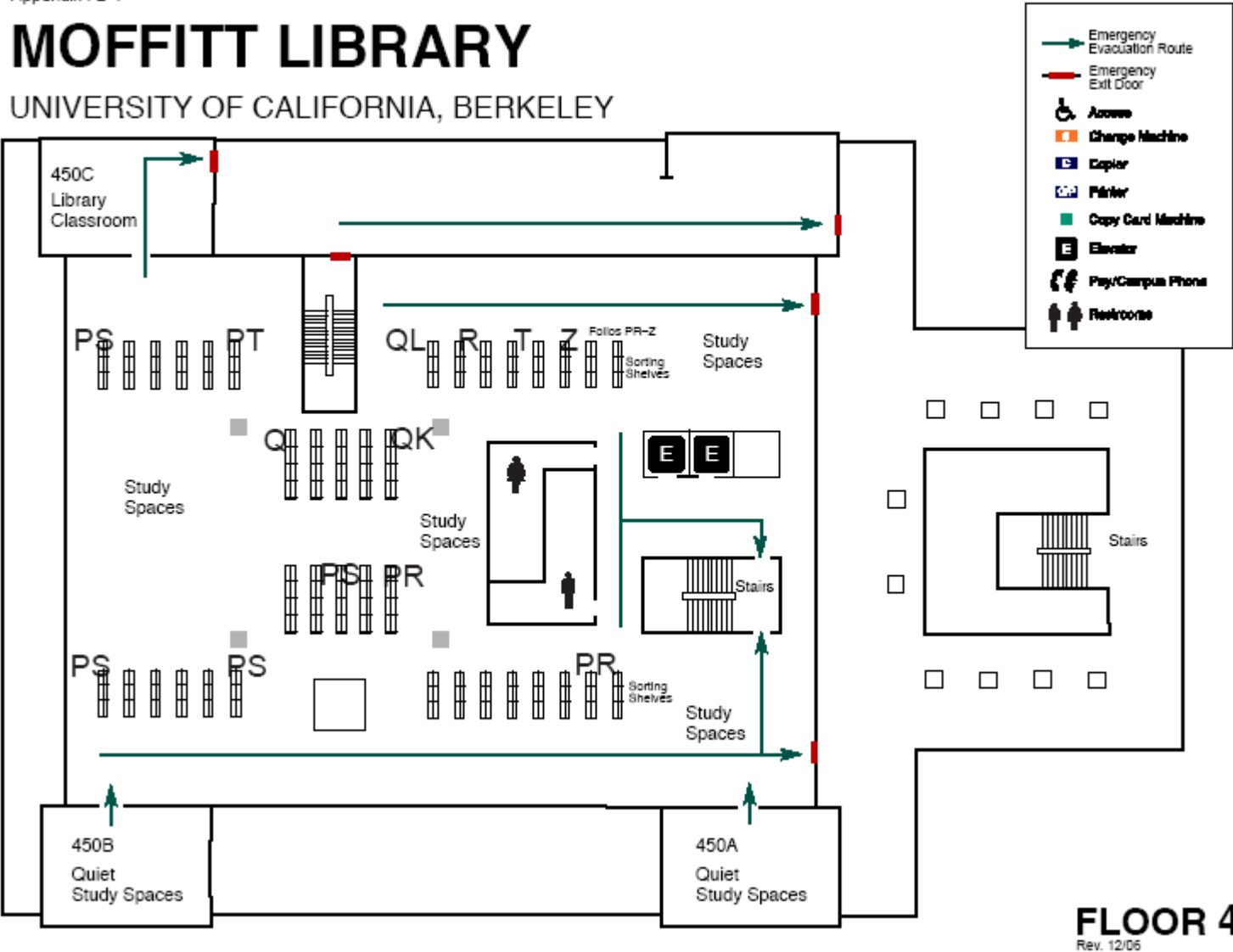
MOFFITT LIBRARY

UNIVERSITY OF CALIFORNIA, BERKELEY



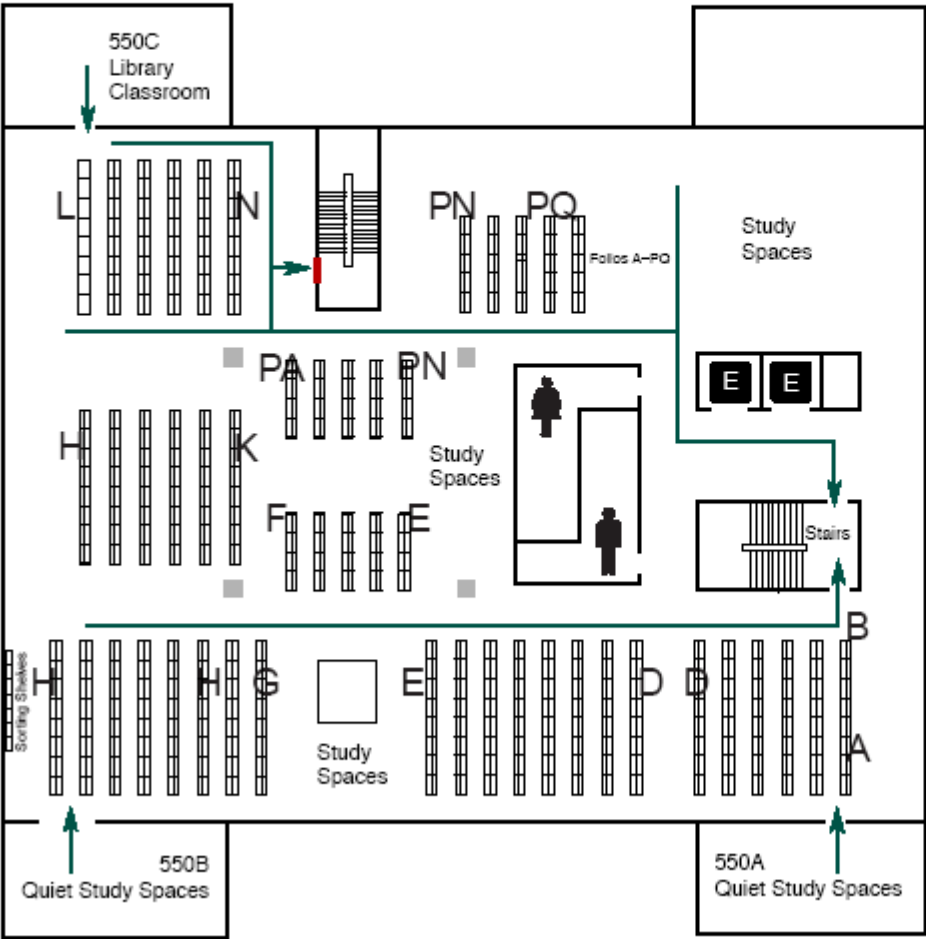
MOFFITT LIBRARY

UNIVERSITY OF CALIFORNIA, BERKELEY



MOFFITT LIBRARY

UNIVERSITY OF CALIFORNIA, BERKELEY



- Emergency Evacuation Route
- Emergency Exit Door
- Access
- Charge Machine
- Copier
- Printer
- Copy Card Machine
- Elevator
- Pay/Campus Phone
- Restrooms

FLOOR 5
Rev. 12/06

LEVEL A: Entrance/Exit

GARDNER (MAIN) STACKS

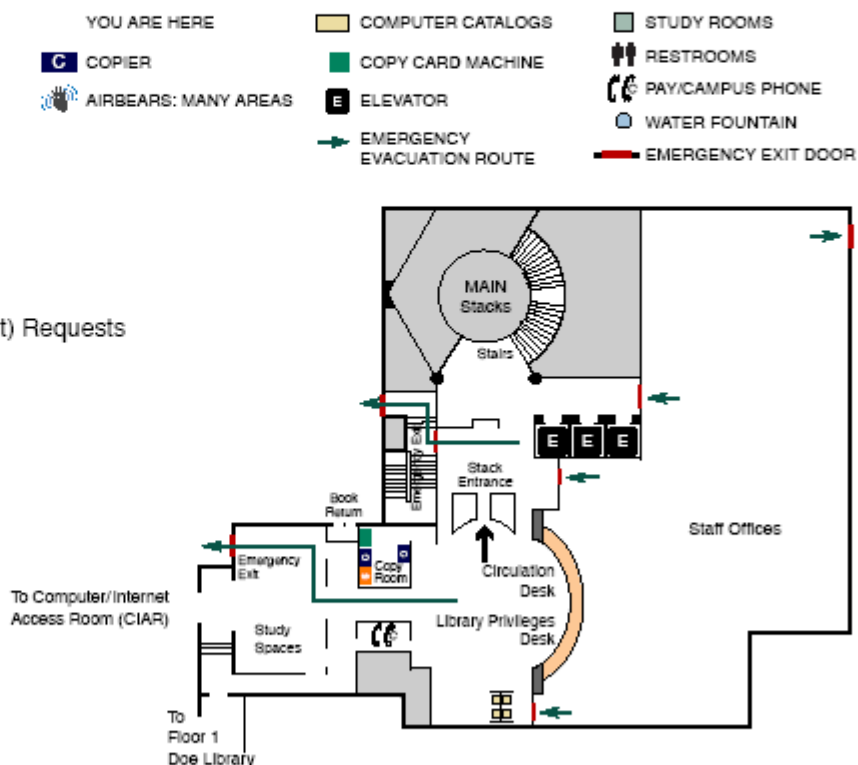
Book Return

Circulation Desk

Holds, Recalls, Searches
 MAIN Desk Collection
 NRLF Request/Pickups
 RLCP/Stanford Pickups
 Study Room Reservations
 UCB Theses and Dissertations (308t) Requests

Library Privileges Desk

Carrel Reservations
 Library Cards



Rev. 12/06

LEVEL A / Exit to Doe Library

Circulation Desk: Holds, Recalls, Searches
NRLF Requests/Pickups
MAIN Desk Collection (308t's)
Stanford Fastbooks
Study Room Reservations

Privileges Desk: Library Cards, Bills, Fines

LEVEL C

DC 112R –

JFolios: fDC–fML

Exit to Moffitt Library

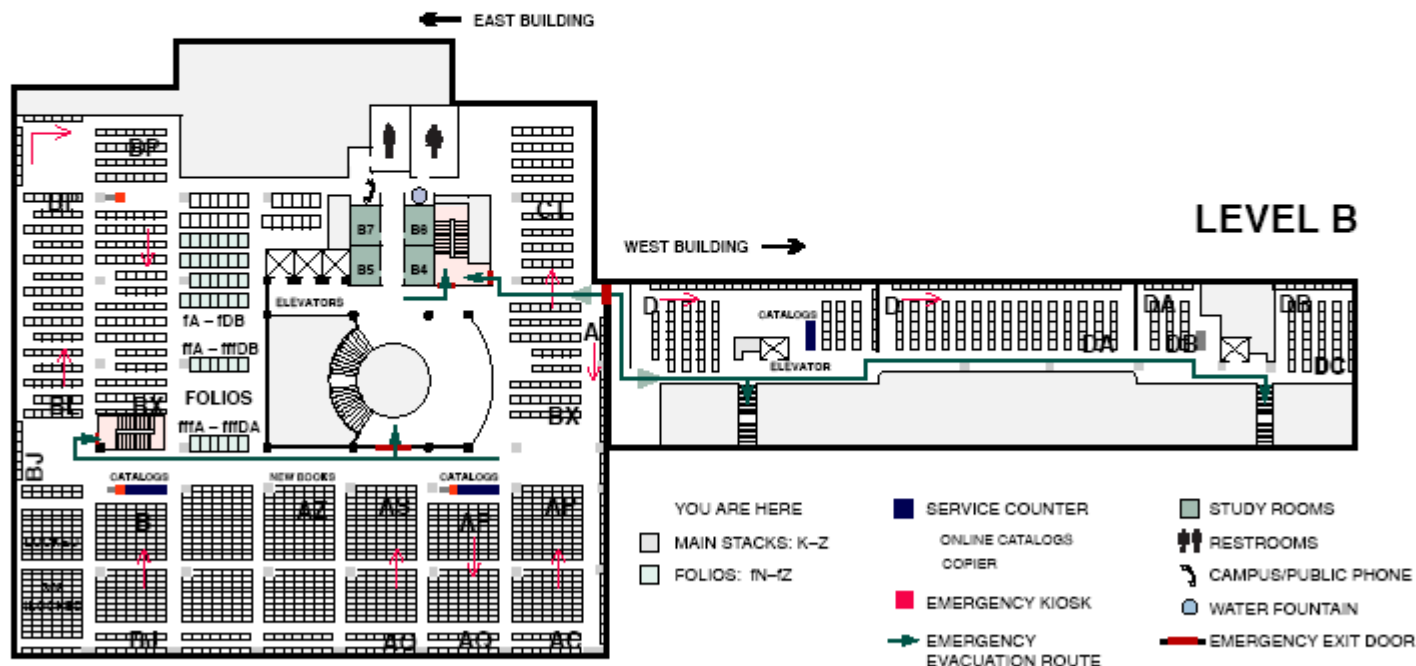
LEVEL D

K – ZFolios:

fN–fZMoffitt Collection

C–M

NOTE: This is a separate collection (MOFF) from the Main Stacks collection.



LEVEL A / Exit to Doe Library

Circulation Desk: Holds, Recalls, Searches
NRLF Requests/Pickups
MAIN Desk Collection (308t's)
Stanford Fastbooks
Study Room Reservations

Privileges Desk: Library Cards, Bills, Fines

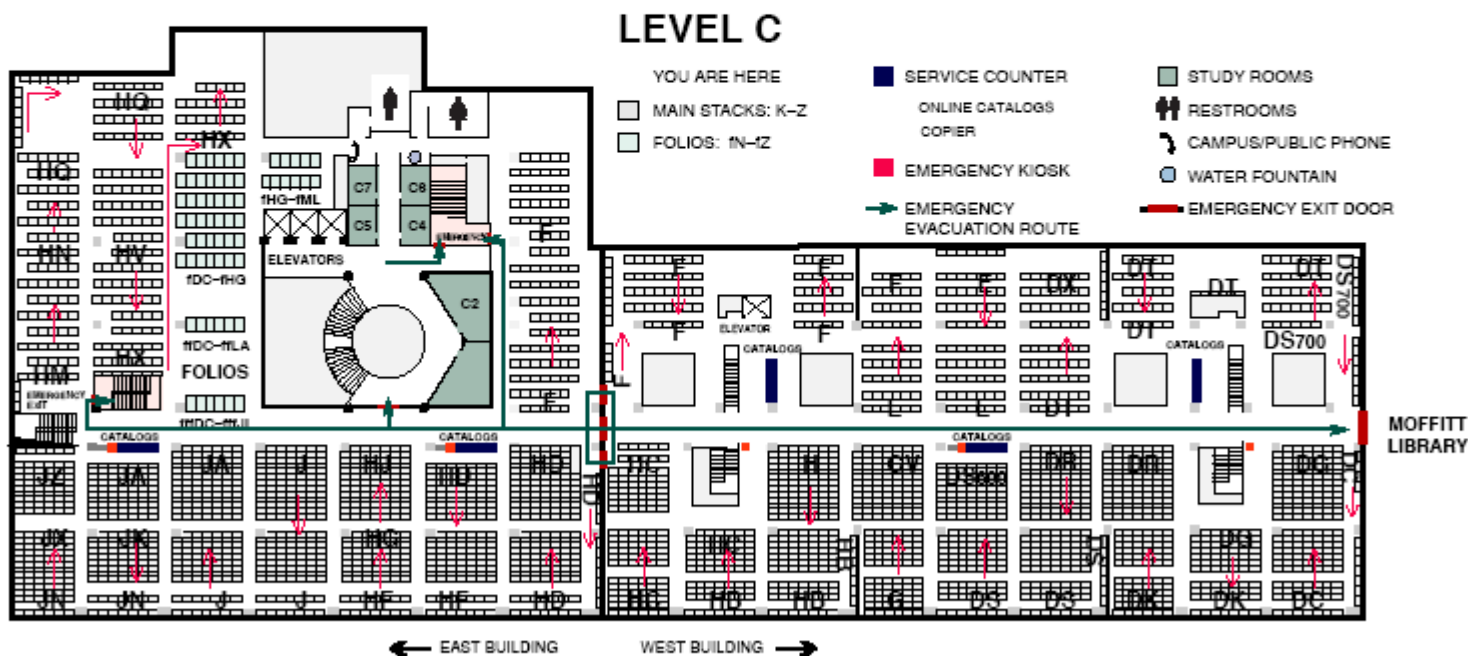
LEVEL B: up

A – DC112P

Folios: fA – fDB

LEVEL D: down

K – ZFolios: fN – fZ



Rev. 12/06

LEVEL A / Exit to Doe Library

Circulation Desk: Holds, Recalls, Searches
NRLF Requests/Pickups
MAIN Desk Collection (308t's)
Stanford Fastbooks
Study Room Reservations

Privileges Desk: Library Cards, Bills, Fines

LEVEL B

A – DC 112P

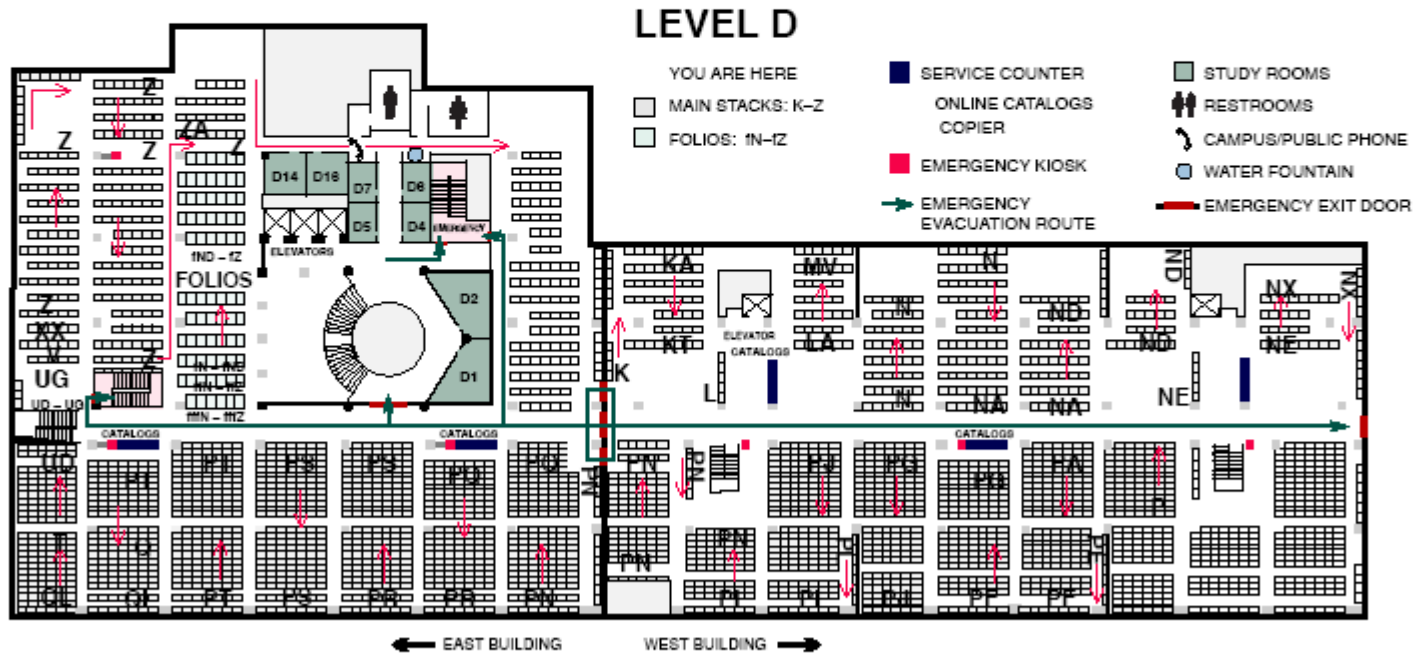
Folios: fA – fDB

LEVEL C

DC 112R – J

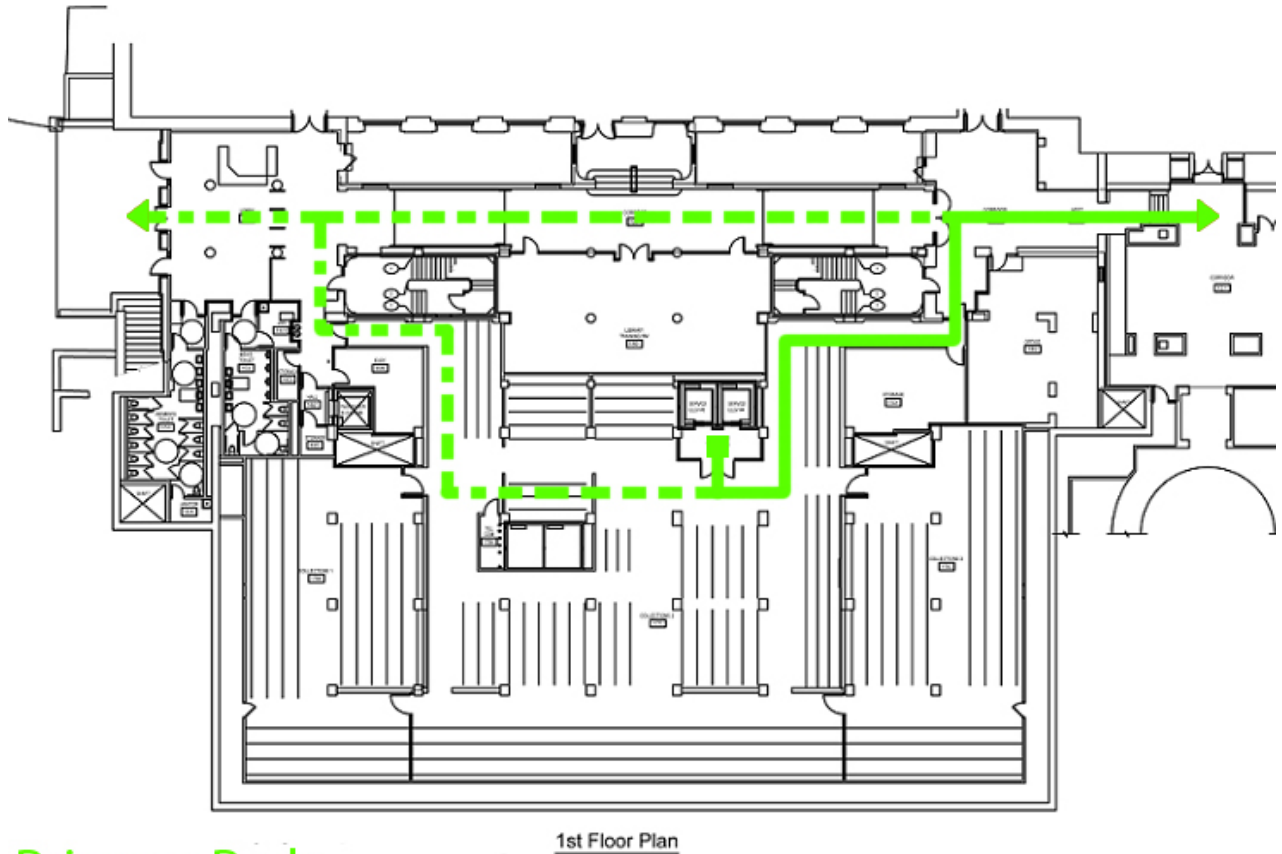
Folios: fDC – fML

Exit to MOFFITT LIBRARY



Rev. 12/06

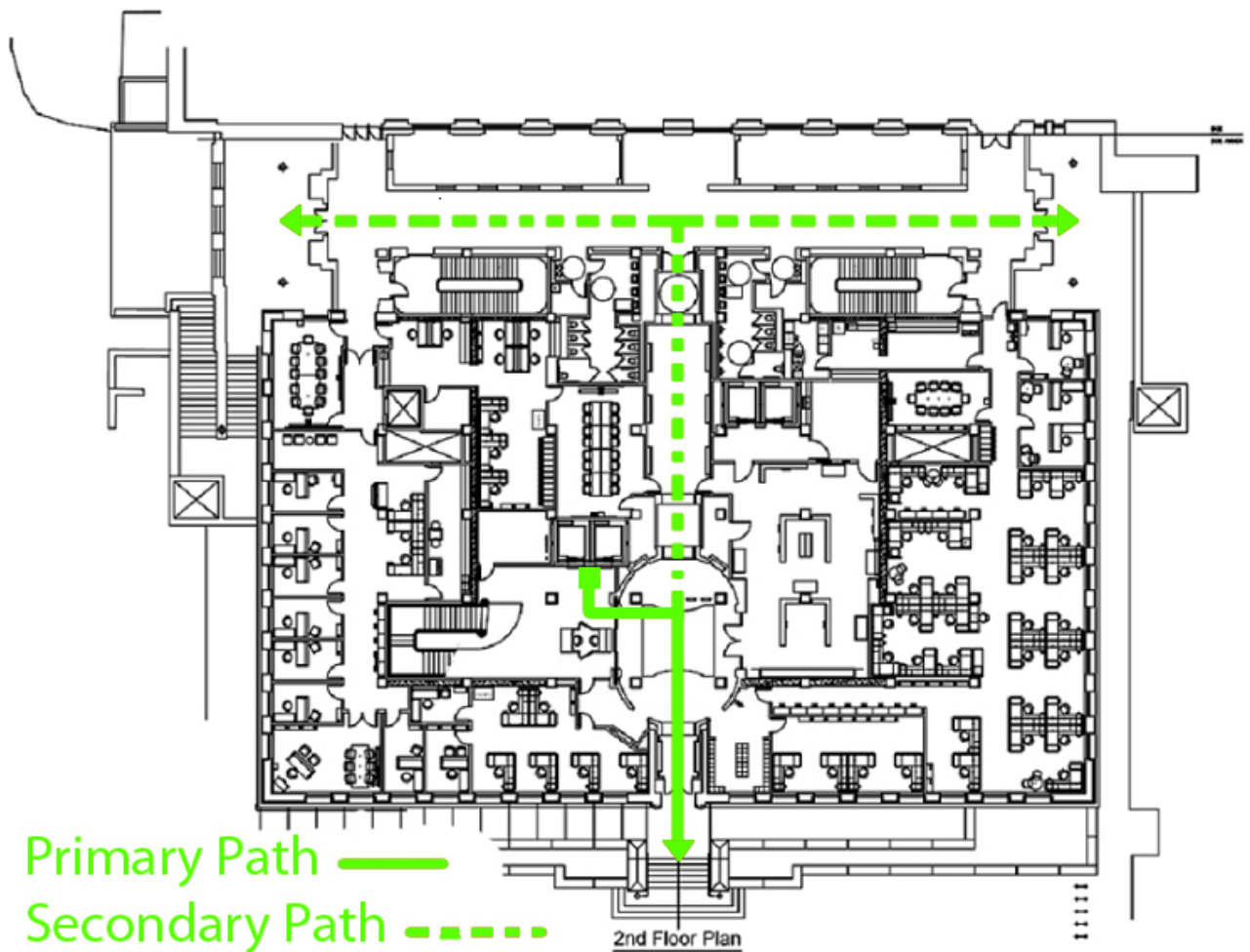
Appendix F4- 1 Bancroft Library Emergency Evacuation Route/ Floor 1



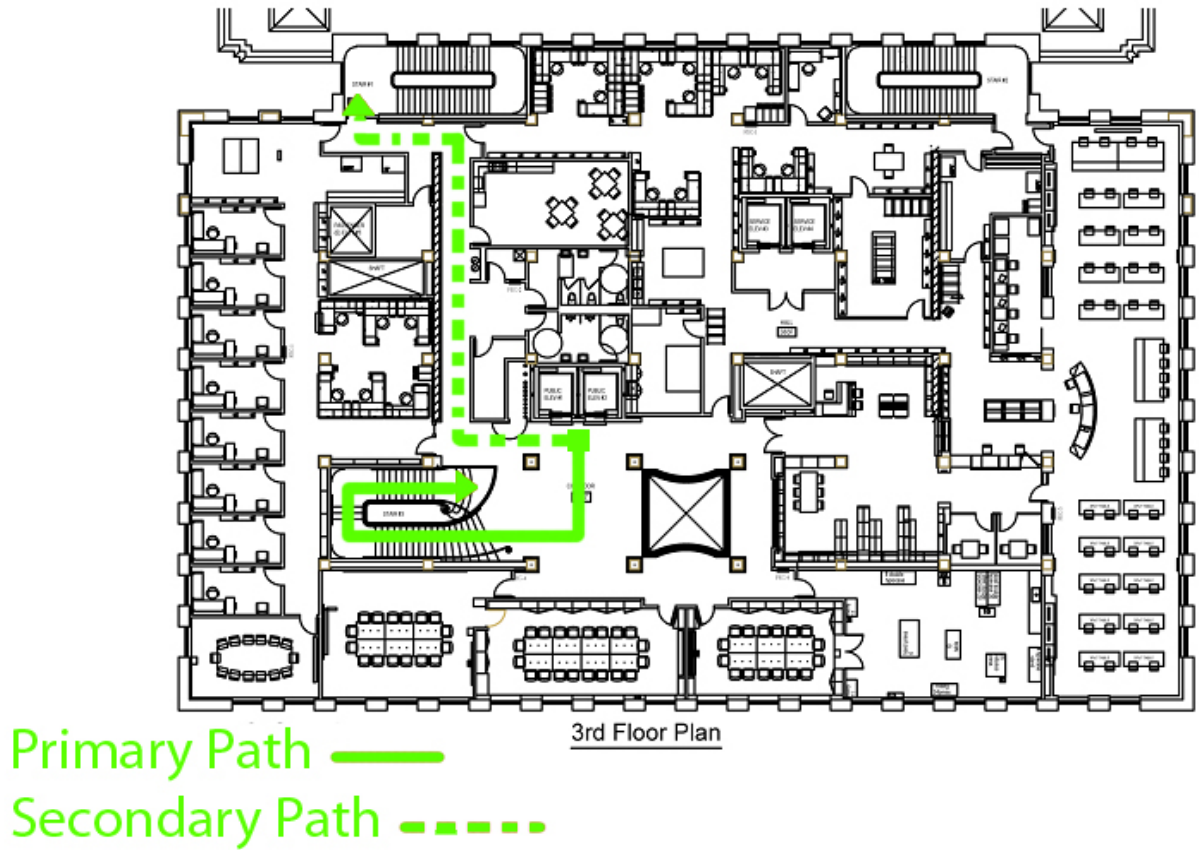
Primary Path —

Secondary Path - - - - -

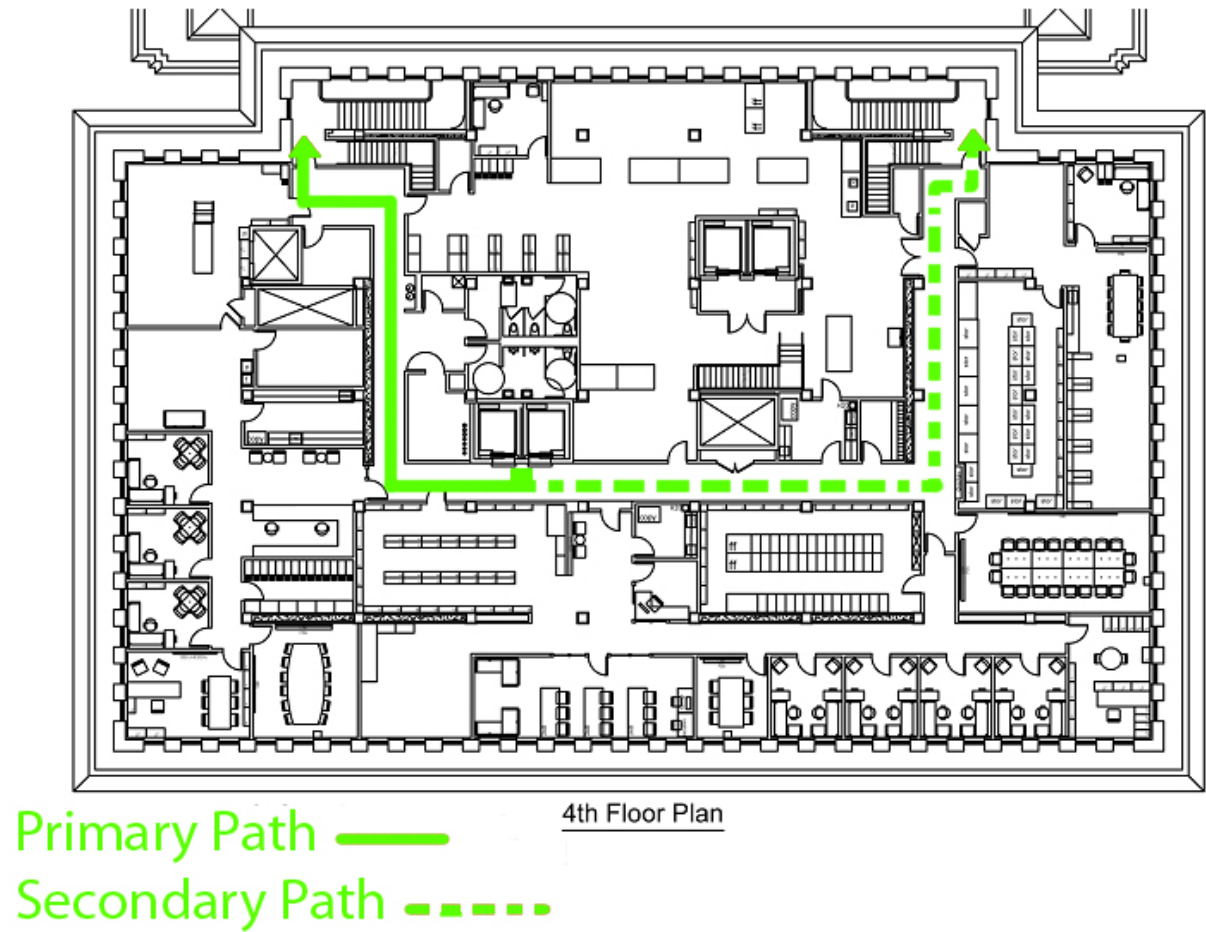
Appendix F4- 2 Bancroft Library Emergency Evacuation Route/ Floor 2



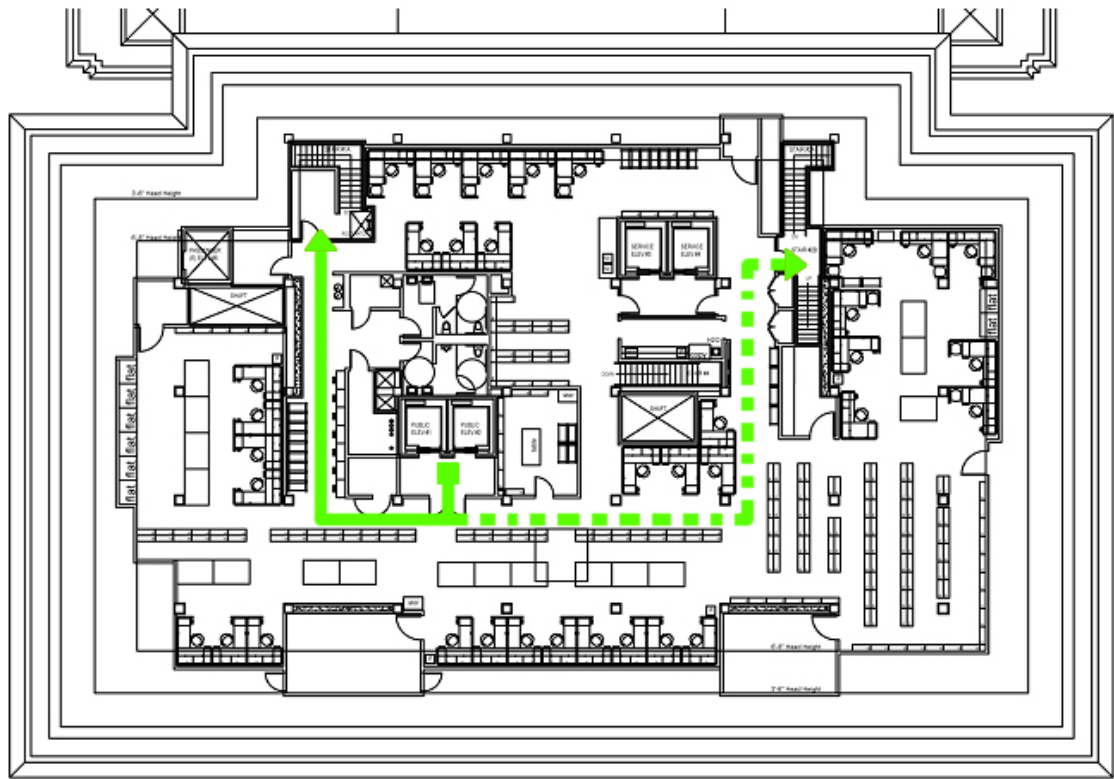
Appendix F4- 3 Bancroft Library Emergency Evacuation Route/ Floor 3



Appendix F4- 4 Bancroft Library Emergency Evacuation Route/ Floor 4



Appendix F4- 5 Bancroft Library Emergency Evacuation Route/ Floor 5



5th Floor Plan

Primary Path ———

Secondary Path - - - - -

Appendix G: Training Documentation

I verify that I have read this Injury and Illness Prevention Program, that I understand its contents, and that I agree to comply with its requirements:

[illegible]

Library closed
due to
power failure

Date: _____

Appendix I: EH&S Fact Sheet “Power Failure”

Fact Sheet

Environment, Health and Safety Information
for the Berkeley Campus

No. 16
Revised 05/21/01



Be Prepared for Power Failures

Like any other part of the infrastructure, electrical power to the campus can fail, either as an isolated incident (e.g., tripped circuit breakers or blown fuses) or as part of a larger event (regional power outages or earthquake). When power failures occur, health and safety issues may need to be addressed. This Fact Sheet provides building managers and coordinators, department safety coordinators, principal investigators, managers, and supervisors with basic guidance and a list of campus resources to address power failure emergency and response issues.

Should the campus experience a wide-area electrical outage, the Emergency Operations Center (EOC) will partially activate to manage the campus response. To support the EOC, each of the Department Operations Centers (DOCs) will also activate to the extent necessary to support essential operations and response activities.

General

For general information about a power failure, listen to the campus radio station: KALX—90.7. For additional information and updates, contact your building coordinator.

Emergency Lighting

Emergency lighting provides enough light for a safe exit. Batteries in these lights should last a couple of hours, but may fail sooner. It is important that lighting in hallways and stairwells is monitored during a power outage to ensure occupants can exit safely. If natural or emergency lighting in hallways and stairwell begins to diminish to one foot candle (about the light provided by a full moon), building occupants should evacuate the building. Outlet-mounted and handheld emergency flashlights are useful in rooms without windows or areas where work is conducted at night.

Hazardous Equipment

Identify hazardous equipment that should be turned off after power fails because it might cause injury when restarted after power returns. Unless there has been an order to evacuate the building, assign an employee to shut

off the power to all hazardous equipment in the work area, such as shop machinery, after a power failure.

Data Backup

Back up your computer files regularly so as not to lose data when the power goes off suddenly. Use an Uninterruptible Power Supply (UPS) for critical machines such as servers.

Power Failure Emergency Contacts

Life-threatening Situations

For any life-threatening situation, including fires, earthquakes, or dangerous chemical releases, evacuate the building immediately by following Building Emergency Plan procedures. Contact the UC Police Department (UCPD) and inform them of the emergency. If there are any injuries or illnesses requiring more than first aid, immediately contact UCPD to coordinate the appropriate emergency medical service.

Contact	How To Reach
UCPD (Berkeley Fire Department/ Emergency Medical Service)	Call 911 (24 hours a day)

Hazardous Materials Spills

For hazardous materials spills, evacuate and isolate the area. Then contact the Office of Environment, Health & Safety (EH&S). If there is a radioactive material release, evacuate and isolate the area. After business hours, EH&S can be reached through the UCPD dispatch by calling the non-emergency phone number.

Contact	How To Reach
EH&S	Call 642-3073 or 642-6760 (off-hours—UCPD non-emergency number)

Backup Power Failure

If emergency power generators fail, contact PP-CS. Repair calls will have to be prioritized based on their impact to life safety.

Contact	How To Reach
PP-CS	Call 642-1032 (24 hours a day) or Your PP-CS Zone Shop

Preparing for a Power Failure in Laboratories Before Power Fails

- Before power fails, designate an emergency contact person for each laboratory who can be reached 24 hours a day. This person should be knowledgeable about all of the laboratory's major operations. Post the contact's name on all entrances to the laboratory and give it to your Department Safety Coordinator and your Building Coordinator. Alternate contacts should also be listed. (Call EH&S if you are not sure who your Department Safety Coordinator or your Building Coordinator is.)
- Put essential equipment on emergency power circuits. Contact your PP-CS Zone Manager or your Building Coordinator to find out what emergency power your building has available. Some buildings have permanently installed emergency back-up generators. These units usually serve critical functions such as emergency lighting. They may be able to provide additional service capacity. PP-CS manages and maintains these generators, along with a small number of portable units that may be available to keep critical operations going during power interruptions.
- Make a list of equipment that must be reset or restarted once power returns. Keep instructions for doing so in a nearby place. Equipment that operates unattended should be programmed to shut down safely during a power failure and not restart automatically when power returns.
- Make sure that all fume hoods have a physical, non-electrical indicator to show if they are running. This could be as simple as a strip of hanging tissue paper that will flutter when the fume hood is running.
- Identify an emergency source of dry ice if you have items that must be kept cold. (Note: Refrigerators and freezers will maintain their temperature for several hours if they are not opened. **Do not use dry ice in walk-in refrigerators or other confined areas** because hazardous concentrations of carbon dioxide gas will accumulate.)

While the Power is Off

- Shut down experiments that involve hazardous material or equipment which automatically restarts when power is available.
- Make sure that experiments are stable and do not create uncontrolled hazards such as dangerous vapors in a non-functioning fume hood.

- Check fume hoods. Stop any operations that may be emitting hazardous vapors. Cap all chemical containers that are safe to cap, and then close the fume hood sashes. Leave the room and contact EH&S if you notice any odors or physical symptoms.
- Check equipment on emergency power. In some cases, it may take 20 to 30 seconds for the emergency power to activate after a power failure. Do not connect additional items to emergency outlets during a power failure.
- Disconnect equipment that runs unattended, and turn off unnecessary lights and equipment. This will reduce the risk of power surges and other unforeseen damage or injury that could result when the power comes on unexpectedly.
- Check items stored in cold rooms and refrigerators. You may need to transfer vulnerable items to equipment served by emergency power.

When the Power Returns

- Reset/restart/check equipment. In particular, check that the air flow of your fume hood has been restored.
- In many cases, fume hoods will not automatically restart. Keep the fume hood sash closed. Then contact PP-CS for a manual restart.
- If a refrigerator or freezer fails, keep the door closed until it has been repaired and returns to a safe working temperature. Some refrigerators and freezers require a manual restart as well. Inform EH&S of any chemicals kept in failed fume hoods, refrigerators, or freezers.
- Contact EH&S for radioactive materials stored in failed fume hoods, refrigerators, or freezers.

Contact	How To Reach
EH&S	Call 642-3073 or 642-6760 (off-hours—UCPD non-emergency number)

Other Emergency Planning Tips

Planning makes any emergency easier to handle. Take this opportunity to review your laboratory and building emergency procedures before a power failure strikes. In particular, your Building Emergency Plan will provide building-specific emergency response and evacuation information. Contact your Department Safety Coordinator for a copy of the Building Emergency

Plan. Call the Office of Emergency Preparedness at 642-9036 if you don't know who your Building Coordinator is.