

STANFORD UNIVERSITY

**DEPARTMENT OF PHYSICS
EMERGENCY PLAN**



Last updated on October, 2004

By

Department Emergency Organization Team

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Physics Department Emergency Plan

I. INTRODUCTION

The Physics Department Emergency Plan provides an organized response to natural or man-made emergencies. It fulfills State and University requirements for emergency planning. The Physics Department reports to the Dean of the School of Humanities and Sciences.

Copies of this Plan are located in the Dean's office, The Physics Department Administrative office (Varian 108), and the Laboratory Safety Office (Varian 162); it is also distributed to Faculty, Staff and Students within the Department. The Department Plan will be reviewed, updated or revised as necessary, but at least annually.

Faculty in the Physics Department are engaged in research on particle physics, condensed matter, gravitational physics, astrophysics, atomic physics, nuclear physics, accelerator physics, quantum electronics, laser physics, biophysics, polymer physics, microscopy and imaging, cosmology, superconductivity and optical materials.

II. EMERGENCY CLASSIFICATION SYSTEM

At Stanford, emergency incidents are classified on a scale of one to three according to their severity and potential impact so that emergency response operations can be matched to real conditions.

Level 1

A minor, localized department or building incident that is quickly resolved with existing University resources or limited outside help. A Level 1 emergency has little or no impact on personnel or normal operations outside the locally affected area.

Examples: Odor complaint localized chemical spill, plumbing failure or water leak.

Level 1 incident do not require activation of the University Emergency Plan. Impacted personnel or departments coordinate directly with Public Safety, Environmental Health & Safety, or Facilities Operations to resolve Level 1 conditions. In some incidents, University Communications will be asked to activate public information systems to provide necessary bulletins.

Level 2

A major emergency that disrupts sizable portions of the campus community. Level 2 emergencies may require assistance from external organizations. These

events may escalate quickly and have serious consequences for mission-critical functions, or may be life threatening.

Examples: Building fire, major chemical spill, extensive power or utility outage, severe flooding. Also: an existing or imminent external emergency that may affect SU personnel or operations.

The Department Plan is activated in a Level 2 event if the emergency impacts the Department or upon direct request of the University.

Level 3

A disaster involving the entire campus and surrounding community. Normal University operations are suspended. Resolution of disaster conditions requires University-wide cooperation and extensive coordination with external jurisdictions.

Example: Major earthquake

The Campus, Deans, and Department Emergency Plans are automatically activated and the Department Emergency Team reports to the Emergency Headquarters.

III. STANFORD UNIVERSITY EMERGENCY PLAN (The Campus Plan)

The Campus Plan is designed to provide Preparedness, Response, and Recovery systems for Stanford faculty, staff, and students for major emergencies or disasters affecting Stanford. When a major emergency or disaster strikes, the Campus Emergency Plan is activated. The Emergency Management Team (EMT) mobilizes at the Emergency Operations Center (EOC) located at the Faculty Club with an alternate site at Public Safety Building (711 Serra Street). The Campus Plan is under the executive control of the President of the University and under the operational direction of the Vice Provost and Dean for Institutional Planning and Operations, designated the Emergency Management Team Leader and Incident Commander.

The Emergency Management Team coordinates the use of University resources and activities to protect life and property immediately following a major emergency or disaster on campus, and coordinates the resumption of the University operations. This includes, but is not limited to coordination of fire control, law enforcement resources, medical aid, search and rescue operations, and building assessments.

For the University to effectively coordinate resources, it is essential that Departments coordinate with their Dean or Vice President, and Deans and Vice Presidents areas coordinate with the University.

IV. EMERGENCY PLAN OVERVIEW

The Physics Department emergency policy is to be prepared for potential emergencies so that response and recovery from them is as smooth as possible.

Physics Department actively prepares for emergencies by developing emergency preparedness, response, and recovery plans. The planning process is considered the best course of action for coping with emergencies and mitigating their effects.

Physics Department's priorities in an emergency are:

1. Health and life safety
2. Preservation of critical infrastructure and facilities
3. Restoration of academic and research programs.

Physics Department has an Environmental Health and Safety Program administered by the Safety Committee which directs the Laboratory Safety Coordinators.

V. PHYSICS DEPARTMENT EMERGENCY HEADQUARTERS

The Physics Department will open Emergency Headquarters during a major emergency or disaster to coordinate the efforts within the Varian Building and report to the Dean's Satellite Operations Center (SOC) for level 2 and 3 emergencies. These headquarters will be located in the Physics Store, Room 115.

In the event this location is unavailable due to a major earthquake in which building evacuation is necessary, the SOC will be moved to Physics Administrative Office, Room 108, or outside the Varian Building in the Lawn Area.

VI. EMERGENCY HEADQUARTERS CHAIN OF COMMAND

The following faculty and staff are members of the Physics Department Emergency Headquarters Team, listed in ranked authority as a Chain of Command. All should report to the Physics Emergency Headquarters in the event of a Level 3 Disaster or if mobilized for a Level 2 Major Emergency.

The highest ranking Team member to report first to the Emergency Headquarters becomes the Leader until a higher ranking member in the Chain of Command reports. The Leader should initiate contacting the other Team members as necessary.

1. Department Chair, Stan Wojcicki
2. Health & Safety Committee Chair, Mark Kasevich
3. Department Administrative Officer, Rosenna Yau
4. Building Manager, Stewart Kramer
5. Safety Coordinator, Lucy Zhou
6. Safety Committee Member, Rick Pam

VII. EMERGENCY PLAN ACTIVATION

In a Level 2 Major Emergency, the Department Chair or his designate determines if the Emergency Plan will be activated.

In a Level 3 Disaster, the Emergency Plan will be automatically activated. The Physics Department Emergency Headquarters team should report physically or by telephone as soon as possible to the Emergency Headquarters to begin implementation of the Department Plan.

VIII. Summery of Appendices

Appendix 1 - Preparedness

The Emergency Response Team is prepared to disseminate emergency instructions, assist with evacuations and security, and provide first aid if necessary.

Appendix 2 - Response

The Emergency Plan provides the procedures to report emergencies, account for the safety of personnel, contact appropriate campus emergency response departments for safety or repairs assistance (e.g., Facilities Operations, EH&S), deliver information and instructions to Department personnel, forward disaster impact reports to the Deans' "Satellite Operations Centers (SOCs)," and disseminate SOC disaster instructions.

Appendix 3 -Recovery

The Emergency Recovery Team is prepared to document the effects of the emergency and coordinate facility and program restoration, according to priorities identified by the department executive.

APPENDIX 1 - PREPAREDNESS

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A. EMERGENCY ORGANIZATION: HEADQUARTERS AND SUPPLY LOCATIONS

DEPARTMENT EMERGENCY HEADQUARTERS & Alternate site

Bldg. /Rm. Physics Department Store, Room 115
Phone (650) 723-8225 Fax (650) 725-6544
E-Mail rosenna.yau@stanford.edu

Alternate Site: Physics Department Administrative Office, Room 108 or
Varian Building Lawn Area.

DEAN'S "SATELLITE OPERATIONS CENTER (SOC)" & Alternate Site

Bldg/Rm Bldg. 1, Room 101
Phone (650) 723-2275 Fax (650) 723-3235
E-Mail icross@leland
SOC Hotline (650) 725-2555

Alternate Site: Outside, in the Quad area, midway between Bldg. 1 and
Bldg. 50 (if Bldg. 1 has to be evacuated.)

The SOC team will be as follows (in order of chain of command)

Sharon Long	5-1569	Cell: (650) 799-1541
Karen Nagy	3-4472	Cell: (650) 224-3769
Jay Cross	3-1725	Cell: (650) 224-5833
Jim Henry	5-5824	
Karin Strom	3-7010	

DEPARTMENT EMERGENCY SUPPLY LOCATIONS

	<u>Building</u>	<u>Room</u>
First Aid Kit	Varian	001, 002, 108 115,125, 149, 163 201, 205, 217, 221/245 233, 232, 244,247, 248, 249 300, 331, 338, 351 406
Lab Spill Kits	Varian	115
Communications Equip (radios)	Varian	002,108,131,149 204, 221/245, 247 300, 302F
Other supplies		See list on page 14

B. Varian Building Evacuation Team

The Varian Building Evacuation Team is a volunteer organization that will sweep the building when the fire alarms sound. The group assignments are as follows:

- Group 1** Rick Pam – Fourth Floor
- Group 2** Mariel Haag, Dana Volponi and Stella Ota – Third Floor
- Group 3** Ping Feng, Seokchan Hong and Mingchang Liu – Second Floor
- Group 4** Khoi Huynh, Qiang Qu and Matt Green – First Floor
- Group 5** Matthew Chuck and Gregory Romine – Basement
- Group 6** Cindy Mendel – Administrative Offices and Lunch Room

When the fire alarm sounds, everyone should evacuate the building and go to the Emergency Assembly Point (EAP). The Physics Department emergency assembly point is located in the “brick patio” to the East of the Varian Building, across Lomita Mall and by the Quad. Your job will be to quickly sweep your assigned area (if it is safe) and remind anyone staying behind they are to evacuate immediately.

At the assembly point, the lab safety coordinators of the Department will be in charge of organizing this area. They will have access to necessary equipment and will be able to advise everyone as needed.

If there are any questions, please contact Lucy Zhou, 725-0882, lucyzhou@stanford.edu or Rosenna Yau, 723-4345, rosenna.yau@stanford.edu .

C. PHYSICS EMERGENCY CONTACTS

PHYSICS ADMIN.	OFFICE	HOME	Pager
Stan Wojcicki	3-2924 / 926-2806	(650) 493-0919	650-906-7104 (cell)
Mark Kasevich	5-4356	(650) 327-1011	
Rosenna Yau	3-4345	(650) 494-2974	
Stewart Kramer	3-8225	(408) 946-7268	
Lucy Zhou	5-0882	(650) 856-7638	
Hotline	3-8410		
CHEMICALS			
Health & Safety	5-9999		
Work Control Center	3-2281		
BURCHAT			
Pat Burchat	5-5771	(650) 324-8761	
Matt Green	3-2946	(650) 906-1896	
CABRERA			
Blas Cabrera	3-4348	(650) 322-3486	
Pat Castle	3-1880	(415) 505-8936	
CHU			
Steven Chu	3-3571	(650) 324-8931	
Seokchan Hong	3-4666	(650) 497-7273	
CHURCH			
Sarah Church	5-1311	(408) 259-3492	
James Hinderks	4-4895	(650) 498-0824	
GRATTA			
Giorgio Gratta	5-6509	(650) 424-9166	
Matt Green	3-2946	(650) 906-1896	
KAHN			
Steve Kahn	3-1486 / 926-4622	(650) 529-0830	
KASEVICH			
Mark Kasevich	3-4356	(650) 327-1011	
Mingchang Liu	4-9730	(814) 571-9143	
LITTLE			
William Little	3-4233	(650) 321-4609	
Todd Eberspacher	3-2505	(650) 723-2505	
LIPA			
John Lipa	3-4562	(650) 851-5517	
Dimitri Avaloff	3-7883	(650) 327 1583	
MICHELSON			
Peter Michelson	3-3004	(650) 364-4972	
OSHEROFF			
Doug Osheroff	3-4228	(650) 851-0525	
Qiang Qu	5-2337	(650) 497-5235	
OBSERVATORY			
Roger Romani	5-7595	(650) 851-9673	
Observatory		(650) 322-3579	
Stewart Kramer	3-8225	(408) 946-7268	
Lucy Zhou	5-0882	(650) 856-7638	
LIBRARY			
Stella Ota	3-4342	(650) 961-9369	
STORE			
Stewart Kramer	3-8225	(408) 946-7268	
TEACHING LAB			
Gregory Romine	3-4351	(650) 926-9775	
Rick Pam	5-2365	(650) 323-3305	
MACHINE SHOP			
Karlheinz Merkle	3-2679	(408) 720-9834	
Matthew Chuck	5-2327	(650) 854-6033	

D.EMERGENCY ORGANIZATION: TEAM ROSTERS

EMERGENCY RESPONSE TEAM

	<i>Room & Bldg.</i>	<i>Office Phone</i>	<i>Home Phone</i>
Stan Wojcicki <i>(Laboratory Director)</i>	Varian 170	3-2924 / 926-2806	(650) 493-0919
Rosenna Yau <i>(Emergency Coordinator)</i>	Varian 108	3-4345	(650) 494-2974
Mark Kasevich <i>(Emergency Coordinator)</i>	Varian 234	3-4356	(650) 327-1011
Lucy Zhou	Varian 162	5-0882	(650) 856- 7638
<i>(Team Members)</i>			
Matthew Chuck	Varian 001	5-2327	(650) 854-6033
Stewart Kramer	Varian 115	3-8225	(408) 946-7268
Gregory Romine	Varian B107	3-4351	(650) 926-9775
Stella Ota	Varian 300	3-4342	(650) 961-9369
Rick Pam	Varian 314	5-2365	(650) 323-3305

EMERGENCY RECOVERY TEAM

	<i>Room & Bldg.</i>	<i>Office Phone</i>	<i>Home Phone</i>
Stan Wojcicki <i>(Laboratory Director)</i>	Varian 170	3-2924 / 926-2806	(650) 493-0919
Lucy Zhou <i>(Emergency Coordinator)</i>	Varian 162	5-0882	(650) 856-7638
<i>(Team Members)</i>			
Mariel Haag	Varian 336	3-4232	(408) 410-4771
Rick Pam	Varian 314	5-2365	(650) 323-3305
Maria Frank	Varian 107B	3-0830	(650) 593-4714
Joel Crawford	Varian 115	3-4361	(650) 368-9849
Ping Feng	Varian 232	3-9555	(650) 856-2591
Karlheinz Merkle	Varian 001	3-2679	(408) 720-9834

E. PHYSICS DEPARTMENT EMERGENCY WALLET CARD

PHYSICS ADMIN.	OFFICE	HOME	Pager	
Stan Wojcicki	3-2924 / 926-2806	(650) 493-0919	650-906-7104(cell)	
Mark Kasevich	5-4356	(650) 327-1011		
Rosenna Yau	3-4345	(650) 494-2974		
Stewart Kramer	3-8225	(408) 946-7268		
Lucy Zhou	5-0882	(650) 856-7638		
Hotline	3-8410			
CHEMICALS				
Health & Safety	5-9999			
Work Control Center	3-2281			
BURCHAT				
Pat Burchat	5-5771	(650) 324-8761		
Matt Green	3-2946	(650) 906-1896		
CABRERA				
Blas Cabrera	3-4348	(650) 322-3486		
Pat Castle	3-1880	(415) 505-8936		
CHU				
Steven Chu	3-3571	(650) 324-8931		
Seokchan Hong	3-4666	(650) 497-7273		
CHURCH				
Sarah Church	5-1311	(408) 259-3492		
James Hinderks	4-4895	(650) 498-0824		
GRATTA				
Giorgio Gratta	5-6509	(650) 424-9166		
Matt Green	3-2946	(650) 906-1896		
KAHN				
Steve Kahn	3-1486 / 926-4622	(650) 529-0830		
KASEVICH				
Mark Kasevich	3-4356	(650) 327-1011		
Mingchang Liu	4-9730	(814) 571-9143		
LITTLE				
William Little	3-4233	(650) 321-4609		
Todd Eberspacher	3-2505	(650) 723-2505		
LIPA				
John Lipa	3-4562	(650) 851-5517		
Dimitri Avaloff	3-7883	(650) 327 1583		
MICHELSON				
Peter Michelson	3-3004	(650) 364-4972		
OSHEROFF				
Doug Osheroff	3-4228	(650) 851-0525		
Qiang Qu	5-2337	(650) 497-5235		
OBSERVATORY				
Roger Romani	5-7595	(650) 851-9673		
Observatory		(650) 322-3579		
Stewart Kramer	3-8225	(408) 946-7268		
Lucy Zhou	5-0882	(650)856-7638		
LIBRARY				
Stella Ota	3-4342	(650) 961-9369		
STORE				
Stewart Kramer	3-8225	(408) 946-7268		
TEACHING LAB				
Gregory Romine	3-4351	(650) 926-9775		
Rick Pam	5-2365	(650) 323-3305		
MACHINE SHOP				
Karlheinz Merkle	3-2679	(408) 720-9834		
Matthew Chuck	5-2327	(650) 854-6033		
FIRE-POLICE-MEDICAL				
EMERGENCY INFORMATION				
University Announcements	(650) 725-5555	Student Information	(650) 497-9000	
Physics Department Hotline	(650) 723-8410	Emergency HQ	(650) 857- 0755	
Dean's SOC	(650) 723-2555			

F. PERSONAL EMERGENCY SUPPLY KIT FOR THE WORKPLACE

Keep a personal emergency supply kit at work or in your car to prepare for a disaster. Kits should be kept in a location where you would go during or immediately following a disaster such as a devastating earthquake, (i.e. under you desk, by the door where you will exit, or in your car.) Items should be kept in a container that could be taken with you upon building evacuation, i.e. nylon bag, day pack or duffel bag. Some items, such as batteries, food, water, and medications will need to be replaced periodically.

- 1 pair comfortable “athletic” shoes with rubber soles
- 1 pair clean underwear, socks, shirt, pants
- 1 hooded sweatshirt/jacket with pockets
- 1 brimmed hat or visor
- 1 Towel
- 1 zip lock bag with personal hygiene items, toiletries, etc.
- 1 flashlight with fresh batteries
- 1 small radio with fresh batteries, tuned to KZSU 90.1(FM)
- Extra batteries for radio and flashlight
- First aid kit with directions, ice pack, bandages, analgesic
- Survival blanket
- Light sticks
- Food (high calorie): canned meals, peanut butter, crackers, cookies, candy bars
- Water, sealed tight, as much as you can pack and carry
- Other supplies kept in office: exercise bag with clothes, toiletries, exercise mat
- Out of state contact phone # for communication: other important #s and addresses
- Coins (quarters) and cash
- Sleeping bag - ground insulation pad
- Gloves
- Small shovel
- Personnel water container

G. EMERGENCY HEADQUARTERS SUPPLIES

Communication Equipment

- Phone
- Fax
- Battery operated AM/FM radio (with extra batteries)

Keys

- Laboratory vehicles and bicycles
- Master to Varian buildings

Resource Lists

- Emergency Headquarters Team work and home phone numbers
- Research group contact list with home phone numbers
- List of first aid trained people
- People with car or cellular phones
- Phone numbers, emergency & important (on single sheet, preferably laminated)
- Emergency cache contents (includes First Aid Supplies and Light Rescue Equipment)

Documentation Forms

- Emergency Message
- Equipment Assessment
- Personnel Impacts

Plans

- Campus Emergency Plan
- Dean's Emergency Plan
- Laboratory Emergency Plan

Maps

- Building maps/bible sheets (laminated) with location of:
 - Spill clean-up materials
 - Power/electricity & fire alarm panels
 - Water valves
 - Emergency generators
- Location of emergency caches (including keys/combination to lock)

H. EMERGENCY EQUIPMENT INVENTORY

- pairs rubber gloves
- 2 pairs heavy duty work gloves
- 1 bag (10) dust/mist respirators
- 2 chemical splash/impact goggles
- 2 lab spill kits
- 1 pair large bolt cutters
- 1 2 pound hammer
- 1 claw hammer
- 1 roll caution tape
- 3 rolls duct tape
- 21 first aid kits
- 1 tool box of assorted hand tools
- 1 key box, emergency
- 1 Ford truck
- 1 bicycle
- 1 rolls vies queen .006" x 16' x 50'
- 3 Battery powered radios
- 7 5 gal water
- 3 Blankets
- 17 flashlights

PREPAREDNESS

PREPAREDNESS FOR BUILDING EVACUATIONS

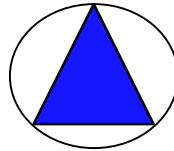
Review evacuation information and responsibilities with faculty, PIs, staff and students.

Conduct evacuation drills annually. Plan evacuation needs with disabled personnel

Plan where to go during an evacuation, and know the routes to get there

Building evacuees go to your Department's Emergency Assembly Point.

Stanford has adopted blue signage with this symbol to denote EAP locations:



EAP are safe outdoor destinations where personnel meet to notify managers of their safety and get emergency information and assistance. All SU buildings have EAPs. They are identified on hallway evacuation signs.

See <http://www-leland.stanford.edu/dept/EHS> to review you EAPs
Contact the Fire marshal at 3-0609 for information on site selection.

Know how to announce and implement evacuation

A sample script is:

We have a _____ emergency.
Evacuate to (the EAP)
Take your belongings, do not use the elevators.

Use our Emergency Response Team to assist the evacuation.

Know what to do next

Be prepared to account for your personnel.
How to obtain and disseminate emergency information

PREPAREDNESS

REDUCING EXPOSURE TO RISKS AND HAZARDS

The following tips can prevent emergencies from happening in your department, and will certainly mitigate their effects when they do occur.

FIRE PREVENTION

- Know the location of alarm stations and extinguishers. Know how to use them
- Leave fire doors closed at all times
- Clear obstructed corridors, aisles and room exits
- Use only grounded electrical plugs
- Limit use of extension cords and multiple outlets
- Do not use mechanical rooms or utility rooms for storage
- Do not smoke in University buildings

LABORATORY SAFETY & PREPAREDNESS

- Maintain a clean work environment
- Post lab safety work rules, train all personnel
- Inventory and label chemicals. Do not purchase excess quantities of chemicals
- Segregate incompatible chemicals. Keep flammables in flammable storage cabinets
- Keep copies of Material Safety Data Sheets (see <http://goddard.stanford.edu/msds>)
- Back up cultures and data off-site
- Investigate emergency power options
- Install seismic restraints on chemical storage shelves. Latch cabinet doors
- Anchor equipment, animal containers, and furniture. Avoid high storage of heavy items
- Chain compressed gas cylinders at 1/3 and 2/3 points
- Do not store hazardous materials on mobile carts
- Dispose of chemical waster properly (Call EH&S Chemical Waste Help Line at 5-7520)

BEFORE A POWER EMERGENCY

- Identify and prioritize vital power-dependent functions, operations, and equipment
- Determine whether you have emergency power outlets (red) in your area. Plan to use them for priority functions only
- Determine if there is emergency lighting in your area. Keep flashlights available in all work areas
- Do not overload power strips. Extension cords are for emergency use only
- Keep offsite duplicates of critical data and cultures

EARTHQUAKE PREPAREDNESS

- Know how and where to take cover during a quake
- Anchor bookcases, cabinets, and files over 42". Do not stack furniture
- Move tall furniture away from exits. Do not use tall furniture as room dividers
- Secure computers, equipment, and display cases. Store heavy items at floor level
- Back-up data and sensitive information, store duplicates off-site

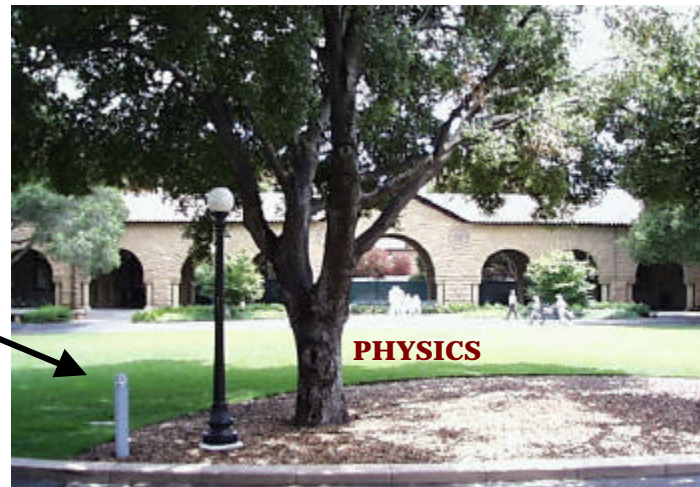
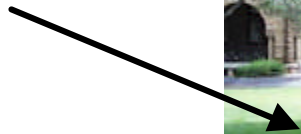
Physics Department EAP





Via Pueblo Mall

Lomita Mall

EAP



FIRE		EARTHQUAKE	
1. REPORT THE FIRE <ul style="list-style-type: none"> Use fire alarm pull boxes and Call 9-911 on SU phones or call 911 on public phones 		1. DUCK 2. FIND SAFE COVER & HOLD <ul style="list-style-type: none"> Keep away from windows Keep away from shelving 	
2. CONFINE THE FIRE <ul style="list-style-type: none"> Close doors 		3. EVACUATE IF SAFE (YOUR JUDGMENT) <ul style="list-style-type: none"> Feel upper part of door--if it is hot do not open it Open door slowly if it is not warm Use stairway--never use elevators 4. GO TO YOUR EMERGENCY ASSEMBLY POINT <ul style="list-style-type: none"> Report missing persons to the leader 	
Fire Alarm  Strobe  Horn		<p style="text-align: center;">IF YOU CANNOT EVACUATE YOUR ROOM</p> 1. Close door to corridor and seal up cracks with wet towels. 2. Go to window, open at top and bottom a few inches. 3. Hang out a white sheet to signal for help. 4. Soak a large sheet, blanket, or rug. Get under it near the window.	

APPENDIX 2 - RESPONSE

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A.

TO REPORT AN EMERGENCY INCIDENT

FIRE—POLICE—MEDICAL AID CALL 9-911
(All life-safety emergencies)

Payphones 911
Medical Center 286

HAZARDOUS MATERIALS RELEASE 5-9999

CAMPUS FACILITIES OPERATIONS 3-2281

HOUSING FACILITIES & SERVICES 5-9854

MEDICAL CENTER ENGINEERING 3-5555
& MAINTENANCE

WHEN YOU CALL TO REPORT AN EMERGENCY:

Tell the Operator:

- 1. The type of emergency**
- 2. If there are victims**
- 3. The location of the emergency**
- 4. Your name, location, and phone number**

Stay on the phone until the Operator ends the call

- ✓ During a major emergency or disaster, use the provided DEPARTMENT EMERGENCY FAX FORM to update the Dean's SOC, to send emergency reports to the campus EOC, or to send instructions to research groups.

B.

EMERGENCY COMMUNICATIONS THE PHYSICS DEPARTMENT EMERGENCY HOTLINE

To hear the hotline message

Physics Hotline (650) 723-8410

If you wish to create a group distribution list

Call Stanford Voicemail at 723-0000

Enter Mailbox Number (if you are calling from another phone)

Enter your Password

Press 4 for the personal Options Menu

Press 2 for Administrative Options

Press 2 for group list

Press 1 to create a list

Assign a two-digit number to the list you want to create (from 11 through 25)

Record the name for the list (e.g., Physics lab Safety Partners)

Enter the mailbox number or spell the name of each person you want on the list

Press 1 to review all names on the list (if desired)

Press * to exit and save the complete list

(* If you have any questions about this process for using an existing voicemail line as a Hotline, contact Communication Services at 5-HELP.

C.

**Stanford University
PHYSICS EMERGENCY MESSAGE**

DATE _____ # OF PAGES IN THIS REPORT _____
TIME _____ (a.m. p.m.)

TO: SATELLITE EMERGENCY OPERATIONS CENTER
FAX: (650) 723-3235
PH: (650) 723-1725

FROM: _____ name & title
_____ dept & bldg
FAX: (650) 725-6544
PH: (650) 723-4345

—PHYSICS DEPARTMENT'S EMERGENCY MESSAGE—

D.

TO GET EMERGENCY INFORMATION

1. **Receive bulletins from the Dean of Research**
SOC Phone# 3-1725
SOC Hotline# 5-2555

2. **Call Emergency Hotlines**
SU Emergency Information Hotline 5-5555
Student Information Hotline 7-9000
Hospital Information Hotline 8-8888

This department's hotline is 3-8410

3. **Read emergency announcements and updates posted on the Stanford Home Page**
<http://www.stanford.edu>

4. **Listen to KZSU (90.1 FM) for Stanford emergency bulletins**

5. **Listen to community Emergency Alert System (*)**
Radio stations
KCBS 740 AM
KGO 810 AM

(* formerly known as the Emergency Broadcast System)

6. **Follow televised reports**

DO NOT CALL 9-911 or Stanford Public Safety to get information. These lines are only for reporting life safety emergencies.

ACCIDENT / FIRE / HAZARD SPILL

ACCIDENT

- Call 9-911 for help. Medical Center at 286
- Notify Supervisor, Department Chair
- Administer first aid if you are trained to do so
- Do not attempt to move a seriously injured person

FIRE

- Call 9-911. Medical Center at 286. Activate nearest alarm
- Notify Supervisor and staff
- Feel doors for heat
- If cool, exit carefully
- If hot, do not open the door. Stay where you are
- If you see smoke, crouch near floor as you exit.
- If you see fire, confine it by closing doors and windows
- Use extinguishers on small fires only if safe to do so
- Pull the pin in the handle
- Aim at the base of the fire
- Squeeze nozzle, sweep back and forth
- Evacuate Down Stairs. Go upstairs or to roof as last resort only
- Never use an elevator during a fire evacuation
- Go to the Emergency Assembly Point (EAP)

HAZARD SPILL

- MINOR release in the lab
- Follow lab eyewash, rinse or shower procedures
- Vacate persons in immediate area if necessary
- Clean spill if you have suitable training
- Wear protective equipment
- Use appropriate kit to contain, neutralize and absorb
- Collect, containerize, and label waste
- Call 5-7520 (EH&S) for chemical waste pick-up
- Major release in the department
- Call 5-9999 (24-hr. EH&S emergency number)
- Medical Center-Call 286
- Report your name, location, phone number, the material spilled, possible injuries
- Assist injured persons.
- Isolate contaminated persons
- Avoid contamination or chemical exposure
- Close doors or control access to spill site
- Alert Supervisor, Department Chair
- Communicate critical spill information to responders

POWER OUTAGE / EARTHQUAKE

POWER OUTAGE

- Assess the extent of the outage in your area
- Report the outage to Facilities Work Control 3-2281
- To obtain information about a prolonged outage, call
 - Stanford Emergency Information Hotline 5-5555
 - Student Emergency Information Hotline 7-9000
 - Hospital Emergency Information Hotline 8-8888
 - School of Medicine Information Hotline 3-SAFE
- Help co-workers in darkened work areas move to safe locations
- If practical, secure current experimental work, and then move it to a safe location. If you move chemical on carts between floors, get assistance. Hazardous spills are a significant risk during transport
- Keep lab refrigerators or freezers closed throughout the outage
- Unplug personal computers, non-essential electrical equipment and appliances
- Open windows for additional light and ventilation
- Secure any hazardous materials work and leave the building
- Release of personnel after an extended outage is determined by the department executive

EARTHQUAKE

- Take cover immediately, direct others around you
- Under a desk, table, or chair
- Between seating rows in lecture halls
- Against a corridor wall (cover head and neck)
- Outdoors-in open area, away from buildings
- Be alert for aftershocks, avoid potential falling hazards

MINOR QUAKE (BRIEF ROLLING MOTION)

Restore calm; examine your area for damage
Report damage/hazardous materials releases
Review safety procedures and kits
Await instructions, evacuations are unlikely

MAJOR QUAKE (VIOLENT SHAKING)

Report injuries to 9-911
Report damage to Department head
Evacuate carefully, be alert for aftershocks
Take emergency supplies
Do not use elevators
Meet at Emergency Assembly Point (EAP)

Do not enter buildings until they are examined

Await instructions, be patient, help others

HOW TO ASSIST DISABILITIES DURING AN EVACUATION

TO ALERT VISUALLY IMPAIRED PERSONS

- Announce the type of emergency
- Offer your arm for guidance
- Tell person where you are going, obstacles you encounter
- When you reach safety, ask if further help is needed

TO ALERT PEOPLE WITH HEARING LIMITATIONS

- Turn lights on/off to gain person's attention, or
- Indicate directions with gestures, or
- Write a note with evacuation directions

TO EVACUATE PEOPLE USING CRUTCHES, CANES, OR WALKERS

- Evacuate these individuals as injured persons
- Assist and accompany to evacuation site if possible, or
- Use a sturdy chair (or one with wheels) to move person, or
- Help carry individual to safety

TO EVACUATE WHEELCHAIR USERS

- Non-ambulatory persons' needs and preferences vary
- Individuals at ground floor locations may exit without help
- Others have minimal ability to move-lifting may be dangerous
- Some non-ambulatory persons have respiratory complications
- Remove them from smoke and vapors immediately
- Wheelchair users with electrical respirators get priority assistance
- Most wheelchairs are too heavy to take down stairs
- Consult with person to determine best carry options
- Reunite person with the chair as soon as it safe to do so

APPENDIX 3 - RECOVERY

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A. DOCUMENTING EMERGENCY OUTCOMES

Once the safety and status of our staff has been assured, and emergency conditions have abated, the Emergency Recovery Team will assemble to begin the restoration of the Department's teaching and research programs.

It will be important to begin a timely and comprehensive assessment of the emergency's physical and operational effects. Be aware that:

- ◆ The Dean will need ongoing status reports from the Department during the emergency to estimate when our programs can be fully operational and to identify special facility, equipment, and personnel issues or resources that will speed business resumption
- ◆ The University may need detailed facilities data for the area to estimate temporary space reallocation needs and strategies
- ◆ Most insurance and FEMA assistance claims will require extensive documentation of damaged facilities, lost equipment and resources, and special personnel expenses. Workers' Compensation claims may arise if there are injuries in the department.
- ◆ All of the documentation on emergency impacts should be coordinated with the Dean. The forms provided in Appendix III supply formats for summarizing this crucial information.
- ◆ Take note that we should also plan to photograph or videotape facility or equipment damage in our department to provide a visual supplement for the written impact data.
- ◆ It is very important that we record the emergency's physical effects before we clean an area or make repairs.

B.

Stanford University
SUMMARY: PHYSICS DEPT. EMERGENCY STATUS

Date/time _____

Of pages in this report _____

To: _____ (Dean)

_____ (SOC) Fax: _____ V: _____

From: _____ (Chairman)

_____ Dept/Bldg Fax: _____ V: _____

CURRENT OPERATIONAL SITUATION

Immediate facility and space needs

Urgent equipment requirements to become operational

Critical personnel issues

C. RECOVERY: DETAILED SPACE ASSESSMENT

Use this form to describe damage to utilities, fixtures, ceilings, walls, floors, windows, etc. on each floor of the Laboratory's buildings. Send the information to the Dean, with a signed cover memo from the Chairman.

BLDG _____ **ROOM** _____

DAMAGE _____

BLDG _____ **ROOM** _____

DAMAGE _____

BLDG _____ **ROOM** _____

DAMAGE _____

BLDG _____ **ROOM** _____

DAMAGE _____

DATE: _____ **TIME:** _____ **INSPECTOR** _____

D.

RECOVERY: DETAILED *EQUIPMENT* ASSESSMENT

Use this form to describe all damaged furnishings, office-laboratory-research equipment, and materials expended during the emergency. Send the information to the Dean, with the Chairman's signed cover memo

BLDG _____ ROOM _____

Item _____ Manufacturer _____

Model# _____ SU Inventory# _____ Original Cost _____

Damage description _____

Est. repair\$ _____ Est. replacement\$ _____

BLDG _____ ROOM _____

Item _____ Manufacturer _____

Model# _____ SU Inventory# _____ Original Cost _____

Damage description _____

Est. repair\$ _____ Est. replacement\$ _____

BLDG _____ ROOM _____

Item _____ Manufacturer _____

Model# _____ SU Inventory# _____ Original Cost _____

Damage description _____

Est. repair\$ _____ Est. replacement\$ _____

E.

RECOVERY: DETAILED PERSONNEL IMPACTS

Use this form to describe the emergency's impact on staffing. Describe personnel issues related to program resumption. Document employee time related to your emergency response and recovery. Send this information to the Dean, with the Chairman's signed cover memo.

Summary: EMERGENCY IMPACTS TO PHYSICS DEPARTMENT STAFFING

LIST: STAFF HOURS RELATED TO THE EMERGENCY And emergency duties performed. Include data for temps hired for emergency recovery

Name	_____	Employee #	_____
		Hourly Rate	_____
Job Title	_____	OT Rate	_____
		Fringe %	_____
<u>Date(s) Worked</u>	<u>Hours</u>	<u>Duties Performed</u>	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

Name	_____	Employee #	_____
		Hourly Rate	_____
Job Title	_____	OT Rate	_____
		Fringe %	_____
<u>Date(s) Worked</u>	<u>Hours</u>	<u>Duties Performed</u>	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	