

College of Science
and Engineering

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Emergency Response Guidelines

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COSE Emergency Response Guidelines

Important Emergency Contacts

Campus Police	911 or 8-7200 415.338.7200 (<i>from cell phone</i>)
Work Control	8-1568 (<i>regular work hours</i>)
EHOS Dept.	8-1449

COSE Building/Emergency Coordinators:

Mike Blagoyevich, *Executive Director of Operations*, x8-2385

Linda Vadura, *COSE Health & Safety Specialist*, x8-6892

Chemistry Stockroom	(TH) 8-2259 (SCI) 8-2432
Biology Stockroom	8-1091 or 8-7678
Geoscience Stockroom	8-1755
Physics Stockroom	8-1673 or 8-2157
Engineering Stockroom	5-0956 or 5-0591

Other Contact Names & Numbers

Night and Weekend Campus Emergencies

An emergency can be any serious immediate problem such as a lengthy power outage, flooding from a leak or broken pipe, a security threat or serious injury. Because the campus is not fully staffed, dealing successfully with emergencies during nights and weekends requires alertness and quick action.

The information below may be useful if you are on campus when an emergency occurs:

- Plant Operations has personnel on-call to deal with operational emergencies. The campus police dispatcher will contact them.
- Campus Police has emergency medial technicians (EMTs) on staff.
- The campus police dispatcher will contact paramedics and the fire department.
- The campus police dispatcher will contact EHOS, or COSE management and staff as necessary.

Notifying Responsible People of Emergencies

If there is an emergency that could adversely affect equipment or research, notify the people in charge of affected areas. Obtain a copy of your department's contact list if you routinely work on campus after-hours.

- Call people on the department's notification list until you reach a live person
- Follow up with calls to people responsible for specific areas

If your personal safety is threatened,
call Campus Police
by dialing 911 from any campus phone
or 415.338.2222 from cell phones.

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Power Outages

Hensill and Thornton Halls have a back-up generator that comes on line within approximately two minutes after the buildings lose power. This generator runs interior hall and stairway lights, but does not provide power to computers or laboratory equipment. The Science Building has battery-powered emergency lights in the halls and stairways that turn on when the power is out.

Note: Hensill Hall's back up generator does operate environmental control chambers during a power outage.

- Report localized outages to the stockroom or department office so they can notify Work Control at x8-1568. If necessary, inform Mike Blagoyevich or Linda Vadura of potential hazards arising from the outage.
- Do not turn off instruments or equipment unless you are familiar with their operation.
- Inform individuals responsible for labs and special areas so they can take care of their research and equipment.
- Check freezers especially during extended outages

When Power Resumes

- When the power returns check circuit breakers and walk-in boxes to ensure they are all "ON".
- Check your equipment as soon as you can.
- Report any problems to your stockroom or office manager and they will contact *Work Control* at x8-1568.
- After hours, report problems to the University Police Dispatcher at x8-7200.

Unless you are authorized to do so, do not flip the breaker switches yourself.

Water, Steam, Heat & Ventilation Problems

When the unexpected happens, early reporting and damage control can prevent harm to equipment and research.

Reporting Utility Problems

- Report heating, ventilation, water, and compressed air problems to the stockroom manager or department office manager as soon as possible. The staff will notify *Work Control* at x8-1568 to troubleshoot and repair the problem.
- For large-scale building problems, such as shut down of entire distillation or heating system, inform Mike Blagoyevich or Linda Vadura and apprise them of the situation.
- Contact affected individuals so they may look after their equipment and research projects.

Responding to Specific Outages

- When building or distilled water supply is interrupted, turn off all water faucets in the affected area.
- When the steam supply is interrupted, shut off all the autoclaves in the area (if there are any).
- If you believe the ventilation system isn't working right, report it to your department stockroom or office. After-hours, notify on-call Plant Operations' staff by dialing 911 and reporting it to the dispatcher.
- If you think that the fume hood, autoclave, or other such equipment isn't working correctly, STOP using it and report it to the department stockroom or office as soon as possible.

<p style="text-align: center;">Chemistry & Biochemistry</p>
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<p style="text-align: center;">Check stills and distillation set-ups to ensure that the power is "OFF". Don't leave the set-ups unattended.</p>

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Evacuation Alarms

An alarm sounds when a pull station is activated, the system detects smoke, or a public safety emergency requires a mass evacuation. **Treat all alarms as an emergency.** Try to avoid unhelpful questions like “*Is this a drill?*” or “*How long will this take?*”.

Responding to the building evacuation alarm

- Stay calm and leave the building through the nearest safe exit
- Take the stairs not the elevator.
Don't wait for the elevator. The system is designed to bring elevators down to the main floor until they are reactivated by Plant Operations staff.
- Gather in an open space and wait for instructions. Look for members of the COSE Evacuation Team possessing a two-way radio at building entrances.
- After hours, go to the main entrance of the building you are in and wait for emergency personnel. Main entrances for **TH**-and **HH** are on the 3rd floor patio, and for **SCI** it is near room 107 or along 19th Avenue.
- Re-enter the building only when emergency personnel say it is safe to do so.

Assisting persons with disabilities

- Station wheelchair users by one of the stairwells and ask a volunteer to wait with them.
- Inform the person monitoring an exit that a disabled person is still in the building so he or she can notify campus police.
- Don't evacuate wheel chair users unless ordered to do so by the police or fire departments or in case of immediate danger.
- Note that evacuation chairs are available in each building for emergency personnel to use: SCI 142 (*Engineering copy room*); SCI 276 (*History office*); TH 808 (*Chemistry meeting room*).

Until the extent of the emergency is known, wheelchair users should wait by one of the outer stairwells until people are allowed back in the building or emergency professionals evacuate them.

Earthquakes

San Francisco is in a seismically active area and it is important to avoid panic when an earthquake occurs.

Before an earthquake hits

- Become familiar with exit routes and location of emergency equipment.
- Reorganize storage so heavy items are not stored overhead.
- Secure shelving units greater than 5 feet – especially if they are next to an exit or behind a desk as they could hinder your ability to evacuate if they fall.
- Chemicals should be secured behind closed cabinet doors or by shelf lips or guard wire or rails.

During an earthquake

- Keep calm and look for cover away from windows and glass doors.
- Do not use the elevators
- Do not exit the building until the shaking stops
- After the shaking stops, think of a way out and check for potential hazards.
- When safe, evacuate to an open area and take your personal belongings with you. You may not be able to re-enter later.
- Use the telephone only in an emergency to call 911 or (415) 338-7200.
- Expect aftershocks

(Source: SFSU DPS Earthquake Emergency Information Bulletin)

After the shaking stops

- Do not return to an evacuated building unless it is cleared by police.
- Do not enter the parking structure until cleared by officials.
- Do not use the telephone unless it a real emergency.
- Avoid beaches and waterfront areas where seismic waves (tsunamis) could strike.

In a widespread emergency, the University Disaster Plan will take effect.

Cox Stadium is the designated emergency information and supply center. Go there in case you can't leave campus and need food, information or medical attention.

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Situations that are Potentially Life-Threatening

Campus police have emergency medical technicians (EMTs) on their staff to assist people in distress until the paramedics arrive.

Injury or Illness

If someone has fainted or seriously injured themselves, or you are not sure if it is an emergency, follow this procedure:

- Evaluate the circumstances and isolate the area, if necessary.
- Stabilize the person and ask someone to call 911 right away.
- **Avoid skin or eye contact with blood or vomit.**

Report any such contact to EHOS at x8-1449 or to Student Health Center personnel right away. Following a medical evaluation, the Hepatitis B vaccine may be prescribed for certain post-exposure incidents.

- Notify EHOS (x8-1449) and Linda Vadura (x8-6892) of the incident as soon as possible. EHOS FAX: 415-338-1913.
- Assist campus police in completing the incident report.

Weapon's Fire

If you hear gunshots, you must decide how best to respond.

- Decide whether to hide or get out.
- If you elect to hide, try to barricade the door and stay out of sight.
- If you do get out, call the police for help as soon as you're away.
- Do not call attention to yourself.
- Check out the University Police web site to review their information.

Dialing 911 or 8-7200 from campus telephones connects you with the campus police dispatcher who will then contact off-campus paramedics or fire fighters.

Non-Emergency but Urgent Medical Attention

Injuries that need urgent medical attention, but are not immediately life threatening, such as deep cuts requiring stitches or chemical burns, should be treated by medical professionals as soon as possible.

Make sure someone accompanies the injured person to the *Student Health Center* for a medical evaluation or treatment. He or she should not go alone.

- Complete an Initial Incident Report (from stockroom or department office) describing the accident or other incident in detail.
- Take the completed report to your department office so they can forward it to campus *EHOS*. For more information, contact their office at x8-1449.
- When the situation has quieted down, evaluate the room arrangement, equipment, supervision and training and make the necessary changes to prevent similar injuries.

Additional Information

- **Student Health Center** is open Mon-Thu 8:30 AM to 5:45 PM and Friday from 8:45 AM to 4:45 PM. No weekend or evening hours. The advice nurse can be reached at x8-2754
- **St. Francis Memorial Hospital, Franciscan Treatment Room**, is available for off-site medical services. See Page 8 for a map.

Address: 1150 Bush Street (between Leavenworth & Hyde Streets)
in San Francisco.

Telephone: 415-353-6305.

Campus police has emergency medical technicians on staff that can provide injury assessments and first aid. After hours, however, medical attention beyond basic first aid must be found off-site.

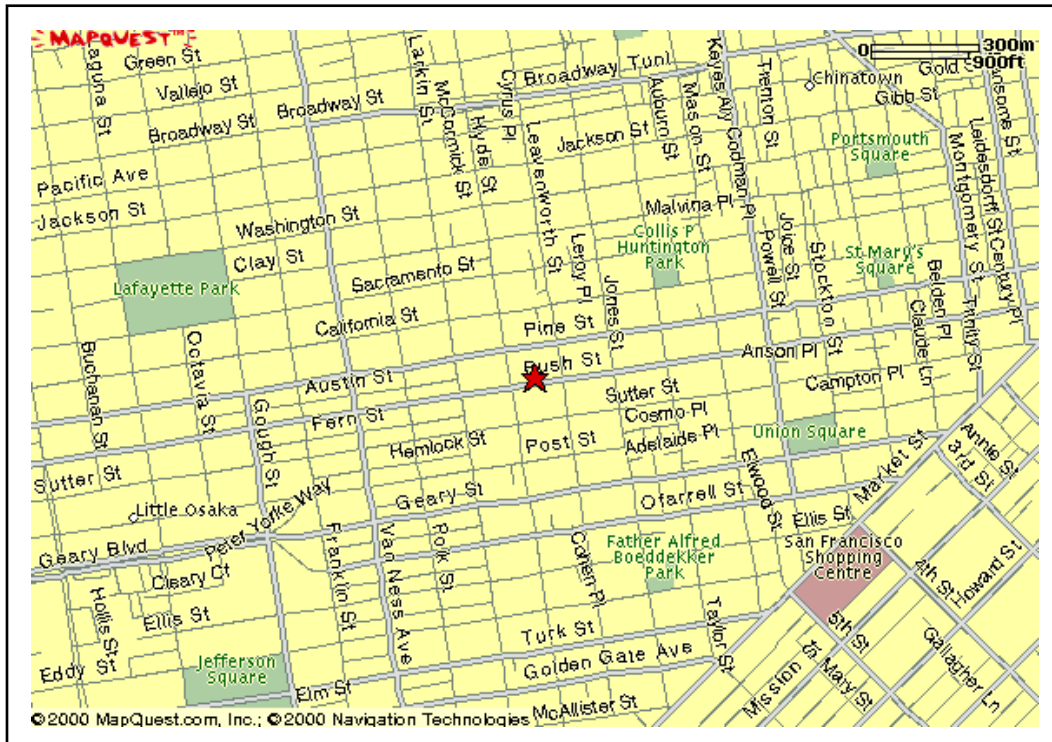
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St. Francis Memorial Hospital

Franciscan Treatment Room

1150 Bush Street in San Francisco

415-353-6305



Driving Directions (there is more than one convenient route)

1. Take 19th Avenue north toward Golden Gate Park.
2. Turn **Right** on Geary
3. Turn **Left** on Hyde
4. Turn **Right** on Bush.

First Aid Procedures

If a serious injury or illness occurs on campus, **call 911 or (415) 338-7200**. Give your name, describe the nature and severity of the medical problem, and the location of the victim.

Police personnel will respond immediately and provide necessary first aid, CPR, or summon an ambulance service for transportation. Police personnel will contact the Student Health Center and provide emergency transportation when required.

In case of serious injury or illness, Red Cross trained personnel should quickly perform the following steps:

1. Keep the victim calm, still and comfortable. **DO NOT move the victim**, unless further injuries will occur by not moving him/her.
2. Ask the victim, “Are you okay?” and “What is wrong?”
3. Check breathing and give artificial respiration if necessary.
4. Control serious bleeding by applying direct pressure to the wound and continue to assist the victim until help arrives.
5. Look for an emergency medical I.D., question witnesses, and give all information to the State University Police officer.
6. You will be asked the following questions by the police dispatcher:

Age of victim?	Is s/he conscious?
Gender?	Is s/he breathing?
Is s/he bleeding?	What occurred?
Is s/he alert?	Location?

Every office should have a person trained in first aid and CPR.

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Threats of Violence

Handling Bomb Threats

In case of a bomb threat or other threat of mass violence or destruction, the Dean, in conjunction with campus police, will decide whether an evacuation of the building is prudent.

Contact campus police immediately after receiving a threat via telephone, email or in-person.

Handling Hostile Students

When confronted with a very angry, potentially violent person, try to diffuse his or her anger

- Listen. Do not interrupt.
- Provide verbal and non-verbal feedback by nodding and expressing sympathy.
- Ask the person to offer a suggestion to resolve the problem.
- State your position and constraints you are under but don't try to persuade the person to agree with you.
- Try to reach a consensus.
- Don't ignore the problem.

If you feel there is an immediate threat from this person, call for help or contact campus police at (415) 338-7200 or 911. For more information, contact campus police for their pamphlet, "Dealing with Distressed or Potentially Violent Persons on Campus."

Canceling Classes (While Campus Remains Open)

If the Campus President or his designee cancels classes, he will notify the COSE Dean. The Dean will then contact Department Chairs to inform them that classes have been cancelled. The Director of Operations will alert the evacuation team if their assistance is needed. Both Hensill Hall and Thornton Hall are equipped with loudspeakers (*at each fire alarm panel on the third floor*) for communicating special instructions building-wide.

Evacuation Team Instructions

When the fire alarm sounds, evacuation team members are critical to a smooth and timely response.

- Pick up the 2-way radios and check in
 1. Press and hold the large button on the side to talk.
 2. State your name and specify your location, *i.e., building and floor.*
 3. Try to keep your statements short.
 4. Release the large button when you are finished so others can talk.

- Check rooms on your way out to identify disabled people who may have difficulty evacuating, check for obvious problems, and prod people to evacuate.

- Do not stay and argue with anyone.

- Report uncooperative people and their location via radio. If you don't have a radio, contact the police or another evacuation team member with a radio to report the problem.

- Go to your assigned checkpoint, if safe, and monitor the exit.

- Don't allow people to re-enter the building before it is cleared.

- Wait at your checkpoint for instructions and information.

- Allow people back in only when the building is officially cleared.

Important! If the alarm stops ringing, it does NOT mean the evacuation is over. Wait until you hear from the police or someone else on the evacuation team before allowing people back into the building.

The College of Science and Engineering has more than 20 radios, all assigned the same frequency.

EVERYONE can hear all transmissions.
It is important to identify yourself when you speak

WHAT TO DO IN AN

EMERGENCY

ON CAMPUS

Call **8-7200** or **911** from any campus telephone.



REPORTING Identify yourself and clearly state the nature of the emergency.

The call will go to the Campus Police dispatcher who will then contact fire, security, or medical response as necessary. Use the 338-7200 number when calling from a cell phone or pay phone.



Calling 911 from cell phones may delay the arrival of emergency personnel because they will need Campus Police assistance to find the emergency site.

To report room-specific issues or questions please contact the person(s) responsible for this room:

Name

Office

Telephone

_____	_____	_____
_____	_____	_____

HEALTH EMERGENCIES Evaluate the circumstances and clear the immediate area.

- ◀ Have someone stay with the injured or ill person and call 911 or x8-7200.
- ◀ Avoid contact with blood, vomit or other bodily fluids.
- ◀ Assist Campus Police as necessary. Officers have first aid and CPR training.

After hours, St. Francis Memorial Hospital's Franciscan Treatment Room serves as the campus clinic. The address: 1150 Bush Street in San Francisco.



EVACUATIONS Faculty are responsible for guiding their in-session classes out of the building immediately after hearing the alarm.

- ◀ Evacuate the building for all alarms. You must use the stairs.
- ◀ Assist persons with disabilities in evacuations but ask first. Take them to the nearest stairwell and notify campus police or evacuation team (with radios) that a disabled person is in the building.
- ◀ Be familiar with the location of exits, telephones, and emergency equipment.
- ◀ For major disasters, Cox Stadium is the designated place for information, food and medical attention.

EARTHQUAKES Take cover and stay inside the building away from windows, chemical storage and swinging doors until it is over. Then gather your things and evacuate – you may not be able to return.

CHEMICAL SPILLS If a chemical spill is beyond your ability to clean up, contain the spill if you can, then leave and close the door behind you. Notify the lab supervisor, stockroom or instructor as soon as possible. If a violent reaction or toxic vapor begins to form, leave the room immediately, close the door and call 911 or 8-7200.



MORE INFORMATION See the Campus Police website <http://www.sfsu.edu/~upd/> to download the campus emergency manual or the brochure, "Dealing with Potentially Violent Situations"