



SAN FRANCISCO
STATE UNIVERSITY

Emergency Procedure Plans

As compiled by the SFSU Office of Environmental Health and Occupational
Safety



Table of Contents

<i>Emergency Evacuation Floor Plan</i>	3
<i>Emergency Evacuation Floor Plan Sample</i>	4
<i>Emergency Phone Roster</i>	5
<i>Emergency Equipment List</i>	6
<i>Car Emergency Survival Kit</i>	7
<i>Emergency Procedure Plans</i>	8
<i>Emergency Procedure Plans</i>	9
<i>Emergency Procedure Plans</i>	10
<i>In Case of Hazardous Materials Spills</i>	11
<i>Minor Chemical Spill:</i>	11
<i>Major Chemical Spill:</i>	11
<i>Biohazardous Spills:</i>	11
<i>Microorganism Requiring Biosafety Level 3 Containment:</i>	12
<i>Radioactive Material Spills:</i>	12



Emergency Evacuation Floor Plan

To ensure that in the event of an emergency (earthquake, fire, etc.) each individual's chances of survival are optimized a "Building Emergency Evacuation Floor plan" should be posted throughout the building.

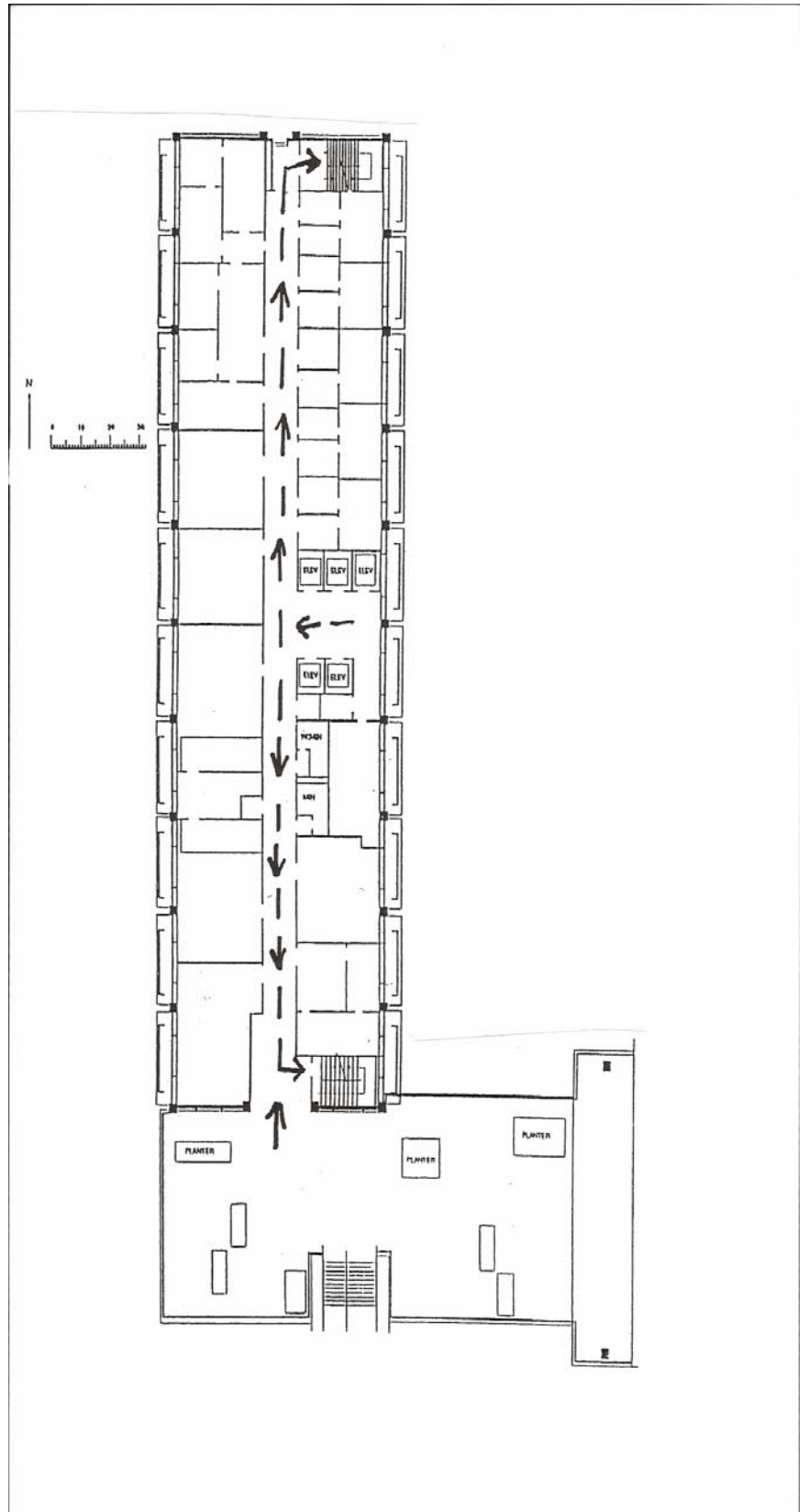
Department's map(s) should also indicate "Emergency Assembly Points" (EAP's) for department members to gather at during an emergency or after a disaster to take roll, organize rescue, first aid, and support teams.

Official building floor plans showing emergency routes, fire alarm stations, fire extinguishers, first aid supplies and exits will be forthcoming from EHOS (please see sample plan on the following page). Please designate your department's EAP and an alternate EAP on the maps, upon receipt, and post throughout your building.

If you have any questions please contact EHOS at x81449 for assistance.



*Emergency
Evacuation Floor
Plan Sample*





Car Emergency Survival Kit

- Container (3 Gallon Rubbermaid Roughneck or similar)
- Special identification (Work I.D., Red Cross, CPR)
- Flashlight
- Portable battery powered radio
- Extra batteries (for flashlight and radio)
- Safety Flares (4)
- Duct Tape
- Rope (clothesline)
- Small sewing kit, scissors, nail dippers
- Matches (dipped in wax to waterproof)
- Blanket
- Fire extinguisher (ABC type)
- First-Aid Kit
- Essential medication and supplies (spare eyeglasses or contact lens solution)
- Tissues (1 box)
- Soap, Towel, Pre-moistened towelettes
- Maps
- Large plastic garbage bags (for clothing and shelter)
- Utility knife (i.e.: Swiss Army type)
- Utensils (1 set)
- Can Opener (manual)
- Trail Mix
- Beef Jerky
- Peanuts (lightly salted easy open top)*
- Energy bars (type that will not melt)*
- Gatorade (or similar)*
- Bottled water (6 12 oz plastic bottles)
- Leather work gloves
- Extra fan belt (car specific)
- Tools (flat head and Phillips screwdrivers, crow bar (24"), pliers, Crescent wrench for turning off gas,...)
- Cash (\$10 in quarters + \$40 paper money or enough for 72 hours since ATMs will be without power)
 - Select your own favorite foods in easy open cans and watch the expiration dates. Change food and water every six months in order to be safe. Store your kit in the passenger compartment



Emergency Procedure Plans

FIRE EVACUATION PROCEDURES

The following procedures apply for fires.

If a fire starts that is beyond your control to extinguish:

- Close the door as you leave the room.
- Activate the nearest fire alarm pull station.
- Call 911 on a campus phone, or 338-2222 on a cellular telephone, and report the location, extent and type of fire (chemical, solvent, paper, etc.) Also, report injuries
- Assist individuals with mobility disabilities to a safe location. (Enclosed stairwell landing with a ground level exit to the exterior)
- Follow the evacuation route established by your department.

If you hear a fire alarm:

- Evacuate immediately.
- Feel doors at the top for heat. Do not open door if it is warm to the touch. Place a blanket or towel at the base of the door. Stay where you are and proceed to an exterior window and call for help. Use a phone to report your situation to DPS at 911.
- Close all doors as you leave the confine of the fire.
- Assist individuals with mobility disabilities to a safe location. (Enclosed stairwell landing with a ground level exit to the exterior)
- Do Not Use Elevators.
- Meet at the designated Emergency Assembly Point (EAP).
- Call 911 on a campus phone, or 338-2222 on a cellular phone, and report possible situation of fire and any known injuries.
- Account for all personnel and report information about the fire to responding police and fire personnel.



Emergency Procedure Plans

EARTHQUAKE RESPONSE PROCEDURES

Before:

- Be sure that your department is complying with the campus policy on Seismic Hazard Reduction.
- Obtain Emergency Identification cards for key members of your staff.
- Encourage home earthquake preparedness in your department.
- Review and exercise your department's Emergency Action/Fire Prevention Plan.

During:

- Get away from windows.
- Duck, cover, and hold.
- If you are in an interior hallway, stay there. This is one of the safest places to be since there should be little or no furniture and no glass windows.

After:

- After shaking stops, evacuate to your department's designated Emergency Assembly Point (EAP).
- Determine the status of your department's personnel and report injuries and damage by calling 911.
- Document damage with photographs.
- Maintain a log of costs related to the earthquake including personnel overtime and earthquake related expenditures.



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In Case of Hazardous Materials Spills

Although briefly summarized below, procedures for managing chemical, biohazardous or radioactive spills are fully covered in the SFSU Chemical Hygiene Plan which is available in all laboratories.

Chemical Spills

Minor Chemical Spill:

- Alert people in immediate area of spill.
- Avoid breathing vapors from spill.
- Confine spill to small area.
- Use appropriate kit to neutralize and absorb inorganic acids and bases. Collect residue, place in container, and dispose as chemical waste.
- For other chemicals, use appropriate kit or absorb spill with vermiculite, dry sand, or diatomaceous earth.
- Clean spill area as appropriate from the chemical.
- Notify EHOS at x81449 to explain details and circumstances surrounding the incident.
- If chemical spills on body, flood exposed area with running water from a faucet or safety shower for at least five minutes. If a hazardous material is splashed in the eye, immediately rinse eyeball with water continuously for 15 minutes. Forcibly hold eye open to ensure effective wash behind eyelids.

Major Chemical Spill:

- Attend to injured or contaminated persons and remove them from exposure.
- Alert people in the laboratory to evacuate.
- If spilled material is flammable, turn off ignition and heat sources.
- Call EHOS at x81449 during work hours and DPS at 911 or 338-2222 after work hours.
- Close doors to affected area.
- Have personnel available to explain details and circumstances surrounding the incident to emergency responders.

Biohazardous Spills:

Spill Involving a Microorganism Requiring Biosafety Level 1 or 2 Containment:

Alert people in immediate area of spill.



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

Microorganism Requiring Biosafety Level 3 Containment:

- Attend to injured or contaminated persons and remove them from exposure. If body exposed, wash with soap and water for one (1) minute.
- Alert people in the laboratory to evacuate.
- Close doors to affected area.
- Call DPS at 911 from a campus telephone.
- Have person knowledgeable of incident and laboratory assist emergency personnel.

Radioactive Material Spills:

- The major concern in handling radioactive material spills is restricting their spread, which can easily occur by the movement of personnel involved in the incident or cleanup process.
- Notify DPS immediately by calling 911 during work hours and after work hours in case of area or personnel contamination or excessive exposure to radiation.
- In case of injury, call DPS at 911 and then notify EHOS at x81449 immediately. Treat injuries without regard to radioisotope contamination.
- Do not attempt extensive area decontamination without EHOS assistance. Contain spills by covering and isolating the area. Check and remove, or cover, shoes as necessary.