

PAUL ALLEN & ANNEX BUILDING EMERGENCY PROCEDURES

EMERGENCY CONTACTS

WHEN TO CALL

Health/Life Emergency
 Non-Health Lab Emergency
 Bldg/Facilities Emergency
 Bldg/Facilities Emergency

WHO TO CALL

911 General Dispatch
 SNF Duty Phone
 Kenny Green (**during working hours**)
 Work Control (**after hours/weekends**)

PHONE*

9-911 or 911
 (650) 521-7306
 (650) 804-2032
 (650) 723-2281

INCIDENT RESPONSE CONTACTS:

<u>SNF Staff</u>	<u>Phone (work hours)</u>	<u>Facilities Operations</u>	<u>Phone</u>	<u>Cell</u>
Mary Tang	(650) 723-9980	Rami Abdelhadi, Facilities Eng.	(650) 723-8475	(650) 561-5136
Carsen Kline	(650) 724-8214	Tony Padilla	(650) 725-3742	(650) 444-6823
Duty Phone	(650) 521-7306	Jose Solorzano	(650) 725-3742	(650) 444-6842
		Kenny Green, Bldg Manager	(650) 724-3310	(650) 804-2032

*Note: From Campus or Lab phones, dial "9" for non-campus number or last 5 digits for Campus contact. From mobile or cell phones within "650" area code, dial last 7 digits; else, dial 1 first, then all 10 digits.

WHAT TO DO IN AN EMERGENCY

<u>TYPE OF EMERGENCY</u>	<u>RESPONSE</u>
Health Threatening Fire, toxic spills, gas leak, leave building and go to EAP#104, located on Serra Mall, just past the water fountain on the sidewalk	<ul style="list-style-type: none"> • Pull the fire alarm, if alarm is not already sounding. • Leave the building immediately, using the marked emergency exit route. • Meet at the Evacuation Assembly Point (EAP #104) • DO NOT re-enter the building until cleared.
Major Earthquake	<ul style="list-style-type: none"> • Take cover; wait for shaking to stop. • Leave building & meet at Evacuation Assembly Point (EAP # 104) • DO NOT pull the fire alarm unless there is a health-threatening hazard.
Life-Threatening Medical Emergency (if in doubt, treat as an emergency)	<ul style="list-style-type: none"> • Call out for help. • Dial 9-911 or 911 immediately (DO NOT hang up until told to do so.) • DO NOT move victim unless necessary. • First aid kit/AED Units near Allen 158 and Annex 130.
Non-Health Threatening Emergency (Building and facilities)	<ul style="list-style-type: none"> • Emergencies during work hours call Kenny Green (650) 804-2032. • After hours, call Work Control at 3-2281.
Electrical Power Outage	<ul style="list-style-type: none"> • Emergency backup lights should come on within 15 seconds. Office area operations will resume when power is restored; SNF lab operations require staff support to reset.
Chemical Spill < 30ml	<ul style="list-style-type: none"> • Only if your training covers it, use proper protective equipment and clean up.
Spill > 30 ml or will take longer than 15 minutes to clean up	<ul style="list-style-type: none"> • During work hours, notify staff on lab page phone or SNF Duty Phone (650) 521-7306 • After work hours, call EH&S at (650) 725-9999
Odor in the Lab	<ul style="list-style-type: none"> • Leave the immediate area and report odor to Work Control, 3-2281. • If no alarm is sounding, make sure others leave (use Lab page phone) • During work hours, notify staff on lab page phone or SNF Duty Phone (650) 521-7306