

PAUL ALLEN & ANNEX BUILDING EMERGENCY PROCEDURES

EMERGENCY CONTACTS

WHEN TO CALL

Health/Life Emergency
 Non-Health Lab Emergency
 Bldg/Facilities Emergency
 Bldg/Facilities Emergency
 General Safety Concerns

WHO TO CALL

911 General Dispatch
 SNF Duty Phone
 Kenny Green (**during working hours**)
 Work Control (**after hours/weekends**)
 EH&S Safety: Roger Lu, Nancy Young

PHONE*

9-911 or 911
 (650) 521-7306
 (650) 804-2032
 (650) 723-2281
 (650)723-5686, (650)725-9597

INCIDENT RESPONSE CONTACTS:

| <u>SNF Staff</u> | <u>Phone (work hours)</u> | <u>Fac Ops</u> | <u>Phone</u> | <u>Cell</u> |
|------------------|---------------------------|---------------------------|---------------|--------------|
| Mary Tang | (650)723-9980 | Edmund Chiu, Fac. Engr | (650)725-2024 | 650-387-5922 |
| John Shott | (650)725-3715 | 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. Outside "650", dial 1 first, then all 10 digits.

WHAT TO DO IN AN EMERGENCY

| <u>TYPE OF EMERGENCY</u> | <u>RESPONSE</u> |
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| 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. • 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/Oxygen Units near room 158 and in Annex, near room 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; otherwise, contact help as for large spill. |
| 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. • 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 |