



School Of
**ARTS &
SCIENCES**
C H A N N E L
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College of Arts and Science Emergency Response Protocols

The information contained in this document is designed to provide you with a response procedure to follow during an emergency. In the event of an emergency, this document may be used as a quick reference guide.

Communication:

Be prepared to contact the dean's office and one another.
Please ensure that you have one another's' phone numbers.

Deans Office: See appendix A for contact information

Dean

Associate Dean

Manager of Laboratory Operations and Facilities

Manager of Academic Resources

Staff Responsibilities in Emergency Management and Preparedness include:

- Be familiar with your building's floor plan. Know where the stairs, fire extinguishers, and first aid kits are located.
- Know the location and content of the building evacuation maps, including the designated outside meeting area. Building evacuation maps are posted throughout buildings.
- Be informed about appropriate safety information relevant to any hazards encountered in your workplace.
- Ensure your emergency contact information is up to date within your department and the Human Resources office.
- To report an emergency, dial 911 on all campus phones to contact University Police. Dial 437-8444 from a cell phone to contact University Police. Use Blue Light emergency phones outdoors on campus to report an emergency.

Fire/ Explosion

If you discover fire or see smoke:

Gather the following information and call University Police at 911 from a campus phone or 437-8444 from a cell phone or call directly from a Blue Light emergency phone. Identify yourself and report the following:

- Building name and address
- Room/location of fire
- Type of fire
- Smoke or flame
- Smoke odor

For minor fires, such as smoke in a waste basket, locate the fire extinguisher.

Fire Extinguisher Instructions:

- P** PULL safety pin from handle.
- A** AIM nozzle at base of fire.
- S** SQUEEZE the trigger handle.
- S** SWEEP from side to side (watch for re-flash).

For large fires, evacuate the building and pull a fire alarm.

If you are the last person out of a room, then close the door behind you – **DO NOT LOCK THE DOOR.**

If you become trapped inside a building fire:

Call University Police (911 from a campus phone; 437-8444 from cell phone). Tell them your location and that you need Fire Department assistance to get out.

- Stay near a window and close to the floor.
- If possible, then signal for help.

Earthquake

- Should an earthquake strike while you are at an indoor work location, do the following:
 - **Duck** – Duck or drop down to the floor.
 - **Cover** – Take cover under a sturdy desk, table, or other furniture. If that is not possible, then seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.

- **Hold** – If you take cover under a sturdy piece of furniture, then HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking, and it is safe to move.
- If you are in a hallway, then drop to the floor against an interior wall – protect your head and neck with your arms.
- If you are with visitors or students, then shout “Earthquake! Duck, Cover and Hold!”
- Do not enter or exit the building during the shaking – there is danger from falling debris. Do not use the elevators.
- If you are outdoors, then find a spot away from buildings, trees, streetlights, and power lines. Drop to the ground and stay there until the shaking stops. Do not return to your building until authorized.
- In a car – stop in the safest place away from underpasses/overpasses, bridges, etc. Stay in the vehicle until the shaking stops.
- BE PREPARED FOR AFTERSHOCKS!!!

Landslide/Debris Flow

What should you do if a landslide is occurring or likely to occur?

- If you suspect imminent danger, then evacuate immediately. Inform others if you can and contact the police department.
- Listen for unusual sounds that might indicate moving debris, such as rumbling, trees cracking, or boulders knocking together.
- If you are near a stream or a channel, then be alert for any sudden increase or decrease in water flow and notice whether the water changes from clear to muddy. Such changes may mean there is debris flow activity upstream, so be prepared to move quickly.
- Be especially alert when driving– watch for collapsed pavement, mud, fallen rocks, and other indications of possible debris flow. In the event of a severe flow, stay inside your vehicle.

During Severe Storms

- Stay alert and awake. Many deaths from landslides occur while people are sleeping.
- Listen to local news stations on a battery-powered radio for warnings of heavy rainfall.
- Consider leaving if it is safe to do so.

Power Outage

Unplanned Outage

In the event of a power outage, alert SCE at 1-800-611-1911 or Public Safety at 805-437-8444

- Remain calm
- Secure all vital equipment, records, experiments, and hazardous materials if it is safe to do so. Store all chemicals in their original or marked containers and fully open all fume hoods. If this is not possible or natural ventilation is not adequate, then evacuate the area until power is restored.
- Do not light candles or other types of flames for lighting or heating purposes, as this could pose a fire hazard. Rely on flashlights or electric lanterns instead.
- Unplug electrical equipment and turn off light switches to prevent potential damage from power surges.
- Keep cold rooms, refrigerators, incubators, or other temperature sensitive areas closed to preserve the contents as long as possible.
- If evacuation is necessary, then follow the evacuation plan for your area. Seek out individuals with special needs and provide assistance if possible.

- In the event of a hazard or medical emergency, call 911 from a campus phone or 437-8444 from a cell phone.
- If people are trapped in an Elevator:
 - if you are able to communicate with them, then let the passengers know that assistance is on the way.
 - Call 911 from a campus phone or call 805-437-8444 from any cell phone.
 - Provide specific information, such as location on campus and number of individuals involved.

Planned Outage

- Make sure that all equipment that can be powered down has been powered down.
 - Unplug electrical equipment to prevent potential damage from power surges.
- List room locations and equipment that need generator power
 - Ensure that equipment that needs generator power is marked
- Keep cold rooms, refrigerators, incubators, or other temperature sensitive areas closed to preserve the contents as long as possible.
- During the outage, monitor equipment on generator power to ensure its functioning properly.

Laboratory Emergency

What to do in the event of a laboratory incident:

- Attend to injured or contaminated persons and remove them from exposure.
- Alert people in the laboratory to evacuate.
- If spilled material is flammable, then turn off ignition and heat sources.
- Call for assistance.
- Close doors to the affected area.

- Have a person knowledgeable of incident and laboratory assist emergency personnel.

For Small incidents

Wear protective equipment, including safety goggles, gloves, and long-sleeve laboratory coat.

- Use appropriate kit to neutralize and absorb inorganic acids and bases. Collect residue, place in a waste container, and dispose as chemical waste.
- For other chemicals, use appropriate kit or absorb spill with vermiculite, dry sand, or diatomaceous earth. Collect residue, place in container, and dispose as chemical waste.

Hazardous Materials

In case of hazardous material spill or exposure to infectious material, remain calm, and proceed as follows:

Chemical and Solvent Spills:

If spill involves personal injury, then remove clothing and flush with warm tap water for 15 minutes; call 911 from a campus phone or 437-8444 from a cell phone.

If an immediate hazard exists or medical assistance is required, then call 911 from a campus phone or 437- 8444 from a cell phone. Immediately evacuate and limit access to the affected area. All evacuations should be upwind from the release location.

For small spills/those not involving immediate danger to lives and property:

- Confine the spill.
- Evacuate and secure the immediate area, limit access to authorized personnel.
- Identify yourself and report the information.
- Be specific as possible including the type, amount, and location of material released.

Unless immediate medical attention is needed, all persons who have been potentially exposed should report to emergency personnel at the Incident Command Post site and notify University personnel that they have been exposed.

Inspection

As part of an emergency event, as soon as it is safe to do so we will conduct inspections of spaces to assess for hazards. We are looking to triage the spaces for immediate safety concerns.

Please be prepared to provide constant updates/ be in constant communication about your buildings with leadership in the Dean's Office including the Dean, Associate Dean, and Manager of Laboratory Operations and Facilities:

- Lookout for fallen ceiling tiles
- Broken glass
- Smell of natural gas
- Broken pipes and leaking water
- Chemical spills
 - Check flammable cabinets
 - Check corrosive cabinets
 - Check poison cabinets
 - Check freezers and refrigerators
 - Check general storage
- Fume hood function

Building Assignments:

Aliso Hall: Biology and Chemistry ISTs

Sierra Hall: ESRM, Physics, and Comp Sci. ISTs

Topanga Hall: Art ISTs

Napa Hall: Art ISTs

Modoc and Chapparral Halls: A&S LSO

If you are unable to inspect your designated area, please immediately contact the A&S LSO

After you inspect your area please report back to the A&S LSO on the findings and wait for further instructions.



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Appendix A

Deans Office Contact information:

- Dean- Phil Hampton (805) 390-3716
- Associate Dean- Cynthia Flores (805) 637-2689
- Manager of Laboratory Operations and Facilities- Bryan Swig (820) 207-5777
- Manager of Academic Resources Trina Darakjy (818) 854-0888