Facility Emergency Plan

In Case of Emergency
9-911 from a SLAC phone
911 from a non-SLAC phone
Then notify SLAC Site Security, Ext. 5555

SLAC Emergency Resources
SLAC Site Security 5555
On-site Palo Alto Fire Station Number 7 2776
Conventional and Experimental Facilities 8901
Normal working hours only
SLAC Medical Department 2281
Waste Management 2399

Building manager Larry Cadapan
Assistant building manager Brian Choi
Publication date 02/11/2009
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Prepared by Behzad Bozorg-Chami
Approved by Larry Cadapan
This facility emergency plan (FEP) contains building-specific emergency information for building occupants. See the accompanying Emergency Management: Situational Guidelines, for information on what to do in the event of specific emergency types.¹

Building managers:

- Make this set of information available to all building occupants by distributing it to department managers, posting it on building bulletin boards, and placing a copy into the life safety box of buildings that are required to have one.
- In an emergency, provide a copy of this FEP to professional responders.

Note: Instructions for developing your FEP are in red.

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Emergency Management: Facility Emergency Plan Template

General Information

Building Description
The Stanford Synchrotron Radiation Lightsource buildings 219, 274, and 278
The 3 buildings are single story pre-fabricated buildings used as office space for engineers and scientists.

Building Manager Contact Information

<table>
<thead>
<tr>
<th>Building Manager</th>
<th>Larry Cadapan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building</td>
<td>120</td>
</tr>
<tr>
<td>Office</td>
<td>302</td>
</tr>
<tr>
<td>Extension</td>
<td>4821</td>
</tr>
<tr>
<td>Pager</td>
<td>650-846-0246</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assistant Building Manager</th>
<th>Brian Choi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building</td>
<td>120</td>
</tr>
<tr>
<td>Office</td>
<td>202</td>
</tr>
<tr>
<td>Extension</td>
<td>2672</td>
</tr>
<tr>
<td>Pager</td>
<td>650-849-9528</td>
</tr>
</tbody>
</table>

Emergency Assembly Point
The parking lot in front of the building.

Designated Emergency Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency assembly point leader</td>
<td>Larry Cadapan 4821</td>
</tr>
<tr>
<td>Sweeper</td>
<td>Buildings too small no sweepers needed</td>
</tr>
<tr>
<td>SERT members</td>
<td>Matt Padilla 3861</td>
</tr>
</tbody>
</table>
**Building Occupancy**

The building manager maintains a list of building occupants that can be used by emergency assembly point leaders, sweepers, and other emergency personnel for purposes such as taking roll at the emergency assembly point. Building occupancy information should be updated at minimum once every three months. Updates can be verified by checking the SLAC BIS web site, but please note that subcontractors not formally assigned to an office space will not be listed.²

Hazards

Material Safety Data Sheet
No MSDS Needed.

Additionally, employees are encouraged to use the HAAS system to retrieve MSDS’s

Hazard Locations and Contact Person
List all equipment, devices, storage areas, chemicals, and other items that may present unusual chemical and/or physical hazards under emergency conditions.

Examples include underground storage tanks/piping, toxic gas cabinets, liquid nitrogen tanks, continuous chemical reaction processes, significant quantities of hazardous materials, equipment or processes requiring emergency shutdown procedures, or areas in the building that may be difficult to navigate through.

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Location</th>
<th>Department</th>
<th>Contact person</th>
<th>Room</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office space</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# System Shutoff Locations

## Alarm

<table>
<thead>
<tr>
<th>Alarm</th>
<th>Shutoff Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Alarm Panel</td>
<td>Building 274</td>
</tr>
<tr>
<td>Security</td>
<td>NONE</td>
</tr>
<tr>
<td>Machine or device</td>
<td>NONE</td>
</tr>
</tbody>
</table>

## Utilities

<table>
<thead>
<tr>
<th>Utility</th>
<th>Shutoff Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical</td>
<td>Outside of each building (219/274/278)</td>
</tr>
<tr>
<td>Gas</td>
<td>NONE</td>
</tr>
<tr>
<td>Water</td>
<td>Inside building 274</td>
</tr>
<tr>
<td>Heating, ventilating and air conditioning (HVAC)</td>
<td>On the roof of 278 and outside wall of 274 and 219</td>
</tr>
</tbody>
</table>

## Other Systems

<table>
<thead>
<tr>
<th>System</th>
<th>Shutoff Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td>None</td>
</tr>
</tbody>
</table>
Emergency Equipment

If there is no emergency equipment in the building or area state “no emergency equipment” and delete the rest of the section.

Note 22 CCR, Section 66265.52(e) [as referenced by Section 66262.34(a)(3)] and the Hazardous Materials Storage Ordinance requires that any buildings containing hazardous material list all spill equipment in the facility. Completion of the following table meets this requirement.

Describe emergency equipment and its capabilities. If applicable, specify testing or maintenance procedures and intervals between required procedures.

<table>
<thead>
<tr>
<th>Emergency Equipment Inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Category</td>
</tr>
<tr>
<td>Fire extinguishing systems</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
**Building Diagram Guidelines**

Following icon collection is not all inclusive, but symbols such as these can be used to call out important information.

*Note*  These icons and the diagram example on the next page were created using MS Paint.

- Water shutoff
- Electric shutoff
- Gas shutoff
- HVAC shutoff
- Emergency assembly point
- Sprinkler connection
- Sprinkler riser
- PIV valve (for sprinklers)
- Fire alarm Panel
- Fire alarm pull station
- Fire extinguisher
- First aid kit
- Fire hydrant
- Roof Access
- Exit routes
- Hazardous materials placard
- Hazardous spill kit
- MSDS location
- Flammable storage
- Life Safety Box
- Radiation area
- Eyewash
- Eyewash
- Shower
- Compressed gas cylinders
- Roof access
- Men/women
- North indicator
- Roof access
- Men/women
- North indicator
- Roof access
- Men/women
- North indicator
Diagram Example
Emergency Management: Facility Emergency Plan Template

Trailer 278

Evacuation Meeting Point: Building 120 Parking Lot

Legend:

Fire Extinguisher

Pull Station

Exit
Situational Guides

Attach Emergency Management: Situational Guidelines to FEP. \(^3\)

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4 What to do in an Emergency

4.1 Calling for Help

From a SLAC phone call 9-911
From a commercial phone call 911

Calling 9-911/911 should always be your first action. Getting the professional responders on the way is a time critical function.

Note: Calling 911 on a cell phone will connect you to the CHP dispatch center in Vallejo. The 911 operator is trained to try and control the conversation. The operator will ask the following questions:

- What is the emergency?
- Where is the emergency?
- Who is injured?
- Are there any hazards in the area?
- Your name and phone number you’re calling from.

Do not hang up until the 911 operator tells you to.
Then call SLAC Security at 2551 let them know of the situation. They will also respond to the scene. Have someone meet the responders and direct them to the exact location.
Do not move injured persons unless it is absolutely necessary for their safety.
Do not interfere with the emergency responders. If you do not have information or skills they need, then stay out of their way.

No plan, training or checklist can possibly foresee every situation. Ultimately, if you remember only one thing, let it be this:

4.2 Evacuating

When evacuating your building or work area:

- You are required by law to evacuate the building when the fire alarm sounds
- Stay calm, evaluate the situation carefully
- Safely stop your work
- Gather your personal belongings only if it is safe to do so
- Close doors and windows to prevent spread of smoke and fire
- Keep in mind you may have to use an exit that you don’t normally use.
- Do not use elevators
- Some exits could be blocked in an emergency, always know an alternate way out.
- Touch closed doors, do not open the if they are hot
- As you exit inform others who may not be aware of the situation
- Proceed to the building’s designated Emergency Assembly Point (EAP).
• The Assembly Point Leader or Roll Taker will take roll call to account for everyone as best as possible.

• When the emergency responders arrive they will need someone to provide them the exact nature of the emergency

**Emergency/Disaster situations are inherently chaotic...**

**Improvisation is a necessary virtue**
• Stay upwind of the building/area if hazardous materials are involved
• Wait for instructions from emergency responders
• Do not re-enter the building or work area until the emergency responders declare the scene safe

4.3 Medical Emergency

• After you have called 911, there are several things you can do until Emergency Responders arrive. These simple procedures will greatly aid the Emergency Responders and the patient they will treat.
  • Provide first aid to the best of your ability.
  • Use precautions to prevent exposure to bodily fluids.
  • If you determine that the patient is pulseless and non-breathing, begin cardiopulmonary resuscitation (CPR), but only if you have been trained in this life saving technique.
  • Stay calm; do not get excited. This will reassure the patient that help is on the way.
  • Refrain from moving the patient unless it is absolutely necessary for safety reasons
  • Make the patient as comfortable as possible.
  • Gather all the medication that the patient may be taking. This will help Emergency Responders better determine the medical history of the patient.
  • Remember the time, this is very important. When was the last time you talked to the patient? How long has this medical condition existed? How long has the person been unconscious?
  • Meet the fire department and direct/lead them to the patient
  • Inform the patient’s supervisor
  • Inform the SLAC Medical Department

4.4 Fire

• Sound the alarm.
• Evacuate the building
• Use a fire extinguisher only if you are trained in its proper use
• Meet the fire department and tell them exactly where the fire is
• Provide the fire department with a copy of this Facility Emergency Plan
• If the fire is in a Radiological Control Area ensure that RP responds to provide monitoring
4.5 Hazardous Materials Spill

If you spill or release hazardous materials:

Call 9-911 for any spill or release that threatens life safety or environmental damage

• Leave the area of the spill first and proceed to a safe location nearby. Then assess if you have the proper training and protective gear to stop or clean up the spill.

• If you cannot stop the spill call 9-911

• If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection. Manage the generated waste as appropriate. Consult the Waste management Department if you are not sure what to do with the waste product.

• Isolate the spill area to keep everyone away

• Confine the spill with material such as absorbent pads if possible.

• The fire department will need to know what substance has been spilled and how much has been spilled

• Provide the fire department with a copy of the Facility Emergency Plan

4.6 Earthquake

• Duck cover and hold until the shaking stops

• Evacuate the building after the shaking has stopped

• Avoid objects and structural components that could fall

• Be ready to assist injured persons (the fire department will be overwhelmed in a major earthquake)

• Do not re-enter the building until it has been determined that the building is safe

• Telephones will be overloaded, only make necessary calls and be brief

• Call 9-911 only for life threatening emergencies

4.7 Radiological Incident

• Notify Radiation Protection: Field Ops (RPFO) Ext. 4299

• After hours MCC or Security can notify the on-call RP Technician

• Isolate the area of suspected contamination

• For injured persons ensure the fire department is aware of the possible radiological contamination
4.8 Bomb Threat
If you receive a telephone bomb threat

- Try to stay calm. Listen carefully to get information from the caller, such as:
  - The caller’s age, gender, unique speech attributes and any background noises that might be clues to the caller’s location.
  - Clues about where the device is, when it is set to go off, what it looks like, why it was placed.

If the threat was delivered by mail or note:
Describe any

4.9 Workplace Violence
All urgent and/or potentially dangerous threats or acts of violence must immediately be reported to Security and your supervisor. Let security and the sheriff’s department handle the situation.

When confronted with a potentially violent person, use these guidelines:

- Project calmness: move and speak slowly, quietly and confidently.
- Focus your attention on the other person to let them know you are interested in what they have to say.
- Maintain a relaxed yet attentive posture and position yourself at a right angle rather than directly in front of the other person.
- Accept criticism in a positive way. When a complaint might be true, use statements like "You are probably right" or "It was my fault." If the criticism seems unwarranted, ask clarifying questions.
- Acknowledge the feelings of the other person. Indicate that you can see he or she is upset.
- Do not use styles of communication which generate hostility such as apathy, brush off, coldness, going strictly by the rules, or giving the run-around.
- Don’t reject all of the person’s demands from the start.
- Don’t make sudden movements which can be seen as threatening. Notice the tone, volume and rate of your speech.
- Don’t challenge, threaten, or dare the person. Never belittle the person or make him or her feel foolish.
- Don’t try to make the situation seem less serious than it is.
- Don’t invade their personal space. Make sure there is a space of 3’ to 6’ between you and the other person.

4.10 Shelter-in-Place
What is Shelter-in-Place? Some kinds of chemical accidents or terrorist attacks may make going outdoors dangerous. Leaving the area might take too long or put you in harm’s way. In such a case it may be safer for you to stay indoors than to go outside.
“Shelter in place” means to make a shelter out of the place you are in. It is a way for you to make the building as safe as possible to protect yourself until help arrives. You should not try to shelter in a vehicle unless you have no other choice. Vehicles are not airtight enough to give you adequate protection from chemicals.

What should we do during a Shelter-in-Place emergency? If emergency officials recommend that people in your area Shelter-in-Place, you should stay inside and encourage others to do the same. Allow people from outside to Shelter-in-Place in your facility. Begin implementing your building’s emergency plan. For a Shelter-in-Place emergency, you will need to stay inside until the hazard has been abated and winds have dissipated any vapors in the vicinity.

Here are the recommended steps to Shelter-in-Place:

1. Advise everyone to stay inside. Announce to everyone in the building that a Shelter-in-Place advisory has been issued. Recommend that people not leave the building during this time unless specifically ordered to do so by police or fire personnel. Leaving the building could result in exposure to toxic vapors.

2. Close all doors, windows and other sources of outside air. Close and lock windows for a tighter seal. Control access doors (locking will provide a tighter seal). Post a “Shelter-in-Place in Effect – Controlled Access” sign in the window so that people outside will know you are closed and Sheltering-In-Place. If additional people want to enter to Shelter-in-Place, minimize the time the door is held open. Move others away from any door that is opened. People who insist on leaving the building should be allowed to leave, but advise them it is at their own risk since emergency officials have issued a Shelter-in-Place advisory.

3. Turn off all air conditioning or heating systems. Your building’s air-handling cutoff switches should be labeled, and employees should be trained where they are located and how they work.

4. Use masking tape and plastic sheeting to seal any openings in the building.

5. Officials will be providing the news media with updated information on the locations that should continue to Shelter-in-Place. Monitor local radio stations for information.

6. Call security and let them know you are sheltering in place. Give them the names of who is there and your exact location. Call 9-1-1 if you need immediate assistance with a life-threatening emergency. Overloaded telephone circuits (including cellular phone calls) can prevent actual emergency calls from getting through.
5. Terrorism

5.1 Terrorism Overview

What you can do
Gain an understanding of what will be required to accomplish response actions in each type of terrorist attack: learn to recognize attack characteristics; understand response actions.

5.2 Chemical Attack

Chemical attacks entail the intentional dispersal of chemical vapors, liquids, or solids and individuals being affected by inhaling these or being exposed through their eyes and skin. Numerous industrial chemicals are readily available that could cause great loss of life if used for illegal purposes. Chemical agents can act very quickly so the warning time may be very limited. Individuals will have to act quickly and on their own to minimize their exposure.

Chemical Attack response: The goal is to avoid the contaminated air or substance.

If chemical attack is outdoors:
Shelter–in-Place

- Take shelter indoors and shut all windows and doors.
- Shut off the heating/air-conditioning unit (HVAC)
- Seal any gaps in windows and doors with duct tape and/or plastic sheeting. (trash bags work)
- Guard doors to prevent contaminated persons from entering
- Await instructions from fire department or law enforcement

If chemical attack is indoors:

- IMMEDIATELY Evacuate the building using an uncontaminated route.
- Avoid puddles of liquid or vapor clouds
- Remain upwind of the building
- Await instructions from fire department or law enforcement

If you were directly exposed to chemicals:

- IMMEDIATELY Remove and isolate your clothing (place in a plastic bag if possible)
- Avoid touching your eyes, nose and mouth
- Decontaminate any exposed clothing or skin. Thoroughly flush with water
- Seek fresh air, go upwind of incident
- Avoid contaminating others
- Isolate contaminated persons
- Seek medical attention
• Do not enter medical facility without first being decontaminated
5.3 Biological Attack

Biological attacks can involve either contagious or non-contagious agents. Unlike other weapons of mass destruction, biological attacks may take days or weeks to be recognized. Each agent has its own incubation period which can be up to two weeks.

**Biological Attack Response:** The goal is to get medical aid and minimize further exposure

- If symptomatic, go to a medical provider for treatment
- If informed of potential exposure by public officials, follow their guidance.
- For contagious diseases, expect to receive medical evaluation, surveillance, vaccination or quarantine
- If in contact with persons with smallpox obtain vaccination.
- For non-contagious diseases, expect to receive medical evaluation
- For all others, monitor for symptoms and, for contagious diseases, minimize contact with others.
- Leave anthrax-affected areas once on anti-biotics if advised to do so by public health officials.

5.4 Radiological Attack

**Radiological Attack Response:** The goal is to avoid inhaling dust that could be radioactive

If radiological attack is outdoors:

**Shelter-in-Place**

- Take shelter indoors and shut all windows and doors.
- Shut off the heating/air-conditioning unit (HVAC)
- Seal any gaps in windows and doors with duct tape and/or plastic sheeting. (trash bags work)
- Guard doors to prevent contaminated persons from entering
- Await instructions from fire department or law enforcement

If radiological attack in indoors:

- IMMEDIATELY Evacuate the building using an uncontaminated route.
- Avoid vapor clouds
- Remain upwind of the building
- Await instructions from fire department or law enforcement

If you were directly exposed to contamination:

- IMMEDIATELY Remove and isolate your clothing (place in a plastic bag if possible)
- Avoid touching your eyes, nose and mouth
- Decontaminate any exposed clothing or skin. Thoroughly flush with water
• Seek fresh air, go upwind of incident

• Avoid contaminating others

• Isolate contaminated persons

• Seek medical attention

• Do not enter medical facility without first being decontaminated

5.5 Nuclear Attack

**Nuclear Attack Response:** The goal is to avoid radioactive fallout

**If a nuclear attack occurs:**

• Move out of path of radioactive fallout as quickly as possible.

• If it is not possible to move out of the path of the radioactive fallout cloud, take shelter as far underground as possible.

• Find ways to cover skin, nose and mouth.
• Decontaminate as soon as possible, once protected from the fallout.

• If outside the radioactive fallout area, still take shelter inside to avoid any residual radiation.

Appendix A Acronyms
These are some acronyms that may be used during an emergency.
Emergency assembly Point EAP
Emergency Operations Center EOC
Environment Safety & Health ESH
Facility Emergency Plan FEP
Incident Commander IC
Incident Command Post ICP
Material Safety Data Sheet MSDS
Palo Alto Fire Department PAFD
SLAC Emergency Response Team SERT
Conventional & Experimental Facilities CEF
Waste Management WM