UCSB Department Emergency Operations Plan

_____

Department

_____

Department Safety

_____

Alternate DSR

2004

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I. INTRODUCTION

PURPOSE
The purpose of your **Department Emergency Operations Plan (Dept. EOP)** is to provide department-specific emergency operations procedures. The success of this plan is dependent upon employees becoming familiar with its contents prior to an actual emergency. Preplanning is essential to this process.

DESIGN
The *Campus* **Emergency Operations Plan (EOP)**, as opposed to your Department's Emergency Operations Plan, is intended to provide a framework for dealing with campus-wide emergencies. It specifies the composition of the **Emergency Operations Center (EOC)** staff and identifies the basic functions and relationships that certain departments have in a major emergency. If your department is identified in the Campus Emergency Operations Plan, you will have to coordinate the development of your emergency response procedures with other departments.

Your department's Emergency Operations Plan has also been designed to meet the requirements of the **Emergency Action/Fire Prevention Plan** required by the California Occupational Safety and Health Administration (Cal/OSHA), California Code of Regulations, Title 8, Sections 3220 and 3221.

ROLES
The **department chair / director** is responsible to assure that this legally mandated program is effectively carried out within their department. The chair/director coordinates those activities that are necessary for successful implementation. Additionally, they are to provide support to the **Department Safety Representative** in carrying out their significant role in the department, facilitating cooperation and support from department personnel

The **Department Safety Representative** and designated alternate assume key **roles** in coordinating and directing the department's emergency response activities. The Department Safety Representative not only **oversees** the department's emergency operations **plan development**, but serves as the **primary contact** during an emergency to the Emergency Operations Center (EOC). The DSR is the individual in the department that collects and reports information on the department's **status** during an emergency, and also receives information and direction from the campus Emergency Operations Center (EOC). This information is disseminated throughout the department, providing direction and information on available resources.

PROCEDURES
The basic emergency response **procedures** for department employees are presented in checklist format to facilitate distribution throughout the department. Individual sections could be copied and posted where appropriate, for widest dissemination. The **Department's Floor Plan** specifying the location of fire alarms, fire extinguishers, emergency response kits, exit routes and **Emergency Assembly Points** should also be posted on safety bulletin boards within the department. Please note that people should only evacuate to Emergency Assembly Points if the location of the EAP remains safe, and is upwind of hazardous fume releases.

II.   DEPARTMENT SAFETY REPRESENTATIVE CHECKLIST

> **The following responsibilities involving the coordination of emergency response activities within departments are managed for the department by the Department Safety Representatives (DSRs) and/or their alternates.**

A. Planning for an Emergency:

1. Department Emergency Operations Plan

Planning

- Assists the department head in the development of the Department EOP.

- Have the appropriate department individuals (DSR, Alternate, Department Head, MSO) obtain Emergency ID badges – call Police (Lost & Found) at x3843 for appointment;

- Develop an internal communications plan to keep department informed as much as possible (e-mail, emergency call-out instructions, urgent page, etc.). Call Communication Services at x3331 if you need further assistance.

- Designate multiple people to assist disabled individuals during emergencies.

- Provide and document training of all employees regarding plan's contents and updates.

- Attend emergency response training sessions provided by EH&S.

- Keep a copy of all essential emergency information at home (i.e., Department Emergency Operations Plan) - if possible, develop laminated, wallet-size cards of emergency phone roster.

- Redundancy in computer files, notebooks, research papers, etc., is essential. Encourage secondary locations for storage of such materials to be established.

- Exercise – Participate in the annual State Fire Marshal drills as required during building fire alarm testing.

2. Campus Emergency Operations Plan

- Familiarize yourself with the Campus EOP

- Know the location, function and ways to utilize the Emergency Operations Center (EOC).

    Location: EH&S Training Room, #1045   Phone x3194

    (An alternate location will be announced and posted at the primary EOC, if necessary.)

B.   Responding to an Emergency:

1. Working-Hour Major Emergencies

a. *Determine if EOC has been established by checking the following in this sequence:*
   • Check your e-mail for message
   • Come to the EOC for information

b. *If EOC has been established:*
   • Serve as primary departmental contact to the EOC
   ❑ Collect information from within your department
      (Department Emergency Status Report)
   ❑ Report status to EOC
      *   Provide/serve as runner
      *   FAX to x8659

c. *Keep department informed as much as possible.*

If evacuation of your building is necessary:
   • Evacuate to Emergency Assembly Point (EAP).

   • Ensure that designated people assist any disabled individuals.

❑ *Ensure that emergency response kit is removed from building.*

   * Assign personnel __OR__ distribute assignment cards to assist with the following:

❑ *Ensure that head count from phone list in Dept. EOP is conducted.*

❑ *Restrict entry to building through verbal instructions.*

   • When emergency response personnel arrive, relay any pertinent emergency information you may have regarding personnel safety (injuries, trapped individuals, etc.) and the source of the alarm (fire? smoke? chemical spill? Which pull station activated? etc.). Follow their instruction.

   • Do not reenter the building until authorized to do so by County Fire or UCSB emergency response personnel.

   • Access emergency information sources.

   • Keep your department routinely informed as much as possible.

❑ *Depending upon severity of emergency:*

   • Collect information for Department Emergency Status Report *(Section V, D)*
   • Ensure Department Emergency Status Report is delivered to EOC (by hand, or faxed, x8659).

2. During An After-Hour Emergency
(Nights, weekends, holidays, and off-campus meetings)

If you are off-site when an emergency occurs, adhere to the following after you've addressed your personal issues:

a. Determine if safe passage to campus is available.

b. *If it is safe to do so*, adhere to **YOUR** department 's return-to-work procedure as home situation and traveling conditions permit. If your department procedures authorize your return to campus, coordinate with your alternate, if possible, and **report to the EOC for information and direction as soon as you enter the campus.**

c. Activate department communication system, as appropriate *(Section V, C)*.

While at home:

d. Monitor the radio and television for campus and roadway emergency information.

Special note: If you are an DSR and a member of the emergency response team (ERT), and if you are needed and available for ERT service, have alternate DSR assume emergency responsibilities for your department.

III. COMMUNICATION RESOURCES
IN AN EMERGENCY

A. RADIO

KCSB FM 91.9 (on campus)

B. PHONES

Major Emergencies   **911 pay phones (no coin required)**
9-911 campus phones

Campus Emergency Operations Center
Emergency Operations Center   **x 3194**
FAX   **x 8659**
Highway Information   **1/800-427-ROAD (7623) (indicate highway #)**

EH&S EOC Information Line   x 3194
(24-hr phone line for EH&S assistance with hazardous materials spills, odors, leaks, and safety-related matters.

C. COMPUTER

The EMER-L Listserver is a campuswide **Emergency E-mail system** that has been established for general emergency information.

INTERNET
UCSB Homepage   http://ucsb.edu
EH&S Homepage   http://ehs.ucsb.edu

HIGHWAY INFORMATION
California Highway Conditions   www.dot.ca.gov
California Highway Patrol   http://cad.chp.ca.gov/

D. TELEVISION

For local emergency information concerning weather, traffic reports, road closures, school closures and other conditions, please turn to:

Channel 3, Santa Barbara
Channel 12, Santa Maria

IV. EMERGENCY RESPONSE PROCEDURES

The following Guides are brief overviews of proper response procedures based on specific types of hazards. They are intentionally generic in order to apply to a wide scope of situations. They are not intended to be applicable under all circumstances, and cannot replace individual judgment.

A. Fire
B. Earthquake
C. Hazardous Materials
D. Severe Weather
E. Utilities
F. Shelter-in-Place
G. Bomb Threats
H. Evacuation Procedures for Individuals with Mobility Disabilities
I. Tsunami

A. Emergency Response Procedure

FIRE

❒ Evacuate when the fire alarm rings/strobe flashes.

❒ Evacuate if a fire starts that is beyond your control to extinguish, evacuate the area and close the door.

❒ Follow the evacuation route established by your department. ***Inside a room:***Feel doors at the top for heat. Do not open door if it is warm to the touch.If smoke/fire present in hallway, close door and place materials at the base to block smoke. ***On first floor:*** If windows operable and circumstances permit, use for evacuation or follow procedures for multistory buildings. ***Multistory buildings:*** If not on the ground floor with operable windows, call 9-911 and wait for emergency personnel.

❒ **Call 9-911** on a campus phone or **911** on any phone (No coin required) and report the location, extent and type of fire (chemical, solvent, paper, etc.).

❒ Do not use elevators.

❒ Designated personnel should assist individuals with mobility disabilities to a safe location, i.e., enclosed stairwell landing with a ground level exit to the exterior, or if obstructed, an office space with door separating office from hallway.

❒ Stay up-wind of smoke/fire.

Note: Use your Department Emergency Assembly Point only if it's in an upwind location.

❒ Report to your Department' Safety Representative. The Department Safety Representative will complete a department status report and will transmit it to the Emergency Operations Center. Relay pertinent information to the emergency responders.

❒ Do not re-enter the building until authorized to do so by County Fire or UCSB emergency response personnel.

❒ Report all fires (x3446 non-emergency number), even those that are self-contained and extinguished.

❒ If a fire extinguisher has been discharged, call EH&S x7751 for servicing

B. Emergency Response Procedure

EARTHQUAKE

Outside

❒   Get to an open area away from trees, building, and power lines.

Vehicle

❒   Pull to the side of the road away from underpasses, bridges and buildings. Remain in the vehicle until the shaking stops. Do not leave the vehicle if a power line has fallen on or near it.

Inside

❒   Stay away from windows and get under a desk or a table.

❒   Duck, cover, and hold.

❒   In a hallway, sit against the wall and protect your head with your arms.

❒   In an auditorium, duck between the rows of seats and protect your head.

❒   Wait inside until the shaking stops, then evacuate the building and go to your Emergency Assembly Point.

❒   Do not use elevators for evacuation.

❒   Designated personnel should assist individuals with mobility disabilities to a safe location, i.e., enclosed stairwell landing with a ground level exit to the exterior, or if obstructed, an office space with door separating office from hallway.

❒   Report to your Department Safety Representative. The Department Safety Representative will complete a department status report and will transmit it to the Emergency Operations Center.

❒   Do not re-enter the building until authorized to do so by County Fire or UCSB emergency response personnel.

C. Emergency Response Procedure

HAZARDOUS MATERIALS

Follow this checklist for **major** incidents involving hazardous materials (chemicals, biological, radiological, asbestos, etc.) releases that cannot be controlled by department personnel and are an immediate threat to life and health.

❐   Alert/notify personnel from affected and adjacent areas.

❐   If possible use sign and/or barricade to isolate the area.

❐   Evacuate the area and close the door.

❐   If the release cannot be contained in the area, activate the nearest fire alarm pull station.

❐   Call **9-911** on a campus phone or **911** on a pay phone (No coin required). Explain what has happened.

❐   Stay upwind of the building.

      Note: Use your Department Emergency Assembly Point only if it's in an upwind location.

❐   Ask for assistance from your department Emergency Response Team (ERT member (if applicable).

❐   Report spills to the EH&S Assistance Line, x3194.

❐   If Campus Emergency Operation Center (EOC) has been activated, report to your Department Safety Representative. The Department Safety Representative will complete a department status report and will transmit it to the Emergency Operations Center.

❐   Do not re-enter the building until authorized to do so by County Fire or UCSB emergency response personnel.

❐   **Call Dispatch at 9-911 for suspected natural gas odors.**
        Call Environmental Health & Safety at x3194 for general odors.

*Note: For **non-emergency** incidents requiring assistance from Environmental Health & Safety (EH&S) call **the EH&S 24 -hour Assistance Line at x3194***

D. Emergency Response Procedures

SEVERE WEATHE

If at home

❒ Assess conditions prior to leaving home.

❒ Listen to all available media for conditions, as well as news releases from UCSB.

❒ Contact your department information line if one has been established.

❒ Do not risk your life in order to return to campus.

If at work:

❒ Determine whether campus has been closed.

❒ Listen to media reports, especially KCSB, FM 91.9.

❒ Check campus e-mail for pertinent messages.

❒ If Campus Emergency Operation Center (EOC) has been activated, transmit to your Department Safety Representative any pertinent information regarding the emergency, and receive any instruction on emergency procedures. The Department Safety Representative will complete a department status report and will transmit it to the Emergency Operations Center.

❒ Do not leave the campus and get on the roads if you have not been able to determine if it is safe to do so.

E. Emergency Response Procedures

UTILITIES

The following procedures apply to utility emergencies.

Gas

❒   If you smell gas, evacuate and call **9-911**.

❒   If appropriate, activate nearest pull station.

❒   Do not turn on any electrical equipment or light switches.

❒   Evacuate to your Emergency Assembly Point.

Electrical

❒   Unplug sensitive equipment, if not connected to a surge protector.

❒   Disconnect hazardous equipment according to department plan.

❒   After a power outage, check elevators for trapped individuals and call   **9-911**.

❒   Stay away from downed power lines.

❒   During an extended power outage, you may have to leave the   building and go to your Emergency Assembly Point, where you will wait for further instructions from emergency response personnel.

Water

❒   Do not drink water from any campus system after an earthquake or a flood.

❒   Report plumbing breaks to Facilities Management at **x2661 x4** or after business hours to Police Dispatch at **x3446.**

Heating and Ventilation

❒   Report air conditioning or heating problems to Facilities Management at **x2661 x4** or after hours to Police Dispatch at **x3446.**

Note: If the Emergency Operations Center (EOC) has been activated, report to your Department Safety Representative. The Department Safety Representative will complete a Department Emergency Status Report and transmit it to the EOC.

F. Emergency Response Procedure

SHELTER -IN-PLACE

If you are ever advised to shelter-in-place:

❒ Isolate yourself as much as possible from the external environment

❒ Contact FM to shut down air handling systems (**x2661 x4**);

❒ Shut all doors and windows;

❒ Seal cracks around doors and windows as best as possible (e.g., duct tape).

❒ Provide for your comfort

❒ Communicate needs

❒ Notify emergency management personnel of status

❒ Monitor all available communications

❒ Notify family when possible of delayed arrivals

G. Emergency Response Procedure

BOMB THREAT

***The University will consider all bomb threats as authentic
until fully investigated.***

In order to promote consistent, safe and thorough guidelines relative to matters relating to bomb threats or explosive devices, the following procedures should be followed.

❒	The person receiving the bomb threat should remain calm and attempt to obtain as much information as possible from the caller *(see checklist on following page).*

❒	Call **9-911** to inform the Police Department of the situation.

❒	The Police will *assist in determining* if an evacuation is necessary.

❒	Inform your supervisor and/or Department Head.

❒	If you spot a suspicious object, package, etc., report it to the Police, but under no circumstances should you touch it.

❒	If instructed to evacuate, move to your department's Emergency Assembly Point (EAP) *provided it is at least 300 feet from building.*

❒	It is possible for radio transmissions to detonate certain devices, so do not transmit radios and/or cellular phones within 300 feet of the targeted area.

❒	Do not re-enter until authorized to do so by UCSB emergency response personnel.

The Police Department **_may_** post the entrance with the following sign:

WARNING

The University has received an anonymous bomb threat against this building. We have no way of knowing if this is a serious threat. Officials have conducted a preliminary search and have found no suspicious items. Whether or not you enter is a matter of your personal discretion.

Campus Police

BOMB THREAT CHECKLIST

Questions to Ask:

1.   When is the bomb going to explode?
2.   Where is the bomb?
3.   What does it look like?
4.   What kind of bomb is it?
5.   What will cause it to explode?
6.   What is your name?
7.   Where do you live?

Caller description:
Sex _____   Age_____   Race_____

Caller's Voice:

❐	Calm	❐	Laughing	❐	Lisp
❐	Angry	❐	Crying	❐	Raspy
❐	Excited	❐	Nasal	❐	Deep
❐	Slow	❐	Normal	❐	Ragged
❐	Rapid	❐	Distinct	❐	Accent
❐	Soft	❐	Slurred	❐	Distinguished
❐	Loud	❐	Stutter	❐	Familiar

Background Sounds:

❐	Street noise	❐	Voices	❐	Clear
❐	Music	❐	Animals	❐	Static

Remarks:_____
_____
_____
_____
_____
_____
_____
_____
_____

REPORT THE CALL IMMEDIATELY BY DIALING 9-911.

H. EMERGENCY EVACUATION PROCEDURES

INDIVIDUALS WITH MOBILITY DISABILITIES

Emergency procedures require that everyone exit a building when the fire alarm is activated. If you are an individual with a mobility disability and you are situated on the ground floor of a building, evacuation procedures should be followed according to department plan. However, safety regulations require that elevators not be used for fire/earthquake evacuation because they may be damaged and unreliable. During emergencies when an elevator is not available for use, the following procedures have been developed to handle situations in multistory buildings for those unable to use the stairs:

When the fire alarm is activated, designated personnel should assist/escort individuals with mobility disabilities to a safe location (enclosed stairwell landing that leads to an exterior exit at the ground level). Someone should remain with the individual while another person notifies arriving emergency personnel of the location of anyone who needs assistance. The instructions of the safety personnel should be followed, and in no case should an attempt to move the individual to another building level be made, unless there is imminent danger in the safe refuge, i.e. there is heavy smoke in the stairwell, etc.

An individual unable to utilize the stairs and working alone should call 9-911 and report the location of their planned refuge (stairwell landing). Anyone unable to reach a stairwell, (for instance due to smoke), should close all doors into their area, call 9-911, and wait for emergency personnel to arrive.

I. Emergency Response Procedure

Tsunami

A strong earthquake can generate a tsunami within minutes. However, most tsunamis are formed by earthquakes that have occurred hundreds or even thousands of miles away. These earthquakes are not felt locally and thus provide no advanced warning to residents. "Tsunami waves" can travel through the water at speeds of up to 500mph.

If at home

Listen to NOAA Weather Radio for possible Emergency Alert System activation and to evaluate severity and timing of event. An all clear may be announced quickly for less-than-destructive tsunamis.

Contact your department information line if one has been established.

Do not risk your life in order to return to campus.

If at work

Listen to NOAA Weather Radio for possible Emergency Alert System activation and to evaluate severity and timing of the event. An all clear may be announced quickly for less-than-destructive tsunamis.

If necessary, the EOC will be activated and staffed and all established warning point procedures would be followed.

If you must stay on campus, move to higher ground and remain there until the threat has passed.

Do not head to the shoreline to see the waves. **When you can see the wave you are too close to escape.**

NOTE: A tsunami is not a single wave, but a series of waves. A larger more dangerous wave may be preceded by a smaller initial wave. Stay out of danger and away from the shoreline until competent authority issues an "all clear".

V. ACTION PLAN
Department-specific Practices and Procedures

A. Overview

Section V has three components that department's should complete and maintain – generally by the Department Safety Representative:

1. The following information should be **posted on your department's Safety Bulletin Board**, and/or other logical locations – consideration should be given to also posting on your unit's website.

- Primary and secondary routes of emergency egress
- Fire alarm pull station locations
- Fire extinguisher locations
- Emergency response kit locations (e.g. AM/FM radio, flashlight, first-aid, etc.)
- Description of fire alarm system: __ bells   __ horns/strobes   __ strobes

This information can be posted using building floor plans (call x-7751 to obtain), or use the form on the next page.   An editable "Word" version of this form can also be found on the EH&S website (follow path: Programs/Emergency Planning) that can be further customized.

2. The *UCSB Departmental Emergency Status Report* is also included in this section. It should be used in the event of a major emergency/disaster by departments/buildings to communicate their status to the Campus Emergency Operations Center located at the Environmental Health & Safety building.

3. It is also recommended that a current copy of the **home/work phone roster** for department faculty/staff/grad students be kept within this section and other handy locations. In the event of a disaster affecting the campus, it may be necessary to contact your personnel regarding return to work issues,etc.

Building Emergency Information
(Department Safety Rep: complete and post on Department Safety Bulletin Board, or use bldg. floor plans)

Building:

Building Exit Routes Note the general locations of exits. (e.g. Exit stairwell is located on the northside):

Building Emergency Assembly Point
(Find your assigned location(s) from EH&S website: Programs/FireSafety/ Building Emergency Assembly Points)

Primary Location:

Secondary Location:

Photo Here
(Optional)

Photo Here
(Optional)

Fire extinguishers and fire alarm pull station- nearest locations.

↳Extinguishers are generally located at the ends of exit hallways and/or exit doors. Inside labs, they are located near the exit door.

↳Pull stations are generally located at regular hallway intervals and at the ends of exit hallways.

Type of fire alarm signal for the building
(Check all that apply. If in doubt, contact the EH&S Fire Safety Division)

Bells ___

Horns/Strobes ___

Strobe Flashers ___

Department Safety Rep:_____ Phone:_____
Alternate Department Safety Rep:_____ Phone:_____

For more information on emergency preparedness and fire prevention visit Environmental Health & Safety online (http://ehs.ucsb.edu).

Date Prepared _____

UCSB DEPARTMENTAL EMERGENCY STATUS REPORT

Deliver to: Campus Emergency Operations Center (EOC) OR FAX x8659

Date_____   Time_____   am/pm

Report# 1 2 3 4 5 6 7 8 9 10

Dept_____ Bldg Name _____ Bldg # _____

Completed By _____Location _____

Phone _____

PERSONNEL STATUS

	# of People	Please describe exact location (floor/room) and any important details	For EHS Use
Urgent Injuries?	Y / N		
Minor Injuries?	Y / N		
Is anyone trapped?	Y / N		
Has Medical assistance arrived?	Y / N		

BUILDING STATUS

UTILITIES   ON   OFF

UTILITIES	ON	OFF
electricity		
Water		
Gas		
Phones		

FIRE /STRUCTURAL   Please describe exact location floor/room

FIRE /STRUCTURAL		Please describe exact location floor/room
Fire	Y / N	
Structural Damage	Y / N	
Plumbing Damage	Y / N	

HazMat Hazards: Please describe the location, quantity and any other details

Chemical	Y / N		
Biological	Y / N		
Radiation	Y / N		
Asbestos	Y / N		

For EH&S Use

Recv'd at EOC by:		Reviewed by:	Prelim Actions Taken:☐	Completed☐
Date:	Time: am pm	Priority: 1 2 3 4 (Please circle one)		
How was message delivered ?				
Attachment? Y / N		Distributed to:		

Deliver to: Campus Emergency Operations Center (EOC) OR FAX x8659