Building Emergency Procedures (BEP)

Haviland Hall
I. BUILDING INFORMATION

- Description of Building
- Emergency Assembly Area
- Emergency Management Area
- Building Emergency Plan
- Departments
- Building Safety Committee

- Building Floor Monitors
- Audible/Visible Alarms
- Potential Fire/Unique Hazards Found in This Building
- Critical Operations Found in Building
- Medical & Rescue Duties for Employees

<table>
<thead>
<tr>
<th>Building Name:</th>
<th>Haviland Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Address:</td>
<td>120 Haviland Hall #7400</td>
</tr>
<tr>
<td>Building Coordinator:</td>
<td>Lorretta Morales</td>
</tr>
<tr>
<td>Telephone #:</td>
<td>643-6670</td>
</tr>
<tr>
<td>Fax #:</td>
<td>643-6126</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:lmorales@berkeley.edu">lmorales@berkeley.edu</a></td>
</tr>
<tr>
<td>Alternate Building Coordinator:</td>
<td>Heidi Wagner</td>
</tr>
<tr>
<td>Telephone #:</td>
<td>642-7475</td>
</tr>
<tr>
<td>Fax #:</td>
<td>643-6126</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:hwagner@berkeley.edu">hwagner@berkeley.edu</a></td>
</tr>
</tbody>
</table>

Description of Building:

Haviland Hall is located on the north side of the campus. Nearest adjacent buildings are Moffitt Library, which is located across Campus Drive, Giannini Hall, located on the other side of Strawberry Creek, and Starr Library, located to the east. Haviland Hall houses the School of Social Welfare (its primary tenant on all four floors), two divisions of the School of Public Health (Biology and Epidemiology, and Biostatistics and Information Systems, on the first floor), the Social Welfare Library (on the second floor) and the Seismographic Station (in the sub-basement), which is not staffed on a regular basis. The Center for Social Services Research (CSSR) (a research group of the School of Social Welfare), is located in the basement.

Emergency Assembly Area (EAA): The assembly area for Haviland Hall is on the far north side of the building on the path leading to the bridge over Strawberry Creek (beyond the parking lot). **Do not gather at the parking lot as emergency vehicles will be parking there.**

At any time the building is evacuated, please proceed immediately to the nearest exit. Follow the road or path around Haviland Hall to the assembly area. Floor Monitors will help guide you.
Emergency Management Area (EMA) Number and Location: Haviland Hall is located in emergency management area number five (EMA 5). The assembly area for EMA 5 is the lawn between the West Circle and Mulford Hall. [http://oep.berkeley.edu/pdf/EMAmaps/EMA5.pdf]

BUILDING EMERGENCY PLAN

As a building occupant, it is your responsibility to be familiar with this plan. If you have questions, consult your Building Coordinator, Department Safety Coordinator, or Safety Committee representative. As you read this document, pay particular attention to:

- Evacuation routes, exit points, and the location of your Emergency Assembly Area
- When and how to evacuate the building
- Locations of emergency equipment, supplies, and materials, such as fire extinguishers, pull alarms, first aid kits
- Proper procedures for notifying emergency responders about an emergency
- Your emergency responsibilities, if you are assigned any, such as being a Roll Taker or Floor Monitor
- Potential fire hazards in your building
- Potential exposure to hazardous materials or processes in and around your work area, and means of protecting yourself in the event of an emergency

DEPARTMENTS

<table>
<thead>
<tr>
<th>Department</th>
<th>Department Safety Coordinator</th>
<th>Phone Number</th>
<th>Bldg. and Room No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Social Welfare</td>
<td>Lorretta Morales</td>
<td>643-6670 or Cell # 510-685-3995</td>
<td>Haviland Hall, Room 117</td>
</tr>
<tr>
<td>School of Public Health/ Epidemiology</td>
<td>Elizabeth Gardner</td>
<td>643-0380</td>
<td>Haviland Hall, Room 101</td>
</tr>
<tr>
<td>Social Welfare Library</td>
<td>Craig Alderson</td>
<td>642-4432</td>
<td>Haviland Hall, Room 227</td>
</tr>
<tr>
<td>Seismology</td>
<td>Jennifer Taggart</td>
<td>642-3977</td>
<td>McCon Hall, Room 215</td>
</tr>
</tbody>
</table>

BUILDING SAFETY COMMITTEE

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone and Room #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair: Heidi Wagner</td>
<td>Social Welfare</td>
<td>642-7475</td>
</tr>
<tr>
<td></td>
<td></td>
<td>124 Haviland Hall</td>
</tr>
<tr>
<td>Vice-Chair: Lorretta Morales</td>
<td>Social Welfare</td>
<td>643-6670 129A Haviland Hall</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td><strong>Members:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Craig Alderson</td>
<td>Social Welfare Library</td>
<td>642-4432 227 Haviland Hall</td>
</tr>
<tr>
<td>David Fullmer</td>
<td>Social Welfare</td>
<td>642-4405 3C Haviland Hall</td>
</tr>
<tr>
<td>Elizabeth Gardner</td>
<td>School of Public Health/ Epidemiology</td>
<td>643-0380 101 Haviland Hall</td>
</tr>
<tr>
<td>Joshua May</td>
<td>Social Welfare/CSR</td>
<td>643-0839 16 Haviland Hall</td>
</tr>
<tr>
<td>Mia Reiser</td>
<td>Social Welfare/CSR</td>
<td>643-6669 16 Haviland Hall</td>
</tr>
<tr>
<td>Jennifer Taggart</td>
<td>Seismology</td>
<td>642-3977 215 McCone Hall</td>
</tr>
<tr>
<td>Robert Teague</td>
<td>Social Welfare</td>
<td>642-8535 127 Haviland Hall</td>
</tr>
<tr>
<td>Samantha Wong</td>
<td>Social Welfare</td>
<td>642-4341 120 Haviland Hall</td>
</tr>
</tbody>
</table>

**BUILDING FLOOR MONITORS**

Haviland Hall Floor Monitors have agreed to search designated areas of the building after a natural disaster and to assist injured or trapped people if possible. Floor Monitors are not qualified emergency medical technicians. In case of serious injuries, Floor Monitors would contact the nearest trained medical practitioner for assistance.

**AUDIBLE AND VISIBLE BUILDING ALARMS**

- When you hear the fire alarm, evacuate the building and call University Police at 642-3333.
- The elevator alarm is a bell and is not as loud. When you hear the elevator alarm, call University Police at 642-3333.
- The security alarm in Room 16 is an intermittent beep. When you hear the security alarm, call University Police at 642-3333.
- Utility sub-basement tone contact Berkeley Facilities Services office at 642-1032.

**POTENTIAL FIRE/UNIQUE HAZARDS FOUND IN THIS BUILDING**

Haviland Hall contains classrooms and office space. There are no science laboratories, no natural gas in use, and no special chemicals stored. Power is provided by standard electrical service and heat is provided by the campus's central steam system. There are no chemicals except for cleaning supplies (in
custodial closets in rooms 6 and 325A). Fire extinguishers are located at both ends of central hallways on all four floors. The following are the potential fire hazards identified in this building:

- Combustible materials (e.g. paper, cardboard, wood, etc.).
- Fire hazards are controlled by proper storage and housekeeping procedures.
- A unique hazard that is confusing to navigate through is the seismographic station with series of narrow passageways in the Sub-Basement/Seismology Lab. When occupied a note should be placed on the outer door.
- There are no other physical hazards in the building that may hinder easy egress.

**CRITICAL OPERATIONS FOUND IN BUILDING**

The following operations should be checked immediately after an emergency:

There is a server providing a critical IT service within CSSR (room 16 J).

hostname: [ccsa1.berkeley.edu](http://ccsa1.berkeley.edu)

ccsa1 provides data and compute services for the CCWIP website. The website itself is hosted in the campus data center. ccsa1 is also used for general analysis of research data.

There is a standby server, also located in the campus data center, which provides this service (automatically), if ccsa1 goes offline.

**MEDICAL & RESCUE DUTIES FOR EMPLOYEES**

No occupant has been assigned medical or rescue duties specific to emergency situations in this building. Haviland Hall Floor Monitors have agreed to search designated areas of the building after a natural disaster and to assist injured or trapped people if possible. Floor Monitors are not qualified emergency medical technicians. In case of serious injuries, Floor Monitors would contact the nearest trained medical practitioner for assistance. Some employees may have volunteered and been trained for First Aid by OEP for campus disaster situations (e.g., a large earthquake).
II. IMPORTANT PHONE NUMBERS/ALERTING & WARNING SYSTEM (AWS)

- Life-Threatening Emergencies
- Non-Life-Threatening Emergencies
- Info During a Large Scale Emergency
- Responding to Threatening and Potentially Violent Situations
- Alerting & Warning System (AWS)
  - Shelter-Shut-Listen
  - Siren System Locations
  - WarnMe

Telephone numbers for life-threatening emergencies:

911  From any office or campus public phone.
(510) 642-3333  From a cell phone to reach the UC Berkeley Police.
(510) 981-5911  From a cell phone to reach the City of Berkeley Police.
(510) 667-7721  From a cell phone to reach the Alameda County Sheriff

Telephone numbers for non-life-threatening emergencies:

University Police (UCPD)  (510) 642-6760
City of Berkeley Police  (510) 981-5900
EH&S  (510) 642-3073
Berkeley Facilities Services  (510) 642-1032

Medical Facilities

Tang Center Clinic  (510) 642-2000
2222 Bancroft Way
8 am - 5 pm Monday-Friday
Schedule may vary

Tang Center Urgent Care  (510) 642-3188
2222 Bancroft Way
8 am - 6 pm Monday-Friday
9 am - 5 pm Saturday (last check-in at 4:30 pm)
Closed Sundays & holidays

Advice Line  (510) 643-7179
8 am – 4:30 pm Monday-Friday

For summer hours, visit [http://www.uhs.berkeley.edu](http://www.uhs.berkeley.edu)

Alta Bates Summit Medical Center  (510) 204-1303 (Emergency Room)
2450 Ashby Avenue
24 hours, 7 days a week
**Where to Get Information During a Large-Scale Emergency:**

<table>
<thead>
<tr>
<th>Information Type</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus emergency information line</td>
<td>1-800-705-9998</td>
</tr>
<tr>
<td></td>
<td>During an emergency, this recorded message will be updated with the latest information.</td>
</tr>
<tr>
<td>Campus emergency web site</td>
<td><a href="http://emergency.berkeley.edu">http://emergency.berkeley.edu</a></td>
</tr>
<tr>
<td>Campus radio station:</td>
<td>KALX (90.7 FM)</td>
</tr>
<tr>
<td>City of Berkeley emergency radio station</td>
<td>1610 AM <a href="http://kalx.berkeley.edu">http://kalx.berkeley.edu</a></td>
</tr>
<tr>
<td>Regional news:</td>
<td>KCBS (740 AM)</td>
</tr>
<tr>
<td>UC Utility Hotline (Berkeley Facilities Services)</td>
<td>1-800-979-9995</td>
</tr>
</tbody>
</table>

**Responding to Threatening and Potentially Violent Situations:**

If you believe that you need assistance with a special situation, please call any of the following assessment team coordinators:

- 643-5808        Associate Vice Chancellor, Health and Human Services, Steve Lustig
- 642-1133        Campus Police Department, Chief of Police, Margo Bennett
- 642-6741        Dean of Students (for students), Joseph D. Greenwell
- 642-9022        Assistant Vice Chancellor, Human Resources (for staff), Jeannine Raymond

For direct consultation regarding mental health issues:

- 642-9494        Director, Counseling & Psych Services (students), Jeff Prince
- 643-7754        Director, CARE Services (faculty and staff), Craig Mielcarski

If you have an immediate threat, dial 911 from any office or campus public phone. From a cell phone for campus emergencies call 510-642-3333.

**Alerting & Warning System (AWS)**

**What is the Alerting and Warning System?**

The Alerting and Warning System (AWS) is a network of safety sirens and communications links that warn and inform the community of what to do in an emergency or disaster. Local systems are operational in the Cities of San Leandro, Alameda and Oakland, with additional Alameda County cities to join in the coming months and years. The University of California, Berkeley currently has sirens covering the main campus in the heart of the city.
The AWS, a critical element of the campus emergency preparedness program, was developed to save lives and minimize property damage during an emergency. The hazard warning sirens and communications links will work in tandem to alert, warn and provide specific emergency information to citizens in the event of certain emergencies. This includes dangers resulting from natural or technical hazards such as chemical spills, flooding, fires, storms, power outages, transportation incidents, and other public safety incidents. Upon hearing a siren, community members should immediately Shelter-Shut-Listen, then use the communications links to quickly obtain emergency information, such as disaster type, evacuation routes, shelter and aid locations, special instructions, etc. Community members should remain in the Shelter-Shut-Listen mode until further notification from the university.

Shelter Shut Listen Flyer (28Kb)

What To Do When You Hear Campus Warning Sirens:

Sirens are tested at noon on the first Wednesday of each month. If you hear the sirens at any other time:

SHELTER:

Go inside your office, a nearby building, or your car and shelter inside to avoid exposure.

SHUT:

Shut doors and windows. Building ventilation systems should be shut off if possible.

(Haviland Hall ventilation system is located in the lower basement level, west side of building. Only the campus stationery engineers can access it.)

LISTEN:

Go to one of the information sources listed above for campus emergency information.

AWS Siren Map of Campus (544Kb)

Alerting & Warning System Elements
Sirens/Public Address System

The four hazard warning sirens are strategically located across the campus to cover the main campus and adjacent campus facilities. The University of California Police Department activates these sirens. Depending on the incident, either or both sirens and public address announcements may be transmitted over this system. Upon hearing a siren, or in any campus-wide emergency, individuals should access one of the following sites to acquire information relating to the situation:

WarnMe

To receive WarnMe emergency warnings, you must sign up and tell us how to contact you.

The proactive notification system. Affiliated community members (faculty, staff, and students) must visit warnme.berkeley.edu and submit their contact information. In the event of an emergency, officials at

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UC Berkeley will use the system to broadcast a message to those registered users, reaching them directly at the phone numbers or email addresses they have specified. For more information about WarnMe, and to add your contact information to the system, visit warnme.berkeley.edu.

Out-of-Area 800 Service Emergency Information Line: 1-800–705-9998

This toll-free number allows recorded messages to be accessed by any standard, cell or pay phone, free of toll charges. Public Affairs, working in conjunction with the Police Department, updates this message as the situation evolves.

Web site: emergency.berkeley.edu

The off-site alternate emergency Web presence is reachable anytime, from anywhere. Like the 800 service, this web-site would not be impacted by local area power failures or other crisis conditions.

Radio Station: KALX 90.7 FM

The campus radio station, broadcasting at 500 watts, will be utilized to disseminate emergency information during critical incidents and disasters.
III. EMERGENCY PROCEDURES

- Emergency Notification Procedures
- General Evacuation Procedures
- Evacuation Procedures
- Fire Procedures
- Earthquake Procedures
- Demonstration/Civil Disturbance Procedures
- Criminal or Violent Behavior
- Explosion or Bomb Threat Procedures
- Hazardous Materials Release Procedures
- Utility Failure
- Elevator Failure
- Flooding, Plumbing or Steam Failure
- Natural Gas Release/Leak
- Ventilation Problem

EMERGENCY NOTIFICATION PROCEDURES [from your work premise]

To contact the UC Police Department, dial 911 from any office or campus pay phone or dial (510) 642-3333 from your cell to request emergency assistance while on campus. Call from a safe location and remember to:

► Stay calm.

► Be prepared to answer the following questions:
  - Where is the emergency located?
  - What is the emergency? (fire, medical, hazardous material, etc.)
  - How did it happen?
  - When did it happen?
  - Who are you? (your name)

► You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

► Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?).

► Do not hang up until instructed to do so by the dispatcher.

► After notifying emergency providers by calling 911, notify one of the following:

  Building Coordinator
  Lorretta Morales
  117 Haviland Hall, 643-6670 or cell # 510-685-3995

  Alternate Building Coordinator
  Heidi Wagner
  124 Haviland Hall, 642-7475

  Receptionist
  Samantha Wong
  120 Haviland Hall, 642-4341
GENERAL INFORMATION EVACUATION PROCEDURES

Emergency Information Locations

Posted evacuation diagrams located at base of stairways, elevator landings including routes and fire alarm pull stations inside public doors.

Haviland Hall Emergency Assembly Area (EAA) [see Appendix F, page 34]

The assembly area for Haviland Hall is on the far north side of the building on the path leading to the bridge over Strawberry Creek (beyond the parking lot). **Do not gather at the parking lot as emergency vehicles will be parking there.**

At any time the building is evacuated, please proceed immediately to the nearest exit. Follow the road or path around Haviland Hall to the assembly area. Floor Monitors will help guide you.

Haviland Hall Floor Plans

For Haviland Hall floor plans, see Appendix E.

Fire Extinguishers

Fire extinguishers are located in central hallways on all floors.

First Aid Kits

First aid kits for the School of Social Welfare are located in a cabinet marked “First Aid/Emergency Supplies” in the hallway near the Admissions office between Room 126 & 128, and in the Social Welfare Library (room 227, behind the circulation desk).

EVACUATION PROCEDURES

A building occupant is required by law to evacuate the building when the fire alarm sounds. There may be instances where the building would be evacuated without a fire alarm sounding.

When evacuating your building or work area:

- Stay calm, do not rush, and do not panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Emergency Assembly Area (EAA) and report to your Roll Taker.
Wait for any instructions from Haviland Hall Floor Monitors, or Building Coordinator.

Do not re-enter the building or work area until you have been instructed to do so by Haviland Hall Floor Monitors, or Building Coordinator.

Notify the Roll Taker of the location of any disabled or injured persons still in the building so that appropriate emergency responders can be dispatched. Assist disabled or injured persons only if you are trained and able to do so.

FIRE PROCEDURES

A building occupant is required by law to evacuate the building when the fire alarm sounds.

- Immediately notify the fire department by pulling the alarm pull. Call 911 (from a campus/public telephone, no coins needed for pay phones) or (510) 642-3333 (from a cell phone) at a safe location to provide details of the situation.
- If trained, able and safe (with a sure and safe exit), use a portable fire extinguisher to extinguish the fire. Evacuate if one extinguisher does not put out the fire.
- Evacuate the building as soon as the alarm sounds and proceed to the EAA.
- On your way out, warn others.
- Use stairs only; do not use elevators.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- Enter the building only when instructed to do so by emergency responders.

EARTHQUAKE PROCEDURES

In case of an earthquake:

INSIDE THE BUILDING:

- Duck under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck. If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other obstruction.
- Avoid windows, filing cabinets, bookcases and other heavy objects that could fall or shatter.
- Stay under cover until the shaking stops, then leave the building and go to the EAA or another designated location. Report to your Roll Taker.
- Persons in your area may be injured or trapped. Give assistance or alert the official campus Emergency Response Team, if possible.
- As you leave the building, check for fires, spills of hazardous or flammable materials, or possible ignition sources.
- If it is safe to do so, turn off electrical equipment in your immediate work area.
OUTSIDE THE BUILDING:

- Move away from trees, signs, buildings, electrical poles and wires, fires and smoke.
- Avoid standing near Haviland Hall once you have exited the building because falling debris around the perimeter of the building could cause injuries.
- Protect your head with your arms from falling debris.
- Move away from fire and smoke.
- Proceed to the Emergency Assembly Area (the far north side of the building on the path leading to the bridge over Strawberry Creek beyond the parking lot) if safe, or proceed to the pre-designated alternate assembly area (the glade to the north of Doe Library, which is directly across Campus Drive from the Haviland Hall parking lot). Check in with your Roll Taker(s) to let them know you are all right.
- Stay alert for further instructions.

HAVILAND HALL EMERGENCY VOLUNTEER FLOOR MONITOR ACTIVATION

In the event of a major earthquake or other natural disaster, where it is suspected that people may be injured or trapped in the building and that the police or fire department are not immediately available to direct the emergency scene, the Floor Monitors, staffed by volunteers working in Haviland Hall, will be activated by Building Coordinators, Lorretta Morales or Heidi Wagner, or designee.

In the event that there is an earthquake but it is not immediately clear how serious the quake is, the Building Coordinator will determine whether to evacuate the building. Floor Monitors are activated when the building is evacuated.

The receptionist will remain at the reception desk in 120 Haviland, if it is safe to do so, and will collect and relay information to the Building Coordinator.

The Roll Taker will go directly to the assembly area for Haviland Hall (on the far north side of the building on the path leading to the bridge over Strawberry Creek, beyond the parking lot) and take roll and note information from Floor Monitors. Do not gather at the parking lot as emergency vehicles will be parking there.

Supplies:

- Pass keys for each floor are kept in the team's response kits at 120 Haviland.
- The central emergency supply stock for Haviland Hall is located in a cabinet marked “First Aid & Emergency Supplies” in the hallway outside the Admissions office between Room 126 & 128. There is also a small first aid kit in the cabinet. The Social Welfare Library, room 227, also has an emergency supply stock.
- Bottled water is located in rooms 3, 16, & 119.

Haviland Hall Floor Monitors Procedures:

- Floor Monitors will search their immediate work areas and assist others if needed.
- After searching immediate work area, Floor Monitors retrieve pass keys and emergency supplies from the reception area and proceed to search their assigned sections of the building.
• Floor Monitors will determine if elevator is occupied; the elevator may be on any floor at the
time of an earthquake.
• If an injured but otherwise able-bodied person is found, the team will assist that person, if
possible, and continue the search.

Severe Injuries:

• If a person is severely injured and requires medical attention, one team member will stay with
the person and assist with first aid, if possible. Floor Monitors are not qualified emergency
medical providers and should not attempt medical procedures other than basic first aid.
• The other Floor Monitor will inform the Building Coordinator.
• The Building Coordinator will report the injury to the Emergency Management Area Coordinator
for EMA 5 by sending a runner to the West Circle area.
• The Building Coordinator will secure first aid supplies in order to assist the injured person to the
extent possible until trained help is available.
• One team member will stay with the injured person while the remaining Floor Monitors
continue to search the building.

When all rooms and the elevator have been inspected, and all persons assisted, Floor Monitors
(including the receptionist) will take the emergency supplies out of the building report to the Roll Taker
and/or the Building Coordinator in the Emergency Assembly Area. The assembly area for Haviland Hall is
on the far north side of the building on the path leading to the bridge over Strawberry Creek (beyond
the parking lot). **Do not gather at the parking lot as emergency vehicles will be parking there.**

The Building Coordinator will deactivate the Floor Monitor response teams.

Emergency Response Teams will be automatically deactivated when police or fire department personnel
arrive to direct the emergency scene unless team members are requested to continue their assistance.

**DEMONSTRATION/CIVIL DISTURBANCE PROCEDURES**

Most campus demonstrations are peaceful and if one is conducted near or in your building, carry on
business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call the
University Police. Dial **911** from campus or campus pay telephones, **(510) 642-3333** from a cell phone.

If protesters enter your building, let them. Try to carry on business as usual. If the noise becomes too
great, or the crowd too large, feel free to close and lock your office doors and/or windows - this is a
departmental decision.

Do not close your buildings unless the Police advise you to. If it becomes necessary to evacuate, follow
directions from Police. Proceed to the EAA and wait for additional instructions.

**CRIMINAL OR VIOLENT BEHAVIOR**

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations or
persons and reporting them as outlined below.
If you are the victim of, are involved in, or a witness to any violation of the law such as assault, robbery, theft, overt sexual behavior, etc. immediately notify University Police. From campus/pay telephones dial 911, from cell phones dial (510) 642-3333.

- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of the property involved

Assist the police when they arrive by supplying them with any additional information requested; ask others to do the same.

Bring safety issues and incidents of crime to the attention of the Haviland Hall Safety Committee, which works with police and building occupants to minimize crime in and around the building.

**EXPLOSION OR BOMB THREAT PROCEDURES**

A suspicious-looking box, package, object or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call 911 from campus/pay telephones or (510) 642-3333 from cell phones if no one has called. Use a telephone in a safe area. Do not operate any power switch, and do not activate the fire alarm.

If there is an explosion:

- Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move well away from the site of the hazard to a safe location.
- If instructed to evacuate, use the stairs only; do not use the elevators.

If you receive a bomb threat (via the telephone):

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Write down the date and time of call.
Take notes. Pay attention to details. Ask as many questions as possible:

- When will it explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- Where did you leave it?
- Did you place the bomb?
- Who is the target?
- Why did you plant it?
- What is your address?
- What is your name?

Listen to the caller’s voice. See if you can identify:

- Speech patterns (accent, tone)
- Emotional state (angry, agitated, calm, etc.)
- Background noise (traffic, people talking and accents, music and type, etc.)
- Age and gender

Write down other data:

- How threat was received (letter, note, telephone)

Call University Police and relay the information from the bomb threat telephone call or bomb threat letter.

Follow University Police’s instructions.

If you are told by emergency responders to evacuate the building (see “General Evacuation Procedures” above):

- Check your work area for unfamiliar items.
- Do not touch suspicious items; report them to campus authorities.
- Take personal belongings when you leave.
- Leave doors and windows open; do not turn light switches on or off.
- Use stairs only; do not use elevators.
- Move well away from the building and follow instructions from emergency responders.

HAZARDOUS RELEASE MATERIALS PROCEDURES
(This section is advisory only.)

If a hazardous material is released or spilled near you and you are not a user nor knowledgeable about hazardous materials, call Police immediately. Call 911 from a campus or public telephone; from a cell phone (510) 642-3333. Move away from the release area, and warn others to stay away.

The only hazardous materials known to be stored or used in Haviland Hall are small amounts of cleaning solvents used by custodial staff.

If you are a hazardous material user and you cause a release of a hazardous material, you should know the emergency procedures for cleaning up a hazardous spill. All hazardous materials users should be
trained on proper use and storage of hazardous materials, including proper procedures for preventing spills and emergency procedures when a spill occurs. If you have not been trained and don't know what to do, leave the area and warn others. When you are at a safe location, call Police immediately.

If you suspect or witness a release of a hazardous material to the environment (air, water, ground) call University Police.

UTILITY FAILURE

In the event of a major utility failure, notify Berkeley Facilities Services at 642-1032.

Before 8:00 AM and after 4:30 PM or on weekends and holidays, notify the University Police at 642-6760.

A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. Panic can be partially avoided by an immediate decision on the need to cancel classes or meetings in progress or to evacuate the building (see “Evacuation Procedures” above).

Because Haviland Hall has many windows providing natural light, it is not always necessary to evacuate most work areas due to a power outage. However, state fire marshal's regulations require all exits and stairways to be illuminated when buildings are occupied; consequently, buildings must be evacuated before corridors and stairwells become dark, regardless of the available light in any given work area.

If police are not immediately available, the Building Coordinator will determine whether to evacuate the building. A loud horn is the signal to evacuation. The Haviland Hall Emergency Volunteer Team is activated when the building is evacuated.

If an outage occurs at night, leave the building and notify Berkeley Facilities Services at 642-1032.

Do not light matches, smoke cigarettes, or operate electrical equipment or appliances during a power outage. Although Haviland Hall does not have gas outlets or laboratories, if a gas leak exists such actions could cause explosions.

If it is safe to do so, disconnect electrical equipment, particularly computers, to prevent damage from power surges when power is restored.

ELEVATOR FAILURE

If you are trapped in an elevator, use the emergency telephone to call for assistance or press the elevator alarm inside the elevator to signal for help.

If the emergency alarm does not sound, pound loudly on the elevator door or yell to let others know you are trapped.

If you are in an elevator when a fire alarm sounds, push the button for the next floor and exit the elevator at that floor. Immediately exit the building.
FLOODING, PLUMBING or STEAM FAILURE

If flooding occurs (due to a plumbing failure or other problem):

- Cease using all electrical equipment.
- Evacuate the building if necessary and proceed to the EAA.
- Call Berkeley Facilities Services at 642-1032 if necessary.
- Turn off power, if safe to do so, at the circuit breakers located in hallways on basement and first floors.
- If safe to do so, move valuables away from water.
- From a safe location, notify one of the following:
  - Building Coordinator, Lorretta Morales
    117 Haviland Hall, 643-6670 or
    Cell # 510-685-3995
  - Alternate Building Coordinator, Heidi Wagner
    124 Haviland Hall, 642-7475
  - School of Social Welfare, Receptionist Samantha Wong
    120 Haviland Hall, 642-4341

NATURAL GAS RELEASE OR LEAK
(There is no natural gas used or stored in Haviland Hall. This section is advisory only.)

If you smell natural gas:

- Cease all operations immediately.
- Do not operate light switches.
- Notify University Police (from a campus/pay telephone, dial 911; from a cell phone, 510-642-3333); and Berkeley Facilities Services at 642-1032.
- Evacuate as soon as possible (see “General Evacuation Procedures” above).

VENTILATION PROBLEM

If you smell odors come from the ventilation system:

- Immediately notify Berkeley Facilities Services at 642-1032 and Environment, Health & Safety (EH&S) at 642-3073.
- If necessary, cease all operations and evacuate area (see “General Evacuation Procedures” above).
- If smoke is present, activate the fire alarm system and call 911; from a cell phone call (510) 642-3333 from a safe location.
IV. EMERGENCY PREPAREDNESS

- Supplies
- Training and Documentation
- Drills
- Securing Building Contents
- Threat Management Unit
- Equipment

SUPPLIES

Be prepared for emergencies. Keep an emergency kit in your work area that is easy to carry out of the office to the Emergency Assembly Area (EAA) when evacuating the building.

The following supplies are recommended for your personal kit:

- Drinking water (1 gallon a day; 3 days’ supply recommended) replace quarterly
- Food (kept airtight in pest-proof packaging and replaced annually)
- Flashlight and extra batteries
- Utility knife
- Personal first aid kit with any special personal needs included such as prescription glasses or contacts, medicine, etc.
- Sturdy, comfortable shoes and clean socks
- Space blanket (a standard blanket is okay if space and weight permit)
- Light sticks
- Heavy duty work gloves
- Cash (some in quarters)
- Sanitation needs (such as tissue paper, small bottle of bleach, plastic bags, plastic bucket)
- Duct tape and/or barrier tape
- Large sheets of paper, markers, pens and pencils
- Whistle
- Campus and area maps
- A copy of the building roster

Replace items when expired, or necessary.

TRAINING AND DOCUMENTATION

Law requires training on the BEP. The DSC is responsible for training the department employees on the BEP and keeping training records. Training is an integral part of the safety program for your building and it is the responsibility of each department to ensure all their employees are trained on the Building Emergency Plan for the building(s) they occupy. It is the responsibility of the occupant to become familiar with the Building Emergency Plan, to know evacuation routes and assembly areas, and to attend training(s) given by their department. As a supplement to the training, the Building Coordinator posts information in the building to ensure all occupants and guests can safely exit during an emergency.

The Department Safety Coordinator (DSC) and Department Safety Committee make the Building Emergency Plan and other safety information (as necessary) available to department employees. Training is initially required upon work assignment to the building. Annually, all department employees should get a documented refresher training on the contents of the Building Emergency Plan for buildings they work in, such as CPR, first aid, and fire extinguisher training. For information on CPR and first aid
training, call OEP (642-3073). The department can request fire extinguisher training from EH&S. Annual refresher training is recommended.

DRILLS

Building evacuation drills are optional for all campus buildings except residence halls. Consult your BC if you wish to have an evacuation or fire drill in your building. The BC is responsible for conducting the drill and documenting it. Obtain a copy of the documentation and submit it to your DSC. The campus Fire Prevention Division at EH&S can help in planning. Call EH&S for more information.

SECURING BUILDING CONTENTS

Many earthquake-related injuries do not come from collapsing buildings, but from objects inside the building which fall on people, or from windows shattering and causing lacerations. Make sure that shelves, computers, wall hangings, and equipment are physically secured. In most cases, as a part of your department’s General Safety Inspections required by the Injury and Illness Prevention Program, items listed below are checked. However, you may conduct your own inspection of your work area. If there are concerns after your self-inspection, contact your DSC or call EH&S.

The main things to look for are:

- Shelves or cabinets that are not bolted to the wall.
- Computers or typewriters on desks.
- Objects on shelves which may fall or turn into projectiles.
- Freestanding objects which do not have a high enough base: height ratio to be “fall proof” (e.g., a filing cabinet over 4 feet tall).
- Desks or seating areas directly under plate glass windows.
- Heavy hanging pictures, mirrors, or plants.
- Cupboards or cabinets without secure “automatic” latches.
- Objects on wheels which are not locked in one position (e.g., an audiovisual cart).
- Heavy items which are above head height.
- Water heaters which are not strapped to the wall.
- Doorways which might be blocked by falling objects.

For more information about securing falling hazards, please contact your Department Safety Coordinator, Building Coordinator, or Berkeley Facilities Services (642-1032).

THREAT MANAGEMENT UNIT

UCPD Threat Management Unit

The Threat Management Unit is the law enforcement component of the Behavior Risk Assessment Team. The Threat Management Unit assists University affiliates in dealing with cases of aberrant behavior. It investigates, assesses, and managers such incidents, as well as investigates all reported cases of domestic violence and stalking.

The Threat Management Unit, in conjunction with CARE Services at UHS, gives safety presentations on workplace violence, domestic violence, and stalking. The unit is available to answer any questions, provide referrals, or give presentations. Call (510) 642-6760 for more information.
Recommended Resources

From University Health Services (UHS), and Others

- Keep it Safe, Keep it Real (relationship violence awareness) http://www.uhs.berkeley.edu/real/
- ucempoweru.berkeley.edu, http://www.uhs.berkeley.edu/students/healthpromotion/empoweru.shtml
  -- A website dedicated to reducing sexual assault, domestic and dating violence and stalking on campus
- Depression and Suicide Awareness Training (15 minutes) http://www.uhs.berkeley.edu/depressiontraining/index.htm
- Take Action. Bears theat Care, http://sa.berkeley.edu/btc
- Report a Student of Concern http://sa.berkeley.edu/dean/berkeleycares/committee

ALL EMERGENCIES dial 911
In an EMERGENCY, from a cell phone on or near campus, dial 510 642-3333

If you have any questions, please contact UCPD:

- Email the police
- Visit us at 1 Sproul Hall (basement), near Telegraph Avenue & Bancroft Way
  Office Hours: Monday – Friday 8 a.m. to 5 p.m.
  Station Hours: 24 hours a day, 7 days a week
- Mail us at University of California Police Department, Berkeley, Records Unit
  1 Sproul Hall, MC #1199, Berkeley, CA 94720-1199
  Phone: 510 642-6760, 24 hours a day
  Fax: 510 643-4655
- Records Unit Services Offered: Livescan Fingerprinting is done by appointment only, Tuesday — Friday
- Lost & Found Services are available Monday — Friday 8 a.m. to 4:30 p.m.
- Court Order Bookings are done by appointment only Monday — Friday
- Records Requests are also available.

EQUIPMENT

Automated External Defibrillator (AED) – Located on the first floor of Haviland Hall, outside of room 13. Lorretta Morales and ____ (TBD) are currently trained to use the machine though anyone can use it as the machine gives clear, calm voice instructions and guides you through each step of defibrillation, including CPR coaching. Integrated SMART Pads placed on the victim’s bare skin sense and adapt the defibrillators instructions to your actions every step of the way.

Disability Evacuation Chair – Located near the ADA door on the basement level in a locked cabinet. Provide assistance to those using evacuation chairs; only trained emergency responders should carry someone, except in life threatening situations.
APPENDICES

- Appendix A: Acronyms and Terms
- Appendix B: Resource List
- Appendix C: Evacuation Policy for People with Disabilities
- Appendix D: Emergency Preparedness Guidelines for People With Disabilities
- Appendix E: Haviland Hall Emergency Evacuation Floor Plans
- Appendix F: Haviland Hall Emergency Assembly Area Map
- Appendix G: Emergency Management Area (EMA) Number and Location Map

APPENDIX A: ACRONYMS AND TERMS

**Acronym Meaning**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
</tr>
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<tbody>
<tr>
<td>AED</td>
<td>Automated External Defibrillator</td>
</tr>
<tr>
<td>BC</td>
<td>Building Coordinator</td>
</tr>
<tr>
<td>BEP</td>
<td>Building Emergency Plan</td>
</tr>
<tr>
<td>DSC</td>
<td>Department Safety Coordinator</td>
</tr>
<tr>
<td>EAA</td>
<td>Emergency/Evacuation Assembly Area</td>
</tr>
<tr>
<td>EMA</td>
<td>Emergency Management Area</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>EH&amp;S</td>
<td>Environment, Health &amp; Safety</td>
</tr>
<tr>
<td>IIPP</td>
<td>Injury and Illness Prevention Program</td>
</tr>
<tr>
<td>OEP</td>
<td>Office of Emergency Preparedness</td>
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</tbody>
</table>

**Term/Definition**

**Automated External Defibrillator**  This machine is to be used when someone’s heart stops beating. The machine gives clear, calm voice instructions and guides you through each step of defibrillation, including CPR coaching. Integrated SMART Pads placed on the victim’s bare skin sense and adapt the defibrillators instructions to your actions every step of the way.

**Building Coordinator**  A University employee who has a defined role in campus emergency/disaster preparedness: he or she prepares building response plans and coordinates education and planning in this area for all building occupants. In addition, he or she serves as the communication liaison between campus service agencies and building occupants for specific circumstances enumerated in the Building Coordinator position description.
<table>
<thead>
<tr>
<th>Building Emergency Plan</th>
<th>A document which consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Emergency Staff</td>
<td>The occupants of the building (in both volunteer and appointed positions) who work on building safety issues, such as members of the Building Safety Committee, Roll Takers, Floor Monitors and the Building Coordinator. In Haviland Hall this includes the Haviland Hall Emergency Volunteer Team.</td>
</tr>
<tr>
<td>Building Safety Committee</td>
<td>A group composed of members of each department in the building, generally chaired by the Building Coordinator, charged with building emergency preparedness or overseeing building safety concerns.</td>
</tr>
<tr>
<td>Campus Emergency Operations</td>
<td>The headquarters for emergency responders and designated Center (EOC) representatives of campus essential services, where resources are allocated during a disaster. The EOC is located in Sproul Hall; alternate site is Tang Center.</td>
</tr>
<tr>
<td>Department Safety Coordinator</td>
<td>University employee who assists department management in coordinating, implementing and documenting the department’s safety program. This includes updating the Injury and Illness Prevention Program as needed, ensuring that the Department Safety Committee meets at least quarterly, conducting periodic workplace inspections, acting as chemical inventory contact to EH&amp;S, and ensuring department employees have and are trained on their Building Emergency Plan(s).</td>
</tr>
<tr>
<td>Department Safety Committee</td>
<td>A group composed of department representatives from each major unit of the department. If a department occupies different buildings, ideally, representatives from each building serve on the committee. Primary functions include:</td>
</tr>
<tr>
<td></td>
<td>• Serve as a forum for department employees to report and discuss unsafe working conditions.</td>
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<td></td>
<td>• Identify employee needs for safety training and schedule training sessions accordingly.</td>
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<tr>
<td></td>
<td>• Assist department management in prioritizing actions to address safety concerns.</td>
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<tr>
<td></td>
<td>• Disseminate information about requirements concerning workplace health, safety, and environmental protection.</td>
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<td></td>
<td>• Ensure the department’s written Injury &amp; Illness Prevention Program (IIPP) is kept current and that all employees receive documented training on its contents.</td>
</tr>
<tr>
<td><strong>EAA (Emergency Assembly Area)</strong></td>
<td>A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.</td>
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<td>----------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **EMA (Emergency Management Area)** | EMAs are part of the overall campus emergency preparedness program for use in major disasters. If a building is evacuated, occupants should go to their EAA. In a disaster they may then be directed to the EMA assembly area.  
For emergency planning purposes, the campus has been divided into 18 regions. Each region is numbered and termed an “Emergency Management Area.” (See the map on the inside back cover of the campus telephone book.) An EMA can be a section of campus, an off campus area, or a satellite area. Each EMA has a designated location (signified by red dots on this campus map) that will be the focus of activity (e.g., evacuation assembly area, dissemination of information, administration of first aid, etc.) in a major disaster. The EMA Coordinator (located at the site) will gather status reports from each BC and relay the information to the campus Emergency Operations Center. |
| **EOC (Emergency Operations Center)** | The headquarters for designated representatives of campus essential services, where campus response is coordinated and resources are allocated during a disaster. |
| **Emergency Responder(s)** | Trained personnel who provide assistance in an emergency. They are not building occupants and may be from the University, Police, local fire departments, EH&S, Facilities Services, etc. In critical situations they may take charge of the building and have full authority over activities in and around the building. |
| **Floor Monitor** | A building occupant assigned to assist with a building evacuation during an emergency by alerting other occupants on their way out of the building. |
| **Haviland Hall Emergency Response Team** | A group of employees who have agreed to search the building after an Volunteer Team evacuation. Volunteers are familiar with the building and are trained in basic first aid. They will locate trapped or injured people and assist them until trained medical help is available. |
| **IIPP (Injury and Illness Prevention Program)** | A department's written program for identifying and addressing workplace hazards. A main component is an active department safety committee. |
| **Roll Taker** | A building occupant assigned to take roll at the emergency assembly area (EAA) after a building evacuation. |
APPENDIX B: RESOURCE LIST

A number of University programs and service organizations are available to help maintain and promote a safe and healthful work environment for the campus community. A list of telephone numbers and web sites is provided below; please use the Campus Telephone Directory for up-to-date telephone numbers.

University of California, Berkeley 642-6000
Main Campus Information Line/Web Site
http://www.berkeley.edu

The Chancellor’s Immediate Office 642-7464
Information on campus policies
http://office.chancellor.berkeley.edu/index.shtml

Office of Emergency Preparedness 642-9036
Information on disaster preparedness
http://oep.berkeley.edu

Office of Environment, Health & Safety 642-3073
Information on various safety topics, including hazard evaluations and employee training.
http://www.ehs.berkeley.edu

Radiation Safety 642-3073
Information on radioactive materials and lasers
http://www.ehs.berkeley.edu

Berkeley Facilities Services 642-1032
Installation and repair of facility safety equipment
http://realestate.berkeley.edu/what-we-do/facilities-services

University Police 642-6760
Information on personal safety in the workplace
http://police.berkeley.edu/

University Health Services 642-2000
Assistance on various topics, including psychological counseling, medical evaluations and treatment, ergonomic issues, work site wellness, and Workers' Compensation programs
http://www.uhs.berkeley.edu
APPENDIX C:

University of California, Berkeley Evacuation Policy for People with Disabilities
(as outlined in the Building Emergency Plan for each building on campus)

The following guidelines have been adopted by the Berkeley campus to assist in planning for the evacuation of people with physical disabilities.

IN ALL EMERGENCIES, AFTER AN EVACUATION HAS BEEN ORDERED:

- Evacuate people with disabilities if possible.
- Do not use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or a major earthquake.
- If the situation is life threatening, call 911.
- Check on people with special needs during an evacuation. A “buddy system”, where people with disabilities arrange for volunteers (co-workers/neighbors) to alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always ask someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

RESPONSES TO EMERGENCIES:

BLINDNESS OR VISUAL IMPAIRMENT

Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
- Do not grasp a visually impaired person’s arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

DEAFNESS OR HEARING LOSS

Bomb Threat, Earthquake, Fire, Hazardous Materials Releases, and Power Outages:

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.
MOBILITY IMPAIRMENT

Bomb Threat, Earthquake, Fire, and Hazardous Materials Releases:

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
  - most enclosed stairwells
  - an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes)
- If people with mobility impairments cannot exit, they should move to a safer area, e.g., - most enclosed stairwells - an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes).
- If you do not know the safer areas in your building, call the campus Fire Prevention Division at 642-3073 for a building survey.
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

Power Outages:

If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, BCs should be notified so they can advise emergency personnel.

If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call Police at 642-6760 from a campus telephone to request evacuation assistance from the Fire Department.

Some multi-button campus telephones may not operate in a power outage, but single-line telephones and pay telephones are likely to be operating. As soon as information is available, the campus emergency information line (642-4335) will have a recorded message stating when power is likely to be restored.

EMERGENCY EVACUATION OF PEOPLE WITH DISABILITIES:

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.
The following guidelines are general and may not apply in every circumstance:

- Occupants should be invited to volunteer ahead of time to assist disabled people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
- Volunteers should obtain evacuation training for certain types of lifting techniques through the Disabled Students' Program (DSP).
- Two or more trained volunteers, if available, should conduct the evacuation.
- DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- Always ASK disabled people how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary.
- Certain lifts may need to be modified depending on the person's disabilities.

Summary:

Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty, and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation drills in which occupants participate, and evaluate drills to identify areas that need improvement. Plans must cover regular working hours, after hours, and weekends. Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare. “Emergency Guidelines for People with Disabilities” is available from your BC or DSC.

If you have questions about this campus policy or need additional information, contact one of the organizations below:

Evacuation policies: Office of Emergency Preparedness 642-9036
Student disability issues: Disabled Students' Program 642-0518 (voice), 642-6376 (TTY/TDD)
Fire regulations, safe areas: Campus Fire Division, EH&S 642-3073

Prepared by OEP and EH&S
April 2001
Appendix D:

Emergency Preparedness Guidelines for People with Disabilities

Follow the guidelines on the “Emergency Info” poster or in the Evacuation Policy for People with Disabilities. In particular:

- Make your environment earthquake and fire safe (do not place heavy objects above where you sit or sleep, bolt bookcases to the wall, make sure your exit route is clear).
- Keep sufficient emergency supplies to last three days (include food, water, prescription medicines and any other supplies you might need).
- Become familiar with alternate evacuation routes in buildings you use frequently.
- Learn what may constitute a safe area in buildings you use frequently.

If the “Emergency Info” poster guidelines do not apply to you, develop other strategies for your protection. For example, if you use a wheelchair and cannot duck and cover under a table:

- Protect your head as much as possible.
- Move away from windows, filing cabinets, bookcases, light fixtures, and heavy objects that could shatter, fall, or tip over.
- Engage the electronic brake or wheel locks on your wheelchair.

Consider various disaster scenarios and decide ahead of time what you would do in different emergencies. For example, people with power wheelchairs should consider the following:

- In evacuations, it is standard practice to evacuate disabled people without their wheelchairs. Where should you be located while waiting for your wheelchair?
- Are there certain medications or support systems that you need?
- Do you have access to another wheelchair if yours cannot be evacuated?

Know your limitations and be aware of your needs in different emergencies. If you need assistance, ask for it. People may not be aware of your circumstances or know how they can help.

Consider how people will give you emergency information and how you will communicate your needs if you have impaired speaking, hearing, or sight.

Consider arranging a buddy system with friends or colleagues so that someone will check with you, alert you as necessary, and see whether you need any assistance.

If you need to be evacuated, help yourself and rescuers by providing others with information about your needs and the best ways to assist you.

Developed by the Disabled Students' Program and OEP
Effective November 1993
APPENDIX E: HAVILAND HALL EMERGENCY EVACUATION FLOOR PLANS

- Basement
- First Floor
- Second Floor
- Third Floor

[Updated 06-30-2015]
IN CASE OF EVACUATION

Parking Lot

DO NOT ASSEMBLE HERE
EMERGENCY VEHICLES ONLY!

Nathan Grove

EAA
[See Below]

IN CASE OF EVACUATION, DO NOT USE ELEVATORS!

At any time the building is evacuated, please proceed immediately to the nearest exit. Follow the road or path around Haviland Hall to the assembly area. Floor Monitors will help guide you.

Emergency Assembly Area (EAA): The assembly area for Haviland Hall is on the far north side of the building on the path leading to the bridge over Strawberry Creek (beyond the parking lot). Do not gather at the parking lot as emergency vehicles will be parking there.

Emergency Phone Numbers
911 From any campus phone or campus pay phone
510.842-3333 Cell Phone

IN CASE OF EVACUATION, DO NOT BLOCK STAIRWELL.

In an emergency, wheelchair users should remain in the Designated Waiting Area, located near the stairs/elevator and wait for assistance from trained emergency responders. Do not use elevator.
IN CASE OF EVACUATION

North

Parking Lot
DO NOT ASSEMBLE HERE
EMERGENCY VEHICLES ONLY!

Nathan Grove

EAA (Assemble Here)
[See Below]

EXIT = Exit Route
A = Fire Alarm
E = Fire Extinguisher
AED = Auto External Defibrillator
= Wheelchair Waiting Area

In an emergency, wheelchair users should remain in the Designated Waiting Area, located near the stairs/elevator and wait for assistance from trained emergency responders. Do not use elevator. Please do not block stairwell.

Emergency Phone Numbers
911 From any campus phone or campus pay phone
510.642.3333 Cell Phone

IN CASE OF EVACUATION, DO NOT USE ELEVATORS!

At any time the building is evacuated, please proceed immediately to the nearest exit. Follow the road or path around Haviland Hall to the assembly area. Floor Monitors will help guide you.

Emergency Assembly Area (EAA): The assembly area for Haviland Hall is on the far north side of the building on the path leading to the bridge over Strawberry Creek (beyond the parking lot). Do not gather at the parking lot as emergency vehicles will be parking there.

Revised 06/30/2015
IN CASE OF EVACUATION

North

Parking Lot
DO NOT ASSEMBLE HERE
EMERGENCY VEHICLES ONLY!

Nathan Grove

EAA (Assemble Here)
[See Below]

EXIT = Exit Route
A = Fire Alarm
E = Fire Extinguisher
= Wheelchair Waiting Area

In an emergency, wheelchair users should remain in the Designated Waiting Area, located near the stairs/elevator and wait for assistance from trained emergency responders. Do not use elevator. Please do not block stairwell.

Emergency Phone Numbers
911
510.842-3333 Cell Phone

IN CASE OF EVACUATION, DO NOT USE ELEVATORS!

At any time the building is evacuated, please proceed immediately to the nearest exit. Follow the road or path around Haviland Hall to the assembly area. Floor Monitors will help guide you.

Emergency Assembly Area (EAA): The assembly area for Haviland Hall is on the far north side of the building on the path leading to the bridge over Strawberry Creek (beyond the parking lot). Do not gather at the parking lot as emergency vehicles will be parking there.

Revised 06/30/2015
IN CASE OF EVACUATION

Nathan Grove

EAA
(Assemble Here)
[See Below]

Parking Lot
DO NOT
ASSEMBLE HERE
EMERGENCY VEHICLES ONLY!

IN CASE OF EVACUATION, DO NOT USE ELEVATORS!

At any time the building is evacuated, please proceed immediately to the nearest exit. Follow the road or path around Haviland Hall to the assembly area. Floor Monitors will help guide you.

Emergency Assembly Area (EAA): The assembly area for Haviland Hall is on the far north side of the building on the path leading to the bridge over Strawberry Creek (beyond the parking lot). Do not gather at the parking lot as emergency vehicles will be parking there.

In an emergency, wheelchair users should remain in the Designated Waiting Area, located near the stairs/elevator and wait for assistance from trained emergency responders. Do not use elevator. Please do not block stairwell.

Emergency Phone Numbers
911
510.842-3333 Cell Phone

33
APPENDIX F: HAVILAND HALL EMERGENCY ASSEMBLY AREA MAP

- Haviland Hall Emergency Assembly Area Map

Emergency Assembly Area (EAA): The assembly area for Haviland Hall is on the far north side of the building on the path leading to the bridge over Strawberry Creek (beyond the parking lot). Do not gather at the parking lot as emergency vehicles will be parking there.

At any time the building is evacuated, please proceed immediately to the nearest exit. Follow the road or path around Haviland Hall to the assembly area. Floor Monitors will help guide you.
APPENDIX G:
EMERGENCY MANAGEMENT AREA (EMA) NUMBER AND LOCATION MAP

EMA 5 - North Fork Strawberry Creek