Chapter 37: Emergency Management

Quick Start Summary

1 Who needs to know about these requirements

The requirements of Emergency Management apply to everyone at SLAC for any type of emergency.

2 Why

Emergencies, from large-scale disasters to localized medical emergencies, must be handled by professional responders to protect workers and the environment and to ensure that all reporting requirements are met.

3 What do I need to know

SLAC community members are notified of emergencies and provided updates through SLAC’s automated emergency notification system, SLAC911. Additional information on status can be obtained by calling the SLAC Information Hotline, 877-477-SLAC.

Everyone at SLAC must know his or her evacuation route and emergency assembly point. This information is posted near stairwells and exits. Building managers must ensure that posted evacuation routes remain current. During an emergency that requires evacuation, each person must check in at the assembly point for roll call and further instructions.

Everyone must know how to report an emergency:

- If life-threatening, call 911 from the nearest safe location, then call SLAC Site Security at ext. 5555, then notify the supervisor
- If non-life threatening, notify the supervisor and then call SLAC Site Security at ext. 5555

4 When

The requirements of this chapter take effect 30 September 2010.

5 Where do I find more information

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)

- Chapter 37, “Emergency Management”

Or contact the program manager.
1 Purpose

The purpose of this program is to ensure that everyone at SLAC knows what to do in the event of both life-threatening and non-life-threatening emergencies. It covers general notification, response, and reporting. (For detailed response procedures and roles and responsibilities, see the SLAC Emergency Preparedness Plan.) It applies to workers, supervisors, building managers, SLAC Site Security, the facility manager, and emergency responders.

2 Roles and Responsibilities

Functional roles and general responsibilities for each are listed below. More detailed responsibilities and when they apply are provided in the procedures and requirements.

The roles may be performed by one or more individuals and one individual may play more than one role, depending on the structure of the organizations involved, and responsibilities may be delegated.

2.1 Worker

- Ensures contact information is complete and accurate
- Reports emergencies and incidents as required (calls 911, ext. 5555, notifies supervisor, depending on incident severity)
- Is familiar with the facility emergency plan (FEP) for own work area, if any, and follows prescribed emergency procedures such as following evacuation routes and meeting at the emergency assembly point (EAP) for roll call and information on next required actions
- Participates in building evacuation drills

2.2 Supervisor

- Follows procedures for emergency response and reporting
- Ensures workers with emergency response responsibilities are allowed adequate time for drills and training
2.3 Building Manager

- Develops an FEP for building(s) if required and reviews it annually to ensure information remains up-to-date
- Trains and supervises volunteer floor monitors, sweepers, and EAP monitors
- Plays role(s) assigned by the emergency management coordinator in the annual building evacuation drill and in an actual evacuation (typically includes taking roll, reporting information to the SLAC incident command post, and relaying information to building occupants)

2.4 Facility Manager or Designee

- In consultation with senior management, declares emergency or disaster

2.5 SLAC Site Security

- Responds to emergency calls

2.6 Stanford and/or SLAC Emergency Management Coordinator

- Activates SLAC911 emergency notification system in case of large-scale emergency or incident

2.7 911 Operator

- Activates SLAC-external professional emergency responders

2.8 Emergency Response Organization

- Performs emergency duties as specified in the SLAC Emergency Preparedness Plan

2.9 Emergency Management Coordinator / Program Manager

- Acts as SLAC emergency coordinator
- Develops the SLAC Emergency Preparedness Plan and administers and manages all elements under his or her direct control, and facilitates the coordination of emergency plans and procedures under the control of other groups
- Evaluates site compliance with emergency management requirements
- Coordinates training for emergency management organization members
- Coordinates and facilitates SLAC Emergency Response Team (ERT) drills
- Supports building evacuation drills as requested by building managers
- Provides support to the emergency management organization
Maintains emergency supplies
- Updates the hazard assessment at minimum once every three years
- Is the SLAC custodian of the emergency readiness assurance program
- Serves as SLAC assistant fire marshal, member of Emergency Preparedness Committee, and liaison to the Stanford University emergency management coordinator

3 Procedures, Processes, and Requirements

This document lists the core requirements for this program and describes how to implement them:
- Emergency Notification, Response, and Reporting Procedures (SLAC-I-730-0A14C-002)

This document provides useful guidance; its use is not mandatory:
- Emergencies – Situational Guidelines

4 Training

Participation in an annual building evacuation exercise is required for all building occupants. Specialized training for emergency response organization members is listed in the SLAC Emergency Preparedness Plan.

5 Definitions

Emergency. A situation that poses a serious threat to human health or the environment

Emergency assembly point (EAP). Designated point for assembling in case of emergency

Emergency, life-threatening. Includes area-wide disasters such as an earthquake or a localized situation such as a medical emergency, smoke, fire, explosion, or large hazardous material release

Emergency, non-life-threatening. Not life-threatening and not resulting in serious environmental damage

Emergency preparedness plan (EPP). The primary document describing emergency management policy and emergency management organization. The EPP is aligned with the Stanford University Campus Emergency Plan and state and federal incident command systems.

Facility emergency plan (FEP). An emergency plan for specific building or area
6 References

6.1 External Requirements

The following are the external requirements that apply to this program:

- Department of Energy Order 151.1C, “Comprehensive Emergency Management System” (DOE O 151.1C)

6.2 Related Documents

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)
- Chapter 3, “Medical”
- Chapter 12, “Fire and Life Safety”
- Chapter 16, “Spills”
- Chapter 28, “Incident Investigation”
- Chapter 40, “Hazardous Materials”

Other SLAC Documents
- SLAC Emergency Information
- SLAC Directory
- Building Information Tracking (includes FEPs, fire drills)
- SLAC Emergency Preparedness Plan (SLAC-I-730-0A14A-002)
- Building Manager Program Manual (SLAC-I-720-0A03Z-001)
- SLAC Guidelines for Operations (SLAC-I-010-00100-000)

Other Documents
- Stanford Emergency Information
- AlertSU
- Stanford University Emergency Plans
Chapter 37: Emergency Management

Emergency Notification, Response, and Reporting Procedures

1 Purpose

The purpose of these procedures is to ensure that all persons affected by an emergency are notified and respond appropriately and that all emergencies are reported. They cover general notification, response, and reporting. They apply to workers, supervisors, building managers, SLAC Site Security, the facility manager, and emergency responders. (For detailed response procedures and roles and responsibilities, see the SLAC Emergency Preparedness Plan.)

2 Procedures

2.1 Emergency Notification System (SLAC911)

SLAC community members are notified of emergencies and provided updates through SLAC’s automated emergency notification system, SLAC911.

SLAC911 uses contact information in the SLAC Directory (by default work location, phone numbers, e-mail); individuals are highly recommended to register additional contact information (home phone number, cell phone number, and e-mail). To do so, go to your entry in the directory and click on “edit” in “Optional Information (SLAC/Non-SLAC)”.

Note SLAC employees are also registered in Stanford’s AlertSU system. Be sure to check your profile for accuracy and follow the instructions on the profile page to correct any errors.

2.2 Emergency Notification and Response

A situation is an emergency if it poses a serious threat to human health or the environment. Notification for emergencies that affect the general population or significant numbers of on-site personnel will be managed as follows.

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Facility manager</td>
<td>In consultation with senior management, declares emergency or disaster</td>
</tr>
<tr>
<td>2.</td>
<td>Stanford and/or SLAC emergency management</td>
<td>Activates SLAC911, which will call and/or e-mail each registered SLAC911 system user to inform them of current status</td>
</tr>
<tr>
<td>Step</td>
<td>Person</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>3.</td>
<td>Worker, affected person</td>
<td>Follows the evacuation procedure appropriate to the circumstance (leaves building immediately or in the event of an earthquake, ducks and covers, then leaves when shaking stops [see Emergencies – Situational Guidelines])&lt;br&gt;Follows evacuation path as demonstrated during evacuation drills and/or as illustrated on a posted building evacuation map and facility emergency plan (FEP), if any. (These are located near exits, fire extinguishers, or stairwells.)&lt;br&gt;goes directly to the assigned emergency assembly point (EAP)&lt;br&gt;Notifies the person in charge of taking roll. (Generally, the building manager is the designated roll taker.) Reports any additional information with regard to the safety of co-workers and condition of the area evacuated.</td>
</tr>
<tr>
<td>4.</td>
<td>Building manager</td>
<td>Takes roll</td>
</tr>
<tr>
<td>5.</td>
<td>Building manager</td>
<td>Informs workers if emergency responders have given permission to reoccupy building or if they should re-assemble somewhere else</td>
</tr>
<tr>
<td>6.</td>
<td>Worker, affected person</td>
<td>If at home or traveling, checks for updates as follows (see Figure 1):&lt;br&gt;- Calls the SLAC Information Hotline, 877-477-SLAC&lt;br&gt;- Checks the Stanford Emergency Information website&lt;br&gt;- Watches for all hands e-mails</td>
</tr>
</tbody>
</table>

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**Figure 1** Emergency Notification Information on Employee ID Badge
2.3 Reporting Emergencies

2.3.1 Life-threatening

Life-threatening emergencies include area-wide disasters such as an earthquake or a localized situation such as a medical emergency, smoke, fire, explosion, or large hazardous material release. Life-threatening emergencies must be reported immediately as follows (see Figure 2).

Note A discoverer is the person who discovers an incident. In a life-threatening situation, the responder is generally a professionally trained person.

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Discoverer</td>
<td>Calls 911 immediately from a safe location and provides the following information to the 911 operator:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Location</td>
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<tr>
<td></td>
<td></td>
<td>▪ Number of people affected</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Injury types, if any</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Incident description</td>
</tr>
<tr>
<td>2.</td>
<td>Affected person</td>
<td>If evacuation is necessary:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Follows evacuation path as demonstrated during evacuation drills and/or as illustrated on a posted building evacuation map. These are located near exits, fire extinguishers, or stairwells.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Goes directly to the assigned emergency assembly point (EAP)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Notifies the person in charge of taking roll. (Generally, the building manager is the designated roll taker.) Reports any additional information with regard to the</td>
</tr>
<tr>
<td>Step</td>
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<td>Action</td>
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</tr>
<tr>
<td>1.</td>
<td>Discoverer</td>
<td>Notifies supervisor (subcontractor notifies supervisor and SLAC project manager / point of contact) and goes step 4 immediately if supervisor is unavailable</td>
</tr>
<tr>
<td>2.</td>
<td>Supervisor</td>
<td>Determines if SLAC Site Security should be notified. If not, determines course of action.</td>
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</tbody>
</table>
| 3.   | Discoverer or supervisor | Calls SLAC Site Security (ext. 5555 or 650-926-5555 from a cell phone) to report:  
  ▪ Location  
  ▪ Number of people affected  
  ▪ Injury types, if any  
  ▪ Incident description |
| 4.   | Discoverer or supervisor | Remains on scene at a safe distance to provide incident details to responders                                       |
| 5.   | SLAC Site Security | ▪ Activates SLAC Emergency Response Team, if needed  
  ▪ Notifies facility manager or designee  
  ▪ Activates appropriate subject matter experts or safety specialists  
  ▪ Contacts affected building / program / area manager(s) |

### 2.3.2 Non-life-threatening

*Non-life-threatening* emergencies are not life-threatening and will not result in serious environmental damage. The *discoverer* is the person who discovers an incident. The *responder* is the person who responds and makes the required notifications. In some cases these two roles are played by the same person. It is essential that only workers who have already been authorized via work planning and control and have completed necessary training act as *responders* (see Figure 2).
3 Forms

The following forms are required by this procedure:

- None

4 Recordkeeping

The following recordkeeping requirements apply to all incidents:

- None

5 References

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)
  - Chapter 37, “Emergency Management”
    - Emergencies – Situational Guidelines

Other SLAC Documents

- SLAC Emergency Information
- SLAC Directory
- Building Information Tracking (includes FEPs, fire drills)
- SLAC Emergency Preparedness Plan (SLAC-I-730-0A14A-002)

Other

- Stanford Emergency Information
- AlertSU
- Stanford University Emergency Plans