

Stanford Linear Accelerator Center

Building 282 and 283

Fort Apache

Facility Emergency Plan

In Case of Emergency

911 or 9-911– from a SLAC phone

911 – from a cell phone

Then notify SLAC Security, Ext. 2551

Other SLAC Resources

Security	2551
Fire Station	2776
Conventional and Experimental Facilities (CEF)	8901
<u>Numbers below are daytime weekdays only</u>	
Medical Department	2281
Waste Management	2399

Building Manager Hans Louis Imfeld
Asst. Building Manager Robert Pushor
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This Facility Emergency Plan (FEP) contains building specific information that will be useful in an emergency. This should be posted inside the entrance(s) to your building. In an emergency give a copy to professional responders when they arrive at your building.

For additional information on actions individuals should take in an emergency see the SLAC Environment, Safety & Health Manual, Chapter-37 *Emergencies*.

1 General Information

1.1 Building Number 282 and 283, Fort Apache, Metrology Department and Alignment Engineering Group, Trailers/Offices

1.2 Building Manager Information

Building Manager	Hans Louis Imfeld
Building Number	283
Room Number	4
Telephone Extension	3472
Pager	846-9543
Assistant Building Manager	Robert Pushor
Building Number	282
Room Number	1
Telephone Extension	3479
Pager	

1.3 Emergency Assembly Point

Parking Lot North of Building 283

1.4 Departmental Information

Department	Employee	Telephone	Bldg.	Room
Metrology	Fuss, Brian	2937	282	3
Metrology	Gassner, Georg	3689	283	2
Metrology	Gaudreault, Francis	3161	283	5
Metrology	Gaydosh, Michael	2286	283	3
Metrology	Griffin, Levirt	4347	283	11
Metrology	Imfeld, Hans	3472	283	4
Metrology	Langer, Lothar	5412	283	1
Metrology	LeCocq, Catherine	2335	282	2
Metrology	McDougal, John	4347	283	10
Metrology	Peters, Franz	2773	283	6
Metrology	Pushor, Robert	3479	282	1
Metrology	Rogers, Michael	3513	283	13
Metrology	Ruland, Robert	3468	282	4
Metrology	Rutledge, Bryan	4156	283	12
Metrology	Tahara, Yoko	3481	283	7

1.5 Building Emergency Staff

Assembly Point Leader

Hans Louis Imfeld

2 Hazards

Material Safety Data Sheet (MSDS) location: <http://www-group.slac.stanford.edu/esh/groups/cgs/cms/msds.html>

Hazard	Location	Department	Point of Contact	Extension	Room #
none					

3 Building Alarms and Utility and System Shutoffs

3.1 Alarm Shutoffs

Alarm	Shutoff Location
none	

3.2 Utilities Shutoffs

Utility	Shutoff Location
Electrical	282 west side/283 southeast corner (outside)
Water	282 southeast corner (outside)
Heating & Air Conditioning (HVAC)	282 outside of office #2 and inside of office #1 283 outside of offices #4, 5, and 6

3.3 Systems Shutoffs

System	Shutoff Location
none	

4 What to do in an Emergency

4.1 Calling for Help

From a SLAC phone call 9-911 or 911

From a commercial phone call 911

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

Note: From a SLAC phone, either 911 or 9-911 will work.

The 911 operator is trained to try and control the conversation. The operator will ask the following questions:

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

Do not hang up until the 911 operator tells you to.

Then call SLAC Security at 2551 let them know of the situation. They will also respond to the scene.

Have someone meet the responders and direct them to the exact location.

Do not move injured persons unless it is absolutely necessary for their safety.

Do not interfere with the emergency responders. If you do not have information or skills they need, then stay out of their way.

4.2 Evacuating

When evacuating your building or work area:

- You are required by law to evacuate the building when the fire alarm sounds
- Stay calm, evaluate the situation carefully
- Safely stop your work
- Gather your personal belongings only if it is safe to do so
- Close doors and windows to prevent spread of smoke and fire
- Use the most direct safe path to proceed to the nearest building exit
- Keep in mind you may have to use an exit that you don't normally use.
- Do not use elevators
- Some exits could be blocked in an emergency, always know an alternate way out.
- Touch closed doors, do not open them if they are hot
- As you exit inform others who may not be aware of the situation
- Proceed to the building's designated Emergency Assembly Point (EAP)
- The Assembly Point Leader or Roll Taker will take roll call to account for everyone present
- Provide emergency responders with the exact nature of the emergency when they arrive
- Stay upwind of the building/area if hazardous materials are involved
- Wait for instructions from emergency responders
- Do not re-enter the building or work area until the emergency responders declare the scene safe

4.3 Medical Emergency

- After you have called 9-911, there are several things you can do until emergency responders arrive. These simple procedures will greatly aid the emergency responders and the patient they will treat.
- Provide first aid to the best of your ability.
- Use precautions to prevent exposure to bodily fluids.
- If you determine that the patient has no pulse and is not breathing, begin cardiopulmonary resuscitation (CPR), but only if you have been trained in this life saving technique.
- Stay calm; do not get excited. This will reassure the patient that help is on the way.
- Refrain from moving the patient unless it is absolutely necessary for safety reasons
- Make the patient as comfortable as possible.
- Gather all the medication that the patient may be taking. This will help emergency responders better determine the medical history of the patient.
- Remember the time, this is very important. When was the last time you talked to the patient? How long has this medical condition existed? How long has the person been unconscious?
- Meet the fire department and direct/lead them to the patient
- Inform the patient's supervisor
- Inform the SLAC Medical Department

4.4 Fire

- Sound the alarm.
- Evacuate the building and proceed to your Emergency Assembly Point
- Use a fire extinguisher only if you are trained in its proper use
- Meet the fire department and tell them exactly where the fire is
- Provide the fire department with a copy of this Facility Emergency Plan

4.5 Earthquake

- Duck cover and hold until the shaking stops
- Evacuate the building after the shaking has stopped
- Avoid objects and structural components that could fall
- Be ready to assist injured persons (the fire department will be overwhelmed in a major earthquake)
- Do not re-enter the building until it has been determined that the building is safe
- Telephones will be overloaded, only make necessary calls and be brief
- Call 9-911 only for life threatening emergencies

4.6 Workplace Violence

All urgent and/or potentially dangerous threats or acts of violence must immediately be reported to Security and your supervisor. Let Security and the Sheriff's Department handle the situation.

When confronted with a potentially violent person use these guidelines:

- Project calmness: move and speak slowly, quietly and confidently.
- Focus your attention on them. Let them know you are interested in what they have to say.
- Maintain a relaxed yet attentive posture and position yourself at a right angle rather than directly in front of the other person.
- Accept criticism in a positive way. When a complaint might be true, use statements like "You are probably right" or "It was my fault." If the criticism seems unwarranted, ask clarifying questions.
- Acknowledge the feelings of the other person. Indicate that you can see he or she is upset.

- Do not use styles of communication which generate hostility such as apathy, brush off, coldness, going strictly by the rules, or giving the run-around.
- Don't reject all of the person's demands from the start.
- Don't make sudden movements which can be seen as threatening. Notice the tone, volume and rate of your speech.
- Don't challenge, threaten, or dare the person. Never belittle the person or make them feel foolish.
- Don't try to make the situation seem less serious than it is.
- Don't invade their personal space. Make sure there is a space of 3' to 6' between you and the other person.

5 Emergency Equipment

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

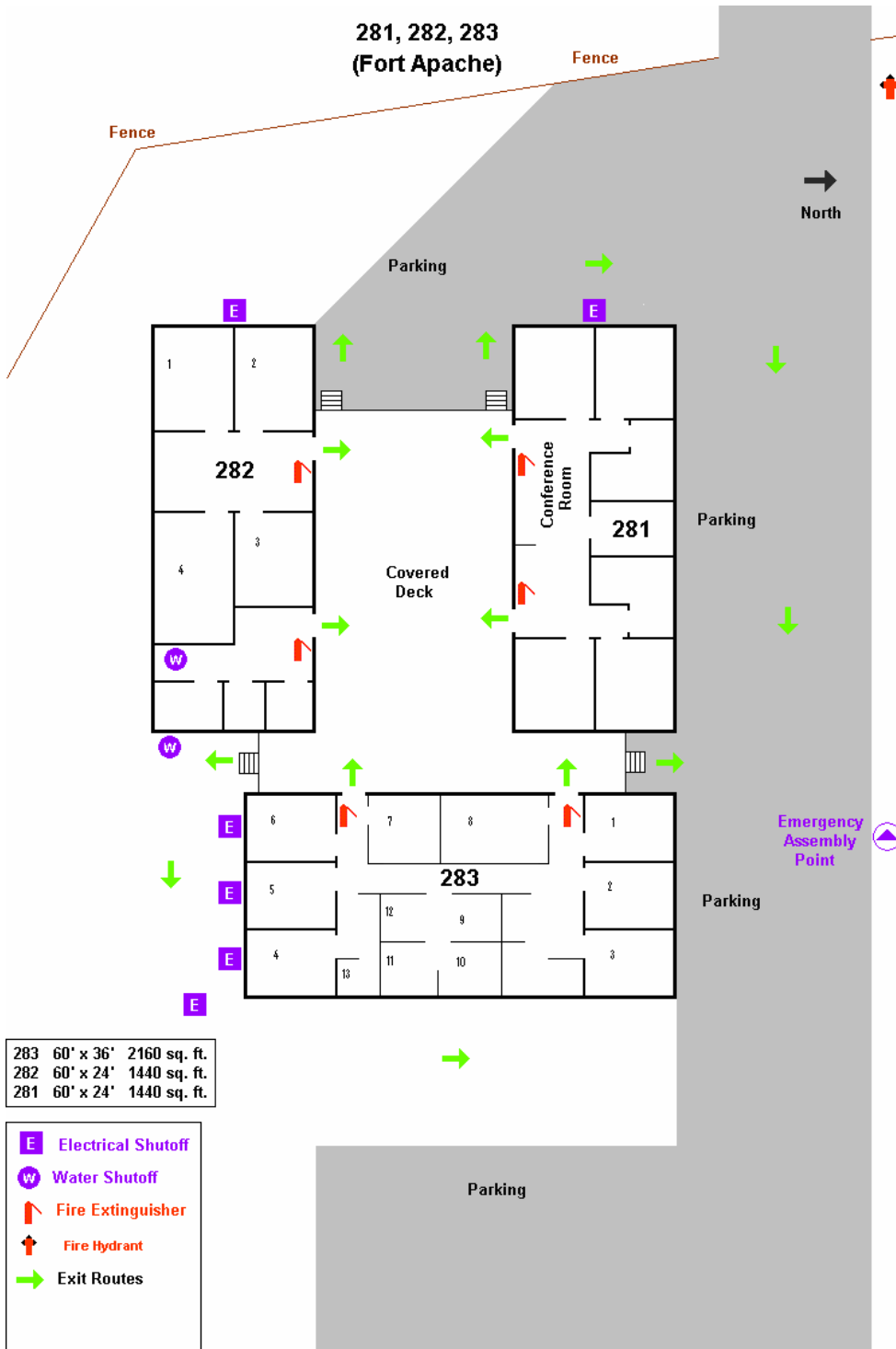
Appendix A Acronyms

These are some acronyms that may be used during an emergency.

Emergency Assembly Point	EAP
Emergency Operations Center	EOC
Environment Safety & Health	ESH
Facility Emergency Plan	FEP
Incident Commander	IC
Material Safety Data Sheet	MSDS
Palo Alto Fire Department	PAFD
SLAC Emergency Response Team	SERT
Waste Management	WM

Appendix B Building Drawing

281, 282, 283
(Fort Apache)



Appendix C Additional Emergency Situations

The following emergency information concerns scenarios that are less likely to be applicable to Buildings 282 and 283 but are presented for information:

C.1 Hazardous Materials Spill

If you spill or release hazardous materials:

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

- Leave the area of the spill first and proceed to a safe location nearby. Then assess if you have the proper training and protective gear to stop or clean up the spill.
- If you cannot stop the spill call 9-911
- If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection. Manage the generated waste as appropriate. Consult the Waste Management if you are not sure what to do with the waste product.
- Isolate the spill area to keep everyone away
- Confine the spill with material such as absorbent pads if possible.
- The fire department will need to know what substance has been spilled and how much has been spilled
- Provide the fire department with a copy of the Facility Emergency Plan

C.2 Radioactive Material Spill (an uncontrolled release or spread of radioactive contamination)

- If trained in radioactive material spill response, stop or secure the operation causing the spill (if it is safe to do so)
- Warn others in the area.
- Isolate the affected spill area (if it is safe to do so)
- Minimize your radiation and contamination exposure (e.g., increase your distance from the radiation source)
- Secure unfiltered ventilation (shut off the building's ventilation unit and close all entrances)
- Notify RP Ext. 4299 during normal work hours
- After hours call MCC or Security can notify the on-call Health Physics Technician
- Remain in the area to direct RP personnel to the spill scene.

If a serious personnel injury occurs in connection with a radioactive material spill, in most cases, first aid takes precedence over radiological controls:

- Notify emergency response personnel immediately by calling 9-911.
- Render first aid to the victim (if qualified). Do not move the victim unless an imminent danger for greater injury or loss of life exists.
- Ensure emergency response personnel are aware of the possible radiological contamination

C.3 Bomb Threat

If you receive a telephone bomb threat

Try to stay calm. Listen carefully to get information from the caller, such as:

- The caller's age, gender, unique speech attributes and any background noises that might be clues to the caller's location.
- Clues about where the device is, when it is set to go off, what it looks like, why it was placed.

C.4 Shelter-in-Place

What is Shelter-in-Place?

Some kinds of chemical accidents or terrorist attacks may make going outdoors dangerous. Leaving the area might take too long or put you in harm's way. In such a case it may be safer for you to stay indoors than to go outside. "Shelter in place" means to make a shelter out of the place you are in. It is a way for you to make the building as safe as possible to protect yourself until help arrives.

What should we do during a Shelter-in-Place emergency?

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

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

1. Advise everyone to stay inside. Recommend that people not leave the building during this time unless specifically ordered to do so by police or fire personnel. Leaving the building could result in exposure to toxic vapors.
2. Close all doors, windows and other sources of outside air. Close and lock windows for a tighter seal. Control access doors (locking will provide a tighter seal). Post a "Shelter-in-Place in Effect – Controlled Access" sign in the window so that people outside will know you are closed and Sheltering-In-Place. If additional people want to enter to Shelter-in-Place, minimize the time the door is held open. Move others away from any door that is opened. People who insist on leaving the building should be allowed to leave, but advise them it is at their own risk since emergency officials have issued a Shelter-in-Place advisory.
3. Turn off all air conditioning or heating ventilation and exhaust systems. Your building's air-handling cutoff switches should be labeled, and employees should be trained where they are located and how they work.
4. Use masking tape and plastic sheeting to seal any openings in the building.
5. Officials will be providing the news media with updated information on the locations that should continue to Shelter-in-Place. Monitor local radio stations for information.
6. Call security and let them know you are sheltering in place. Give them the names of who is there and your exact location. Call 9-911 if you need immediate assistance with a life-threatening emergency. Overloaded telephone circuits (including cellular phone calls) can prevent actual emergency calls from getting through.

C.5 Terrorism

C.5.1 Terrorism Overview

What you can do

Gain an understanding of what will be required to accomplish response actions in each type of terrorist attack. Learn to recognize attack characteristics; understand response actions.

C.5.2 Chemical Attack

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

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

If chemical attack is outdoors:

Shelter-in-Place

- Take shelter indoors and shut all windows and doors.
- Shut off the heating/air-conditioning unit (HVAC) and exhaust systems
- Seal any gaps in windows and doors with duct tape and/or plastic sheeting. (Trash bags work)
- Call 9-911
- Guard doors to prevent contaminated persons from entering
- Await instructions from fire department or law enforcement

If chemical attack is indoors:

- IMMEDIATELY evacuate the building using an uncontaminated route.
- Avoid puddles of liquid or vapor clouds
- Remain upwind of the building
- Call 9-911
- Await instructions from fire department or law enforcement

If you were directly exposed to chemicals:

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

C.5.3 Biological Attack

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

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

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

C.5.4 Radiological Attack

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

If radiological attack is outdoors:

Shelter-in-Place

- Take shelter indoors and shut all windows and doors.
- Shut off the heating/air-conditioning (HVAC) and exhaust systems
- Seal any gaps in windows and doors with duct tape and/or plastic sheeting. (Trash bags work)
- Call 9-911
- Guard doors to prevent contaminated persons from entering
- Await instructions from fire department or law enforcement

If radiological attack in indoors:

- IMMEDIATELY evacuate the building using an uncontaminated route.
- Avoid vapor clouds
- Remain upwind of the building
- Call 9-911
- Await instructions from fire department or law enforcement

If you were directly exposed to contamination:

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

C.5.5 Nuclear Attack

Nuclear Attack Response: The goal is to avoid radioactive fallout

If a nuclear attack occurs:

- Move out of path of radioactive fallout as quickly as possible.
- If it is not possible to move out of the path of the radioactive fallout cloud, take shelter as far underground as possible.
- Find ways to cover skin, nose and mouth.
- Decontaminate as soon as possible, once protected from the fallout.
- If outside the radioactive fallout area, still take shelter inside to avoid any residual radiation.