Stanford Linear Accelerator Center

Building 048

Research Office Building (ROB)

Facility Emergency Evacuation Plan

In Case of Emergency
9-911 – from a SLAC Phone
911 – from a public phone
Then call SLAC Security, Ext. 2551

Other SLAC Resources
SLAC Security 2551
Fire Station 2776
Site Engineering & Maintenance (SEM) 8901

Numbers below are weekdays only
Medical Department 2281
Waste Management (hazardous spills) 2399

Kathryn L. Webb, Building Manager – Ext 2363
Donna Hernandez, Assistant Building Manager – Ext 3296
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FACILITY EMERGENCY PLAN

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Building Manager or your Division or Department, Environment, Safety, and Health (ES&H) Safety Coordinator. Keep in mind the following as you read through this document:

- Evacuation routes, exit points, and assembly point
- Procedures for evacuating the building
- Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms and first aid kits
- Proper procedures for notifying emergency responders about an emergency in the building or work area
- Additional responsibilities (such as being a roll taker or floor monitor)
- Fire hazards
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency

1. General Information

1.1 Building Manager

Building 048, Research Office Building (ROB)

<table>
<thead>
<tr>
<th>Building Manager</th>
<th>Kathy Webb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Number</td>
<td>103B</td>
</tr>
<tr>
<td>Mail Stop</td>
<td>34</td>
</tr>
<tr>
<td>Extension</td>
<td>2363</td>
</tr>
<tr>
<td>Fax</td>
<td>3882</td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:kwebb@slac.stanford.edu">kwebb@slac.stanford.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assistant Building Manager</th>
<th>Donna Hernandez</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Number</td>
<td>102A</td>
</tr>
<tr>
<td>Mail Stop</td>
<td>34</td>
</tr>
<tr>
<td>Extension</td>
<td>3296</td>
</tr>
<tr>
<td>Fax</td>
<td>3882</td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:donnah@slac.stanford.edu">donnah@slac.stanford.edu</a></td>
</tr>
</tbody>
</table>

1.2 Building Description

Two story office building (also includes a 120 person capacity conference center).

175 ft. x 75 ft. 31,000 square feet  SLAC seismic rating 7.0

Type II non-rated construction with fire sprinkler and full alarm system.

Most of the occupants are visiting researchers and students

1.3 Emergency Assembly Point

On the lawn to the east of the building.

1.4 Departmental Information

Various universities from around the world have offices in the building
1.5 **Building Emergency Teams**

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Name</th>
<th>Ext</th>
<th>Room Number</th>
<th>Responsibility Location *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly Point Leader</td>
<td>Kathy Webb</td>
<td>2363</td>
<td>103A</td>
<td>Lawn East of Bldg</td>
</tr>
<tr>
<td>1st Floor Sweeper (1)</td>
<td>Kazuko Onaga</td>
<td>4625</td>
<td>102B</td>
<td>Station 1</td>
</tr>
<tr>
<td>1st Floor Sweeper (2)</td>
<td>Donna Hernandez</td>
<td>3296</td>
<td>102A</td>
<td></td>
</tr>
<tr>
<td>2nd Floor Sweeper (3)- East &amp; North Bldg Sides</td>
<td>Bill Wisniewski</td>
<td>4890</td>
<td>144</td>
<td>Lawn East of Bldg</td>
</tr>
<tr>
<td>2nd Floor Sweeper (4)- South &amp; West Bldg Sides</td>
<td>Raymond Lo</td>
<td>4440</td>
<td>103A</td>
<td>Station 2</td>
</tr>
<tr>
<td>Back–Up Team Member</td>
<td>Homer Neal</td>
<td>8506</td>
<td>138</td>
<td></td>
</tr>
<tr>
<td>Back–Up Team Member</td>
<td>Gregory Dubois-Felsmann</td>
<td>4207</td>
<td>143</td>
<td></td>
</tr>
</tbody>
</table>

* See Appendix D, Emergency Evacuation Plan on page 14 for Station Locations

1.6 **Instructions for Emergency Evacuation Teams**

Emergency Evacuation Teams have been designated for each floor of the two story ROB building. See the previous section above for a list of Emergency Team members and their assigned areas. In the case of an emergency, each of the team members must carry out the following activities.

During an emergency, Emergency Team members should not put themselves at risk. Team members must assess the potential danger before taking any action.

**Assembly Point Leader:** (Lawn East of Bldg)

1. When alarm sounds, exit the building and go to the Assembly Point to show people where they should be going.

2. When the fire department says it is safe to return to the building, spread the word and allow everyone back into the building.

**Team Sweepers 1, 2 & 4:**

1. Immediately conduct a sweep of your assigned area.

   *Note: The purpose of sweeping the area is to verify the evacuation of personnel from the building. Emergency Team members must report to Sweeper 3 any discovery of people unable to, or who refuse to, evacuate the building or parts of the building that are inaccessible to search. Do not put yourself at risk to persuade an occupant who insists on remaining in the building.*

2. Upon completing your designated sweep, proceed to your assigned location.

3. Once at the station:
   - Direct evacuees to the Emergency Assembly Point.
   - Do not allow anyone to re-enter the building until all clear is given. (maintain line of sight with adjacent stations)
   - Report the status of the sweep to Sweeper 3.
   - Remain at the station until released by the Assembly Point Leader or PAFD.

**Team Sweeper 3:**

1. Immediately conduct a sweep of your assigned area.

2. Verify the presence of the other Team Sweepers at each station and the status of their sweep.

3. Report to Assembly Point Leader all information received from other sweepers and remain at the Assembly Point until released by the Assembly Point Leader or PAFD.
1.7 Unique Hazards

None

2. Building Alarms & Utility Shut-offs

2.1 Alarm Identification and Response

<table>
<thead>
<tr>
<th>Alarm</th>
<th>Audio</th>
<th>Visual</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuation</td>
<td></td>
<td></td>
<td>Leave the building immediately. Report to the assembly point.</td>
</tr>
<tr>
<td>Fire Alarm</td>
<td></td>
<td></td>
<td>Leave the building immediately. Report to the assembly point.</td>
</tr>
</tbody>
</table>

2.2 Utility Shut-Offs

In an emergency it may be necessary to shut-off utilities to the building.

<table>
<thead>
<tr>
<th>Alarm</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity</td>
<td>Room 132, downstairs &amp; Room 245, upstairs</td>
</tr>
<tr>
<td>Water</td>
<td>Outside, South side</td>
</tr>
<tr>
<td>Elevator</td>
<td>Service room (Rm 125) located behind elevator on the first floor</td>
</tr>
</tbody>
</table>

3. Emergency Notifications

3.1 Immediate Emergency Notification (Life-Threatening)

Note: The CHP in the city of Vallejo answers 911 calls made from a cell phone. Since these people are unfamiliar with SLAC, be prepared to offer additional information requested.

3.2 Other SLAC Resources

<table>
<thead>
<tr>
<th>Non-Life Threatening Emergency Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
</tr>
<tr>
<td>SLAC Security</td>
</tr>
<tr>
<td>Medical Department (Mon-Fri, 8am-5pm)</td>
</tr>
<tr>
<td>Environmental, Safety &amp; Health Hotline</td>
</tr>
<tr>
<td>Site Engineering &amp; Maintenance</td>
</tr>
<tr>
<td>Main Control Center (MCC)</td>
</tr>
<tr>
<td>Fire Station</td>
</tr>
<tr>
<td>Waste Management/Hazardous Spills</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
3.3 General Emergency Information

<table>
<thead>
<tr>
<th>Emergency Information</th>
<th>Telephone/Radio Station Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stanford Radio Station KZSU</td>
<td>90.1 FM</td>
</tr>
<tr>
<td>Stanford University Emergency web site</td>
<td><a href="http://emergency.stanford.edu">http://emergency.stanford.edu</a></td>
</tr>
<tr>
<td>KGO Radio (San Francisco)</td>
<td>810 AM</td>
</tr>
<tr>
<td>KCBS Radio (San Francisco)</td>
<td>740 AM</td>
</tr>
<tr>
<td>SLAC Emergency Information Line</td>
<td>1-877-447-7522</td>
</tr>
<tr>
<td>Stanford University Emergency Information Line (Activated in emergency/disaster only)</td>
<td>650-725-5555</td>
</tr>
</tbody>
</table>

4. Emergency Procedures

4.1 Emergency Notification

Calling 9-911 (or any other emergency number) from a SLAC telephone connects you to the Palo Alto Emergency Dispatch Center. Always call from a safe location and remember to:

- Stay calm.
- Gather any other information that may be useful for the emergency responders.
- Do not hang up until instructed to do so by the dispatcher.
- Be prepared to answer the following questions:
  - Where is the emergency located? Be sure and tell them you are at SLAC.
  - What is the emergency (fire, medical, hazardous material)?
  - How did it happen?
  - When did it happen?
  - Who are you (your name)?
- Then notify SLAC Security at Ext. 2551

Note: Give the dispatcher a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

4.2 General Evacuation

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 with you if possible; it may be hours before you are allowed back in the building.)
- If safe, close your office doors and windows, 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 Point and report to your Assembly Point Leader.
- Wait for any instructions from emergency responders.
- Do not re-enter the building or work area until the emergency responders instruct you to do so.
4.3 Specific Evacuation

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

Note: The Emergency Assembly Point is on the lawn to the East of the building. Towards the auditorium/cafeteria building

<table>
<thead>
<tr>
<th>Posted Information</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuation diagrams, including routes</td>
<td>Base of stairs, elevator landings &amp; inside of all public doors</td>
</tr>
<tr>
<td>Fire alarm pull stations</td>
<td>Next to all exit doors</td>
</tr>
<tr>
<td>Evacuation Assembly Points Maps</td>
<td>Base of stairs, elevator landings &amp; inside of all public doors</td>
</tr>
<tr>
<td>First Aid Kits</td>
<td>None</td>
</tr>
<tr>
<td>Spill Kits</td>
<td>None</td>
</tr>
</tbody>
</table>

4.4 Fire

A building occupant is required by law to evacuate the building when the fire alarm sounds. If there is a fire in your work area:

✓ If you have been trained and are able to safely extinguish the fire, do so. However, make sure that you have a safe exit from the fire area.
✓ If you are unable to extinguish the fire, leave the area immediately and pull the fire alarm. From a safe location, call 9-911 and report the fire (See "Emergency Notification Procedures" 4.1 above).
✓ Evacuate the building as soon as the alarm sounds and proceed to the designated Evacuation Assembly Point.
✓ As you exit, warn others to evacuate.
✓ Move away from fire and smoke. Close doors and windows if time permits.
✓ Touch closed doors before opening. Do not open them if they are hot.
✓ Use stairs only; do not use elevators.
✓ Move away from the building and go to your designated Evacuation Assembly Point.
✓ Do not re-enter the building or work area until you have been instructed to do so by the emergency responders (Fire Department, Security, Building Manager, or Assembly Point Leader).

4.5 Earthquake

In case of an earthquake:

- If you are inside a 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 people.
  ✓ Avoid windows, filing cabinets, bookcases, and other heavy objects that could fall or shatter.
  ✓ Stay under cover until the shaking stops, and then exit the building.
  ✓ If it is safe to do so, stabilize any laboratory procedure that could lead to further danger. (For example, turn off electrical equipment.)

- If you are outside:
  ✓ Move away from trees, signs, buildings, electrical poles, and wires.
  ✓ Protect your head with your arms from falling bricks, glass, plaster, and other
4.6 Hazardous Materials

If you are a hazardous material user or if you supervise a hazardous material user, you should be trained on the proper use and storage of hazardous materials. The ES&H Manual, Chapter 4, "Hazardous Waste," provides information on hazardous materials management. Take personal responsibility to know the hazards of the materials you work with or near. Know where the spill containment supplies are kept, and how to use them.

If you witness a hazardous material spill that you believe may be life threatening, evacuate the spill site and warn others to stay away. Call 9-911. If you determine that the spill is not life threatening, but think that it could pose a threat to human health or the environment, follow the procedures outlined below, but only if it is safe to do so. Also refer to the ES&H Manual, Chapter 16, "Spills."

- Stop the source of the spill.
- If the spilled material is flammable, eliminate ignition sources.
- Dial 9-911 for assistance from Palo Alto Fire Department (PAFD).
- Contain the spill by surrounding the perimeter of the spill with containment material such as absorbent pads and berms.
- Cordon off the area.
- Remain in the areas to direct emergency personnel to the scene.
- Follow the instructions of the PAFD and other responding emergency personnel.
- Notify the Waste Management (WM) Department.

Hazardous material spills that do not present a threat to human health or the environment, can generally be handled by the hazardous material user.

Small spills are generally cleaned up by the department or group responsible for the spill, with or without the assistance of WM. A subcontractor may clean up some spills. If you need to clean up after a spill:

- Wear appropriate personal protective gear.
- Clean up the spill according to the Material Safety Data Sheet and any instructions provided by WM or the PAFD.
- Place the spilled materials and any contaminated material in a hazardous waste container.
- Call WM for container pickup.

4.7 Civil Disturbance or Demonstration

Most demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur notify law enforcement by calling 9-911 and SLAC Security by calling 2551.

If a disturbance seems to threaten the occupants of the building:

- Alert all persons in the area of the situation.
- Lock all doors and windows.
- Close window coverings to prevent flying glass.
- If necessary to evacuate, follow directions from police.
If evacuation occurs, go to your building Evacuation Assembly Point and wait for additional instructions and information (see General Evacuation in Section 4.2).

4.8 Criminal or Violent Behavior

If you are the victim of, or are involved in, any on-site violation of the law such as assault, robbery, theft, or overt sexual behavior, do not take any unnecessary risk. Notify law enforcement by calling 9-911 and SLAC Security by calling 2551.

Provide this information:

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

If you witness a criminal act or notice person(s) acting suspiciously on site, immediately notify law enforcement by calling 9-911. Assist the police when they arrive by supplying them with any additional information requested; ask others to do the same.

4.9 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.** Isolate the area, move to a safe area and call 9-911 (avoid using a cell phone if possible) and SLAC Security (2551). Do not operate any power switches.

- 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.
  - Use stairs only; do not use elevators.
  - Call 9-911 if no one has called. Follow "Emergency Notification" in Section 4.1.

- 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.
  - Take notes and try to ask the following questions:
    - When will it explode?  •  Did you place the bomb?
    - Where is it right now?  •  Who is the target?
    - What does it look like?  •  Why did you plant it?
    - What kind of bomb is it?  •  What is your address?
    - Where did you leave it?  •  What is your name?
  - Observe the caller's:
    - Speech patterns (accent, tone)
    - Emotional state (angry, agitated, calm)
    - Background noise (traffic, people talking, accents, music)
    - Age and gender
  - Write down additional information such as the date and time of call.
✓ Call Security and submit your notes from the telephone call or the bomb threat (letter or note) to SLAC Security.
✓ Follow Security's instructions.
✓ If you are told by emergency responders to evacuate the building (see "General Evacuation" in Section 4.2):
  • Check your work area for unfamiliar items.
  • Do not touch suspicious items; report them to Security.
  • 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.

5. Training and Documentation

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 familiar on the Facility Emergency Plan for the building(s) they occupy. It is the responsibility of the occupant to become familiar with the Facility 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 Manager posts information in the building to ensure all occupants and guests can safely exit during an emergency. The building manager makes the Facility Emergency Plan and other safety information (as necessary) available to department employees.

Other training recommended for building occupants are CPR, first aid, and fire extinguisher training. For information about CPR and first aid training, call the SLAC Medical Department at Ext. 2281. The Palo Alto Fire Department conducts fire extinguisher training monthly. Check the ES&H Training Web Site for training availability at: http://www.slac.stanford.edu/esh/training/training.html
Appendix A: Acronyms

Emergency Assembly Point    EAP
Emergency Response Team    ERT
Emergency Management Coordinator   EMC
Emergency Operations Center    EOC
Environment, Safety & Health Division   ES&H
Facility Emergency Plan     FEP
Palo Alto Fire Department    PAFD
Site Engineering and Maintenance  SEM
Waste Management    WM

Appendix B: Resource List

A number of SLAC 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 SLAC Telephone Directory for current telephone numbers.

<table>
<thead>
<tr>
<th>Resource List</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Stanford Linear Accelerator Center</td>
<td><a href="http://www.slac.stanford.edu">http://www.slac.stanford.edu</a></td>
</tr>
<tr>
<td>SLAC Emergency Management Coordinator</td>
<td>Ext 2095,  <a href="mailto:preparedness@slac.stanford.edu">preparedness@slac.stanford.edu</a></td>
</tr>
<tr>
<td>Environment, Safety &amp; Health Division</td>
<td>Ext 4460, <a href="http://www.slac.stanford.edu/esh/esh.html">http://www.slac.stanford.edu/esh/esh.html</a></td>
</tr>
<tr>
<td>Fire Safety</td>
<td>Fire Marshal, Ext 4509</td>
</tr>
<tr>
<td></td>
<td>Fire Battalion Chief, Ext 3179</td>
</tr>
<tr>
<td>Fire Codes</td>
<td>Fire Marshal, Ext 4509</td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td>Ext 2399</td>
</tr>
<tr>
<td>Hazardous Waste</td>
<td>Ext 2399</td>
</tr>
<tr>
<td>Operational Health Physics</td>
<td>Ext 4299</td>
</tr>
<tr>
<td>Site Engineering &amp; Maintenance</td>
<td>Ext 8901</td>
</tr>
</tbody>
</table>
Appendix C: Building Location Drawing

- North
- Loop Road
- Parking Lot
- West
- East
- SP
- Patio
- 048 Research Office Building
- 051 Kavli Building
- 041 A&E Building
- Emergency Assembly Point
Appendix D: Team Station Locations

EMERGENCY EVACUATION PLAN

Station 1

The Emergency Assembly Point is on the lawn to the East of the building.

Do not use the elevator in an emergency:
- Fire Alarm Pull Station
- Fire Extinguisher
- Fire Alarm Panel
- Sprinkler Connection
- Exit Path
- Electrical Panel/Shutoff
- Water Shutoff

Station 2

Research Office Building 048
First Floor
Appendix E: ROB 1st Floor Plan
Appendix F: ROB 2nd Floor Plan