Stanford University

Department Of Physics Emergency Plan

Updated September 2014

DEPARTMENT OF PHYSICS EMERGENCY PLAN
TABLE OF CONTENTS

SUMMARY OF APPENDICES

Physics Department Emergency Plan

INTRODUCTION

Emergencies and disasters can happen at any moment and usually without warning. When an emergency strikes, our immediate safety and prompt recovery will depend on the existing levels of preparedness among faculty, staff, and students.

An "Emergency Handbook**"** is distributed to every Stanford School and Department to provide a current copy of the University's Emergency Plan and to offer a model for developing local area contingency plans. Each School and department at Stanford has an important role to play in maintaining the University's emergency preparedness and safety. We are an interdependent community. This handbook is based on the template that forms the basis for emergency planning across the School for Humanities and Sciences. It has been modified to best reflect emergency planning for the Varian Building.

The first 2 pages provide an overview of the University emergency plan which is followed by a description of the Physics Varian Building Department Operations Center. We include these pages so that you will understand the importance of our building plan within the context of the overall University plan and the H&S DOC.

Department Emergency Plans are an essential building block of the University's emergency response. They are also part of every unit's basic health and safety responsibilities and business continuity planning. Department Emergency Plans outline how an organization will

- ✓ protect the safety of students, faculty, staff and visitors in the department,
- ✓ safeguard vital records and resources related to the department's mission, and
- ✓ coordinate with the University's emergency response and recovery procedures.

Materials in this Handbook provide guidance for any emergency level. The guidelines will help department managers identify key emergency roles and responsibilities, plan ahead for safe building evacuations and effective emergency communications, and develop strategies for resuming normal functions after emergency conditions subside.

The Department Plan is reviewed, updated or revised annually. Copies of this Plan are located in the Dean's office, The Physics Department Administrative office (Varian 108) and the Safety Office (Varian 164). The plan is distributed to Faculty, Staff and Students within the Department, and can be found at the following department website:

http://www.stanford.edu/dept/physics/facilities/safety/

EMERGENCY CLASSIFICATION SYSTEM

At Stanford, emergency incidents are classified on a scale of one to three according to their severity and potential impact so that emergency response operations can be matched to real conditions.

Level 1

A minor, localized department or building incident that is quickly resolved with existing University resources or limited outside help. A Level 1 emergency has little or no impact on personnel or normal operations outside the locally affected area.

Examples: Odor complaint, localized chemical spill, plumbing failure or water leak.

Level 1 incidents do not require activation of the University Emergency Plan. Impacted personnel or departments coordinate directly with Public Safety, Environmental Health & Safety, or Facilities Operations to resolve Level 1 conditions. In some incidents, University Communications will be asked to activate public information systems to provide necessary bulletins.

Level 2

A major emergency that disrupts sizable portions of the campus community. Level 2 emergencies may trigger a partial rather than a full campus emergency response, sometimes with assistance from external organizations.

Examples: Building fire, major chemical spill, extensive power or utility affect SU personnel outage, severe flooding. This could include an imminent external emergency.

The Department Plan is activated in a Level 2 event if the emergency impacts the Department or upon direct request of the University.

Level 3

A disaster involving the entire campus and surrounding communities. Normal University operations are suspended. Resolution of disaster conditions requires University-wide cooperation and extensive coordination with external jurisdictions.

Examples: Major earthquake, a shooter situation.

Such events trigger a full campus response with the Emergency Operations Center (EOC) taking command.

STANFORD UNIVERSITY EMERGENCY PLAN

There are three levels of responsibility for Emergency Preparedness Planning and Recovery within the University – The Emergency Management Team (EMT) /Emergency Operation Center (EOC), Department Operation Centers (DOC), and individual Departments and Programs. .

The Emergency Management Team (EMT), comprised of the President, Provost, and Senior staff (EMT), mobilizes at the Emergency Operations Center (EOC) located at the Faculty Club

with an alternate site at the Public Safety Building (711 Serra Street). The EOC will

- Ascertain the scope of the disaster and advise the EMT on action to be taken.
- Notify the DOCs of action to be taken.
- Obtain information from all units on campus via the 25 University DOCs to obtain damage assessment, search and rescue reports, repairs, sheltering, counseling, etc.
- Provide directives and support to all units on campus via the University DOCs.
- Make all major decisions on how to address the event and decide when the emergency is over.
- Serve as the central voice of communication to all news media, city, county, and state entities.

There are currently 25 **Department Operation Centers (DOC)** on campus. The School for Humanities and Sciences (H&S) DOC will operate under the Dean and Incident Commander, assisted by the H&S DOC Team during a major emergency. In this capacity, the H&S DOC will collect information and requests that come from constituent Departments and Programs and pass it on to the EOC; in turn the H&S DOC will coordinate information and directions emanating from the EOC and pass it on to Departments and Programs. The H&S DOC also assumes responsibility for seeing that constituent Departments and Programs have developed emergency preparedness plans, that such plans have been disseminated to building occupants, and that new information coming from Environmental Health & Safety (EH&S) is disseminated and acted upon.

Departments and Programs comprise the bulk of the faculty, staff, student, and visitors. The Physics Department Emergency Plan has been developed as a building plan to cover all the occupants in the Varian Physics Building. All occupants of the Varian should familiarize themselves with it.

DEPARTMENT EMERGENCY PLAN OVERVIEW

The Physics Department emergency policy is to be prepared for potential emergencies so that response and recovery from them is as smooth as possible.

The Physics Department actively prepares for emergencies by developing emergency preparedness, response, and recovery plans. The planning process is considered the best course of action for coping with emergencies and mitigating their effects.

The Physics Department's priorities in an emergency are:

1. Health and life safety
2. Preservation of critical infrastructure and facilities
3. Restoration of academic and research programs.

The Physics Department has an Environmental Health and Safety Program administered by the Safety Committee which directs the Laboratory Safety Coordinators.

EMERGENCY PREPAREDNESS

Planning and training for emergencies is far from perfect since emergencies come in different forms, vary in levels of intensity, and their impact is not always consistent from one area to another. The two things that emergency situations do have in common is that they usually come unannounced and they arrive with little or no warning. It is not possible to provide prescriptive rules and directives for every kind of emergency that might arise but there are several areas of preparation and information that do cut across different emergencies in general, and in some cases specifically. They are as follows:

- Communications
- Building Evacuations
- Emergency Assembly Point (EAP)
- Evacuating People with Disabilities
- Shelter in Place
- Students & Classrooms
- Emergency Supplies
- Medical Assistance

STANFORD INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) AND WORKPLACE SAFETY TRAINING

Stanford has a detailed Injury and Illness Prevention Program which can be found at http://www.stanford.edu/dept/EHS/prod/general/wiip.html. Everyone in the Stanford Community is required to take training at some level depending on one's occupation. There are 3 tiers of training. To see which tier is applicable to you, you will should visit http://www.stanford.edu/dept/EHS/prod/training/training_need.html as well as talk to your Supervisors, Managers, Faculty or Principal Investigators.

Tier I - General training offered by Human Resources at New Employee Orientation Regarding health and safety policies and procedures at Stanford.

Tier II - More specific training offered by Schools and Departments in conjunction with Environmental Health & Safety (EH&S) on topics pertaining to a work area's activities.

Tiers I and II are covered by the training advisor online tool. Tier III training is in *addition* to the training covered in the Training Advisor.

Tier III - Responsibility of Supervisors, Managers, Faculty and Principal Investigators on specific hazards in the work unit or lab.

Supervisors, Managers, Faculty and Principal Investigators must provide Tier III health and safety training on hazards specific to the job site, equipment used, experimental procedures, etc. Supervisors, Managers, Faculty and Principal Investigators may contact EH&S for assistance in developing and reviewing their local Tier III training. Please contact the Occupational Health & Safety Group at 725-3209.

DEPARTMENT EMERGENCY HEADQUARTERS

Primary Site : Physics Department Store, Room 115

Alternate Site: In the event that the Varian Building must be evacuated, gather at the Physics Dept. EAP area on the Lomita Mall lawn - north.

Physics Dept. Hotline: 650-725-0961 For informational purposes only – messages cannot be left on this line.

Physics Dept. Phone: 650-723-8225 **Fax:** 650-725-6544

The Physics Department will open an Emergency Headquarters during a major emergency or disaster to coordinate the efforts within the Varian Building and report to the Dean's Department Operations Center (DOC) for level 2 and 3 emergencies.[1]

In the event this location is unavailable due to a major earthquake in which building evacuation is necessary, the DOC will be moved to outside the Varian Building to the department EAP.

In a Level 2 Major Emergency, the Department Chair or his designate determines if the Emergency Plan will be activated.

In a Level 3 Disaster, the Emergency Plan will be automatically activated. The Physics Department Emergency Headquarters team should report physically or by telephone as soon as possible to the Emergency Headquarters to begin implementation of the Department Plan.

DEPARTMENT EMERGENCY ASSEMBLY POINT (EAP)

Primary Site : Lomita Mall lawn on the east side of Varian between Varian and the Main Quad. Stanford has adopted blue signage with this symbol to denote EAP locations:

[1] Appendix I provides details about the School of Humanities and Sciences DOC Team and Chain of Command.

EMERGENCY RESPONSE TEAM & CHAIN OF COMMAND

Chain of Command	Name	Room	Office #	Home /Cell#	
1	Peter Michelson	Varian 168	723-3004	650-799-3209	Chair
2	Bruce Macintosh	PAB 215	725-4116	650-793-0969	Health & Safety Committee Chair
3	Rosenna Yau	Varian 110	723-4345	650-494-2974	Emergency Coordinator
4	Stewart Kramer	Varian 116	723-8225	650-723-8225	Building Manager
5	Khoi Huynh	Varian 116	723-5406	415-246-0090	Emergency Coordinator
6	Rick Pam	Varian 242	725-2365	650-722-1531	Safety Committee Member
7	Jason Hogan	Varian 236	498-0693	408-472-1298	Safety Committee Member
8	Leo Hollberg	PAB 221	723-4227	303-582-4568	Safety Committee Member
9	Mark Kasevich	Varian 234	723-4356	650-714-1094	Safety Committee Member

DEPARTMENT EMERGENCY WALLET CARD

STANFORD UNIVERSITY
PHYSICS DEPARTMENT EMERGENCY GUIDE

Business Hours	Report emergency conditions
	Alert & instruct Emergency Team
	Evacuate area if necessary
	Disseminate instructions
	Account for personnel
	Advise emergency responders
	Update Dean/VP and personnel
Afterhours	Contact Dean/VP for status report
	Record Department Hotline bulletin
	Alert & instruct Emergency Team

TO REPORT AN EMERGENCY

Police, Fire, Ambulance	**9-911**
Payphone	911
Medical Center	286
Hazmat Incident	5-9999
Facilities Operations	3-2281

EMERGENCY ASSEMBLY POINT (EAP)

Lawn on Lomita Mall between Varian and the Main Quad

INFORMATION HOTLINES (recorded bulletins)

SU Campus	650-725-5555
Student Info	650-497-9000
H&S Hotline	650-725-2555
Department Hotline	650-725-0961
EH&S website	http://emergency.stanford.edu/

RADIO STATIONS

KZSU 90.1FM for campus news bulletins

STANFORD UNIVERSITY
CRITICAL CONTACTS

Dean/VP Office 650-224-5833 (pre DOC activation)

Emergency Ops Center

650-724-0143, 650-725-8275 (after activation)

Fax: 650-723-0143

MEDICAL ASSISTANCE

Vaden Student Health Center	650-498-2336
Stanford Emergency Center	650-723-5111
Palo Alto Surgery Center	650-324-1832
Palo Alto Urgent Care Center	650-853-2959

PHYSICS DEPT. EMERGENCY TEAM

Name	Campus#	Home/Cell#
Peter Michelson	723-3004	650-799-3209
Bruce MacIntosh	725-4116	650-793-0969
Rosenna Yau	723-4345	650-494-2974
Stewart Kramer	723-8225	650-723-8225
Khoi Huynh	723-5406	415-246-0090

RECOVERY TEAM

Peter Michelson	723-3004	650-364-4972
Mark Kasevich	723-4356	650-327-1011
Liz Palmquist	497-9039	650-384-5582
Stewart Kramer	723-8225	650-723-8225
Rick Pam	725-2365	650-323-3305
Cindy Mendel	723-4346	408-334-3873
Khoi Hyunh	723-5406	650-246-0090
Sha Zhang	723-2314	408-393-8588
Karlheinz Merkle	723-2679	408-368-9866

EMERGENCY SUPPLIES LOCATIONS

	FLOOR	ROOM
First Aid Kit	Basement	001 and in each lab
	1st	Main office kitchen, 115, 116, each lab
	2nd	233 and in each lab
	3rd	343
	4th	401, 406
Lab Spill Kit	All floors except 3rd	In each lab.
	1st floor	Physics stockroom.
Communications Equipment (radios, laptops)	1st	116
	4th	405/406
Other supplies		116

PERSONAL PREPAREDNESS

Every individual at Stanford should think about personal emergency preparedness in order to best protect themselves, their families, and their homes during and after a major event. Talk to your family about preparedness.

It is possible family members could be in different locations when an event occurs. Choose two places to meet, one immediately outside your home in the the case of a sudden emergency, such as a fire and another outside your neighborhood, in case you cannot return home or are asked to evacuate.

Phone service could be disrupted or the cell lines overloaded. Designate someone outside the area to call or text information to. Everyone should have emergency contact information in writing or saved on their cell phones. Make sure everyone has this number stored either in writing or recorded on their cell phone.

Keep a personal emergency supply kit at work or in your car to prepare for a disaster.[2] Kits should be kept in a location where you would go during or immediately following a disaster such as a devastating earthquake, (i.e. under your desk, by the door where you will exit, or in your car). Items should be kept in a container that could be taken with you upon building evacuation, i.e. nylon bag, day pack or duffel bag .

REDUCING EXPOSURE TO RISKS AND HAZARDS

The following tips can prevent emergencies from happening in your department, and will certainly mitigate their effects when they do occur.

FIRE PREVENTION

- Know the location of alarm stations and extinguishers. Know how to use them.
- Leave fire doors closed at all times.
- Keep corridors, aisles and room exits clear of obstructions.
- Use only grounded electrical plugs.
- Limit use of extension cords and multiple outlets.
- Do not use mechanical rooms or utility rooms for storage.
- Do not smoke in University buildings.

LABORATORY SAFETY & PREPAREDNESS

- Maintain a clean work environment.
- Post lab safety work rules, train all personnel.
- Inventory and label chemicals. Do not purchase excess quantities of chemicals.
- Segregate incompatible chemicals. Keep flammables in flammable safe cabinets.
- Keep copies of Material Safety Data Sheets http://www.stanford.edu/dept/EHS/prod/MSDS/
- Back up data off-site.
- Investigate emergency power options.
- Install seismic restraints on chemical storage shelves. Latch cabinet doors.
- Anchor equipment and furniture. Avoid high storage of heavy items.
- Chain compressed gas cylinders at 1/3 and 2/3 points.
- Do not store hazardous materials on mobile carts.
- Dispose of chemical waster properly (Call EH&S Chemical Waste at 5-7520).

BEFORE A POWER EMERGENCY

- Identify and prioritize vital power-dependent functions, operations, and equipment.
- Determine whether you have emergency power outlets (red) in your area. Plan to use them for priority functions only.
- Determine if there is emergency lighting in your area. Keep flashlights available in all work areas.
- Do not overload power strips. Extension cords are for emergency use only.
- Keep offsite duplicates of critical data and cultures.

EARTHQUAKE PREPAREDNESS

[3] Appendix III suggests items you might want to put in your personal supply kit.

- Know how and where to take cover during a quake.
- Anchor bookcases, cabinets, and files over 42”. Do not stack furniture.
- Move tall furniture away from exits. Do not use tall furniture as room dividers.
- Secure computers, equipment, and display cases. Store heavy items at floor level.
- Back-up data and sensitive information, store duplicates off-site.

TRAINING COURSES THROUGH ENVIRONMENTAL HEALTH & SAFETY (EH&S)

There are several online courses provided through EH&S that are appropriate for Emergency Preparedness Planning. They are:

- EHS-4200-WEB General Safety, Injury Prevention (IIPP) and Emergency Prevention (required of all Stanford employees)
- EHS-4875-WEB Life Sciences Research Laboratory Safety Training (required of all employees working in laboratories that contain hazardous chemical and/or biological materials)
- EHS-3700 Fire Extinguisher Use
- EHS-5090 Personal Emergency Preparedness
- EHS -9100.b Introductory course for the Incidence Command System

RESPONSE

The type of response will depend on the nature of the emergency, when the emergency occurs, how significant it is or appears to be, who is available at the time, etc. A more detailed description of the different types of emergencies and how to respond to them can be found at https://www.stanford.edu/dept/humsci/cgi-bin/facilities/sites/default/files/EMERGENCY_FlipBook.pdf.

The first person from the Emergency Response Team to arrive at the Emergency Headquarters will start to assess the severity and potential duration of the emergency.

If it is deemed a level 2 or a level 3 emergency, the remaining team members will be notified, if they have not already assembled, and will be expected to report as soon as possible. Following a quick assessment of the incident, resultant damages and probable effects, the following communication links will be established.

- The H&S DOC Hotline (725-2555) will be monitored for announcements and instructions as events unfold and decisions are made at the EOC and DOC levels.
- The Department will relay reports to the H&S DOC.
- In the event of telecommunication and electronic disruptions, information will be passed to, and received from the H&S DOC and departmental programs by designated messengers when and where it is deemed safe.

AlertSU

AlertSU is a mass notification system designed to reach every employee and student on the Stanford Campus via text messaging, email, or telephone calls and/or an outdoor siren system.

The mass notification system will be implemented as emergency events unfold (e.g., hostage situation, fast moving fire) or if there is advance notice (e.g., bomb threat, influenza). It will also account for those people who responded to the notification per instructions provided at the time.

The siren alert system will be activated to notify people who are outside to seek cover from a pending threat and alert them that information via the mass notification system will be forthcoming. The sirens will also alert people inside buildings who can hear them that a mass notification message will be forthcoming.

It is important that people pay close attention to information provided by the two notifications systems since there is likely to be a lot of confusion and uncertainty as the event unfolds. There may be instances when an incident, such as an active threat, will be over with before the mass notification and siren systems are implemented. Or, in other instances, the threat may be confined to only one part of the campus. Regardless, people need to pay attention to and follow instructions provided, remain as calm as possible, and understand that it may be some time before the situation is resolved.

In order for AlertSu to be effective, all faculty and staff need to ensure that their directory information in StanfordYou is complete and correct. Students need to ensure that their contact information is updated and correct in Axess. University issued telephone numbers and email addresses will be automatically update in each employees directory. It is the responsibility of each individual to enter their home telephone numbers, personal mobile phone numbers, or personal email addresses if they want to be notified via those media.

BUILDING EVACUATION[3]

Building evacuations are mandatory in the case of fires (regardless of size and location in the building), fire drills, explosions within the building, and when a major earthquake occurs.

We ask that everyone is generally vigilant at all times. Know your exits and evacuation routes including when you are visiting other buildings. Be aware of who is working in your office or lab on any given day. In the event the fire alarm sounds, as long as it is safe, check your area and remind anyone in the area to evacuate immediately.

Stay calm and evaluate the situation. Take your personal belongings such as keys, cell phones, jackets, bags and laptops as it could be some time before you are able to return. Assist those with disabilities. When everyone has exited the room, close the door behind you. Do not use the elevator.

If necessary sound the alarm and alert someone on the Emergency Response Team to assist the evacuation.

It is expected that when the fire alarm sounds, everyone should evacuate the building and gather at the **Emergency Assembly Point (EAP)**. **The Physics Department EAP is located on the Lomita Mall lawn on the east side of Varian between Varian and the Main Quad.** Once you leave the building, move away from the exits and stay a safe distance from the building in case there is falling debris. If you can do so safely, please make your way to the EAP and check in with your PI, lab coordinator or manager. Remain at the assembly point until a member of the building emergency team gives the all clear to reenter the building or go home. Notify a member of the emergency team if you must leave.

Limit your use of cell phones so that you can focus on instructions, what needs to be done, and avoiding the overload of cellular systems. It is recommended to have an out of area coordinator to call in the event you have difficulty reaching family members or friends within the area.

EVACUATING PEOPLE WITH DISABILITIES

People with disabilities may need assistance during a building evacuation or when sheltering in place is called for. A discussion with people who have disabilities at the outset would be appropriate so that others know what their desires are and what assistance they might require.

---

[4] Appendix IV provides details of the Varian Building Evacuation Team Members.

People who work around the person with disabilities should assume responsibility for determining and implementing the type of assistance that may be required.[4]

SHELTER IN PLACE

There may be some situations which would necessitate sheltering in place, specifically when there is an external active threat, a hostage situation, terrorist threat, or if there is a hazardous exposure from another building. The standard procedure for deciding whether to Shelter in Place is based on how feasible and safe it is to leave the scene. If this does not seem reasonable, then Sheltering in Place may be the next best option. More information on decisions around this standard is available under the Active Threat and Shelter in Place section of the Stanford Emergency and Safety Procedures flip chart that has been distributed to all H&S Departments and Programs.

https://www.stanford.edu/dept/humsci/cgi-bin/facilities/sites/default/files/EMERGENCY_FlipBook.pdf

If Sheltering in Place becomes the primary option and if time permits, building occupants will want to seek shelter in a room or area that will provide the best protection from the external threat. Ordinarily, interior rooms that can be locked, with no exterior windows, serve as the best shelter in place locations. The Building Emergency Planning Committee should identify areas in advance that would serve as the best location for sheltering in place and inform the residents of those locations.

Any convenient room will suffice if sheltering in place becomes an immediate need. Ideally, the door can and should be locked from the inside. If it cannot be locked, piling furniture in front of the door and crouching behind any solid item will enhance survival.

Students in classrooms should shelter in their classroom away from windows if possible. Instructors should only assist the students evacuate the building and guide them to the EAP when it is clear that this can be done safely. Check your cell phones for Alert-SU instructions and updates.

MEDICAL ASSISTANCE

Everyone should understand in advance where to go if they need medical assistance.

- **Stanford Hospital Emergency** -- Everyone should go or be taken to the Stanford Emergency Hospital (723-5111) for life threatening injuries or illnesses. Individual should go to their personal doctor or clinic for non-life threatening injuries or illnesses if not work related

[4] Appendix V provides details on how to assist people with various disabilities.

- **Occupational Health Center** -- All non-life threatening work related injuries should go through the Stanford University Occupational Health Center (SUOHC), which is located in the Environmental Health & Safety Facility at 480 Oak Road. That facility is open from 8:00 am to 5:00 pm, Monday – Friday. The telephone number is (650) 725-5308.

- **Vaden Student Health Center** -- Students should use Vaden Student Health Services (650) 498-2336 for minor and urgent conditions (but not life threatening) since their services are free to them. Regular hours for the outpatient facility are from 9:00 am to 5:00 pm Monday through Friday. They should go to the Palo Alto Urgent Care Center or Stanford Emergency Center when Vaden is closed.

- **Palo Alto Urgent Care Center** (858-2959) – Is an option for students when Vaden is closed. Both that facility and the Hospital Emergency Center should be apprised that if they are not University employees, Vaden Student Health Services should be informed of the visit for insurance reasons. Ordinarily, these services are billed to the student's insurance provider.

Other arrangements may be called for during a major emergency event where large numbers of people are injured and area hospitals will very likely be overwhelmed by injuries or illnesses from surrounding communities. Those kinds of arrangements will be announced by the University EOC if and when such events occur.

EMERGENCY SITUATIONS DURING NON-WORKING HOURS

If there is a major event at night or on the weekend, people should listen to their local radio stations, as well as KZSU 90.1 FM for instructions and updates. They should also call their respective Departmental Hotline or the H&S DOC Hotline (650) 725-2555, which is informational only. This assumes that electrical service is available and/or that people are in possession of battery powered radios.

If the event is serious and area wide (e.g., a major earthquake), faculty and staff should first attend to personal and family needs, secure their homes, etc., then turn their attention to Stanford responsibilities. Generally speaking, they should not attempt to come to the campus unless notified to do so. Principal Investigators (PIs), Building Managers and Emergency Coordinators who are responsible for major facilities that house laboratories, animal facilities, large quantities of chemicals, etc. should expect to report to their facilities as soon as it is safe to do so, or at the very least, maintain contact with the various faculty, lab managers, and senior research staff who may be most affected.

EMERGENCY COMMUNICATIONS: ESTABLISHING NOTIFICATION SYSTEMS

In the case of a major emergency, it will be important to establish lines of communication as soon as possible. Directions will be placed in the red emergency binder found in the supply kit in room 164 and in room 115, the department emergency headquarters on

- how to create an emergency notification/distribution list using Stanford voicemail

- how to send a message to a list
- how to record an emergency bulletin on the Physics Department's emergency information hotline
- checklist for emergency response.

RECOVERY

The restoration process begins once safety and security issues have been addressed and the immediate emergency conditions have abated. The H&S DOC will ask constituent departments and programs to provide detailed

- Assessments of space, equipment, and personnel impacts using the forms provided in the Department/Program or Building section of this notebook;
- Estimates on temporary space reallocation needs and strategies, if appropriate, as well as any other issues or resources required to restore business operations;
- Documentation that will facilitate financial assistance, particularly as it relates to insurance claims, FEMA assistance, and Worker's Compensation.

In providing the above information, departments and programs will be asked to provide visual supplements (e.g., photographs) with the written materials, and to make sure that physical effects are properly recorded.[5] It is important that such documentation be completed before clean up and repairs begin.

Once the safety and status of our staff has been assured, and emergency conditions have abated, the Emergency Recovery Team will assemble to begin the restoration of the Department's teaching and research programs.

EMERGENCY RECOVERY TEAM

Name	Room	Office #	Home/Cell#	
Peter Michelson	Varian 168	723-3004	650-799-3209	Chair
Liz Palmquist	Varian 202	497-9039	650-384-5582	
Stewart Kramer	Varian 116	723-8225	650-723-8225	
Rick Pam	Varian 242	725-2365	650-722-1531	
Cindy Mendel	Varian 111	723-4346	408-334-3873	
Khoi Huynh	Varian 115	723-5406	415-246-0090	
Sha Zhang	Varian 240	723-2314	408-393-8588	
Karheinz Merkle	Varian 001	723-2679	408-368-9866	

* All Safety Lab Coordinators are responsible for helping in the recovery of their group labs.

[4] Appendix VI provides some of the forms needed to assess damage.

APPENDICES

APPENDIX I : SCHOOL OF HUMANITIES AND SCIENCES DOC TEAM

NAME	WORK TEL.	EMAIL	CELL #	HOME TEL.	INC. COM. ORDER
Jay Cross	723-1725	jcross@	650-224-5833	650-323-5771	1
Chris Shay		cshay@	650-644-9425		2
Adam Daniel	723-4472	ardaniel@	650-575-9730		3
Jim Henry	725-5824	jim.henry@	650-804-2716		4
Ellie Fischbacher	725-4344	ellief@	650-245-1350	650-245-1350	5
Barbara Jacobs	736-1934	jacobsb@	650-847-8190		6
Mark Sarkozy	721-2468	msarkozy@	650-862-6921		7
Shannon Silva	725-7832	ssilva@	650-804-8422		8
Susan Weersing	723-1205	weersing@	650-644-9702		9
Jennifer St. John	723-0722	jstjohn1@			10
Tina Kass	736-7603	tkass@			
Richard Saller	723-9784	rsaller@			
Neyll Vargas	723-7919	nvargas@	650-796-5321		

APPENDIX II: PHYSICS DEPARTMENT EMERGENCY CONTACTS

FIRE-POLICE-MEDICAL		9-911 (From pay or cell phones 911)
	Medical Center	286
	PaloAlto Police	650-321-4433
	Emergency HQ	650-857-0755
	Hazardous Materials Incident	650-725-9999
	Campus Facilities Operations	650-723-2281
	University Announcements	650-725-5555
	Dean's DOC Announcements	650-725-2555
	Physics Hotline	650-725-0961
	Student Information	650-497-9000
	Hospital Bulletins	650-498-8888
	Out-of-area callers	**1-800-897-4253 or 1-602-241-6769**

GROUP	NAME	OFFICE	HOME/CELL
DEPT. ADMIN.	Rosenna Yau	725-4345	650-494-2974
	Stewart Kramer	723-8225	408-946-7268
	Cindy Mendel	723-4346	
	Liz Palmquist	725-0882	650-329-0652
BUCKSBAUM	Philip Bucksbaum	723-3571/926-5337	
	Song Wang	725-2356	650-561-5246
BURCHAT	Pat Burchat	725-5771/926-3563	650-324-8761
CHEMICALS	Health & Safety	725-9999	
	Work Control Center	723-2281	
CABRERA	Blas Cabrera	723-3395	650-322-3486
	Jeff Yen	725-2332	415-867-6966
CHU	Steve Chu	723-2986	
CHURCH	Sarah Church	725-1311	408-259-3492
	Kiruthika Devaraj	726-0971	404-824-6863
GRATTA	GiorgioGratta	725-6509	650-424-9166
	Karl Twelker	725-2342	925-337-7372
HOLBERG	Leo Holberg	723-4227	
IRWIN	Kent Irwin	723-4307	
KAHN	Steve Kahn	723-1486/926-4622	650-529-0830
KASEVICH	Mark Kasevich	723-4356	650-327-1011
	Tim Kovachy	724-7815	650-380-3567

KUO	Chao-Lin Kuo	726-7880	
LIPA	John Lipa	723-4562	650-851-5517
MANOHARAN	Hari Manoharan	723-7263	650-714-7324
	Dominik Rastawicki	724-5404	717-615-5187
MICHELSON	Peter Michelson	723-3004	650-364-4972
OSHEROFF	Doug Osheroff	723-4228	650-851-0525
OBSERVATORY	Keith Thompson	723-7901	650-298-8301
	Stewart Kramer	723-8225	650-723-8225
SCHLEIER-SMITH	Monika Schleier-Smith		
STORE	Khoi Huynh	723-4361	415-246-0090
TEACHING LABS	Greg Romine	726-7230	650-926-9775
	Rick Pam	725-2365	650-722-1531
	George Yan	723-1220	650-967-3910
MACHINE SHOP	Karlheinz Merkle	723-2697	408-368-9866
	Matthew Chuck	725-2327	650-854-6033
THEORY GROUP	Steve Shenker	723-4615	650-561-9676
	Julie Shih	723-4232	408-896-6213
WIEMAN	Carl Wieman		

APPENDIX III: PERSONAL SUPPLY KIT

Keep a personal emergency supply kit at work or in your car to prepare for a disaster. Kits should be kept in a location where you would go during or immediately following a disaster such as a devastating earthquake, (i.e. under your desk, by the door where you will exit, or in your car). Items should be kept in a container that could be taken with you upon building evacuation, i.e. nylon bag, day pack or duffel bag. Please refer to appendix 4 for suggestions.

- 1 pair comfortable “athletic” shoes with rubber soles
- 1 pair clean underwear, socks, shirt, pants
- 1 hooded sweatshirt/jacket with pockets
- 1 brimmed hat or visor
- 1Towel
- 1 zip lock bag with personal hygiene items, toiletries, etc.
- 1 flashlight with fresh batteries
- 1 small radio with fresh batteries, tuned to your local radio station
- Extra batteries for radio and flashlight (check periodically)
- First aid kit with directions, ice pack, bandages, analgesic
- Survival blanket
- Medications (keep track of expiration dates)
- Food (high calorie): canned meals, peanut butter, crackers, cookies, candy bars (refresh periodically)
- Can opener
- Water, sealed tight, as much as you can pack and carry
- Personal water container
- Emergency contacts for communication
- Sleeping bag - ground insulation pad
- Gloves – heavy duty workman’s
- Small shovel

APPENDIX IV: EVACUATION TEAM

Basement	Matt Chuck & Karlheinz Merkle (Machine shop), Tim Kovachy (Kasevich), Jeff Yen (Cabrera), Dominik Rastawicki (Manoharan), TBA (Gratta), Kimmy Wu (PAB - B09)
1st Floor	Khoi Huynh, Liz Palmquist and Karl Twelker (Cabrera Labs)
Administrative Suite	Cindy Mendel
2nd Floor	Ping Feng, Song Wang (Bucksbaum Labs), Kiruthika Devaraj (Church Lab), Brannon Klopher (Kasevich),
3rd Floor	Dana Volponi, Julie Shih
4th Floor	Rick Pam
PAB Tutoring Center	Chaya Nanavati, Greg Romine

APPENDIX V: HOW TO ASSIST THE DISABLED DURING AN EVACUATION

TO ALERT VISUALLY IMPAIRED PERSONS

- Announce the type of emergency.

- Offer your arm for guidance.
- Tell person where you are going, obstacles you encounter.
- When you reach safety, ask if further help is needed.

TO ALERT PEOPLE WITH HEARING LIMITATIONS

- Turn lights on/off to gain person's attention, or
- Indicate directions with gestures, or
- Write a note with evacuation directions.

TO EVACUATE PEOPLE USING CRUTCHES, CANES, OR WALKERS

- Evacuate these individuals as injured persons.
- Assist and accompany to evacuation site if possible, or
- Use a sturdy chair (or one with wheels) to move person, or
- Help carry individual to safety.

TO EVACUATE WHEELCHAIR USERS

- Non-ambulatory persons' needs and preferences vary.
- Individuals at ground floor locations may exit without help.
- Others have minimal ability to move-lifting may be dangerous.
- Some non-ambulatory persons have respiratory complications.
- Remove them from smoke and vapors immediately.
- Wheelchair users with electrical respirators get priority assistance.
- Most wheelchairs are too heavy to take down stairs.
- Consult with person to determine best carry options.
- Reunite person with the chair as soon as it safe to do so.

APPENDIX VI

Date/time_____

 # Of pages in this report_____

To: _____(Dean)

_____(DOC) Fax: _____V:_____

From: _____(Chairman)

_____Dept/Bldg Fax: _____V: _____

CURRENT OPERATIONAL SITUATION

Immediate facility and space needs

_____
_____
_____
_____
_____

Urgent equipment requirements to become operational

_____
_____
_____
_____
_____

Critical personnel issues

_____
_____
_____

RECOVERY: DETAILED *SPACE* ASSESSMENT

Use this form to describe damage to utilities, fixtures, ceilings, walls, floors, windows, etc. on each floor of the Laboratory's buildings. Send the information to the Dean, with a signed cover memo from the Chairman.

BLDG_____ **ROOM**_____

DAMAGE_____

BLDG_____ **ROOM**_____

DAMAGE_____

BLDG_____ **ROOM**_____

DAMAGE_____

BLDG_____ **ROOM**_____

DAMAGE_____

BLDG_____ **ROOM**_____

DAMAGE_____

DATE: _____ **TIME:** _____**INSPECTOR**_____

RECOVERY: DETAILED *EQUIPMENT* ASSESSMENT

Use this form to describe all damaged furnishings, office-laboratory-research equipment, and materials expended during the emergency. Send the information to the Dean, with the Chairman's signed cover memo

BLDG_____ROOM_____

Item_____Manufacturer_____

Model#_____SU Inventory#_____Original Cost_____

Damage description_____

Est. repair$_____ Est. replacement$ _____

BLDG_____ROOM_____

Item_____Manufacturer_____

Model#_____SU Inventory#_____Original Cost_____

Damage description_____

Est. repair$_____ Est. replacement$ _____

BLDG_____ROOM_____

Item_____Manufacturer_____

Model#_____SU Inventory#_____Original Cost_____

Damage description_____

Est. repair $_____ Est. replacement $ _____

RECOVERY: DETAILED *PERSONNEL* IMPACTS

Use this form to describe the emergency's impact on staffing. Describe personnel issues related to program resumption. Document employee time related to your emergency response and recovery. Send this information to the Dean, with the Chairman's signed cover memo.

[redacted]

[redacted]

Name Employee #

Job Title Hourly Rate

OT Rate

Fringe %

Date(s) Worked	Hours	Duties Performed

Name Employee #

Job Title Hourly Rate

OT Rate

Fringe %

Date(s) Worked	Hours	Duties Performed