EMERGENCY PLANNING FOR YOUR BUILDING

BUILDING MANAGERS & EMERGENCY PREPAREDNESS

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Before We Begin

The views and concepts of this presentation are offered for consideration to stimulate questions & conversations for planning and preparation for response to emergency events.

The planning and preparedness that you follow should be in direct alignment of your Unit Department Operations Center (DOC).

In the case of buildings that have multi-disciplinary occupancy it is extremely important to have understandings/agreement on how upward communications & reporting will be handled during an event.

General Campus Emergency Information can be found at -
http://ehs.stanford.edu/general/erprep/index.html
Emergency Events at Stanford are designated into three different levels.

Level 1 = A minor incident that is quickly resolved with internal resources or limited help. The Campus Emergency Plan is not activated.  
(These are the day to day)

Level 2 = A major emergency which impacts a sizeable portion of the campus and may affect mission critical functions or life safety. Elements of the Campus Emergency Plan may be activated.  
(Multi building event, external impact to research, lifeline systems/core utilities, severe/multiple injuries)

Level 3 = A disaster that involves the entire campus and surrounding community. The Campus Emergency Plan is activated.  
(Major earthquake)
KEY TERMS/CONCEPTS

• Guiding Principles for Emergency Planning and Response
  • Protect life safety
  • Secure critical infrastructure and facilities
  • Resume teaching and research programs

• Disaster Response Facility Priorities
  1. Buildings used by dependent populations
     • On-campus student housing, childcare centers, occupied special event facilities
  2. Buildings critical to health & safety
     • Medical facilities, emergency shelters, sites containing specific hazards
  3. Facilities that sustain and support the emergency response
     • Energy systems and utilities, communications services, Public Safety, EH&S
  4. Classroom and research buildings
  5. Administrative buildings
**Emergency Operations Center (EOC)** = A management center where the University Management Team coordinates the University’s emergency strategic plan, priorities and policies. Establishing objectives for campus restoration.

**Emergency Management Team (EMT)** = A team drawn from the University’s senior Administrative & academic management, that coordinates the campus emergency response to major incidents.

**Situation Triage & Assessment Team (STAT)** = A subset of the Emergency Management Team that coordinates the response to mid-level (Level 2) emergencies. Are notified in the following conditions:
- Multi building event
- External impact to research
- Lifeline system (core utilities)
- Severe/multiple injuries

**Department Operations Center (DOC)** = Emergency management centers in Deans, Vice Provosts, Vice Presidents, and Directors’ areas that interface between the University EOC and campus departments.
**Incident Command System (ICS)** = FEMA standardized, on-scene, all-hazards incident management system. Uses common terminology & Management structure for ease of communication during emergency events.

**Incident Commander (IC)** = Lead individual for event management based on FEMA Incident Command System. Responsible for emergency event.

**Duty Manager (DM)** = LBRE/BGM/SEM individual responsible for after hours on-call management of non-routine events. Primary duties include:
- Situation analysis & assessment
- Advise regarding appropriate dispatch of first responders
- Advise regarding dispatch of additional resources
- Advise regarding necessary notifications

**Operator Services Unit (OSU)** = Dispatch service and alarm monitoring for Campus buildings and utilities services. Sometimes referred to as Stanford 1.
Stanford University Emergency plans are based on the fundamentals of the FEMA ICS program.
Department of Public Safety
Environmental Health & Safety
Land, Buildings & Real Estate
Vaden Health Center
Residential & Dining Enterprises
Information Technology Services
INDIVIDUAL PLAN

• Do you have an individual/family plan?
• Do you have “grab & go” kits for your family?
• Is your family safe? Where is the agreed on check in point?
• Do you have a communications plan for your family?
• Does your Manager/Unit/DOC know your status?
• Take EHS-5090 Personal Emergency Preparedness
POSSIBLE CAMPUS HAZARDS

For your emergency plan what hazards/events have you planned for?

Electrical Outage – Chilled Water Outage – Steam Outage – Domestic Water Outage
Natural Gas Leak – Building Fire – Wild Fire – Chemical Spill – Bomb Threat
Floods – Building Explosion – Major Earthquake – Mudslide – Pandemic
Plane Crash – Building Odor – Mass Casualty Incident – Dam Failure
IT/Network/Communications Outage – Active Threat – Terrorism
PLANNING CONSIDERATIONS

- **Notification** — How do you get notified? How do you notify building occupants?

- **Resources** — People & supplies. Who does what? What are the materials and supplies you need and are they available to you?

- **Plans** — Who is your Unit DOC contact? What is the plan? What do you need to know to be successful?
NOTIFICATION METHODS

How do you get notified of emergency events? (work hours)

- Fire Alarm
- AlertSU
- E-mail lists
- Dept phone tree
- Texting lists
- Yelling down the hall

How do you get notified of emergency events? (after hours)

- AlertSU
- Dept phone tree
- News

Follow Up/Update Event Information

- Unit/Department Hotlines
- University Hotline-(650) 725-5555
- University Web site- http://emergency.stanford.edu
- DPS Website – http://police.stanford.edu
RESOURCES

• What roles do you need people for during emergencies?
  • What training do they need to perform the task?
  • Does there need to be a backup if they are not available?

• What supplies do you need during emergencies?
  • Does your DOC have these supplies?
  • How often do they need to be checked or replaced?
EXAMPLE OF RESOURCES

- **Supplies**
  - Water (3 days/150 people)
  - MRE’s (3 days/150 people)
  - Cots
  - Blankets
  - Paper Goods
  - Maps & Space Information
  - Fuel for generators/vehicles
  - Portable lighting & extension cords
  - Safety Equipment (backpacks, goggles, gloves, vest, flashlight, hardhat)

- **Equipment**
  - Tools (Shops, Trucks)
  - Trailers (Pumps, generators, lighting, chain saws, hand tools)
  - Generators
  - Tractors/Forklifts

*NOTE - LBRE (Operational DOC) List*
UNIT DOC PLAN

- Who is your DOC contact?
- Where is my DOC located if opened?
- Have you discussed the emergency plan with your Unit DOC manager/coordinator?
  - Do you know your role in the plan?
- Does your DOC know how to contact you?
- Don’t duplicate planning efforts.
EVACUATIONS

- Are your building exit plans current?
- Do the occupants of the building know where the Emergency Assemble Point (EAP) is located?
- How do you account for the building occupants?
  - Rosters of building occupants easily accessible (avoid placing confidential information in publicly accessible locations).
  - How often updated and by whom?
- Do others in the building have assigned roles during emergencies?
  - Individual grab and go kits or department/building/DOC supplies.
  - Who ensures that they are regularly maintained?
EVACUATIONS (CON’T)

• Who is responsible for explaining “what to do” & “where to go” when emergency events occur?
  • Do you have a sign in/out board with who is in and out – is someone responsible for taking a picture of it as they evacuate?

• In the case of multiple department/ multi-disciplinary buildings, who takes the lead during emergencies? Plan together for life safety/evacuation.
  • Response team designated in advance.
  • Know areas of responsibilities and backups.

• Who do they report to during the emergency?

• Emergency exit posters – how do you get more?

• EAP signs (in building) posted near elevators and stairwells.
BUILDING SYSTEMS

• Area of refuge (What is it? / Where is it in your building?)
  • What plan do you have for evacuating disabled individuals?

• If notified to shelter in place
  • What does that mean?
  • What are the procedures and best locations within your buildings?

• Electronic/Card Key Access –
  • How does your building lock if there is a power outage?
    • Fails open or closed?
    • Who has keys, how do you get them? (day versus afterhours)
    • If system is only on battery backup, how long does the battery last?
    • Who is on the electronic access list? (quite often not everyone is)
• VOIP phones
  • Issues – power outage – UPS back up. How long will phones work before batteries run out? No power = no phones/no network after backup systems fail. Backup systems.
  • Regular landlines (fax machines – if it has a handset attached.)
  • Centrex phones or satellite phones

• Elevators – how they work during emergency (generator vs. rescue pack)

• Generators – If you have a generator how does it work? All circuits might not be wired, only emergency areas – IT, Labs, etc.
  • How are generator outlets labeled?
  • What is connected to the generator?
  • During an emergency, how often is it refueled?

• If you do not have a generator, the emergency lights will only stay on for 90 minutes. What do you do after it goes out?
Does your Unit/Department DOC have plans for:

- Who can authorize people to go home or work from home?
- Who is “required” staff, what do you expect them to do?
- Who & what follow up occurs after an alarm or AlertSU?
- Is there a follow up report or “lesson learned” notification?
- What is the process if the building manager is out sick? On vacation? Or simply unavailable? Who takes charge during an incident?
BUSINESS CONTINUITY

• What area or section of the building contains critical items/equipment?

• What is the most valuable section of the building?
  • Why?
  • Contents?
  • Equipment?
  • Research?
  • What utilities or other factors do these areas depend on?
  • Do they have contingency plans to protect these areas/resources?

• PrepareSU – Continuity planning tool (for Department use)

• ProtectSU – Seismic mitigation project
TRAINING OPPORTUNITIES

- Personal Emergency Preparedness: EHS-5090
- First Aid and CPR (Cardiopulmonary Resuscitation): EHS-4050
- Automatic External Defibrillator (AED, CPR and First Aid): EHS-1300
- Building Assessment Team (BAT) Training: EHS-1650
- Community Emergency Response Training: EHS-2175
- General Safety, Injury Prevention (IIPP), and Emergency Preparedness: EHS-4200 (online)
- FEMA Introduction to Incident Command System, ICS-100, for Higher Education: EHS-9100he (online)
QUESTIONS

Thank you for your time and your interest
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