

MLML Emergency Response Plan

Location: Main Laboratories - 8272 Moss Landing Road

DATE: July 8, 2005

Emergency Response Coordinator: Jocelyn N. Douglas
Tel: 831.771.4451
Mobile: 831.750.9563
Fax: 831-632.4403
E-mail: nowicki@mlml.calstate.edu

Alternate Coordinator: Barry Giles
Tel: 831-771.4407
Mobile: 831.750.2644
Fax: 831-632.4403
E-mail: giles@mlml.calstate.edu

MLML Administration Office: 831.771.4400
Director – Kenneth Coale: 771.4406 ph./750.9562 mobile
Facilities Supervisor – Barry Giles: 771.4407 ph./750.2644 mobile
Health and Safety Officer – Jocelyn Douglas 771.4451 ph/750.9563 mobile
Assistant to Director – Donna Kline 771.4405 ph./750.9565 mobile
Main Lab Caretaker – James Cochran 771.4447/750.9569

Building Directory – see attached sheet –

You must dial “9” to connect to an outside line from laboratory phones. (i.e. ‘9-911’ for emergencies)

Site Description and Utility Shutoffs

Facilities and Shop employees will work with authorities to locate and shut off appropriate utility supplies in the event of an emergency.

Main Electrical	See map – transformer box near drive to corp yard and Haz Mat shed (608)
Main Gas	See map – cabinet near Service Road to south
Main water	See map –
Alarm control	Main Foyer North wall and Rm. 427

Emergency Assembly Point – South end of West (upper) Parking Lot

Emergency Access – There is a Knox Box in the west end of the MLML sign at the bottom of the hill that has a master key to the building doors. This is **For Fire Officials Only**. The Knox Box contains keys to the main gate as well as the gate to the access road entering from Pieri Court from the south.

Fire Detection System - A fire alarm/detection system is installed throughout the building with sensors in all rooms and ducts. It is a computerized system that records information on all alarm activation occurrences including which sensor was tripped the date, time, location (room and number). First Alarm regularly services the system. The alarm automatically notifies SJSU Police dispatch, which then notifies the 911 (North County Fire Department).

Fire Suppression System

The fire suppression system will automatically trip if the sensors read a specific temperature. This is a water suppression system.

MLML Emergency Response Plan

Location: Main Laboratories - 8272 Moss Landing Road

Emergency Equipment

Fire extinguishers are located strategically throughout the main building in each room and in the main hallways.

A chemical spill kit is located in laboratories with chemicals. It contains protective clothing (goggles, face shield, gloves, smock), spill absorbing pillows, dams, booms and towels. In addition it contains loose granules for spill cleanup, and liquid and solid neutralizing agents for caustic substances (acids and bases).

Spill kits are also available in large buckets in the corporation yard, in the case of spilled oil.

Formaldehyde neutralizer is located in the Haz. Mat. Storage shed (608), and in the museum Prep room (304).

First Aid Kits are located near the sink in the Administration office, outside the faculty office area (413), in the mechanical basement and in the shop area (602).

Emergency Response Personnel

Emergency Response Coordinator – Jocelyn Douglas

Duties: Perform quick sweep of building upon evacuation, supervise assembly of personnel at emergency evacuation site, perform roll call and identify missing personnel, communicate with MLML Main Emergency Response Coordinator via telephone or hand-held radio, call emergency professionals (fire, police, paramedics) via 911.

Alternate Coordinator – Barry Giles

Duties: Shut off water, power and gas mains if possible and as necessary. Sweep building en route to performing these functions. Meet at emergency Assembly point.

Alternates

Emergency Response Coordinator

Barry Giles

Kenneth Coale

Emergency Response Team Members

Nick Welschmeyer

Diana Steller

Ralph Dzuro

James Cochran

William Cochran

James Cochran

Mike Prince

Jane Schuytema

Emergency Response Procedures

Fire – Alert people in the area and activate alarm or call 911. Use fire extinguisher if fire is small and you can maintain a safe exit. Evacuate building in case of major fires and close doors behind you to contain the fire. Follow instructions of the Emergency Response Coordinator and assist as necessary.

Earthquake – Evacuate the building through the nearest safe exit and assemble at the emergency assembly point. Avoid down wires and falling debris from buildings. Follow instructions of the Emergency Response Coordinator.

Medical Emergency – Call 911 for medical attention. If you are assisting an emergency victim who is conscious, inquire as to the nature of the problem. Carefully place unconscious victim on the floor. Remove to a safe place if necessary. Determine if victim is breathing, has a heartbeat or is bleeding. Call

MLML Emergency Response Plan

Location: Main Laboratories - 8272 Moss Landing Road

911 and request a Paramedic. If trained in first aid, maintain airway, perform CPR and stop bleeding as necessary until Paramedics arrive.

Hazardous Material Spill – Alert people in the immediate area. If spill is minor and you are capable of cleaning it up, don suitable protective equipment, contain the spill and absorb it with appropriate material from the spill kit. Place contaminated material in appropriate container, label it and store it as hazardous material. In case of major spill, alert people and evacuate the laboratory. If spill is flammable, turn off ignition and heat sources. Close doors to affected area and post with warning signs. Call 911 and the MLML Chemical Safety Officer (Office 771.4451; mobile 750.9563 In case of skin contamination, flush effected area with water and remove contaminated clothing. In case of eye contamination, flush with water for at least 15 minutes. Seek medical attention by calling 911 if necessary.

Power Failure – Safely depart darkened areas to a safe location. Emergency lighting should activate. Evacuate the building if necessary.

Hostility – Avoid confrontation, do not escalate the situation. Leave if you can do so safely, call 911 and request emergency response teams (police, paramedics, firefighters) as necessary.

Emergency Communications

Call 911 to report any emergency (fire, medical emergency, hostility)

Call 771.4400 and report the emergency to MLML Administration

Maintain communication with 911 and MLML Administration as necessary

If fire alarm has been pulled, Emergency Coordinator will call (408) 924.2222 (SJSU Police Dispatch) and inform them of the emergency, do not hang up until told to do so.