Building Emergency Plan

Genomics Building

University of California, Riverside

December 2015
This Building Emergency Plan (BEP) provides information you should know about what to do when there is an emergency in your building – where to go, who to call, where to find emergency equipment and supplies. Used in conjunction with the campus Emergency Procedures, this Plan will tell you what you need to know to safely leave your building.

If you have questions about this Plan, contact your Building Supervisor for Emergency Conditions (see Page 9) or Environmental Health and Safety at 2-5528.

This BEP is specific to your building and does not address what your department or the campus as a whole would be doing during an emergency. For that information, look at the campus Emergency Operations Plan and your Department Emergency Operations Plan.
Building Emergency Plan

Building Affected by this Plan

- Genomics Building

Departments Involved in this Plan

- Biology
- Botany & Plant Sciences
- Cell Biology & Neuroscience
- Entomology
- Nematology
- Plant Pathology & Microbiology
- Statistics

People Responsible for this Plan

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<tbody>
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<td>Title</td>
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<td>Dept</td>
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<td>Phone</td>
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<td>Date</td>
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</table>

Environmental Health & Safety review by:

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<th>Name</th>
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<tr>
<td>Title</td>
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<td>Date</td>
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</table>
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Acronyms and Abbreviations

BEP Building Emergency Plan
BES Building Emergency Staff
BSEC Building Supervisor for Emergency Conditions
CISM Critical Incident Stress Management
DERP Departmental Emergency Response Plan
DSC Department Safety Coordinator
EAA Emergency Assembly Area
EAS Emergency Alert System
EH&S Environmental Health & Safety
EMTF Emergency Management Task Force
EOC Emergency Operations Center
EOP Emergency Operations Plan
ERP Hazardous Materials Emergency Response Plan
ERT Emergency Response Team
IC Incident Commander
ICS Incident Command System
ISEM Integrated Safety and Environmental Management
LSO Laboratory Safety Officer
OD&C Office of Design & Construction
RAA Rescue Assistance Area
RIMS Response Information Management System
SEMS Standardized Emergency Management System
SEOC Satellite Emergency Operations Center
TAPS Transportation and Parking Services
UCPD University of California Police Department
I. Campus Emergency Operations Plan: Executive Summary

A. Mission

The mission of the University of California Riverside (UCR) emergency management program (Emergency Management Organization, UCR Emergency Operations Plan, and Emergency Operations Center) is:

- Protect life safety
- Secure critical infrastructure and facilities
- Resume teaching and research programs

B. Emergency Management Organization

The UCR Emergency Management Organization is responsible for preparing and maintaining emergency operation plans and procedures that will ensure the campus has the ability to respond to and recover from any emergency. Departments and individuals with specific responsibilities in the EOP are part of the UCR Emergency Management Organization. Departments and employees with emergency management responsibilities are expected to develop policies and procedures to accomplish their duties using guidelines within the EOP and their Department Emergency Operations Plans.

Consistent with the Integrated Safety and Environmental Management system, all UCR employees have responsibilities regarding emergency management. The UCR Emergency Management Organization functions under the supervision of the Vice Chancellor Administration. The Environmental Health and Safety Department manages the campus emergency management program on a day-to-day basis. All departments are required to develop a plan and participate in emergency preparedness activities.

C. Emergency Operations Plan (EOP)

The EOP contains policies, guidelines, and procedures to follow before, during, and after an emergency. The purpose of the EOP is to:

- Identify personnel, equipment, facilities, supplies, and other resources available on campus that may be needed in an emergency or disaster
- Develop coordinated actions for natural or man-made disasters

D. Emergency Operations Center (EOC)

The EOC serves as focal point and command center for information management, decision-making, and emergency support and resource distribution throughout an emergency.
# II. Key Personnel

## 1. Building Supervisors for Emergency Conditions (BSEC)

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept.</th>
<th>Room</th>
<th>Ofc. Phone</th>
<th>Mobile/Pager</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Audrey Ah Fong</td>
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<td>1237</td>
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<td>951-779-1952 (c)</td>
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<td>Frances Holzer</td>
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<td>951-789-0753 (h) 951-231-5614 (c)</td>
<td><a href="mailto:frances.holzer@ucr.edu">frances.holzer@ucr.edu</a></td>
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</tbody>
</table>

## 2. Building Emergency Staff (BES)

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<thead>
<tr>
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<th>Name</th>
<th>Dept.</th>
<th>Ofc/ Lab</th>
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</thead>
<tbody>
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</tr>
</tbody>
</table>

## 3. Department Safety Coordinators (DS)

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<thead>
<tr>
<th>Name</th>
<th>Dept.</th>
<th>Room</th>
<th>Ofc. Phone</th>
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</thead>
<tbody>
<tr>
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<tbody>
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</table>
### 4. Laboratory Safety Officers (LSO)

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<thead>
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<th>Dept.</th>
<th>Room</th>
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</tbody>
</table>

### 5. Department Directors/Program Chairs/Faculty Floor Contacts

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<thead>
<tr>
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<th>Role/Dept.</th>
<th>Ofc. Phone</th>
<th>Mobile/Pager</th>
<th>Email</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
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<thead>
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<th>Role/Dept</th>
<th>Ofc. Phone</th>
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<tr>
<td>Natasha Raikhel</td>
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<td>Peter Atkinson</td>
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</tr>
</tbody>
</table>

### 7. Department Business Officers

<table>
<thead>
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<th>Name</th>
<th>Dept.</th>
<th>Ofc. Phone</th>
<th>Mobile/Pager</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
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<td>2-6067</td>
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</tr>
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### 8. Key Phone Numbers

<table>
<thead>
<tr>
<th>Emergencies</th>
<th>9-1-1</th>
</tr>
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<tbody>
<tr>
<td>Emergency information Line</td>
<td>2-WARN (9276)</td>
</tr>
<tr>
<td>UCPD Dispatch</td>
<td>2-5222</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety</td>
<td>2-5528 (day) 2-5222 (eve/weekend)</td>
</tr>
<tr>
<td>UCR Emergency Operations Center</td>
<td>2-7210</td>
</tr>
<tr>
<td>Facilities problems, including:</td>
<td>2-4214 (day)</td>
</tr>
</tbody>
</table>
### Utilities Outages
- Fire alarm maintenance
- Fire suppression equipment maintenance

<table>
<thead>
<tr>
<th>CNAS Safety &amp; Facilities Coordinator (Deborah Mcwilliams)</th>
<th>X2-5163 (day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone outages</td>
<td>2-3939 x1</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>2-5531</td>
</tr>
</tbody>
</table>

### 9. Key After-Hour Phone Numbers

In the event of an after-hour emergency, please call the following individuals in the order provided below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emergencies</strong></td>
<td>9-1-1</td>
</tr>
<tr>
<td>UCPD Dispatch</td>
<td>2-5222</td>
</tr>
<tr>
<td>Howard Judelson</td>
<td>951-686-9323 (h)</td>
</tr>
<tr>
<td>Linda Walling</td>
<td>951-789-2588 (h)</td>
</tr>
<tr>
<td></td>
<td>951-756-6672 (c)</td>
</tr>
<tr>
<td>Peter Atkinson</td>
<td>951 784-1220 (h)</td>
</tr>
<tr>
<td></td>
<td>951-323-8742 (c)</td>
</tr>
<tr>
<td>Jocelyn Brimo</td>
<td>951-237-7417 (c)</td>
</tr>
</tbody>
</table>
### III. Evacuation

#### A. Campus Policy

UCR policy requires that when any evacuation alarm sounds within a building, all faculty, staff, students and any others within the building must promptly and calmly depart the building using designated exit routes.

- Departments are responsible to ensure all people in their building are aware of exit routes and location of their building Emergency Assembly Area (EAA).
- Signs showing evacuation routes should be posted near stairwells and outside exits.
- Personnel may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.
- All building occupants will follow instructions relevant to public safety issued by the Building Supervisor for Emergency Conditions (BSEC), Department Safety Coordinator (DSC), Building Emergency Staff (BES) or fire and police personnel.
- After exiting building, occupants are to go directly to their designated EAA and follow guidance provided by the BSEC and emergency responders.
- No one should re-enter building until authorized to do so by UCR safety personnel or the BSEC.

#### B. Building Procedures

1. **Location of EAAs (see also following maps)**

<table>
<thead>
<tr>
<th>#</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Courtyard area on Northeast corner of building</td>
</tr>
<tr>
<td>2</td>
<td>Grassy Area South of Batchelor Hall</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

2. **Special Procedures**

   *Example: occupants of a building are to go to different EAAs depending on where the occupants are in the building.*
   *Example: certain corridors or stairwells are to be avoided during evacuation because of known hazards or defects.*
3. EAA Map

![Emergency Call Box]
C. General Evacuation Procedures

If you hear the evacuation alarm or are instructed to leave the building:

- Immediately obey evacuation alarms and orders. Tell others to evacuate.
- No one may be required to remain inside a building when an evacuation is in progress.
- Classes in session must evacuate.
- If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.
- When you evacuate, take keys, coat, purse and any other critical personal items with you to the Emergency Assembly Area (EAA).
- Close doors as rooms are vacated.
- Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.
- Note location of trapped and injured victims and notify emergency responders.
- Walk calmly but quickly to the nearest emergency exit using posted evacuation routes or as directed by Building Emergency Staff.
- Close doors you see open while you are exiting the building.
- Use stairways only. Do not use elevators.
- Keep to the right side of corridors and stairwells as you exit.
- Proceed directly to your designated EAA. Stay away from the immediate area near the building you evacuated.
- Obey instructions from BSEC and Building Emergency Staff.
- Remain in EAA until roll is taken and instructions given.
- Do not reenter the building unless officially authorized to do so after the “All Clear” is given by the BSEC or authorized safety personnel.
D. Evacuation for Special Populations

1. General Policy

- UCR faculty and staff who are mobility impaired should let the BSEC know the location of their usual work area and special needs.

- Whenever possible, mobility-impaired individuals should arrange in advance with several specific co-workers or associates for their assistance in the event of an evacuation or other emergency.

- Mobility-impaired individuals should also be aware of exit routes, Rescue Assistance Areas, and the designated Emergency Assembly Areas (EAA) for the building. This information is available through the BSEC and is contained in the Building Emergency Plan.

- The BSEC can also facilitate development of a "buddy system" in support of special evacuation needs within the building.

- Before assisting anyone who is mobility impaired during an emergency, UCR personnel should always ask what aid the individual needs provided. Also, helpers should ascertain if the person they are aiding requires any items that need to stay with them in a place of refuge, Emergency Assembly Area, or campus care and shelter location.

- If a helper has to leave a mobility-impaired person in a Rescue Assistance Area (RAA), that individual is responsible for notifying the BSEC or emergency responders in the EAA where they left the person they were aiding.

2. Rescue Assistance Areas

<table>
<thead>
<tr>
<th>#</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

{These are "safe" areas within a building such as stairwells - contact Campus Fire Marshal at 2-6309 for advice concerning locations within a specific building.}

3. Names & Locations of Known Mobility-Impaired Building Occupants

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>999</td>
<td>827-9999</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
IV. Response

A. General Policy

- The UCR Emergency Operations Plan (EOP) contains detailed policies and procedures concerning the way the campus community is expected to respond to emergency situations.
- The BSEC is assigned responsibility for planning, organizing, and administering emergency preparedness programs at the building and department level. Designated Building Emergency Staff (BES) may assist the BSEC. All have responsibilities during an emergency.
- UCR faculty, staff, and students who are not designated as emergency responders are not to directly become involved with the response to an emergency unless otherwise directed by fire, police or UCR officials.
- UCR faculty, staff, and students are designated as Disaster Service Workers in accordance with California law. As such they can be trained and required to assist in UCR preparedness, response, and recovery activities by UCR officials. Department managers designate which functions and people are essential during an emergency.
- In accordance with state law, members of the campus community will obey all lawful directives issued by fire, police, and public health officers.
- If an emergency situation is of such magnitude that it warrants additional planning or logistical support, UCR will activate the campus Emergency Operations Center (EOC). The EOC staff will manage UCR support of the incident command system and campus emergency response effort.
- If warranted, UCR PD or the EOC will request assistance from the City of Riverside or Riverside County emergency response resources.
- If warranted, the appropriate Satellite Emergency Operations Center (SEOC) may be activated to coordinate information gathering and support to BSECs.

B. Building/Department Response/Recall Policy

- Personnel with emergency response and service responsibilities are subject to working extended hours and to being recalled to campus after working hours. These people will be designated as "Essential Personnel." The functions they perform are deemed "Mission Critical." The following definitions apply:
  - ESSENTIAL PERSONNEL. Employees essential for maintaining the health, safety, and mission of the UCR campus following an emergency or disaster.
  - MISSION CRITICAL FUNCTIONS. Those positions and jobs deemed essential to the health, safety, overall well-being of the public or to the continuity of the UCR mission following a disaster. Term also may be applied to academic, research, laboratory, housing, library and other tasks in facilities that must remain open whenever the UCR campus is in operation.
- The Chancellor or designee may authorize general release or recall of UCR personnel.
C. Satellite Emergency Operations Centers

The following SEOCs may become involved in an emergency occurring in this building:

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNAS</td>
<td>Entomology Bldg Rm 161</td>
<td></td>
</tr>
</tbody>
</table>

D. Emergency Communications

1. Emergency “Blue Light” Phones (see also Section III.B.3, EAA Map)

{List the closest three “blue light” phones.}

2. Pay Phones

{List all pay phones in this and adjacent buildings or nearby standalone kiosks.}

E. Emergency Equipment

1. Building Emergency Supply Caches

<table>
<thead>
<tr>
<th>Type</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintained by BES on each floor</td>
<td></td>
</tr>
</tbody>
</table>

{List the locations of any stocks of emergency supplies – food, water, medical supplies, cots, etc. Do not try to locate every personal emergency kit, only large, centralized stockpiles of supplies for multiple people.}

2. Fire and Life Safety Equipment

The location of all fire and life safety equipment in common areas (fire extinguishers and hoses, standpipes, eye- and hand-washes, spill kits and automatic external defibrillators) is shown on the following floorplans. These floorplans do not show the locations of this equipment in individual rooms.
V. Building-Specific Info

A. Important Locations

<table>
<thead>
<tr>
<th>Room Type</th>
<th>First Floor</th>
<th>Second Floor</th>
<th>Third Floor</th>
<th>Fourth Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>1206</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Autoclaves</td>
<td>1217</td>
<td>2217</td>
<td>3217</td>
<td>4217</td>
</tr>
<tr>
<td>Bioinformatics Server Cluster</td>
<td>1120A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Centrifuges</td>
<td>1221</td>
<td>2120A</td>
<td>3213</td>
<td></td>
</tr>
<tr>
<td>Coldrooms</td>
<td>1219A</td>
<td>2112A, 2219A</td>
<td>3112A, 3219A</td>
<td>4112B, 4219A</td>
</tr>
<tr>
<td>Darkroom/X-Ray Film Processor</td>
<td></td>
<td>2221</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dishwashers</td>
<td>1219B</td>
<td>2112B, 2211</td>
<td>3112B, 3237</td>
<td>4203, 4227</td>
</tr>
<tr>
<td>Dry Ice</td>
<td>1202</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gases, Liquid N₂</td>
<td>1202</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ice Machines</td>
<td>1229</td>
<td>2112, 2207</td>
<td>3112, 3229</td>
<td>4219, 4112</td>
</tr>
<tr>
<td>Insectaries</td>
<td></td>
<td>2108B, 2210A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2211B, 2211A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2223</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2223A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2231A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interactive Rooms</td>
<td>2102</td>
<td>3102</td>
<td>4102</td>
<td></td>
</tr>
<tr>
<td>Meeting Rooms</td>
<td>1101, 1102A</td>
<td>2102A</td>
<td>3101</td>
<td>4101</td>
</tr>
<tr>
<td>Nanodrop</td>
<td>2229A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Growth Rms</td>
<td></td>
<td>3120B, 3221</td>
<td>4108, 420B</td>
<td></td>
</tr>
<tr>
<td>Plant Growth Rms</td>
<td></td>
<td>3229B</td>
<td>4120B, 4207A</td>
<td></td>
</tr>
<tr>
<td>Refrigerator (Incoming Shipment)</td>
<td>1202, Outside 1207E</td>
<td></td>
<td>4207B, 4221</td>
<td>4229B, 4233</td>
</tr>
</tbody>
</table>

B. Critical Operations

The following operations have been identified as critical for research operations within the Genomics building and require attention in the event of an emergency.

<table>
<thead>
<tr>
<th>Operation/Equipment</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| Bioinformatics Server Cluster Room (1120A) | Contact Jordan Hayes  
951-867-7108 (w)  
951-707-9373 (c)  
jordan.hayes@ucr.edu |
| Plant Growth Rooms           | Not on emergency power; Turn lights off; check water programs upon power restoration |
| Cold Rooms                   | On emergency power                                                         |
| --80/-20 Freezers (freezer rooms) | Check for overheating                                                      |
| Fume Hoods                   | Pull Stashes Down                                                          |
| Insectaries                  |                                                                           |
VI. For More Information

Campus Emergency Status
http://campusstatus.ucr.edu/

UCR Emergency Operation Plan
http://ehs.ucr.edu/forms/eop.pdf

Emergency Procedures
http://ehs.ucr.edu/emergency/procedures/index.html

Lists of UCR Safety Partners

UCR Safety Partner Procedures
Building Emergency Staff (BES):
http://ehs.ucr.edu/about/bes.html
Building Supervisor for Emergency Conditions (BSEC):
http://ehs.ucr.edu/about/bsec.html
Department Safety Coordinator (DSC):
http://ehs.ucr.edu/about/dsc.html
Laboratory Safety Officers (LSO):
http://ehs.ucr.edu/about/iso.html
APPENDIX A: BES/BSEC CHECKLIST

BES (Building Emergency Staff)

- Attend BSEC/BES training at EH&S [through UC Learning Center (LMS) in R’space]
- Should have emergency kit in a place you can easily take before leaving the building
- Should have a roster with all the people listed that work in your wing of the Genomics Building.
- Kit contains: first aid kit, flashlight, building roster, vest, emergency blankets, raincoats, drinking water, can openers, signal flashers, etc.
- Content of the kit should be maintained, meaning that if anything is used out of the kit during an emergency it should be replaced. Contact your BSEC to get it replaced.
- You are responsible for your kit; if you lose it, order a new kit. When you permanently leave the Genomics Building, you should hand your kit to the BSEC or Building Supervisor.

When building fire alarm is activated:

- Grab your emergency kit
- Put on your vest
- Make sure everybody in your wing of the Genomics Building leaves the building using the stairs and guide them to the Emergency Assembly Area (EAA). However, do not stay behind, guide people out while you are also exiting. Advise evacuees to remain at EAA for safety and information.
- Report to BSEC and emergency responders if the hazard is in your wing of the building, and report initial damage. Again, do not stay behind to do this, just watch on your way out.
- Check the roster and make sure everybody is accounted for. Report discrepancies to BSEC and/or emergency responders.
- Inform evacuees that only emergency responders can enter the building during an emergency. May be asked by BSEC to make sure nobody enters the building until emergency responders say the emergency is over.
- Assist BSEC

After incident:

- Give roster to BSEC
BSEC (Building Supervisor for Emergency Conditions)

- Attend BSEC/BES training at EH&S [through UC Learning Center (LMS) in R’space]
- Should have emergency kit in a place you can easily take before leaving the building
- Kit contains: band aid, flash-light, clipboard, position check list, rosters, notepad & pencil, radio
- Content of the kit should be maintained, meaning that if anything is used out of the kit during an emergency it should be replaced.
- Supply BES with replacement emergency kit content
- You are responsible for your kit; if you lose it, you order a new kit. When you permanently leave the Genomics Building, you should hand your kit to the Building Supervisor.

When building fire alarm is activated:

- Grab your emergency kit
- Put on your vest
- Communicate with and provide support to emergency responders. (Call 9-1-1 from campus phone and) provide UCPD with the following info:
  - Nature of the incident
  - Building involved
  - Specific location of incident
  - Known injuries
  - Status of evacuation
  - Extent of damage and hazards
- Go to the Emergency Assembly Area (EAA)
- Collects rosters
- Assign BES or volunteer(s) to help limit access to the building
- Documents response actions taken

After incident:

- Provide summary of incident using the EH&S standard “Summary Report” form
- Participate in after action meetings
- Replace any kit content used and rosters
APPENDIX B: LAB FACULTY RESPONSIBILITIES

Online form can be found at: http://ehs.ucr.edu/laboratory/supervisorresponsibilities.pdf
Regents Agreement Requirements (http://www.ehs.ucr.edu/laboratory/ucregentsagreement/) in italics

PROVIDE TRAINING
- PIs are required to complete training (http://ehs.ucr.edu/training/courses/laboratory/) which covers
  the University Laboratory Safety Manual and University policy concerning the PIs responsibility for lab
  safety.
- Ensuring everyone who works in or visits your laboratory obtains required documented Laboratory
  Safety Fundamentals Training (http://ehs.ucr.edu/training/online/lso/indexlms.html) before
  beginning work.

MAINTAIN A CHEMICAL INVENTORY
- Responsible for entering and annually updating chemical inventory using the campus Chemical
  Inventory system (http://ehs.ucr.edu/hazardousmaterials/chemicalinventory/index.html).

REVIEW THE CHEMICAL HYGIENE PLAN AND LABORATORY SAFETY MANUAL
- All requirements outlined in the Lab Safety Manual (http://ehs.ucr.edu/laboratory/ucregentsagreement/laboratorysafetymanual.html), Chemical Hygiene Plan (http://ehs.ucr.edu/laboratory/CHP/currentchps.html), and applicable research authorizations are
  being followed.
- Written CHP and Laboratory Safety Manual must be in place in a visible location in all UC
  laboratories (electronic copies are acceptable).
- Ensuring laboratory personnel have access to and are familiar with the appropriate Laboratory Safety
  Manual(s).
- Establishing and communicating Standard Operating Procedures (SOPs) (http://ehs.ucr.edu/laboratory/SOP/)
  (general and protocol specific).
- Develop and approve SOPs for any chemical listed in the exhibit 1 Chemical Classification List
  (http://ehs.ucr.edu/training/courses/laboratory/chemicalclassificationlist/engage.html) (Excel version:
  http://ehs.ucr.edu/laboratory/ucregentsagreement/Settlement_Chemicals_2012.09.28.xlsx)
- Maintain SOPs with Laboratory Safety Manual for safe use of pyrophoric liquids (if applicable).

PROVIDE ACCESS TO SAFETY DATA SHEETS (SDS)
- Chemical users must know what a Safety Data Sheet (SDS) (http://ehs.ucr.edu/services/msds.html)
  is, their relevance to their health and safety, and how to access them. Hardcopies of SDS should be
  maintained. Electronic copies are acceptable.
- Maintain exposure below occupational exposure limits for chemical, radiation and noise.
- Recognizing and evaluating hazardous conditions and operations which your employees may be
  exposed to and implement safe procedures and controls.

PROVIDE PERSONAL PROTECTIVE EQUIPMENT (PPE)
- Complete a written Hazard Assessment certification (http://www.ehs.ucr.edu/safety/PPE
  hazard_assessment.pdf) that include whether PPE is necessary/assess the adequacy of PPE.
- Selection of appropriate PPE.
- Ensure that laboratory personnel have been trained on appropriate PPE that it is available and used
  properly.
Minimum PPE requirements include: full-length pants, or equivalent, closed-toe shoes, protective gloves, laboratory coats, flame-resistant (FR-rated) laboratory coats must be worn when working with pyrophoric materials or large amounts of flammable liquids as described in the hazard assessment), and eye and face protection. Exceptions, depending on the lab processes, can be documented on the PPE Hazard Assessment form: http://ehs.ucr.edu/safety/PPE_hazard_assessment.pdf. Note: Storehouse provides cleaning services for laboratory coats.

**Obtain Authorizations**
- Obtain authorization from a campus committee or approval from EH&S before performing specialized work. This includes:
- Animal use and human subjects
- Bacteria, viruses, prions, or biohazardous materials
- Human or primate fluids/tissues
- Infectious agents
- Laser equipment
- Toxic or pyrophoric gases use
- Radioactive materials or radiation producing equipment
- Recombinant DNA
- Respirators

**Follow Emergency Procedures**
- Prompt reporting (http://ehs.ucr.edu/laboratory/ucregentsagreement/report.pdf) of laboratory accidents and injuries to Risk Management and EH&S. Serious injuries: death, amputation, disfigurement, hospitalization over 24 hours.
- Serious injuries MUST be immediately reported to EH&S.
- Immediately secure any incident scene from all access and preserve all evidence until the Cal/OSHA Enforcement Unit & Cal/OSHA Bureau of Investigation each responds or each determines that a response is not required (only 24 hours)

**Post an Emergency Placard**
- To aid emergency responders and comply with fire safety regulations, every entrance to all areas with chemical, radioactive or biological hazards must have a placard conveying information regarding the types and degrees of hazards within and emergency contacts.

**Audit your Laboratory**
- Perform a self-audit/inspection (http://ehs.ucr.edu/laboratory/laboratory_safety_audits.html).
- Correct all findings noted in EH&S audit report.
- Inform facilities maintenance personnel, other non-laboratory personnel and any outside contractors of potential lab-related hazards. Identified potential hazards should be minimized to provide a safe environment for repairs and renovations.
- Provide full access to Cal/OSHA Enforcement or Bureau of Investigations for the purposes of conducting inspections to determine compliance with the terms of the LADA settlement agreement.
- Must contact EH&S immediately in the event of a Cal/OSHA initiated inspection.
**DISPOSE OF HAZARDOUS WASTE PROPERLY**

- Ensure hazardous wastes are properly labeled using the [Online Tag Program (OTP)](http://ehs.ucr.edu/services/waste.html) at the time of initial generation and disposed of by EH&S.
- Ensure all lab workers complete basic [Hazardous Waste Management](http://ehs.ucr.edu/training/online/hwm/indexlms.html) training.
APPENDIX C: LAB SAFETY SELF-AUDIT CHECKLIST

Instructions: Use this form to enter all responses to the lab safety self-audit checklist.
CAI - Corrective action completed at time of inspection
[NEW] - newly added checklist items or changes from previous checklists

INSPECTION ITEMS

1. Are hazardous liquid chemicals stored in secondary spill containers?*
   - YES ☐ NO ☐ N/A ☐ CAI

   COMMENTS

2. Are hazardous chemicals stored below eye level (<56")?*
   - YES ☐ NO ☐ N/A ☐ CAI

   COMMENTS

3. Are flammable liquids in excess of 10 gallons being stored in an approved flammable storage cabinet?*
   - YES ☐ NO ☐ N/A ☐ CAI

   COMMENTS

4. Are flammable storage cabinets used in the lab?*
   - YES ☐ NO ☐ N/A ☐ CAI

   Check for the following:
   - Maintained and in good condition
   - Self-close and auto-latch
   - Labeled - "Flammable"
   - Stored quantity <60 gallons

   COMMENTS

[NEW] 5. Are flammable dispensing containers (5-gallon drum) bonded and grounded?*
   - YES ☐ NO ☐ N/A ☐ CAI

   COMMENTS

6. Does the lab have a chemical spill kit in place in the event of an accidental hazardous chemical release?*
   - YES ☐ NO ☐ N/A ☐ CAI

   Check for the following:
   - Researchers know the location of and how to use the chemical spill kit
Building Emergency Plan

7. Are incompatible chemicals stored separately?*
   □ YES □ NO □ N/A □ CAI

Check for the following:
   □ Flammables separate from oxidizers
   □ Acids separate from bases

COMMENTS

[NEW] 8. Is hydrofluoric acid (HF) used in your lab?*
   □ YES □ NO □ N/A □ CAI

Check for the following:
   □ Stored properly (no glass)
   □ Calcium gluconate available for first aid

COMMENTS

[NEW] 9. Are pyrophoric chemicals used in your lab?*
   □ YES □ NO □ N/A □ CAI

Check for the following:
   □ Written PI-approved standard operating procedures (SOP) available

COMMENTS

10. Are time-sensitive chemicals (i.e. peroxide formers) properly managed?
    □ YES □ NO □ N/A □ CAI

Check for the following:
   □ Container labeled with the date of receipt
   □ Container labeled with the date first opened

COMMENTS

11. Are chemicals transferred from the original labeled container into another storage container (i.e. beaker, flask, or bottle) labeled with two key pieces of information? *
    □ YES □ NO □ N/A □ CAI

Check for the following:
   □ Chemical name
   □ Chemical hazard

COMMENTS
Building Emergency Plan

12. Have steps been taken to ensure compressed gas cylinder safety in the lab? *

☐ YES ☐ NO ☐ N/A ☐ CAI

Check for the following:
☐ Toxic gases stored properly
☐ Cylinders stored upright
☐ Secured from falling
☐ Stored away from incompatibles and any area that may subject cylinders to damage
☐ Equipped with protective valve caps when not in use

COMMENTS

13. Are controlled substances in your lab secured in a locked location? *

☐ YES ☐ NO ☐ N/A ☐ CAI

Check for the following:
☐ Stored together with use log binders
☐ Controlled substances use authorization (CSUA) is valid

COMMENTS

[NEW] 14. Is the chemical inventory complete and updated quarterly? *

☐ YES ☐ NO ☐ N/A ☐ CAI

COMMENTS

15. Are containers storing hazardous waste labeled with the UCR – OTP generated hazardous waste label?

☐ YES ☐ NO ☐ N/A ☐ CAI

COMMENTS

16. Are containers storing hazardous waste properly managed? *

☐ YES ☐ NO ☐ N/A ☐ CAI

Check for the following:
☐ Compatible with the waste material
☐ In good condition
☐ Kept securely closed when not in use
☐ Segregated according to waste class

COMMENTS

17. Has hazardous waste been accumulated in your lab for 180 days or less? *

☐ YES ☐ NO ☐ N/A ☐ CAI
18. Is a receptacle available and used specifically for broken glass waste?*

☐ YES ☐ NO ☐ N/A ☐ CAI

COMMENTS

19. Are red (biohazard labeled) containers available and used for sharps waste?*

☐ YES ☐ NO ☐ N/A ☐ CAI

COMMENTS

20. Are biohazard and medical wastes contained using red (biohazard labeled) bags managed and disposed as required?*

☐ YES ☐ NO ☐ N/A ☐ CAI

Check for the following:
☐ Red biohazard bag labeled with building and room number
☐ Red biohazard bag labeled with indicator or autoclave tape (if applicable)

COMMENTS

21. Is food and drink forbidden in areas where hazardous materials are present?*

☐ YES ☐ NO ☐ N/A ☐ CAI

COMMENTS

22. Is a sink available in the lab for hand-washing?*

☐ YES ☐ NO ☐ N/A ☐ CAI

23. Are work areas in the lab clean and orderly?*

☐ YES ☐ NO ☐ N/A ☐ CAI

Check for the following:
☐ Spilled materials or liquids cleaned up immediately
☐ Bench top chemical/equipment storage minimized
☐ Floors free of hazards
☐ Bench tops free of visible contamination

24. Has information about relevant hazards and related emergency procedures been given to lab personnel working alone?*

☐ YES ☐ NO ☐ N/A ☐ CAI

Check for the following:
☐ Training documented

COMMENTS
25. Is appropriate personal protective equipment (PPE) provided and used to protect against exposure?*

☐ YES ☐ NO ☐ N/A ☐ CAI

COMMENTS

26. Are dust masks (i.e. N95) or cartridge respirators used?*

☐ YES ☐ NO ☐ N/A ☐ CAI

Use of respirators must be approved. If yes, check for the following:

☐ Approved
☐ Maintained properly
☐ Stored properly

COMMENTS

27. Is a safety placard posted at the entrance of the lab updates with responsible party and hazard information?

☐ YES ☐ NO ☐ N/A ☐ CAI

COMMENTS

28. Are equipment hazard warning signs posted? (i.e. high voltage, laser)*

☐ YES ☐ NO ☐ N/A ☐ CAI

COMMENTS

29. Are refrigerators/freezers labeled with food and drink storage specifications?*

☐ YES ☐ NO ☐ N/A ☐ CAI

COMMENTS

30. Is the "Injuries & Medical Treatment" flipchart posted in a common area?*

☐ YES ☐ NO ☐ N/A ☐ CAI

COMMENTS

31. Are hazard warning signs posted where hazardous materials are stored?*

☐ YES ☐ NO ☐ N/A ☐ CAI

COMMENTS

32. Are cancer hazard warning signs posted where Cal/OSHA regulated and select carcinogens are stored and or used?*

☐ YES ☐ NO ☐ N/A ☐ CAI

COMMENTS
33. Is there a copy of the current department Chemical Hygiene Plan (CHP) readily accessible and available in the lab?*

☐ YES  ☐ NO  ☐ N/A  ☐ CAI

COMMENTS

34. Are written Standard Operating Procedures (SOPs) available describing the appropriate precautions and procedures that will be followed to protect lab personnel from the chemical/physical hazards?*

☐ YES  ☐ NO  ☐ N/A  ☐ CAI

COMMENTS

35. Are safety data sheets (SDS) [formerly MSDS] maintained in a readily accessible location (hard copy or bookmarked online)?*

☐ YES  ☐ NO  ☐ N/A  ☐ CAI

COMMENTS

36. Are chemical fume hoods in the lab being used and operating correctly?*

☐ YES  ☐ NO  ☐ N/A  ☐ CAI

Check for the following:
☐ Air flow monitor operating correctly and not in alarm
☐ Sash lowered or closed when not in use
☐ Alarm not disabled by having an object wedged around the button to prevent sounding
☐ Excessive storage of chemicals inside the fume hood avoided
☐ Materials inside the hood at least 6" from the sash opening
☐ Large equipment elevated at least 2" off the base of the hood interior
☐ Rear baffle unobstructed

COMMENTS

37. Have lab personnel been trained on how to properly use the chemical fume hood?*

☐ YES  ☐ NO  ☐ N/A  ☐ CAI

Check for the following:
☐ Training documented

COMMENTS

38. Are the biological safety cabinets in the lab being used and operating correctly?*

☐ YES  ☐ NO  ☐ N/A  ☐ CAI

Check for the following:
☐ Certified annually

COMMENTS
39. Is there adequate guarding around equipment pinch points and moving belts?*
   - YES □ NO □ N/A □ CAI
   COMMENTS

40. Are step ladders used in your lab? If so, check for the following:*
   - YES □ NO □ N/A □ CAI
   Check for the following:
   - Handrails (≥ 4 steps & minimum 30", guardrail ≥ 30")
   COMMENTS

41. Are UV radiation sources protected to prevent exposure?*
   - YES □ NO □ N/A □ CAI
   COMMENTS

42. Is access to eye wash facilities and quick drench shower within 10 seconds from the hazard?*
   - YES □ NO □ N/A □ CAI
   Check for the following:
   - Unobstructed
   - Tested (activated) monthly
   - Signs posed to location
   COMMENTS

43. Are approved first aid supplies readily available?*
   - YES □ NO □ N/A □ CAI
   Check for the following:
   - Contents in usable, sanitary condition
   COMMENTS

44. Are aisles clear and unobstructed and doorways able to be used as an exit?*
   - YES □ NO □ N/A □ CAI
   COMMENTS

45. Are materials stored overhead no closer that 18" from the sprinkler head, 24" without sprinklers?*
   - YES □ NO □ N/A □ CAI

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Building Emergency Plan

Check for the following:
☐ Overhead storage minimized

COMMENTS

46. Is a mounted fire extinguisher available within 50' of the work area?*
☐ YES ☐ NO ☐ N/A ☐ CAI

Check for the following:
☐ Unit inspected monthly
☐ Visible and readily accessible
☐ Pin and tamper seal are intact
☐ In good condition and fully charged

COMMENTS

47. Have lab workers taken fire extinguisher training?*
☐ YES ☐ NO ☐ N/A ☐ CAI

COMMENTS

[NEW] 48. Are fire alarm bells/horns/strobes unobstructed?*
☐ YES ☐ NO ☐ N/A ☐ CAI

COMMENTS

49. Have steps been taken toward ensuring earthquake safety in the lab?*
☐ YES ☐ NO ☐ N/A ☐ CAI

Check for the following:
☐ Furnishings and equipment over 42” in height secured from falling
☐ Chemical storage shelves equipped with anti-roll lips or other restraining device to prevent falling
☐ All hazardous and/or valuable equipment anchored

COMMENTS

[NEW] 50. Are electrical panels, outlets and junction boxes covered and accessible?*
☐ YES ☐ NO ☐ N/A ☐ CAI

Check for the following:
☐ 36” clearance in front of panels and service disconnects
☐ Electrical breaker panels have covers
☐ Faceplates intact and in good condition
51. Have steps been taken toward ensuring electrical safety in the lab?*

☐ YES ☐ NO ☐ N/A ☐ CAI

Check for the following:
☐ Extension cords used on a temporary basis (<8hr), not a substitute for permanent wiring
☐ No evidence of daisy chaining
☐ Fused power strips in use when more that two pieces of low demand equipment are plugged in
☐ Frayed or worn electrical cords removed from service

COMMENTS