

SAN FRANCISCO ART INSTITUTE
GRADUATE CENTER

EMERGENCY RESPONSE PLAN

2016



I. BUILDING INFORMATION	4
a. Building Name and Location:	4
b. Emergency Coordinator	4
c. Emergency Assembly Areas	4
d. Building Safety Committee	5
e. Emergency Evacuation Monitors (Leaders, Roll Takers, Floor Monitors)	5
f. Text and Email Alert System	5
g. Fire Prevention Procedures	5
II. IMPORTANT PHONE NUMBERS.....	6
a. Phone Numbers for Life Threatening Emergencies	6
b. Phone Numbers for Hazardous Materials Spill Emergencies	6
c. Where to Get Information During a Large-Scale Emergency	7
d. What to Do When You Receive an Emergency Text/Email Alert	7
III. EMERGENCY PROCEDURES.....	7
a. Emergency Notification Procedures	7
<input type="checkbox"/> Method of Alerting	7
b. Evacuation Procedures	7
c. Fire Procedures.....	8
d. Earthquake Procedures	8
e. Procedures for Shutting Off Gas, Electricity, and Water	9
f. Demonstration/Civil Disturbance Procedures	9
g. Active Threat.....	9
Warning Signs.....	10
h. Bomb Threat (via phone).....	11
i. Hazardous Materials Release Procedures	11
Procedures For Responding To A Major Spill or Leak.....	11
Procedures for Controlling and Cleaning Up Spills and Leaks	13
Procedures For Responding To A Fire Involving Hazardous Materials	15

Process and Hazardous Materials Used	16
Hazardous Materials with Similar Cleanup Procedures	16
<i>j. Elevator Failure</i>	17
<i>k. Natural Gas Release or Leak</i>	17
<i>l. Procedures for Life Threatening Accidents or Medical Emergencies</i>	17
IV. EMERGENCY PREPARDNESS	17
<i>a. Supplies</i>	17
<i>b. First Aid Kits</i>	18
<i>c. Emergency Response Equipment</i>	18
<i>c. Training and Documentation</i>	18
<i>d. Drills</i>	18
V. REVIEW AND UPDATE	18

BUILDING EMERGENCY PLAN

The San Francisco Art Institute will operate and maintain its facility in a way that reduces the possibility of accidents. As a building occupant, it is absolutely essential that you are familiar with this plan. If you have questions, please consult the Graduate Center Manager. Please pay special attention to:

1. Evacuation routes, exit points, and the location of your Emergency Assembly Area
2. When and how to evacuate the building
3. Locations of emergency equipment, supplies, and materials, such as fire extinguishers, pull alarms, first aid kits, and emergency eye wash stations.
4. Proper procedures for notifying emergency responders about an emergency.
5. Potential fires hazards at SFAI.
6. Potential exposure to hazardous materials or processes in and around your work area, and means of protecting yourself in the event of an emergency.

I. BUILDING INFORMATION

a. Building Name and Location:

SAN FRANCISCO ART INSTITUTE

Graduate Center

2565 Third Street, Suite 206

San Francisco, CA 94107

415 771 7020

b. Emergency Coordinator

The Emergency Coordinator is responsible for coordinating all emergency response actions at the facility. He/she is familiar with the operations of the business and has full access to the facility. In addition, he/she has the authority to make decisions during an emergency and will be available on a 24-hour basis.

Emergency Coordinator 1: Milton Freitas Gouveia: Cell 415-707-9756; Office 415-351-3575

Emergency Coordinator 2: Heather Hickman Holland, Cell 415-509-6655; Office 415-749-4540

c. Emergency Assembly Areas

Utilize the closest Emergency Exit and Assembly Area at the time of an emergency

Studios A-C, J - L - Outside the 615 Illinois Street entrance

Studios D-I – Outside the 2565 Third Street entrance or outside the 1293 Illinois Street entrance

d. Building Safety Committee

Chief Operating Officer, Espi Sanjana

Dean of Students, Vacant

Interim Dean for Academic Administration, Jennifer Rissler

Director of Human Resources, Heather Groninger

AVP for Operations & Facilities, Heather Hickman Holland

Assistant Director of Facilities, John Seden

Graduate Operations Manager, Milton Freitas Gouveia

Facilities Manager, Graduate Center, Vacant

Director of BFA Studios, Sherry Knutson

e. Emergency Evacuation Monitors (Leaders, Roll Takers, Floor Monitors)

Milton Freitas Gouveia, 2565 Third Street

Zeina Barakeh, 615 Illinois Street

Kedar Lawrence, 1293 Illinois Street

Niki Korth, Floater

f. Text and Email Alert System

In the event of an emergency, occupants within the facility will be alerted via SFAI's emergency text and email alert system. This emergency alert system will notify students, staff and faculty by text and email in the event of an emergency. These electronic communications will alert community members to the type of emergency and will direct occupants whether to evacuate or shelter in place.

g. Fire Prevention Procedures

To prevent a fire, this building maintains a good housekeeping policy by storing flammable and combustible materials in an approved manner and avoiding accumulation of flammable and combustible materials in work areas and exit hallways.

Graduate Staff works to insure that SFAI classrooms, studios and offices are in compliance with local, state and federal fire safety and hazardous materials regulations.

The Graduate Center Manager works to ensure that fire extinguishers and sprinkler systems are in good working order.

The Graduate Center Manager is responsible for inviting the firefighters at Fire Station # 25 to visit the facility as often as is needed to become familiar with its operations and hazardous materials.

The Graduate Center Manager is responsible for notifying the hospital (listed in Section II of this plan) as often as is needed of any special medicine, equipment, or decontamination procedures that will be required to treat injuries and illnesses caused by the hazardous materials used at this business.

Spilled hazardous materials and dirty absorbents may be considered hazardous waste. Hazardous waste cannot be thrown out with regular trash - a licensed hazardous waste contractor must remove it. The Graduate Center Manager will contact the hazardous waste contractor (National Response Corporation 800-337-7455) listed in Section II of this plan to remove hazardous waste produced as a result of a leak or spill.

II. IMPORTANT PHONE NUMBERS

a. Phone Numbers for Life Threatening Emergencies

Fire, Police, Medical Emergency, Hazardous Materials Emergency 9-911

Poison Control Center 415-476-6600

Emergency Coordinators: Milton Freitas Gouveia: Cell 415-707-9756, Office 415-351-3575

Hospital: SF General Hospital, 1001 Potrero Avenue, San Francisco, 415-206-8000

St. Francis Memorial Hospital-900 Hyde St. San Francisco 415-353-6000

b. Phone Numbers for Hazardous Materials Spill Emergencies

Hazardous Waste Hauler: Photo Waste Recycling Co. Inc. (Film/Photo Lab) 415-459-8807

Hazardous Waste Hauler: Safety Kleen (Studio Bays B and H) 707-584-0415

Emergency Clean-up Contractor: National Response Corporation 1-800-337-7455

After an uncontrolled spill or leak of a hazardous material, the Manager will be responsible for calling the following agencies:

S.F. Department of Public Health 415-252-3900

S.F. Department of Public Health, Hazardous Materials Unified Program Agency
1390 Market St. Suite 210, S.F., CA 94102 554-2775

California Office of Emergency Services 1-800-852-7550

National Response Center 1-800-424-8802

In addition to calling the agencies listed above:

Whenever spilled hazardous materials enter into the sewer, the BC will be responsible for calling:

S.F. Department of Public Works 695-2020

Within 15 days of a hazardous waste spill, a written report will be provided by the BC to:

Toxic Substance Control Division 1-800-852-7550
700 Heinz St., Berkeley, CA 94704

Other governmental agencies that might need to be notified:

Bay Area Air Quality Management District 1-800-792-0836

California Fish and Game 707-944-5512

California Highway Patrol 707-648-5550

CalTrans 415-923-4444

Environmental Protection Agency 415-744-2000

Poison Control Center 415-476-6600

US. Coast Guard 510-437-3073

c. Where to Get Information During a Large-Scale Emergency

School closures and re-openings due to emergencies will be publicized online at www.sfai.edu and through alerts using the campus mass notification system.

The receptionist will have current information regarding SFAI program closures and re-openings. If the switchboard is not functioning due to lack of power, 415-771-7020 will function as a single line for emergency calls into and out of the Art Institute. If students are dislocated temporarily due to an emergency situation, they should attempt to notify the Student Affairs office.

d. What to Do When You Receive an Emergency Text/Email Alert

When you receive an alert, follow the specific instructions in the message. If an evacuation message is sent, all employees and students should leave building quickly and quietly by the nearest exit and remain outside until instructed to return. If possible, turn off equipment and close windows. Do not use the elevator. Use the closest building exit, which include 615 Illinois Street, 2565 Third Street and 1293 Illinois Street. Remain at these assembly areas until you are instructed to leave.

III. EMERGENCY PROCEDURES

a. Emergency Notification Procedures

• Method of Alerting Employees and Other People Within the Facility

SFAI has also invested in an emergency alert system that will notify students, staff and faculty by text and email in the event of an emergency. These electronic communications will alert community members to the type of emergency and will direct occupants whether to evacuate or shelter in place.

b. Evacuation Procedures

In the event of an evacuation people within the facility will meet in one of three areas: outside the 615 Illinois Street entrance, 2565 Third Street entrance or 1293 entrance.

Accounting of students and others will be done at the 2565 Third Street site by:

Milton Freitas Gouveia: Graduate Studio Operations Manager

Accounting of students and others will be done at the 615 Illinois Street site by:

Zeina Barakeh, Director of Graduate Administration

Accounting of students and others will be done at the 1293 Illinois Street site by:

Kedar Lawrence, Graduate Center Evening Coordinator

There are no critical plant operations that would necessitate any employee staying behind in the event of an evacuation.

c. Fire Procedures

- Call 911 (or 9-911 from a campus phone) and give the Fire Department the location and type of fire.
- Call Milton Freitas Gouveia, Graduate Studio Operations Manager at cell phone number 415-707-9756 with the location and type of fire.
- A text/email evacuation notice will be sent and all employees and students should leave building quickly and quietly by the nearest exit and remain outside until instructed to return. If possible, turn off equipment and close windows. Do not use the elevator. Exit through the nearest stairwell at 615 Illinois Street, 2565 Third Street or 1293 Illinois Street. Remain at these assembly areas until you are instructed to leave.
- Do not attempt to put out any fires unless you are trained in the use of fire extinguishers and there is no threat to personal safety.

d. Earthquake Procedures

At first signs of an earthquake:

- Stay indoors. Take cover under a table, desk or door frame and hang on to it. Stay clear of windows, heavy furniture and appliances. Do not leave cover until the earthquake is over.
- Do not rush outside. Falling glass, building parts, or electrical wires can be extremely hazardous.
- When possible, turn off lights and electrical equipment to minimize danger of fire. Do not strike matches.
- If an evacuation order is given, leave building via nearest exit. WALK, DO NOT RUN. Leave building area entirely. DO NOT USE ELEVATORS. Exit through the nearest stairwell at 615 Illinois Street, 2565 Third Street or 1293 Illinois Street. Remain at these assembly areas until you are instructed to leave.

After the quake and after-shocks cease, the Emergency Coordinator and in-house staff can begin to organize the school. Food and water are of primary importance. The EC must secure water supplies and inspect the gas, electrical systems in the building, correcting any leaks, and inspect for obvious structural damage.

e. Procedures for Shutting Off Gas, Electricity, and Water

In the event of a serious earthquake or a fire, gas and electricity should be shut off. Electricity and gas may be restored by the emergency coordinator or the alternate coordinator.

Contact:

Milton Freitas Gouveia: cell 415-707-9756 office 415-351-3575

ELECTRICITY, GAS, WATER: The main electrical panel, gas valve and water lines for 2565 Third Street can be turned off by contacting the building operator.

Building Operator:

Greg Markoulis, American Industrial Center

415-621-1920

Building Operator Office:

948 Illinois Street

San Francisco, CA 94107-3136

f. Demonstration/Civil Disturbance Procedures

- Avoid the area of disturbance.
- Avoid provoking or obstructing the demonstrators. Stay away from glass doors or windows. If a class or lecture is disrupted, the offending person(s) should be requested to leave. If they refuse, call the police at 9-911 (or 911 from a non-campus or cell phone).
- If you are instructed to evacuate, and it is safe to do so, secure your work area, log of computers and secure sensitive files. If you are instructed to "Shelter in Place" please follow the procedures for Active Threat listed below.
- Do not attempt to confront or talk with the individuals causing the disturbance.

g. Active Threat

In the unlikely event that a hostile person were to threaten the SFAI campus, the following "Shelter in Place" procedure is recommended:

- Lock yourself in the room that you are in and barricade the door. Close studio bay door.
- Lock the windows and close blinds or curtains.
- Seek cover and barricade yourself (with others if possible) by placing as much material as possible between you and the threat. If possible, block windows with furniture.
- Silence cell phones but do not turn them completely off.
- Block windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet, and out of sight
- If communication is available, call 911. Identify your exact location on campus. Remain calm and answer the dispatcher's questions. Stay on the phone only if it is safe to do so. If not, keep phone on so it can be monitored by the dispatcher.

- Don't stay in the open hall.
- Instruct students and employees to (Shelter in Place) drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Do not approach emergency responders, let them come to you
- Raise both your hands over your head when approached or confronted by emergency responders. This is the universal surrender signal. Otherwise, emergency responders may not know the difference between you and the threat.
- Remain under cover until the threat has passed or you have been advised by law enforcement that it is safe to exit
- If for some reason you are caught in an open area such as a hallway or courtyard, you must decide what action to take.
 - You can try to hide, but make sure it is a well-hidden space or you may be found if the intruder moves through the building.
 - If you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles, or any other object to block you from view as you run. When away from the immediate areas of danger, summon help any way you can and warn others.
 - If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims around you.
 - The last option you may have if caught in an open area may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
 - If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
 - Once the police arrive, obey all commands. This may involve you being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

This plan cannot cover every possible situation that might occur.

Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation in this manner.

Warning Signs

It must be stressed that if you have had contact with ANY INDIVIDUALS who display the following tendencies, that you contact the police, student affairs staff, a Counseling Services member or other SFAI staff member in a timely manner:

- Threatens harm or talks about killing other students, faculty or staff.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Swears or uses vulgar language most of the time.
- Assaults others constantly, including immediate family members.
- Possesses weapons (firearms or edged weapons) or has a preoccupation with them.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

h. Bomb Threat (via phone)

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Write down the date and time of the call.
- Take notes.
- Pay attention to details and ask as many questions as possible:
 - When will it explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - Where did you leave it?
 - Did you place the bomb?
 - Who is the target?
 - Why did you plant it?
 - What is your address?
 - What is your name?
- Listen to the caller's voice. See if you can identify:
 - Speech patterns.
 - Emotional state.
 - Background noise.
 - Age and gender.
- Call the Police and relay the information from the bomb threat. Follow the Police instructions.
- Report the threat to Milton Freitas Gouveia, Graduate Center Manager at cell 415-707-9756.
- If you are told by emergency responders to evacuate the building, follow the "Evacuation Procedures" outlined previously.

i. Hazardous Materials Release Procedures

Procedures For Responding To A Major Spill or Leak

CAUTION:

1. Proceed only if it can be done safely.
2. The steps are not necessarily applicable to every situation.

3. Be alert

1. Identify the spilled material from a safe distance.
 - a. Determine the approximate quantity of material involved.
 - b. Identify imminent hazards, such as fire or explosion.

If situation warrants, call for outside emergency response assistance (i.e., 911, fire, paramedics, emergency clean-up contractor-section II) and tell them that hazardous materials are involved.

2. Control the spill or leak.
 - a. Shut off equipment and sources of ignition (i.e., gas pilot lights, fuel ,pumps etc.)
 - b. Isolate the area around the spill.
3. Alert other employees by phone or verbally.
 - a. Call Emergency Coordinator.(Section II)
 - b. Contact supervisors, if necessary. (Section II)

CAUTION: Take the following steps only when it is safe to do so and only when they are applicable to the situation.

The emergency coordinator should then:

4. Determine if an evacuation of the spill area or adjacent areas (buildings) is necessary. Evacuate and assemble at pre designated location(s).
5. Put on appropriate personal protective equipment (respirator, gloves, boots, etc.)
6. Where injuries have occurred:
 - a. Approach spill and remove injured personnel.
 - b. Remove all clothing which has been contaminated with the spilled material. Avoid contact with the clothing and the material.
 - c. Decontaminate injured personnel with large quantity of water, unless otherwise indicated on container label or MSDS. You may need to contain the water because it is now contaminated. .
 - d. Call paramedics and tell that hazardous materials are involved.
7. Prevent discharge into sewers by diverting the flow of spilled material or by surrounding drains with sand, absorbent or other approved material which is stocked in rear of maintenance shop as well as in spill kits in all departments.
8. If the material can be approached safely from the "up-wind side", prevent the spread of the spilled material by putting down an absorbent, or by diking. Prevent spilled material from reaching and contaminating bare soil.
9. Stop source of spill (by plugging punctured containers, uprighting barrels, shutting off valves, etc.).
10. When fire fighters or other emergency responders arrive on scene, give directions for an approach route which avoids all contacts with the spill, gases, vapors and smoke that might be released.
11. Decontaminate, replace and/or restock emergency equipment.

12. **Notify appropriate agency if environmental impact is likely.** 13. Along with the staff from the Health Department and the staff of the contracted clean-up company, monitor the clean-up of the affected area and equipment.

14. **Report to appropriate agencies.**

Procedures for Controlling and Cleaning Up Spills and Leaks

FLAMMABLE LIQUIDS

Typical Products: Denatured Alcohol (Sincohol)

Paint Thinner (Mineral Spirits) Turpenoid

Acetone (Dimethyl Ketone) Asphaltum

Naphtha Lacquer V

Varthine Lithothine Turpentine

Gamsol Gasoline (Maintenance Dept. only)

Special Precautions: Keep in tightly sealed containers. Avoid heat or elevated temperatures. Avoid contact with skin, eyes, clothing. Do not take internally. Avoid breathing vapor or mist. Empty containers containing residue may pose a hazard. Keep away from food and food products.

1. Put On Protective Equipment: Chemical splash goggles and face shield, Neoprene, nitrile rubber gloves, Neoprene boots, Approved vapor respirator

2. Obtain Spill Control Equipment: Fire extinguishers, Absorbent material, Barrier or dike material, Lined disposal drum

3. Control Procedure: **Evacuate all personnel from affected area. Isolate area. Use appropriate protective equipment. Eliminate ignition sources. Shut off flow of gas if possible. Provide maximum explosion proof ventilation. Dike the perimeter of the spilled material using absorbent material. Stop release of material by uprighting container, plugging leak, etc. Keep material out of sewers, ground, etc. With broom, push absorbent material toward center until all material is absorbed. Pick up soaked absorbent and place in lined disposal drum. Cover drum and store in maintenance storage area.**

4. Decontamination Procedure: **When safe to do so, thoroughly ventilate area. Wash contaminated skin or eyes with water immediately for at least 15 minutes. Scrub contaminated surfaces with soap and water.**

5. Disposal Procedure: Use absorbent material to eliminate spill. Put absorbent material in drum and seal. Label drum with hazardous waste label. Call contractor for disposal.

NONFLAMMABLE LIQUIDS

Typical Products: Kodolith Developer B

Special Precautions: Keep container tightly closed and away from alkali, reducing agents or combustible materials.

1. Put On Protective Equipment: Chemical splash goggles and face shield, Neoprene gloves, Safety shoes, Approved vapor respirator

2. Obtain Spill Control Equipment: Absorbent material, Barrier or dike material, Lined disposable drum

3. Control Procedure: **Evacuate all personnel from affected area. Use appropriate protective equipment. Provide maximum ventilation. Dike the perimeter of the spilled material using absorbent material. Stop release of material by uprighting container, plugging leak, etc. Keep material out of sewers, ground, etc. With broom, push absorbent material toward center until all material is absorbed. Pick up soaked absorbent and place in lined disposal drum.**

4. Decontamination Procedure: **When safe to do so, thoroughly ventilate area. Wash contaminated skin or eyes with water immediately for at least 15 minutes. Scrub contaminated surfaces with soap and water.**

5. Disposal Procedure: Use absorbent material to eliminate spill. Put absorbent material in drum and seal. Label drum with hazardous waste label. Call contractor for disposal.

ACIDS

Typical Products: Nitric Acid 70%

Hydrochloric Acid 37%--Muriatic Acid

Phosphoric Acid

Acetic Acid Glacial

Special Precautions: Wash thoroughly after handling. Do not get in eyes, on skin or on clothing. Do not breathe vapor, mist, gas, dust. Keep away from heat, sparks, open flames. Store in tightly closed containers. Do not store near combustibles.

1. Put On Protective Equipment: Chemical splash goggles, face shield, Neoprene, butyl rubber gloves, Safety shoes, Acid suit

2. Obtain Spill Control Equipment: Fire extinguishers, Absorbent material, Barrier or dike material, Lined disposable drum

3. Control Procedure: **Evacuate all personnel from affected area. Use appropriate protective equipment. Eliminate ignition sources. Provide maximum explosion proof ventilation. Dike the perimeter of the spilled material using absorbent material. Stop release of material by uprighting container, plugging leak, etc. Keep material out of sewers, ground, etc. With broom, push absorbent material toward center until all material is absorbed. Pick up soaked absorbent and place in lined disposal drum.**

4. Decontamination Procedure: **When safe to do so, thoroughly ventilate area. Avoid breathing gas or vapors. Neutralize with lime or soda ash. Wash contaminated skin or eyes with water immediately for at least 15 minutes. Scrub contaminated surfaces with soap and water.**

5. Disposal Procedure: Use absorbent material to eliminate spill. Put absorbent material in drum and seal. Label drum with hazardous waste label. Call contractor for disposal.

OXIDIZERS

Typical Products:

Ammonia Lye

Potassium Chlorate

Special Precautions: Provide general and local ventilation as required to meet TLV. Store in a cool area in closed containers, away from sources of heat, direct sunlight and incompatible materials. Handle as a corrosive liquid. Prevent damage to containers.

1. Put On Protective Equipment: Safety Goggles and face shield, Rubber gloves, apron, suit, etc., Safety shoes, Self-contained breathing apparatus
2. Obtain Spill Control Equipment: Fire extinguishers
3. Control Procedure: **Evacuate all personnel from affected area. Use appropriate protective equipment. Eliminate ignition sources. Shut off flow of gas if possible. Provide maximum explosion proof ventilation.**
4. Decontamination Procedure: **When safe to do so, thoroughly ventilate area.**
5. Disposal Procedure: Follow directions on specific MSDS. Some materials may be diluted with water, neutralized, and further diluted for discharge. Do **NOT flush directly into sewer or onto ground.**

Procedures For Responding To A Fire Involving Hazardous Materials

The following procedure should be followed when a fire involving hazardous materials develops:

CAUTION: Proceed only if it can be done safely and only if proper equipment is available. The steps are not necessarily applicable to every situation.

1. Sound fire alarm.
2. Call the Fire Department (9-911 from any office or house phone or 911 from any outside line including pay phones) and tell them that hazardous materials are involved.
3. Identify the source of the problem from a safe distance. Identify all hazardous materials involved or likely to be involved. Always keep upwind of smoke, gases, vapors, etc.
4. Put on appropriate personal protective equipment (respirator, gloves, boots, etc.)
5. Isolate the area. Close doors, windows if this can be done safely and keep all people out of the area.
6. Shut off equipment and sources of ignition (i.e. gas pilot lights, fuel pumps, etc.)
7. Where injuries have occurred:

Remove injured personnel.

Remove all clothing which has been contaminated with the hazardous material.

Decontaminate the injured with copious amounts of water, unless otherwise indicated on container label or MSDS.

8. Call Emergency Coordinator.

9. Contact supervisor, if necessary.

The Emergency Coordinator should then:

10. Observe the spread of liquids, clouds, smoke, etc. which contain hazardous material and determine if an evacuation of neighboring areas is necessary. Notify and evacuate affected people.

11. Prevent discharge into sewers by diverting the flow of spilled material or by surrounding drains with sands, absorbent or other approved material.
12. If the material can be approached safely, prevent the spread of the spilled material by putting down an absorbent or by diking. Prevent spilled material from contaminating bare soil.
13. Stop source of spill by plugging punctured containers, uprighting barrels, etc.
14. When fire fighters and other emergency responders arrive on scene, give directions for an approach route which avoids all contact with the spill, gases, vapors, and smoke that might be released.
15. Notify appropriate agency if environmental impact is likely. (see page 3)
16. Monitor the clean-up of the affected area and equipment with the Health Department and the staff of the contracted clean-up company.
17. Decontaminate, replace and/or restock emergency equipment.
18. Prepare reports to appropriate agencies. (see page 3)

Process and Hazardous Materials Used

Listed below is a description of activities or processes in which hazardous materials are used and possible emergencies associated with these chemicals:

oil painting turpentine, other solvents spill, inhalation

photo processing photo developer spill, splash, inhalation

film processing film developer spill, splash, inhalation

Material Safety Data Sheets (MSDS) are located in the Student Lounge and Film/Photo Lab. Electronic copies are saved to the "public server" in the MSDS folder.

Poison Control Center 415-476-8090

Hazardous Materials with Similar Cleanup Procedures

FLAMMABLE LIQUIDS

Denatured Alcohol (Sincohol) Turpentine

Paint Thinner (Mineral Spirits) Turpenoid

Acetone (Dimethyl Ketone) Asphaltum

Naphtha Lacquer V

Safety Kleen Solvent Varthine Lithothine

Gamsol Gasoline (Maintenance Dept. only)

NONFLAMMABLE LIQUIDS

Kodalith Developer B

ACIDS

Nitric Acid 70%

Hydrochloric Acid 37%--Muriatic Acid

Phosphoric Acid
Acetic Acid Glacial

OXIDIZERS

Ammonia Lye
Potassium Chlorate

j. Elevator Failure

If you are trapped in an elevator, press the emergency alarm button inside the elevator to signal for help or call the Graduate Center Manager at 415-707-9756.

k. Natural Gas Release or Leak

If you smell natural gas:

- Cease all operations immediately.
- Do not operate light switches.
- Evacuate as soon as possible.
- Call 9-911 and Graduate Center Manager cell at 415-707-9756.

l. Procedures for Life Threatening Accidents or Medical Emergencies

- Call 911 (or 9-911 from a campus phone) immediately. Ask for ambulance or immediate medical assistance.
- Call the Graduate Center Manager cell at 415-707-9756 with the location of accident/emergency.
- Stay with injured person until help arrives. Keep in mind Emergency Responders will need to be let into the building after 6pm Monday-Saturday and all-day Sunday since the doors are locked to the public during these times.
- If possible, ask someone to wait at a building entrance for the arrival of the ambulance to take them to the injured person. Be sure to indicate which building entrance Emergency Responders should use.

IV. EMERGENCY PREPAREDNESS

a. Supplies

There are four locations, marked in purple on all safety maps, where emergency supplies, (food, water, first aid, tools, sanitary products etc.) are located:

1. Operations Offices (rear of Student Lounge)
2. Graduate Office (next to Seminar 4)
3. Bay C
4. Bay H

Emergency sources of water are water bottles and machines in Graduate Office and Student Lounge, toilet tanks, canned vegetables and fruits, soda machines. Carpets, drapes, paper

stuffed inside clothing, canvas, etc. can be used for blankets or insulation from cold. DO NOT light fires for heat. There may be large amounts of natural gas released during and after an earthquake.

If there are injuries, these people should be moved to one room making them easier to treat. First aid supplies stored in each department should be consolidated. Bandages can be made from cloth only. Do not use paper products. Any fatalities should be moved into a separate room.

Toilet facilities should be established in an exterior room with broken windows. Use trash cans for deposit and discard out the window away from population.

Provided the building is structurally sound, it is very important to remain inside. In a large quake there will be a great deal of damage, especially glass in the streets. It is important to use the in-house organization to organize survival procedures until help arrives from outside the school.

b. First Aid Kits

First Aid kits are located in the following areas:

Student Lounge Offices

Woodshop

Bays B, D, G, H, K

c. Emergency Response Equipment

Each studio bay has fire extinguishers. Additionally, three fire hoses are located along the building hallway outside Studio Bays K, E and G.

Bays B and H have emergency spill control kits next to the brush cleaning machines and solvent waste drums to respond to solvent spills and acid spills respectively.

There is one eyewash station located in the Student Lounge and an eyewash bottle kit in the Woodshop.

The Graduate Center contracts with Safety-Kleen to remove solvent containers and other hazardous waste. (See Part II for contact phone numbers)

c. Training and Documentation

All employees receive annual Hazardous Materials Right-To-Know training. The training session lasts four (4) hours and concludes with an exam.

d. Drills

Drills are documented and conducted annually.

V. Review and Update

The Graduate Center Managers shall review and update this plan at least twice annually, with input from the Safety Committee. Additionally, this plan shall be updated after any significant change in any of the operations described herein.