San Francisco Art Institute

Chestnut Campus

Emergency Response Plan

2019

SFAI SAN FRANCISCO ART INSTITUTE

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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 Emergency Coordinator or Facilities Department 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

Main Campus

800 Chestnut Street

San Francisco, CA 94133

415 771 7020

b. Emergency Coordinator 1

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: Heather Hickman Holland: Cell 415-509-6655; Office 415-749-4540

c. Emergency Coordinator 2

John Seden, Facilities: cell 415-310-1741 office 415-749-4570

d. Emergency Assembly Areas—Main Campus

Old Building - Across the street from the main 800 Chestnut Street Entrance

New Building - Across the street from the Francisco Street Exit

e. Building Safety Committee

Dean of Students and Vice President of Student Affairs, Yasmin Lambie-Simpson

Dean of Academic Administration, Jennifer Rissler

Director for Human Resources, Catherine Gutherie

VP for Operations & Facilities, Heather Hickman Holland

Director of Facilities, John Seden

Graduate Operations Manager, Bernadette Bellomo

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

Brianna Hyneman, 800 Chestnut entrance (President's Office)
Vacant, Bottom of Ramp
Dani Melen, Courtyard
Mark Thiesen, Printmaking & Chestnut stairs
Diana Vasquez, Francisco lot entrance
Mark Heller, Quad and Café area
Gabriel Penfield, Sculpture/Ceramics/Ptg
Jury Garcia, Crossroads
Jeff Gunderson, Library stairs
Alex Peterson, Photo Area
Vacant, Jones Street Pkg lot
Ashley Clark, 15-18 Hallway (Dean of Students)
John Seden, Floater
Heather Hickman Holland, Floater

Rene Lopez, Floater

Bryon Christman, Floater

Chris Paddock, Film Area

g. Audible and Visible Alarms

In the event of a fire, occupants within the facility will be alerted by a horn/strobe alarm system. In the event of other major emergencies requiring evacuation, the fire alarm system will be used. In lesser or localized emergencies, The San Francisco Art Institute has a public address system able to reach all areas of the school. The public address system microphone is located in the security office just off the courtyard at the Chestnut St. entrance.

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.

h. 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.

The Building Coordinator works with the Health & Safety Committee and Facilities Department to insure that SFAI classrooms, studios and offices are in compliance with local, state and federal fire safety and hazardous materials regulations.

The Building Coordinator works with the Facilities Department to ensure that fire extinguishers, alarm systems and sprinkler systems are in good working order.

The Building Coordinator (BC) is responsible for inviting the firefighters at Fire Station # 2 to visit the facility as often as is needed to become familiar with its operations and hazardous materials.

The Building Coordinator 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. It must be removed by a licensed hazardous waste contractor. The Building Coordinator 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: Heather Hickman Holland: Cell 415-509-6655, Office 415-749-4540; John Seden: Cell 415-310-1742, Office 415-749-4570

Hospital: 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. (Printmaking, Photo & Film Depts.) 415-459-8807

Hazardous Waste Hauler: Safety Kleen (Painting Dept.) 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 BC 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 reopenings 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 San Francisco 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 Hear Alarms Sound

When the evacuation alarm sounds, 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. Evacuees from the old building should gather across the street from the Chestnut Street entrance. Evacuees from the new building should gather across the street from the Francisco Street entrance. 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**

San Francisco Art Institute has a fire alarm system monitored by Bay Alarm. The Fire Alarm Control Panel is located in the Security Office near the courtyard on the main floor at the 800 Chestnut St. entrance. There are two Fire Alarm Remote Annunciators; one in the maintenance office located inside the Francisco St. entrance and just inside the door at the 800 Chestnut St. entrance.

When there is a fire, employees and other people within the facility will be alerted by a horn/strobe alarm system. In the event of other major emergencies requiring evacuation, the fire alarm system will be used. In lesser or localized emergencies, The San Francisco Art Institute has a public address system able to reach all areas of the school. The public address system microphone is located in the security office just off the courtyard at the Chestnut St. entrance.

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.

Method of Alerting Neighbors

In the event of a spill/leak of a hazardous material, or fire, immediate neighbors who may be affected include: (See attached list)

When a hazardous material accident may affect these neighbors, employees in the maintenance department will alert them by telephone and/or in person. Currently these employees are:

Heather Hickman Holland: Cell 415-509-6655; Office 415-749-4540

John Seden: cell 415-310-1741 office 415-749-4570

Rene Lopez: cell 415-310-1742 office 415-749-4506

Outside of the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, phone contact will be made by the security guard on duty:

Office: 415-749-4537; Cell 415-624-5529

b. Evacuation Procedures

In the event of an evacuation people within the facility will meet in one of two areas. The first is outside the building at the 800 Chestnut Street entrance. The second is outside the building at the bottom of the ramp on Francisco Street.

Accounting of employees and others will be done at the Chestnut Street site in the following order by:

VP for Operations & Facilities: Heather Hickman Holland;

Director of Finance: Annette Brown

Interim VP of Advancement: Amory Sharpe

President: Gordon Knox

Accounting of employees and others will be done at the Francisco Street site in the following order by:

Dean of Students: Yasmin Lambie Simpson

Dean for Academic Affairs: Jennifer Rissler

Director of Human Resources: Catherine Guthrie;

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

c. Fire Procedures

- Pull fire alarm immediately.
- Call 911 (or 9-911 from a campus phone) and give the Fire Department the location and type of fire.

- Call the Security Office at Ext. 4537 or the Security Cell phone at 415-624-5529 with the location and type of fire.
- When the alarm sounds, 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. Evacuees from the old building should gather across the street from the Chestnut Street entrance. Evacuees from the new building should gather across the street from the Francisco Street entrance. 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. Evacuees from the old building should gather across the street from the Chestnut Street entrance. Evacuees from the new building should gather across the street from the Francisco Street entrance. 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 school cafeteria is the best source of food and must be secured by the staff as soon as possible. The Emergency Coordinator 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.

During the hours of 8 a.m. to 5 p.m. contact:

John Seden: cell 415-310-1742 office 415-749-4570

Rene Lopez: cell 415-310-1741 office 415-749-4506

During all other hours contact the Security Guard on Duty: office 415-749-4537 or cell 415-624-5529

ELECTRICITY: All electricity for the facility enters through a panel located in the south wing of the maintenance shop. A single lever, which is clearly marked, can be moved to the off position. A preferential method of turning off the power is to sequentially turn off the 10 subpanels located immediately to the right of the main power switch. Then the main power switch may be turned off. To restore power, leaving the subpanels off, turn on the main power switch. Then turn on the subpanels one at a time.

GAS: The facility has two gas lines with seismic shutoff valves. One is located next to the driveway in the middle of Francisco St. between Jones St. and Leavenworth St. The second is located just inside the parking lot on Jones St. near Chestnut St. In the event of a seismic event, the automatic valves will shut off the gas supply to the building.

WATER: The facility has two water lines. One enters near the 800 Chestnut St. entrance and may be serviced from the sidewalk meter area or from the valve area which is unenclosed and visible in the northeast corner of the courtyard at the 800 Chestnut St. entrance and secured with break-away locks. The second water line enters from Francisco St. and may be serviced from the sidewalk meter area located slightly downhill from the driveway or from inside Boiler Room #2. Wrenches needed to turn the water on or off are located in the maintenance shop and on the Security Office wall at the top of the ramp.

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). Call Campus Security at ext 4537 or 415-624-5529.
- 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.
- 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.
- Do not sound the fire alarm unless there is a fire. A fire alarm will signal the building occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
- 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 Campus Security at ext 4537 or 415-624-5529.
- 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 <u>tell them that hazardous materials are involved.</u>

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 , verbally or using the intercom in the Security office.

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 contaminate 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 COMPRESSED GASES

Typical Products: C2H2 Acetylene

Special Precautions: Protect cylinders from physical damage. Store in cool, dry, well ventilated area. Avoid sparks or open flame. Chain cylinders in upright position.

1. Put On Protective Equipment: Safety Goggles and face shield, leather gloves, safety shoes, Acetylene monitor, 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: Move cylinders to remote outdoor area. Burn off gas or allow to slowly diffuse into atmosphere. Follow appropriate disposal regulations.

NONFLAMMABLE COMPRESSED GASES

Typical Products: AR Argon

AR/CO2 Argon/Carbon Monoxide Mix

O2 Oxygen

Special Precautions: Protect cylinders from physical damage. Store in cool, dry, well ventilated area. Chain cylinders in upright position. Label

1. Put On Protective Equipment: Safety Goggles and face shield, Leather gloves, Safety shoes

2. Obtain Spill Control Equipment: None

3. Control Procedure: Use appropriate protective equipment. Maintain adequate ventilation.

4. Decontamination Procedure: Thoroughly ventilate area.

5. Disposal Procedure: Slowly diffuse material into atmosphere.

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: Kodalith 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

etching acids spill, splash, skin contact

photo processing photo developer spill, splash, inhalation

film processing film developer spill, splash, inhalation

welding acetylene explosion

glaze mixing glazing compounds inhalation, skin contact

etching nitric acid spill, splash, skin contact

etching ferric chloride spill, splash, skin contact

lithography nitric acid spill, splash, skin contact

lithography phosphoric acid spill, splash, skin contact

lithography glacial acetic acid spill, splash, skin contact

Material Safety Data Sheets (MSDS) are located in each department. 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 COMPRESSED GASES

C2H2 Acetylene

NONFLAMMABLE COMPRESSED GASES

AR Argon

AR/CO2 Argon/Carbon Monoxide Mix

O2 Oxygen

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, use the emergency telephone inside the elevator to call for assistance or press the elevator alarm inside the elevator to signal for help.

k. Natural Gas Release or Leak

If you smell natural gas:

- Cease all operations immediately.
- Do not operate light switches. Do not pull the fire alarm.
- Evacuate as soon as possible.
- Call 9-911 and Campus Security at 4537 or 415-624-5529

m. 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 Security Office at Ext. 4537 or the Security Cell phone at 415-624-5529 with the location of accident/emergency.
- Stay with injured person until help arrives. If possible, ask someone to wait at the main entrance for the arrival of the ambulance to take them to the injured person.

IV. EMERGENCY PREPARDNESS

a. Supplies

There are two locations, marked with white cross, where emergency supplies, (food, water, first aid, tools, sanitary products etc.) are located:

1. Locker across from Studio 113.

2. Closet at the bottom of Studio X stairs.

Emergency sources of water are the boiler, toilet tanks, wet standpipes, hot water heaters, 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 & CPR kits are located in the following areas:

Reception office

Mailroom

Maintenance area

Security office

Varied departments throughout building

c. Emergency Response Equipment

Each department has fire extinguishers and first aid kits. Additionally, fire hoses are located in the new building at; mezzanine, painting hallway, in and above the Lecture Hall , in and above Emanuel Walter Gallery, Café, Francisco entrance to maintenance area, maintenance shop . The maintenance level of the newer building is sprinklered, as is Studio X in the older building.

Painting , Printmaking , Photo, Film and Maintenance departments have emergency spill control kits to respond to solvent spills and acid spills respectively.

Personal protective equipment for employees is provided by each department according to its needs.

There are three eyewash stations located in the Printmaking department; three eyewash stations located in the Photo department; one eyewash station in Film Studio X; and one eyewash station located in Ceramics.

Printmaking and Painting departments both contract with Safety-Kleen for oily rag service, and Painting for Safety-Kleen solvent containers. 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.
Facilities and Operations employees receive N

d. Drills

Drills are documented and conducted annually.

V. Review and Update

The Emergency Coordinator 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.