

EMERGENCY ACTION PLAN MOORE LABORATORY

DEPARTMENT/DIVISION Electrical Engineering / EAS

BUILDING Moore Laboratory

FLOOR/ROOM 6 Floors / All Rooms

Work Site
Safety Coordinator

Name Kent Potter Email potter@caltech.edu

Building Evacuation Assembly Area

Parking Lot north of the Moore Laboratory

Campus Assembly Area

Braun Athletic Center – Baseball Field; alternate site – Track Field

Date of Plan: July 1, 2006

By: Carol Sosnowski

Title: Department Administrator

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EVACUATION PROCEDURE:

Policy

In the event that the emergency fire alarm is activated, all employees including visitors are to evacuate the building by following the procedures below.

Procedures

1. Immediately stop whatever you are doing, remain calm and leave your work area. Prior to leaving your work area, secure any personal valuables and close the door as you leave. Under all circumstances, please remember that safety to life should always come first.
2. Each floor has a designated floor monitor whose responsibility is to ensure that all employees, on their floor, leave the building promptly and safely. **Know who your floor monitor is.**
3. All employees should exit the building by way of the nearest stairwell marked with an **EXIT** sign, and go to the designated assembly area. **DO NOT USE THE ELEVATOR**. It is the responsibility of all able staff to assist any persons with disabilities in ascending/descending the stairwell in a safe and quick manner.
4. People who exit the building first must position themselves far enough away from the building to enable everyone to stand clear of emergency vehicles. The street must be kept clear at all times, so as not to hamper the movement of emergency vehicles into the area.
5. Once outside, check in with your floor monitor, and do not depart the assembly area without notifying your floor monitor or the safety coordinator.
6. Do not re-enter the building until it is declared safe by the Fire Department and/or you are informed to do so by your safety coordinator.
7. Evacuation drills will be conducted at least once every year.

Note:

In the event of an earthquake, remain inside under cover of a table or desk until the shaking stops, then follow the above evacuation procedure.

EMERGENCY NUMBERS

Security Emergency (Police, Fire, Medical Emergency, Haz Mat Incident)	5000 (Campus Phone) 395.3000 (Non-Campus or Cell Phone)
Security Non-Emergency	395-4701
Physical Plant Service Center (Utilities, Building Damage, Etc.)	395-4717
Environment, Health, and Safety	395-6727
Staff Emergency Information Hotline (Call to hear recorded emergency bulletins/Status updates)	(888) 427-7465
Parent Emergency Information Hotline (Call to hear recorded emergency bulletins/status updates on students)	(888) 427-7512
Division Chairman	395-4100
Department Administrator Carol Sosnowski	395-8462
Safety Coordinator Kent Potter	395-3886

EMERGENCY RESPONSE COORDINATORS/MONITORS

In the event of an emergency, the safety coordinator will coordinate and communicate all information for the safe evacuation of all personnel.

Safety Coordinator and Alternate:

	Name	Title	Telephone	Email
1	Kent Potter	Safety Coordinator	395-3886	potter@caltech.edu
2	Carol Sosnowski	Alternate	395-8462	casosnow@caltech.edu

All personnel should know who their floor monitor is and check in with him/her at the assigned evacuation assembly area.

Floor Monitors:

	Name	Monitor Area	Telephone	Email
1	Kent Potter	4 th floor	395-3886	potter@caltech.edu
2	Kent Potter	3 rd floor	395-3886	potter@caltech.edu
3	Karolyn Yong	2 nd floor	395-5707	Karolyn@caltech.edu
4	Linda Dozsa	1 st floor	395-4838	linda@systems.caltech.edu
5	Tanya Owen	1 st floor	395-8817	tanya@cns.caltech.edu
6	Trevor Roper	Basement	395-2113	trevor@mems.caltech.edu
7	Anne Sullivan	Sub-basement	395-4506	annes@caltech.edu

EMERGENCY SUPPLIES AND EQUIPMENT INVENTORY

Emergency supplies have been secured in a container outside the building to assist in the immediate needs of all Moore Laboratory personnel in the event of a disaster. These supplies are maintained by the Moore Building Safety Coordinator and replaced as needed in May of each year.

DEPARTMENT ESSENTIAL FUNCTIONS

The following personnel are responsible for the protection and salvage of research and departmental resources (e.g. research freezers, fume hoods, scientific equipment, chemicals and gases, data back-up tapes)

	Name	Faculty Labs	Telephone	Email
1	Anne Sullivan	Changhuei Yang	626-395-4506	annes@caltech.edu
2	Trevor Roper	Yu Chong Tai	626-395-2113	trevor@mems.caltech.edu
3	David Zhang	Erik Winfree	626-395-2889	dzhang@dna.caltech.edu
4	Florian Bohn	Ali Hajimiri	626-395-8791	florian@its.caltech.edu
5	Hamdi Mani	Sander Weinreb	626-395-2253	hamdi@caltech.edu
6	Peter Seigel	Peter Seigel	818-354-9089	phs@caltech.edu
7	Zhenyu Li	Axel Scherer	626-954-6346	zhenyu@caltech.edu
8	Saurabh Vyawahare	Axel Scherer	626-840-9823	s.vyawahare@gmail.com
9	Gary Waters	Server Room	626-395-4150	gwaters@caltech.edu

SPECIAL NEEDS OF THE DEPARTMENT

The Moore Laboratory is secured by an electronic card access system, which will become disabled in the event of a power failure. Security, faculty and the department administrator have override keys that will allow entry back into the building when an “all clear” signal has been given.

Appendix A

DEFINITIONS:

Alternates: individuals assigned as back-ups to specific emergency response positions.

Safety Coordinator: designated by the department/division as the primary emergency contact for the building; responsible for implementation of the emergency action plan; assists with the safe evacuation of the work area (with assistance of floor monitors); assesses injuries and damage to the work area personnel/property and reports status to the EOC.

Emergency Action Plan (EAP): prepared by each campus department/division, the EAP is specific to each work area and outlines various emergency responsibilities of staff, evacuation routes and evacuation assembly areas, emergency supplies, and emergency notification plans.

Emergency Hotline: an emergency information hotline for the campus community. Following a major emergency situation, updates on the status of the campus and instructions will be recorded on the hotline.

Staff Information: (888) 427-7465

Student Information: (888) 427-7512

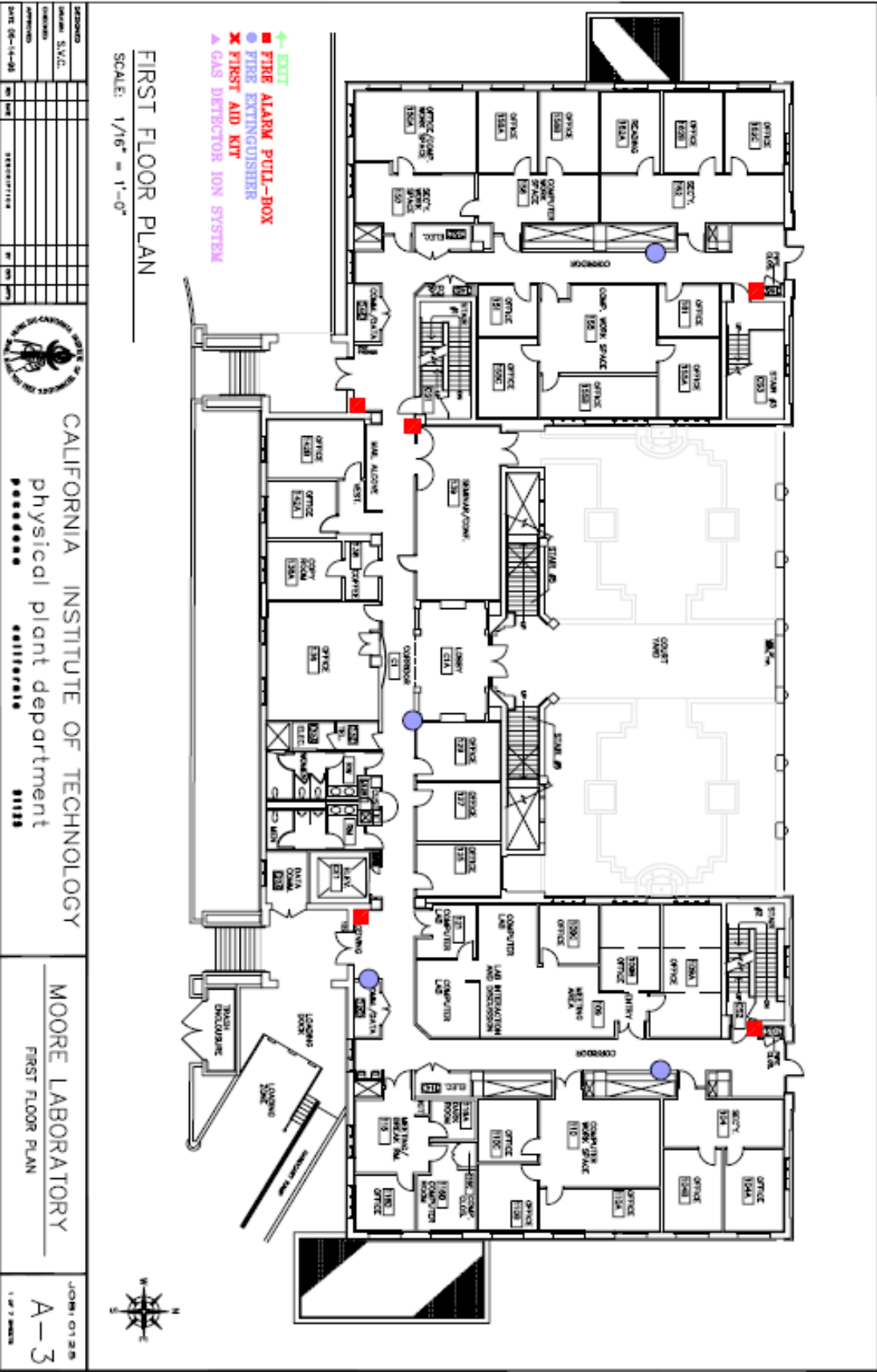
Emergency Operations Center (EOC): the EOC is where crisis management committee members gather to coordinate the response to an emergency impacting the campus community, deploy emergency response teams, and communicate with outside support services. The primary EOC location is in the Physical Plant Conference Room.

Evacuation Assembly Areas (EAA): areas designated by each department where occupants of evacuated buildings assemble to await further instruction and “all clear” notifications.

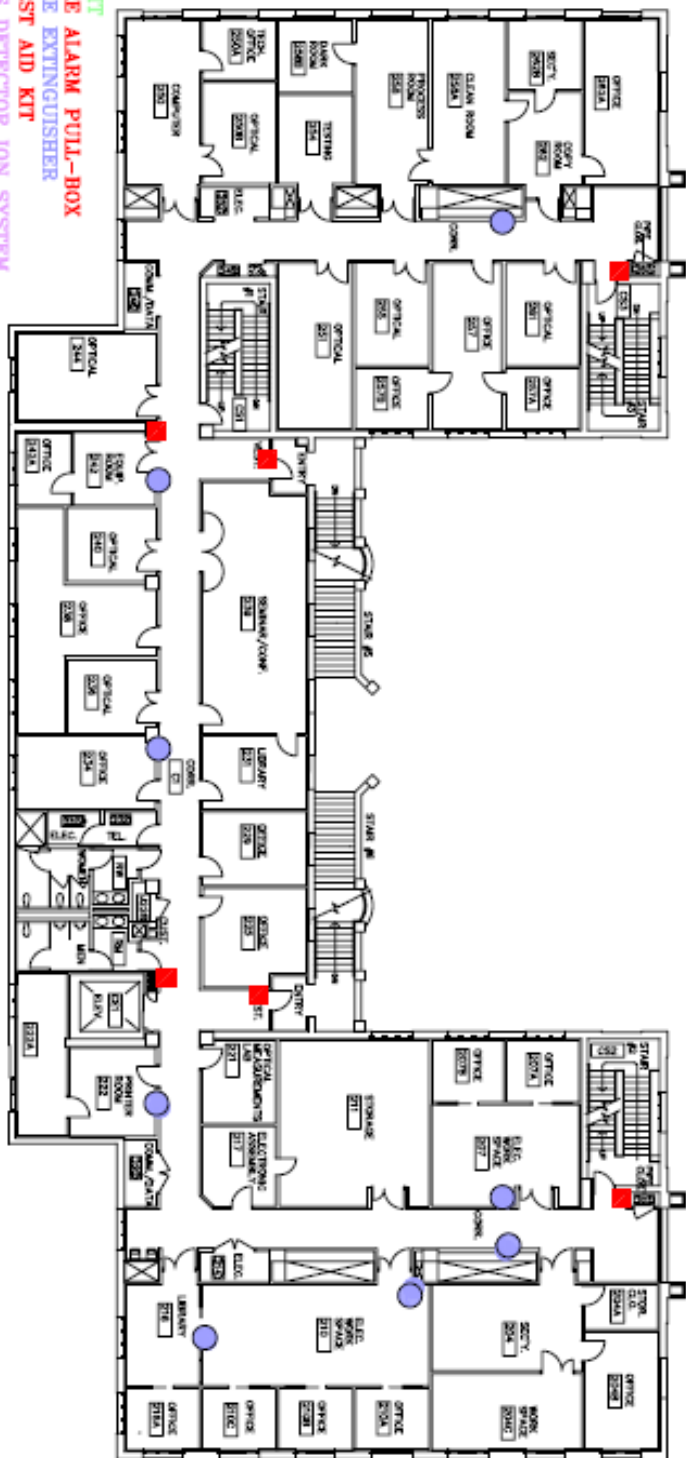
Floor Monitors: designated employees that assist the safety coordinator in building evacuations. Floor Monitors direct other employees out of the work area, make observations of injured/damage, and assist individuals with special needs. Floor Monitors are equipped with an orange vest.

For additional emergency preparedness information, please visit the following safety office website: <http://www.safety.caltech.edu/>

North Parking Lot Assembly Area



- ← EXIT
- FIRE ALARM PULL-BOX
- FIRE EXTINGUISHER
- ✕ FIRST AID KIT
- ▲ GAS DETECTOR ION SYSTEM



SECOND FLOOR PLAN
 SCALE: 1/16"=1'-0"

NO.	DATE	REVISIONS	BY	APP.
14-28				



CALIFORNIA INSTITUTE OF TECHNOLOGY
 physical plant department
 91128

MOORE LABORATORY
 SECOND FLOOR PLAN

JOB# 0128
 A-4
 1 OF 1 SHEETS

