

# EMERGENCY ACTION PLAN THOMAS LABORATORY

DEPARTMENT/DIVISION Civil Engineering, Mechanical Engineering,  
Applied Mechanics

BUILDING Thomas Laboratory

FLOOR/ROOM 5 Floors / All Rooms

Work Site  
Emergency Coordinator

Name Chris Silva Email csilva@caltech.edu

## *Building Evacuation Assembly Area*

Grass area between Thomas and Guggenheim

## *Campus Assembly Area*

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

Date of Plan: August 17, 2009

By: Chris Silva

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 emergency 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 emergency 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 Ares Rosakis	395-4100
Division Administrator Marionne Epalle	395-4103
Department Administrator Chris Silva	395-4107
Emergency Coordinator Chris Silva	395-4107

## EMERGENCY RESPONSE COORDINATORS/MONITORS

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

### Emergency Coordinator and Alternate:

Name	Title	Telephone	Email
Chris Silva	Emergency Coordinator	395-4107	csilva@caltech.edu
Lynn Burgess	Alternate	395-8702	lynnb@caltech.edu
Carolina Oseguera	Alternate	395-4271	susta@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
Maria Koeper	3 <sup>rd</sup> floor	395-3385	mkoeper@caltech.edu
Carolina Oseguera	2 <sup>nd</sup> floor	395-4271	susta@caltech.edu
Cheryl Geer	1 <sup>st</sup> floor	395-4229	cgeer@caltech.edu
Phanish Suryanarayana	Basement	395-8775	phanish@caltech.edu
Jeremy Ma	Sub-basement	395-4165	jerma@caltech.edu

## DEPARTMENT ESSENTIAL FUNCTIONS

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

	<b>Name</b>	<b>Faculty Labs</b>	<b>Telephone</b>	<b>Email</b>
1	Chris Silva	Administrative for the Building	395-4107	csilva@caltech.edu
2	Nathalie Vriend	Melany Hunt Chris Brennen	395-3954	nmvriend@caltech.edu
3	Esperanza Linares	Melany Hunt Chris Brennen	395-4489	elinares@caltech.edu
4	Vedran Coralic	Tim Colonius	395-4128	vcoralic@caltech.edu
5	Jeremy Ma	Joel Burdick	395-4165	jerma@caltech.edu
6	David Boyd	Dave Goodwin	395-4123	daboyd@caltech.edu
7	Phanish Suryanarayana	Kaushik Bhattacharya	395-8775	phanish@caltech.edu
8	Vanessa Heckman	Heaton	395-4227	heckman@caltech.edu
9	Surendra Somala	Lapusta	395-4213	surendra@caltech.edu

## **Appendix A**

### **DEFINITIONS:**

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

**Emergency 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

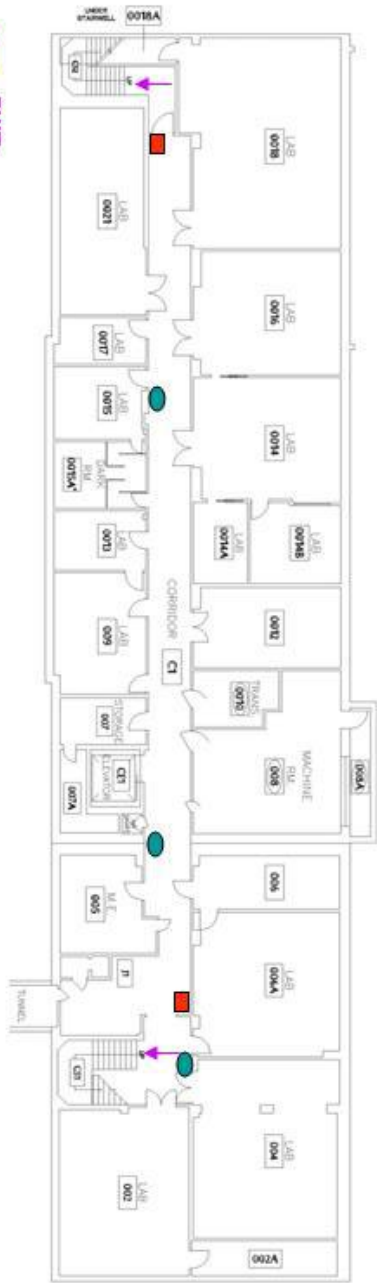
**Emergency Operations Center (EOC):** the EOC is where crisis management committee members gather to coordinate the response to an emergency impacting the campus community, deploy emergency response teams, and communicate with outside support services. The primary EOC location is in the Physical Plant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

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

## **Appendix B**



- EXIT
- FIRE ALARM PULL-BOX
- FIRE EXTINGUISHER

**SUB-BASEMENT FLOOR PLAN**  
SCALE: 1/16"=1'-0"



REVISIONS	DATE	BY	APP'D
REVISED	11/24/10	THS	THS
DESIGNED			
CHECKED			
DATE	10/24/10	THS	THS


**CALIFORNIA INSTITUTE OF TECHNOLOGY**  
 physical plant department  
 91125

**THOMAS ENGINEERING LABORATORY**  
 SUB-BASEMENT FLOOR PLAN

JOB: 0000  
**A-1**  
 1 OF 3 SHEETS

10749



- EXIT
- FIRE ALARM PULL-BOX
- FIRE EXTINGUISHER

BASEMENT FLOOR PLAN  
SCALE: 1/8"=1'-0"



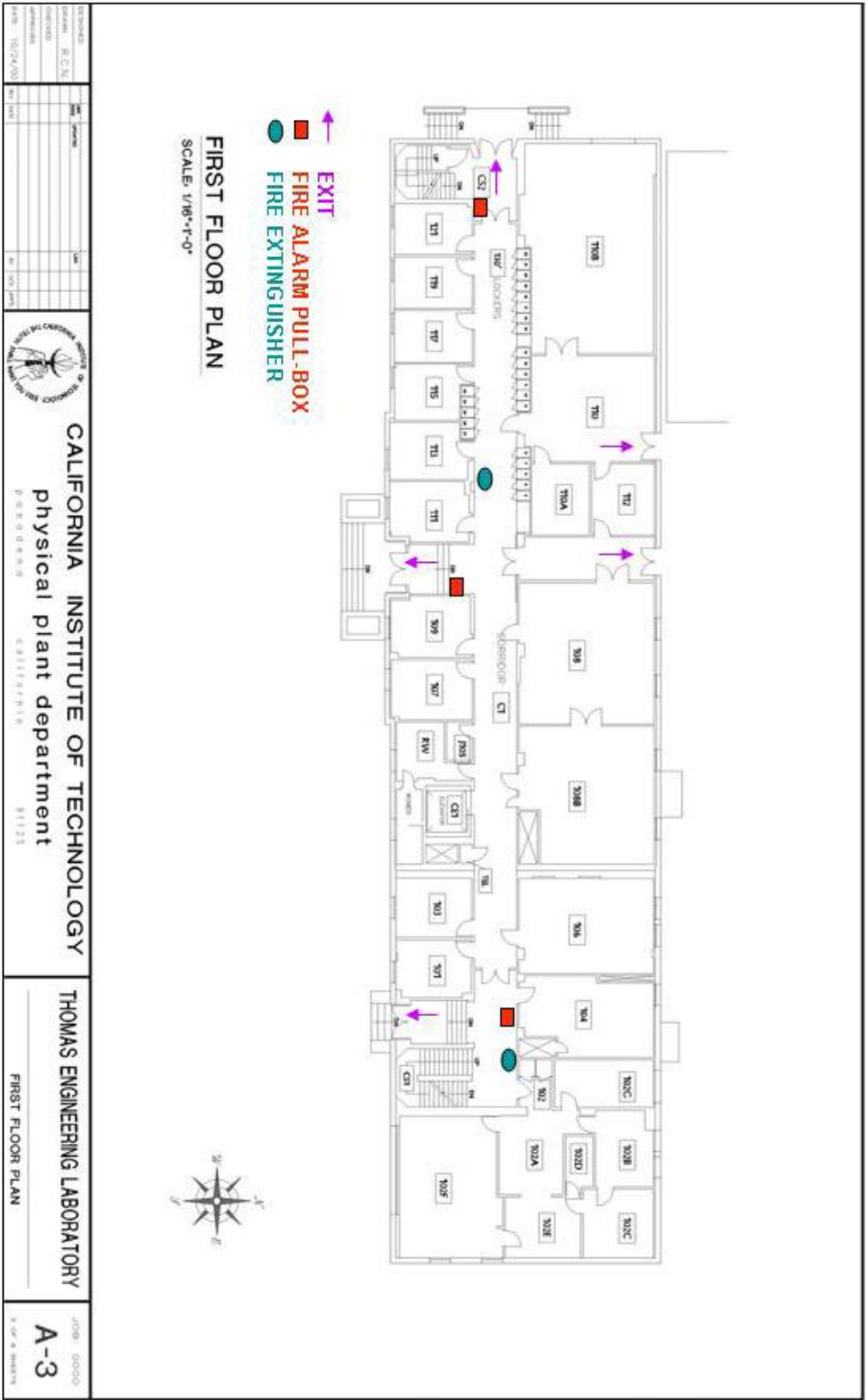
DATE: 10/10/10	BY: J. J. J.	PROJECT: CALIFORNIA INSTITUTE OF TECHNOLOGY	JOB# 00000
SCALE: 1/8"=1'-0"	DATE: 10/10/10	PHYSICAL PLANT DEPARTMENT	A-2
		BOARDERS	BASEMENT FLOOR PLAN
		91125	3 OF 6 SHEETS



CALIFORNIA INSTITUTE OF TECHNOLOGY  
physical plant department  
BOARDERS

THOMAS ENGINEERING LABORATORY  
BASEMENT FLOOR PLAN

JOB# 00000  
A-2  
3 OF 6 SHEETS



Emergency Assembly Area



-  EXIT
-  FIRE ALARM PULL-BOX
-  FIRE EXTINGUISHER

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



REVISIONS NO. DATE BY 1 10/20/08 2 11/10/08 3 11/10/08 4 11/10/08 5 11/10/08 6 11/10/08 7 11/10/08 8 11/10/08 9 11/10/08 10 11/10/08	DRAWN BY R.C.B. CHECKED BY R.C.B. DATE 10/20/08	 <p><b>CALIFORNIA INSTITUTE OF TECHNOLOGY</b> physical plant department P.O. BOX 80000 COSTA MESA, CALIFORNIA 92625</p>	<p><b>THOMAS ENGINEERING LABORATORY</b> SECOND FLOOR PLAN</p>	JOB# 0000 <b>A-4</b> <small>© 2008 T.E.L. ALL RIGHTS RESERVED</small>
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