PAUL ALLEN & ANNEX BUILDING
EMERGENCY PROCEDURES

EMERGENCY CONTACTS

WHEN TO CALL | WHO TO CALL | PHONE*
--- | --- | ---
Health/Life Emergency | 911 General Dispatch | 9-911 or 911
Non-Health Lab Emergency | SNF Duty Phone | (650) 521-7306
Bldg/Facilities Emergency | Kenny Green (during working hours) | (650) 804-2032
Bldg/Facilities Emergency | Work Control (after hours/weekends) | (650) 723-2281

INCIDENT RESPONSE CONTACTS:

<table>
<thead>
<tr>
<th>SNF Staff</th>
<th>Phone (work hours)</th>
<th>Facilities Operations</th>
<th>Phone</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Tang</td>
<td>(650) 723-9980</td>
<td>Son Nguyen, Zone A Engineer</td>
<td>(650) 272-8988</td>
<td>(650) 272-8988</td>
</tr>
<tr>
<td>Carsen Kline</td>
<td>(650) 724-8214</td>
<td>Tony Padilla</td>
<td>(650) 444-6823</td>
<td>(650) 444-6823</td>
</tr>
<tr>
<td>Duty Phone</td>
<td>(650) 521-7306</td>
<td>Jose Solorzano</td>
<td>(650) 444-6842</td>
<td>(650) 444-6842</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kenny Green, Bldg Manager</td>
<td>(650) 724-3310</td>
<td>(650) 804-2032</td>
</tr>
</tbody>
</table>

*Note: From Campus or Lab phones, dial “9” for non-campus number or last 5 digits for Campus contact. From mobile or cell phones within “650” area code, dial last 7 digits; else, dial 1 first, then all 10 digits.

WHAT TO DO IN AN EMERGENCY

<table>
<thead>
<tr>
<th>TYPE OF EMERGENCY</th>
<th>RESPONSE</th>
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| Health Threatening | • Pull the fire alarm, if alarm is not already sounding.  
• Leave the building immediately, using the marked emergency exit route.  
• Meet at the Evacuation Assembly Point (EAP #104)  
• DO NOT re-enter the building until cleared. |
| Fire, toxic spills, gas leak, leave building and go to EAP#104, located on Serra Mall, just past the water fountain on the sidewalk |
| Major Earthquake | • Take cover; wait for shaking to stop.  
• Leave building & meet at Evacuation Assembly Point (EAP # 104)  
• DO NOT pull the fire alarm unless there is a health-threatening hazard. |
| Life-Threatening Medical Emergency | • Call out for help.  
• Dial 9-911 or 911 immediately (DO NOT hang up until told to do so.)  
• DO NOT move victim unless necessary.  
• AED Units are located near: Allen Gowning room entry, 127X, and 217X. |
| (if in doubt, treat as an emergency) |
| Non-Health Threatening Emergency | • Emergencies during work hours call Kenny Green (650) 804-2032.  
• After hours, call Work Control at 3-2281.  
• First Aid kits are located near: Allen Gowning room entry and B104X. |
| (Building and facilities) |
| Electrical Power Outage | • Emergency backup lights should come on within 15 seconds. Office area operations will resume when power is restored; SNF labs require staff support to reset. |
| Chemical Spill < 30ml | • Only if your training covers it, use proper protective equipment and clean up. |
| Spill > 30 ml or will take longer than 15 minutes to clean up | • During work hours, notify staff on lab page phone or Duty Phone (650) 521-7306  
• After work hours, call EH&S at (650) 725-9999 |
| Odor in the Lab | • Leave the immediate area and report odor to Work Control, (650)723-2281.  
• If no alarm is sounding, make sure others leave (use Lab page phone)  
• During work hours, notify staff on lab page phone or Duty Phone (650) 521-7306 |