Hard copy of this document, if not marked "CONTROLLED" in red,
is by definition uncontrolled and may be out of date.

Standard Operating Procedure
for

Natural Disaster Emergency Preparedness Plan for the General Site Population

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
2	DCN0980	Update Logo	9-18-13	C. Irwin	R. Segura

Prior revision history, if applicable, is available from the Document Control Office.

1. PURPOSE AND SCOPE

1.1 Purpose

1.1.1 This document outlines the general procedures to follow immediately before, during or after a natural disaster occurs at the College of Nanoscale Science and Engineering (CNSE).

1.2 Scope

1.2.1 This document applies to all CNSE employees, tenants, students and contractors while they are on site at CNSE at the time of one of the events listed below.

2. RESPONSIBILITIES

2.1 Environmental, Health and Safety Department (EHS)

2.1.1 It is the responsibility of EHS to implement, enforce and maintain this document as well as the following:

- Provide guidance on the requirements of this program,
- Ensure Emergency Response Team (ERT) members are trained in the event of an emergency,
- Provide training on evacuation procedures.

2.2 Emergency Response Team (ERT)

2.2.1 During an emergency the ERT members will be responsible for either guiding personnel to a safe location or leading an evacuation. Please follow their direction during an emergency.

2.3 Supervisors and Mangers

2.3.1 Supervisors and managers are responsible for ensuring that their employees know where safe areas and emergency exits are located in their workplace as well as their Rally Point in the event of a building evacuation.

2.4 All Employees, Students, Tenants and Contractors

2.4.1 Those working at CNSE are responsible for following and understanding the procedures in this document.

3. DEFINITIONS

3.1 **Natural Disaster** – The natural disasters covered by this document are an earthquake, tornado, hurricane, tropical storm or blizzard.

3.2 **Earthquake** – A sudden and violent shaking of the ground, possibly causing damage, as a result of movements within the earth's crust.

3.3 **Hurricane** – A severe storm characterized by heavy rain and strong winds in excess of 74 miles per hour (MPH).

3.4 **Tropical Storm** – A severe storm characterized by heavy rain and strong winds between 39 and 73 MPH.

3.5 **Tornado** - A mobile, destructive vortex of violently rotating winds having the appearance of a funnel-shaped cloud; advancing beneath a large storm system.

3.6 **Blizzard** – A severe snow storm characterized by strong winds and low visibility.

4. GENERAL EMEGENCY PREPAREDNESS

4.1 Know the locations of all emergency exits in your work area and make sure they are clearly marked

4.1.1 Keep emergency exits and aisle ways clear.

4.2 Know the CNSE emergency number, ext. 78600 or 518-437-8600.

4.3 Know a designated, safe meeting place indoors. This area should meet the following criteria:

- An interior hallway or room.
- No large or heavy, standing or overhead objects that may fall.
- No glass or windows that may break.
- Away from all openings to the outside, such as windows and doors.
- Away from potentially hazardous utilities, such as water, gas or electrics.

5. EARTHQUAKE

5.1 To prepare for an earthquake the following precautions should be observed:

- Avoid storing heavy objects high on shelves.
- Secure cabinets and shelves to prevent tipping.
- Ensure large and heavy objects will not fall over.
- Be aware of overhead hazards.

5.2 During the event of an earthquake at CNSE follow the procedures below :

- If inside, DO NOT evacuate or leave the building unless directed to do so by ERT members or if a fire alarm is triggered.
- Move away from any windows, glass, file cabinets, overhead objects and other tall or heavy objects that could injure you.
- Duck under a sturdy object, such as a table or desk, and hold on to it until the shaking stops.
- If there is nothing to go under, like in a hallway, move near an interior wall, stay low to the floor and cover your head and neck.
- If in an elevator, stop at the nearest floor and take cover by one of the methods above.
- Remain in your position for a few minutes after the shaking has stopped and be prepared for an after-shock. In the event of an after-shock follow the same procedures. Ensure the area is safe before leaving the immediate area.
- If outside, move away from any buildings, tall structures, power lines or overhead objects. Move to a safe open area and remain there until the event is over. Do not stand in a roadway.

5.3 After the earthquake:

- Remain calm and look around for any injured persons. If anyone is injured call the emergency number immediately. Keep the victim calm until the ERT or medical help arrives.
- Check your area for any hazards caused by the earthquake such as fires, broken utility lines, broken glass, etc. Report all hazards to

Security by calling the emergency number. Follow evacuation guidelines, if required (e.g. fire).

- Do not enter any area that has severe damage or appears to be hazardous.

6. HURRICANE/ TROPICAL STORM

6.1 During a hurricane, tropical storm or a severe wind and rain weather event the following precautions should be followed:

- If outside, take cover inside a building, preferably one of the larger buildings such as NFE, NFS, NFC, NFN or CESTM.
- DO NOT go the rotundas of any building due to all of the glass and windows.
- DO NOT go outside during the storm unless a fire alarm is sounded or directed by ERT members or Security. In the event of a fire alarm personnel will likely be directed to another building for cover.
- Follow all instructions by ERT members and Security.
- Stay away from windows and exterior walls during the storm.
- Move equipment and computers away from areas prone to water damage, if possible. Do not move equipment that is too heavy or that you do not have authorization to operate.
- If leaks or flooding occurs stay away from the area and remove equipment, if safe to do so. DO NOT touch any electrical equipment that is energized and wet.
- DO NOT walk into any standing water.
- Report all hazards such as water, flooding, broken windows, etc. to Security.

6.2 After the hurricane, tropical storm or severe wind and rain weather event the following procedures should be followed:

- Check for any injured persons. Call Security immediately to report any serious injuries.
- Look around your immediate area and take note of any hazards caused by the storm. This includes broken glass or windows, flooding, water damage, equipment damage, etc.

- DO NOT walk through any standing water.
- Report any hazards or damage to Security or your supervisor as necessary.
- Keep away from any hazards until they are fixed or declared safe by Security or ERT members.
- If any hazards exist outside that may block entrances, exits or roadways (e.g. downed tree, downed power lines, flooding, etc); wait for them to be cleared before attempting to leave CNSE.

7. TORNADO

7.1 When a tornado watch is issued, there may be the chance for tornado formation in the area due to strong storms. In the event of a tornado watch please remain indoors. Stay alert; as a tornado warning may be issued.

7.2 In the event of a tornado warning, meaning a tornado is sighted in the area, or weather radar indicates tornado formation, follow the guidelines below.

7.3 If a tornado is reported in the area, and is likely to hit CNSE, the following precautions should be followed immediately before and during the event:

- If outside, take cover inside immediately, preferably one of the larger buildings, such as NFE, NFS, NFC, NFN or CESTM, if time allows.
- DO NOT go the rotundas of any building, due to all of the glass and windows.
- DO NOT leave the building under any circumstance unless directly instructed to do so by ERT members or Security.
- Move away from glass and windows, large or tall objects that may fall and any overhead objects.
- Move away from all openings to the outside, such as doors and windows; do not stay in any hallways or rooms that open to the outside in any direction.
- Move calmly and in an orderly fashion to interior hallways and rooms on the lowest floors, if time allows. Stay away from areas with overhead objects.

- Crouch down and take cover under a sturdy object, such as a table or desk, if possible. If no cover is around, crouch down and cover your head and neck.
- DO NOT leave the safe area until the tornado has passed or directed to do so by ERT members or Security.

7.4 After a tornado the following precautions should be followed:

- Check for any injured persons. Call Security immediately to report any serious injuries.
- Look around your immediate area and take note of any hazards caused by the storm. This includes broken glass or windows, flooding, water damage, equipment damage, etc.
- DO NOT walk through any standing water.
- Report any hazards or damage to Security or your supervisor as necessary.
- Keep away from any hazards until they are fixed or declared safe by Security or ERT members.
- If any hazards exist outside that may block entrances, exits or roadways (e.g. downed tree, downed power lines, flooding, etc.); wait for them to be cleared before attempting to leave CNSE.

8. BLIZZARD

8.1 Prior to a blizzard at CNSE the following precautions should be taken:

- Follow instructions by Security on where to park your car, as to aid with snow removal during the storm.

8.2 During a blizzard at CNSE the following precautions should be taken:

- If outside, take cover inside as soon as possible.
- Do not go outside during the storm unless necessary or directed by ERT members or Security. If a fire alarm sounds, personnel will likely be directed to another building.
- Follow all direction by ERT members, Security or your supervisor.
- If any hazards are caused by the storm (e.g. broken utilities) keep a safe distance and report them to Security or your supervisor, as necessary.

8.3 Following a blizzard at CNSE the following precautions should be taken:

- Check for any injured persons. Call Security immediately to report any serious injuries.
- Look around your immediate area and take note of any hazards caused by the storm. This includes broken glass or windows, flooding, water damage, equipment damage, etc.
- Report any hazards or damage to Security or your supervisor, as necessary.
- Keep away from any hazards until they are fixed or declared safe by Security or ERT members.
- If any hazards exist outside that may block entrances, exits or roadways (e.g. downed tree, downed power lines, excessive snow, etc); wait for them to be cleared before attempting to leave CNSE.