

UCSB

**VALENTINE EASTERN SIERRA RESERVE
VALENTINE CAMP**

EMERGENCY OPERATIONS PLAN



Important Numbers

Valentine Caretaker – Everett Phillips– 917-991-4985
VESR Director Carol Blanchette 805-403-9561
VESR Administrative Assistant – Jane Lester – 760-920-8759

Emergency situations can occur at any time. Remember, we are a long way from emergency services and professional response may not be timely. The most effective way to plan for emergencies is through prevention and good safety practices.

I. BUILDING EVACUATION PROCEDURE

These procedures shall be followed when conditions are created which require building evacuation:

- A. Inform other persons in your immediate area as to the reason for evacuation.
- B. Exit the building by the nearest door.
- C. Close all doors as you leave.
- D. Help those who need assistance, especially disabled persons.
- E. Report to the designated area, the CARETAKER'S CABIN LAWN.
- F. If the Caretaker is not present, attempt to find him/her.
- G. If the hazard is too great, evacuate to the second designated area, the ENTRANCE ROAD GATE. Make sure everyone evacuates.

II. IN CASE OF STRUCTURAL FIRE

- A. Alert other persons that fire is in progress.
- B. If the fire is small, put fire out with fire extinguisher by following instructions on extinguisher. Notify the Caretaker immediately so the fire may be reported properly.
- C. If fire is large telephone 9-1-1, inform the operator as to the nature of the emergency and give detailed instructions on how to locate Valentine Camp (see attached directions).
- D. Evacuate all persons and meet at the first designated area, the CARETAKER'S CABIN LAWN.
- E. If the Caretaker is not present, send someone to find him/her.
- F. Turn off propane at valves on tank ends. Tanks are located: 1) between University Cabin and Mrs. Valentine's Cabin 2) behind Old Valentine Cabin 3) adjacent to the Cookhouse 4) just north of the Caretaker's cabins, 5) behind Ed center.
- G. Check all buildings and rooms and evacuate people in those areas. Never enter a room without a backup person being present. Feel doors at the top for heat before opening and close door upon exiting.
- H. If available, connect fire hose to hydrant and turn on. Use fire hose to douse fire until assistance arrives.
- I. If available, use garden hose to douse fire until assistance arrives.
- J. If fire becomes too dangerous, evacuate the area and meet at the second designated area, the ENTRANCE ROAD GATE. Make sure everyone evacuates the area.
- K. Do not re-enter the area until authorized to do so by the County Fire Department, the Director or the Caretaker.
- L. If a fire extinguisher has been discharged, notify the Caretaker so it can be sent for servicing.

III. IN CASE OF WILD FIRE

MINOR FIRE ON VALENTINE PROPERTY

- A. Alert other persons that fire is in progress. Send someone to locate the Caretaker.
- B. If the fire is small, use a shovel to smother the flames with dirt.
- C. If the fire gets out of control, call 9-1-1 to request assistance. If possible, turn off propane at valves on tank ends. (See F above for tank locations)
- D. Follow evacuation procedures.

MAJOR FIRE ON/NEAR VALENTINE PROPERTY

- A. Call 9-1-1 to report the fire.
- B. Alert other persons that fire is in progress.
- C. Keep close contact with County Fire Department and be prepared to implement procedures for structural fire and evacuation if necessary.

IV. IN CASE OF EARTHQUAKE

- A. During the earthquake get under a table or desk and remain there until the shaking stops.
- B. Stay away from windows and cabinets.
- C. After the shaking stops, survey your area for damage and trapped persons.
- D. If the earthquake was large evacuate all persons to the first designated area, the CARETAKER'S CABIN LAWN.
- E. If the Caretaker is not present, send someone to find him/her.
- F. If the quake was large, shut off the propane at the valves on the ends of the tanks.
- G. Check all buildings and rooms and evacuate persons in those areas.
- H. Do not re-enter the buildings until authorized to do so.
- I. If research animals are being maintained on the property, check for injuries and escapees.
- J. If outside, get to an open area away from trees, buildings and power lines.
- K. If in a vehicle, pull to the side of the road away from underpasses, bridges and buildings. Remain in the vehicle until the shaking stops. Do not leave the vehicle if a power line has fallen on or near it.

V. CHEMICAL SPILLS

MINOR SPILL – characterized by the capability of on-site personnel to clean up the spill without assistance of outside emergency personnel.

- A. Anyone using chemicals at Valentine must first obtain permission from the Director. Appropriate kits for neutralizing and absorbing all spills will be the responsibility of the user and must be on site before permission will be granted.
- B. Alert people in immediate area of spill.
- C. Avoid breathing vapors from spill.
- D. Confine spill to a small area.
- E. Use appropriate kit to neutralize and absorb inorganic acids and bases. Collect residue, place in container, and dispose as chemical waste.
- F. For other chemicals, use appropriate kit or absorb spill with vermiculite, dry sand, or diatomaceous earth. Clean spill area as appropriate for the chemical.
- G. If additional help, materials or expertise is required, send someone to locate the Caretaker or the Director.

- H. Notify Environmental Health and Safety and the Director to explain details and circumstances surrounding the accident.
- I. If chemical spills on body, flood exposed area with running water from faucet or safety shower for at least five minutes. If a hazardous material is splashed in the eye, immediately rinse eyeball with water continuously for 15 minutes. Forcibly hold eye open to ensure effective wash behind eyelids.

MAJOR SPILL – characterized by 1) a life-threatening condition, 2) a condition that requires outside help i.e. fire or police, 3) the condition requires immediate evacuation of the building or area.

- A. Alert people in the involved area to the hazardous condition.
- B. Evacuate the impacted area.
- C. Close doors and divert people away from the spill area.
- D. Telephone 9-1-1 and identify the nature of the emergency and the location. Provide detailed instructions on how to locate Valentine Camp (see attached directions). Provide as much specific information about the material spilled as you can.
- E. If he is not present, locate the Caretaker or the Director.

VI. ANIMAL CARE IN EVACUATION SITUATION

In the event of an emergency that requires the evacuation of research animals on the reserve and the evacuation will not result in harm to humans, do the following:

- A. Evacuation of animals only applies to animals held in the animal quarters or observation corrals.
- B. Inform someone where you are going. Evacuate as many animals as you can per their IACUC-approved protocols. Do not remove animals from cages, rather place the cages in a covered vehicle and cover cages if possible. Animals can only be released if the IACUC-approved protocol permits it and with consultation with PI and Director. Report to the designated evacuation area, the CARETAKER'S CABIN LAWN.
- C. In the event that you cannot safely evacuate the animals, check all animals for injuries and escapees immediately after the crisis. Check all equipment for damage.

VII. EMERGENCY FIRST AID

- A. For response to medical emergencies, one should have some training in basic first aid. If not, and no alternative help is available, refer to the First Aid Manual in the First Aid kit. The First Aid kit is located in the covered dining area next to the cookhouse, as well as the Ed Center. There is also an AED at the Ed Center.
- B. In any circumstance where an individual is unconscious or having a serious medical emergency, call 9-1-1. Tell the dispatcher the nature of the emergency and give detailed instructions on how to locate VALENTINE (see attached directions).
- C. Send for additional help as soon as possible.
- D. VALENTINE users are encouraged to have basic First Aid and CPR training.
- E. If someone directly contacts a hazardous material:
 - 1. Remove any contaminated clothing.
 - 2. Wash hands and exposed areas with a mild detergent and water.
 - 3. Shower necessary; shower is located in the Old Valentine Cabin restroom.
 - 4. If eyes have been contaminated, flush with water for 15 minutes.
 - 5. No Emergency eye wash is available in the Old Valentine Cabin lab, use sink or shower.
 - 6. For additional care transport individual to Emergency Room or telephone 911.

VIII. EMERGENCY UTILITY FAILURE

PROPANE

- A. If you smell or otherwise detect a leak of propane, cease all operations; follow evacuation procedures. DO NOT TURN ON OR OFF ANY LIGHT SWITCH OR ELECTRICAL EQUIPMENT.
- B. Turn propane off at valve on end of tank in question.
- C. Immediately inform the Caretaker or VESR staff.
- D. Telephone Amerigas Company at 1-800-805-0659. Explain nature of emergency.

FLOODING/PLUMBING FAILURE

- A. Do not touch energized electrical devices while you are standing in an area flooded with water.
- B. Contact VESR staff immediately

DIRECTIONS TO LOCATE VALENTINE CAMP

Although most emergency service people know where Valentine is, it may be important to give directions. Remember, the dispatcher answering 9-1-1 is located in Bridgeport. Use the following:

Valentine Camp is located at 2380 Old Mammoth Road 2.2 miles from Main Street. That is 0.7 miles past the Athletic Club. The turn is a private driveway on the right (south) side of the road. There is a wooden sign marking the entrance. The gate should be unlocked, in the event it is locked, drive right through it.

FIRE PREVENTION PRACTICES

1. Store flammable reagents in approved safety containers in cabinets.
2. Store flammable waste in approved safety containers provided by the Director.
3. Dispense and use flammable liquids in accordance with established safety standards.
4. **THERE IS NO SMOKING PERMITTED ANYWHERE ON VALENTINE PROPERTY.**
Smoking is permitted outside the gate on the Entrance Road. Do not discard butts on the ground.
5. Gasoline, paint thinner and other flammable materials are to be stored in flammable materials cabinets only. These are located in the Kohler Shed. See the Caretaker for assistance.
6. Do not obstruct aisles that lead to exit doors.
7. If any of the smoke alarms installed in the facilities emits a noise, report this to the Caretaker. **DO NOT, UNDER ANY CIRCUMSTANCES, REMOVE THE BATTERIES FROM THE SMOKE ALARMS.**
8. Do not construct a fire in the woodstove if you have no experience with them. Contact the Caretaker for instructions.
9. Do not place wood ashes in anything other than a closed metal container, even if you are confident they are dead out.

HOW TO USE THE FIRE EXTINGUISHER

1. Hold the extinguisher **UPRIGHT** and **PULL** the ring pin, snapping the plastic seal.
2. **STAND BACK** from the fire **TEN FEET** and **AIM** at the **BASE** of the fire nearest you.
3. Keeping the extinguisher **UPRIGHT**, squeeze the **HANDLES TOGETHER** to discharge and **SWEEP** from side to side. Move closer as the fire is extinguished, but **NOT SO CLOSE** as to scatter the burning material.
4. When the fire is out, watch for **RE-IGNITION**.
5. **EVACUATE** and **VENTILATE** the area immediately after use. The fumes and smoke from any fire may be hazardous and can be deadly.