



SAN FRANCISCO
STATE UNIVERSITY

Emergency Practices

A tutorial for interpreting this
category on the lab safety checklist

Emergency Checklist Statements

EMERGENCY * ▾

1. Emergency procedures are posted inside lab and hazmat room signs with contact phone numbers are posted on doors.	X	✓	N/A
2. Fire doors are not blocked or wedged open. (Hallway doors to laboratories are kept closed.)	X	✓	N/A
3. A basic first aid kit is available (in the lab suite)	X	✓	N/A
4. Exit paths, aisles, and paths around equipment are maintained clear of obstructions.	X	✓	N/A
5. EMERGENCY - OTHER	X	✓	N/A

Statement 1.

Emergency procedures are posted inside lab and hazmat room signs with contact phone numbers are posted on doors.

For labs and areas that use hazardous materials, a room sign that includes information such as the following, must be posted on room access doors.

- emergency contacts,
- type of hazards, and
- minimum PPE for entry

Emergency procedures, on the other hand, must be posted **inside** the lab or activity space.

Department: **Chemistry & Biochemistry** Room: **TH 630**

FOR ADVICE OR ENTRY, CONTACT:

NAME/DEPARTMENT	OFFICE LOCATION	CAMPUS TELEPHONE	ALT. TELEPHONE	NOTES
Marc Anderson	TH 636	415.338.6495		Principal Investigator
Yvonne Le	TH 706	415.338.2432		Chemistry Stockroom Staff
Linda Vadura	TH 216	415.338.6892		Occupational safety, hazardous materials, safety equipment
Environment, Health & Safety	ADM 260	415.338.2565		Large chemical spills, indoor air quality, hazardous waste disposal
University Police Dept	Corporation Yard	415.338.7200 or 911	415.338.2222	Dispatcher will contact appropriate personnel as needed.

Minimum PPE TO BE WORN IN THE LAB

- Lab Coat
- Closed-toe shoes
- Long Pants/Skirt
- Safety Glasses

See icons below for hazardous materials and operations in this space.

- HEALTH
- FLAMMABLE
- PHYSICAL HAZARD
- Hazardous Materials Storage
- Satellite Accumulation Area for Hazardous Waste
- Compressed Gases In Use

This is a letter-size version with no PPE category on sign

Statement 1 Notes

Check that the posted sign is in good condition (not torn or faded).

Notes about room hazard and contacts signs:

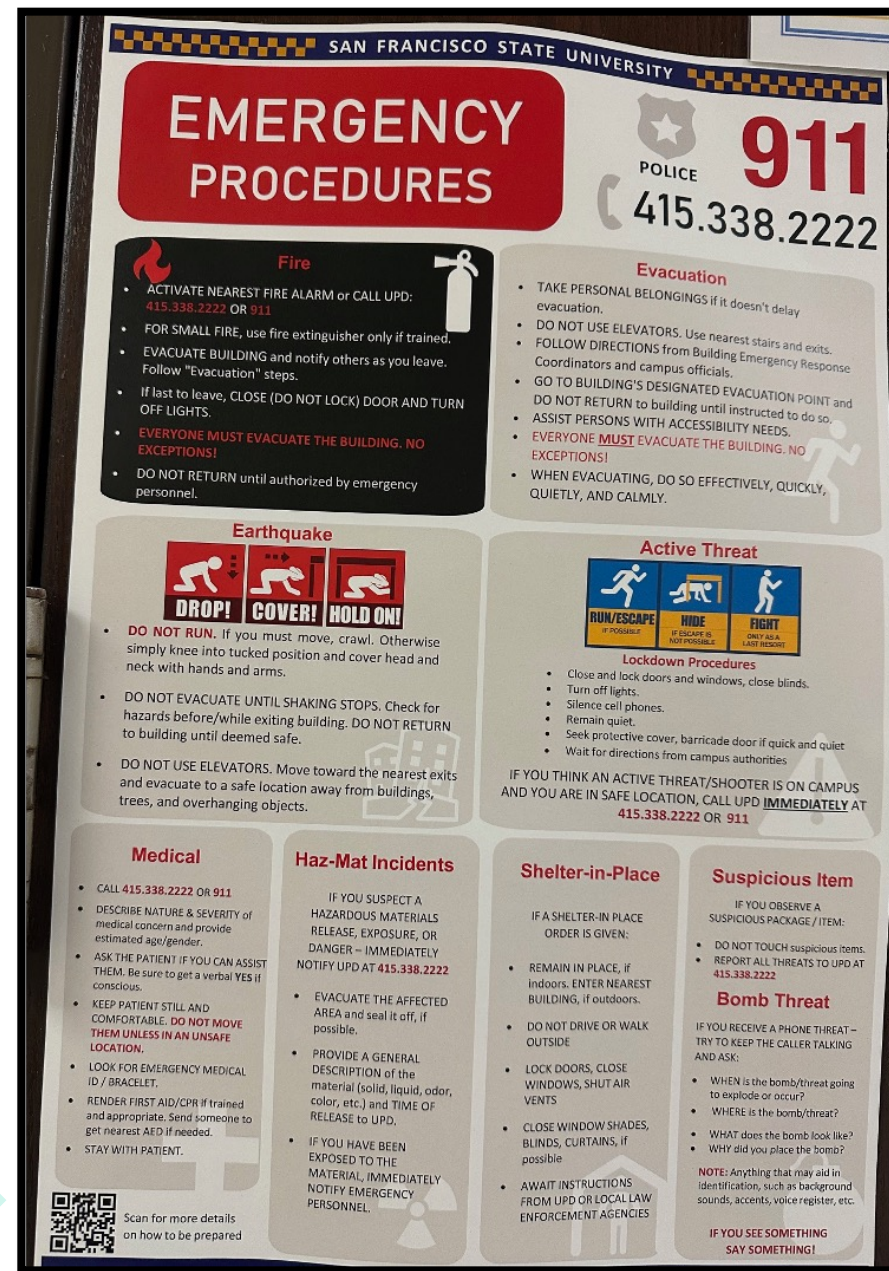
- This rule does not apply to office spaces, computer labs, lecture rooms or break rooms.
- If unsure, please check with EHS. There are certain labs that are exempt.
- Certain “labs” that do not have hazardous materials or equipment, do not require minimum PPE listed, such as physics lab classrooms.
 - Consider letter-size versions with no PPE
- Contact EHS to update room signs when contact information and hazards change.



Statement 1 Notes continued

- Emergency procedures must be posted in a visible location near an exit door – INSIDE the lab or space.
- At least the university emergency procedures poster should be present.
- Labs with hazardous materials or equipment that require specific shut-down and emergency procedures should also have this posted inside where room occupants can see it.

This poster must not be posted on the outside of the exit doors, hallway side. If it is, mark this as non-compliant. It is an issue with the fire code about paper on fire doors.



The poster is titled "EMERGENCY PROCEDURES" and is for San Francisco State University. It features a red header with the university name and a 911 logo with the phone number 415.338.2222. The poster is divided into several sections: Fire, Evacuation, Earthquake, Active Threat, Lockdown Procedures, Medical, Haz-Mat Incidents, Shelter-in-Place, and Suspicious Item. Each section includes specific instructions and icons. A QR code is located at the bottom left, and a red arrow points to it from the text on the left.

EMERGENCY PROCEDURES
SAN FRANCISCO STATE UNIVERSITY
POLICE **911**
415.338.2222

Fire

- ACTIVATE NEAREST FIRE ALARM or CALL UPD: 415.338.2222 OR 911
- FOR SMALL FIRE, use fire extinguisher only if trained.
- EVACUATE BUILDING and notify others as you leave. Follow "Evacuation" steps.
- If last to leave, CLOSE (DO NOT LOCK) DOOR AND TURN OFF LIGHTS.
- EVERYONE MUST EVACUATE THE BUILDING. NO EXCEPTIONS!
- DO NOT RETURN until authorized by emergency personnel.

Evacuation

- TAKE PERSONAL BELONGINGS if it doesn't delay evacuation.
- DO NOT USE ELEVATORS. Use nearest stairs and exits.
- FOLLOW DIRECTIONS from Building Emergency Response Coordinators and campus officials.
- GO TO BUILDING'S DESIGNATED EVACUATION POINT and DO NOT RETURN to building until instructed to do so.
- ASSIST PERSONS WITH ACCESSIBILITY NEEDS.
- EVERYONE **MUST** EVACUATE THE BUILDING. NO EXCEPTIONS!
- WHEN EVACUATING, DO SO EFFECTIVELY, QUICKLY, QUIETLY, AND CALMLY.

Earthquake

DROP! COVER! HOLD ON!

- DO NOT RUN. If you must move, crawl. Otherwise simply kneel into tucked position and cover head and neck with hands and arms.
- DO NOT EVACUATE UNTIL SHAKING STOPS. Check for hazards before/while exiting building. DO NOT RETURN to building until deemed safe.
- DO NOT USE ELEVATORS. Move toward the nearest exits and evacuate to a safe location away from buildings, trees, and overhanging objects.

Active Threat

RUN/ESCAPE IF POSSIBLE
HIDE IF ESCAPE IS NOT POSSIBLE
FIGHT ONLY AS A LAST RESORT

Lockdown Procedures

- Close and lock doors and windows, close blinds.
- Turn off lights.
- Silence cell phones.
- Remain quiet.
- Seek protective cover, barricade door if quick and quiet
- Wait for directions from campus authorities

IF YOU THINK AN ACTIVE THREAT/SHOOTER IS ON CAMPUS AND YOU ARE IN SAFE LOCATION, CALL UPD **IMMEDIATELY** AT 415.338.2222 OR 911

Medical

- CALL 415.338.2222 OR 911
- DESCRIBE NATURE & SEVERITY of medical concern and provide estimated age/gender.
- ASK THE PATIENT IF YOU CAN ASSIST THEM. Be sure to get a verbal YES if conscious.
- KEEP PATIENT STILL AND COMFORTABLE. DO NOT MOVE THEM UNLESS IN AN UNSAFE LOCATION.
- LOOK FOR EMERGENCY MEDICAL ID / BRACELET.
- RENDER FIRST AID/CPR if trained and appropriate. Send someone to get nearest AED if needed.
- STAY WITH PATIENT.

Haz-Mat Incidents

IF YOU SUSPECT A HAZARDOUS MATERIALS RELEASE, EXPOSURE, OR DANGER – IMMEDIATELY NOTIFY UPD AT 415.338.2222

- EVACUATE THE AFFECTED AREA and seal it off, if possible.
- PROVIDE A GENERAL DESCRIPTION of the material (solid, liquid, odor, color, etc.) and TIME OF RELEASE to UPD.
- IF YOU HAVE BEEN EXPOSED TO THE MATERIAL, IMMEDIATELY NOTIFY EMERGENCY PERSONNEL.

Shelter-in-Place

IF A SHELTER-IN PLACE ORDER IS GIVEN:

- REMAIN IN PLACE, if indoors. ENTER NEAREST BUILDING, if outdoors.
- DO NOT DRIVE OR WALK OUTSIDE
- LOCK DOORS, CLOSE WINDOWS, SHUT AIR VENTS
- CLOSE WINDOW SHADES, BLINDS, CURTAINS, if possible
- AWAIT INSTRUCTIONS FROM UPD OR LOCAL LAW ENFORCEMENT AGENCIES

Suspicious Item

IF YOU OBSERVE A SUSPICIOUS PACKAGE / ITEM:

- DO NOT TOUCH suspicious items.
- REPORT ALL THREATS TO UPD AT 415.338.2222

Bomb Threat

IF YOU RECEIVE A PHONE THREAT – TRY TO KEEP THE CALLER TALKING AND ASK:

- WHEN is the bomb/threat going to explode or occur?
- WHERE is the bomb/threat?
- WHAT does the bomb look like?
- WHY did you place the bomb?

NOTE: Anything that may aid in identification, such as background sounds, accents, voice register, etc.

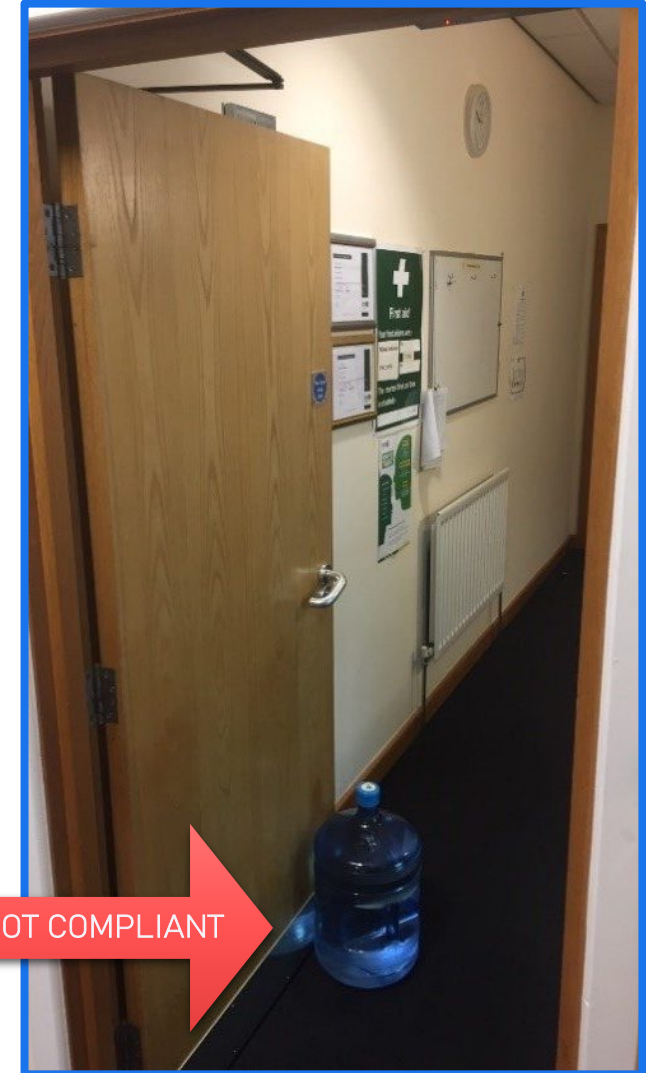
IF YOU SEE SOMETHING SAY SOMETHING!

Scan for more details on how to be prepared

Statement 2.

Fire doors are not blocked or wedged open.
(Hallway doors to laboratories are kept closed.)

- **Keep all fire doors closed.** This is to prevent fires that originate in the lab from spreading to the hallways and other rooms.
- In-suite, non-fire doors are allowed to be left open at lab member's discretion. **However, hallway doors must be closed at all times. Do not prop open doors.**
- Fire doors should be closed at all times unless certified fire door retainers have been fitted. Fire door retainers hold fire doors open until a fire alarm is set off, closing it once the alarm has been triggered.



Statement 3.

A basic first aid kit is available (in the lab).

- Store a first aid kit in at least one room within lab suite. One first aid kit can be shared between multiple rooms that are directly accessible from each other (can be reached through internal doors without needing to go through hallway or a different floor).
- If there are multiple clusters of rooms that are not directly accessible to each other, please store a first aid kit in each group.
- Ensure that the kit is never empty, and the materials are not expired.
- Check sure that the kit is in an accessible and easy-to-find spot. "First Aid +" stickers are strongly recommended to help occupants find the kit in an emergency.



Statement 4.

Exit paths, aisles, and paths around equipment are maintained clear of obstructions

- Do not block aisles and exits.
- Keep exit pathways and aisles free from stored materials on floors, sticking out from shelves, and trip or slip hazards.

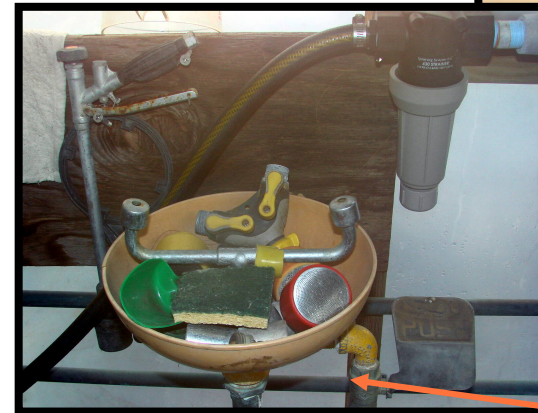


Statement 5.

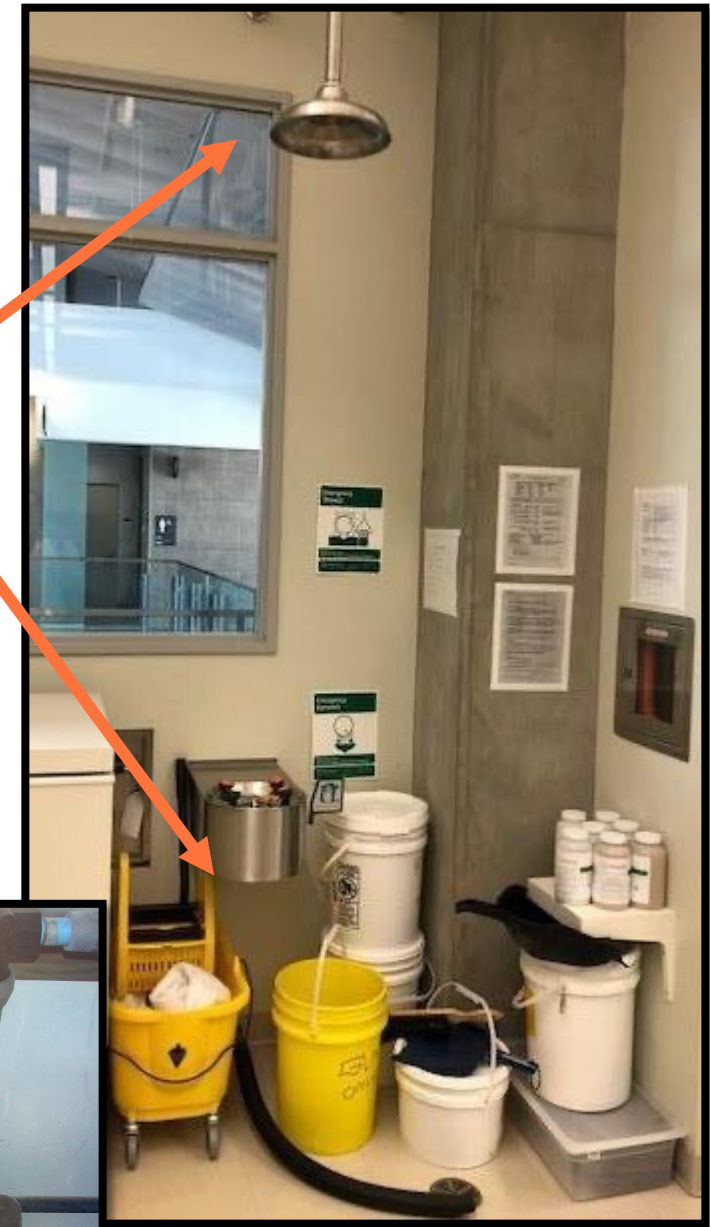
Emergency - OTHER

- Any other emergency prep or response related items not addressed in previous statements should be reported here;
- Use the Notes section within INSPECT to describe the issue or recommend corrective actions;
- If nothing to report here, mark N/A.
- Always mark the OTHER category with a response or the inspection won't be complete.

Record as non-compliant:
blocked eye washes, fire
extinguishers and other
emergency equipment



Trash or stored items in eye wash.
Not useable in an emergency.



Statement 5.

Emergency - OTHER

- Check that there is a spill kit in the laboratory suite or storage area where there is chemical storage or use;
- There should be a sign on the wall nearby or cabinet informing occupants of the spill kit location;
- Each room on a lab suite does not need its own spill kit. Usually only one per lab suite is needed;
- However, if user requests an additional spill kit for a particular location or you think they need another one, please provide it;
- Report as non-compliant if a spill kit is obviously damaged, missing supplies, misused, inaccessible, hidden, or you can't find one in the lab suite.

Spill kits are directly addressed in the HazMat Inspection Checklist but not in this one. Note any issues you find under OTHER here.



SF State lab spill kit

Things to consider

Checklist Options




Can mean “good”, “okay”, “compliant”, “acceptable” “ok but not ideal”



Can mean “unsafe”, “not acceptable”, “not compliant”, “maybe unacceptable, so requires verification”

There are so many unique situations and equipment setups in academic laboratories and activity spaces can't be adequately covered by a handful of safety statements in the INSPECT app.

Often it is a judgement call whether a situation is “in compliance” or not.



If you have questions or are unsure if your lab is in compliance with standards, please reach out to Environment Health and Safety (EH&S).

EH&S Dept Email: sfehs@sfsu.edu