

POLICY NUMBER: S-007

TITLE: Research and Development Department Emergency Response Plan

1.0 PURPOSE

The purpose of this plan is to establish a system by which the Research employees are available to assist in combating and controlling emergency situations which may arise.

2.0 REVISION HISTORY

R&D Approval Date	Revision #	Change	Reference Section(s)	Effective Date
October 27, 2015	1.2	Update chain call list	Appendix A	October 30, 2015
January 13, 2015	1.1	Update contact information; change Deputy ACOS	Section 5.0; Appendix A	January 16, 2015
December 10, 2013	N/A	NEW POLICY		December 12, 2013

3.0 SCOPE

This policy is applicable to all VAPHS Research and Development Department employees (VA employees, without compensation [WOC] employees, and IPA appointees) located at University Drive.

4.0 POLICY

All Research employees will participate in emergency situations and will be informed as to their function during emergency response. They will also be informed of any changes in the plan, which may occur at any time.

4.1 External Disaster Plan:

The Disaster Signal is an Alert Tone (two [2] prolonged chimes) followed by the announcement “Disaster in progress, report to your assigned positions”. This announcement will be repeated four (4) times.

All Research employees stationed at University Drive Buildings 1, 6, and 30 must respond immediately to the Disaster Signal by reporting to Manpower Reserves in Building 1, room AE123 at University Drive.

4.2 Internal Disaster Plan:

The Associate Chief of Staff for Research and Development (ACOS/R&D), Deputy ACOS/R&D, or the Administrative Officer shall determine the activation of the Research Internal Disaster Plan. Due to the diversity in location and the type of research being conducted, key Research personnel and their alternates for each laboratory will be designated as being responsible for the initial emergency alert. Employees should always report to their supervisor for instructions.

Each key person will be initially responsible for first appraising the situation, and when the emergency situation involves a fire, the key person will be responsible for notifying the telephone operator (911) and then the Research Office (412-360-2386).

The ACOS/R&D should be contacted in the event that an emergency occurs after normal duty hours (after 4:30 pm and before 8:00 am). If the ACOS/R&D is not available, then the Administrative Officer should be contacted.

When an emergency occurs in Building 6 that affects the ground floor, the Animal Program Emergency Operations Plan is activated. The Animal Research Facility Supervisor will be contacted and she will contact any affected Principal Investigator(s) and staff to notify them of the emergency.

4.3 Employee Responsibilities:

During an internal Research disaster situation, all Research employees who are not immediately involved with the disaster in their respective laboratories are to report to their supervisor. Do not report to the laboratory involved unless directed by the ACOS/R&D or his designee. Additional unassigned employees would only increase the potential for greater danger and confusion.

All Research personnel must learn and know the location of the nearest fire extinguisher and fire alarm. If the emergency involves radioactive materials, the key person will call the Radiation Safety Officer (412-360-3221) and notify the ACOS/R&D. After the person contacts the Research Office, the ACOS/R&D will then take charge of the situation. The Administrative Officer will assist the ACOS/R&D.

4.4 Evaluation and Follow Up:

The Research Office will be responsible for an annual evaluation and follow-up of the internal disaster plan. This will include ensuring that the chain call system is tested. In addition, changes will be made to the policy as they occur (i.e., personnel leaving).

5.0 PROCEDURES

5.1 Internal Alerting System:

A. Overall responsibility:
Steven Graham, M.D., Ph.D.
ACOS/R&D
Work Phone: 412-360-2914
Cell phone: 412-999-2578
Long range beeper: 412-645-1688
Home: 412-521-2509

B. Assistants:
Franca Cambi, M.D., Ph.D.
Deputy ACOS/R&D
Work Phone: 412-360-2367
Cell Phone: 267-242-8068

Nicholas Squeglia
Administrative Officer/R&D
Work Phone: 412-360-2387
Home Phone: 412-487-0705
Cell Phone: 412-721-7583

C. Research Office Staff:

Dana Roolf
Research Safety Officer
Work Phone: 412-360-2842
Work Cell: 412-860-7215
Cell Phone: 724-355-6291

D. Animal Research Facility:

Animal Research Facility Phone: 412-360-6107
Kelly Kumanchik - Phone: 412-401-5829 (cell); 412-704-5338 (home)
Caitlin Thieroff - Phone: 412-848-1501
McKinley Blair - Phone: 412-377-2441 (cell)

E. Radiation Safety:

Mitch Belanger
Radiation Safety Officer
Work Phone: 412-360-3221
Cell Phone: 412-760-7206
Home: 412-318-4991

5.2 Chain Call System:

If an emergency occur after hours, the attached list for a chain call system will be activated.

Procedure:

1. The chain call system shall be used to summon assistance during “non-duty” hours, that is, 4:30 pm to 8:00 am daily, weekends, and holidays.
2. Each laboratory group in the chain call system will notify key personnel listed in the subsequent group. Only one person per laboratory group needs to be contacted. If no one in the subsequent group can be contacted, call the next group and continue the chain call system.
3. In the event of an emergency, continue to attempt to contact those individuals who you are initially unable to contact.
4. The last person contacted in the chain should call the ACOS/R&D or the Administrative Officer to verify the completion of the chain.

[//Signature on File in Research Office//](#)

Gretchen L. Haas, PhD
Research and Development Committee Chair

[//Signature on File in Research Office//](#)

Steven H. Graham, MD, PhD
Associate Chief of Staff for Research and Development

Appendix A:

**List for Chain Call System
Research and Development Department**

- | | |
|---|--|
| 1. Steven Graham, MD, PhD
ACOS/R&D
Cell Phone: 412-999-2578
Long Range Beeper: 412-645-1688
Home Phone: 412-521-2509 | 6. Scott Kulich
Laboratory – Bldg 1, 2W173
Pager: 412-949-1193
Cell Phone: 412-992-6053
Home Phone: 412-487-9840 |
| 2. Franca Cambi, MD, PhD
Deputy ACOS/R&D
Cell Phone: 267-242-8068
Work Phone: 412-360-2367 | 7. Diana Whaley
Laboratory – Bldg 1, 2E144
Cell Phone: 412-469-2241
Office Phone: 412-624-0613 |
| 3. Nicholas Squeglia
Administrative Officer/R&D
Cell Phone: 412-721-7583
Home Phone: 412-487-0705 | 8. William Furey, PhD
Laboratory – Bldg 6, 2nd floor
Cell Phone: 412-607-3106
Home Phone: 412-795-6009 |
| 4. Dana Roolf
Research Safety Officer
Work Cell: 412-860-7215
Cell Phone: 724-355-6291
Home Phone: 724-335-3987 | 9. Jie Fan, PhD
Laboratory – Bldg 1, 1W138/39
Cell Phone: 412-737-0277
Home Phone: 412-364-9574 |
| 5. Kelly Kumanchik
Laboratory – Bldg 6, Ground floor
Cell Phone: 412-401-5829
Home Phone: 412-704-5338
Work Phone: 412-360-6107 | 10. ACOS/R&D |

***Only those individuals responsible for the major areas are included. All other employees required will be contacted at the discretion of the ACOS/R&D.**

Appendix B:

**Research and Development Department
Emergency Response Plan-Organization Chart**

