VA PITTSBURGH HEALTHCARE SYSTEM (VAPHS)  
DEPARTMENTAL EMERGENCY RESPONSE PLAN  
(DERP)

Research and Development (R&D)  
Department

<table>
<thead>
<tr>
<th>Locations</th>
<th>Building</th>
<th>Floors</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Drive</td>
<td>1</td>
<td>1 West, 2 West, 2 East</td>
</tr>
<tr>
<td>University Drive</td>
<td>6</td>
<td>Ground, 1st and 2nd</td>
</tr>
<tr>
<td>University Drive</td>
<td>30</td>
<td>Ground, 1st and 2nd</td>
</tr>
</tbody>
</table>

Report any emergency event or incident to the operator by dialing 911 from a VA phone at the University Drive Campus.

Date This Plan Approved: January 9, 2018

Approved by:

//signed copy on file //

Gretchen L. Haas, PhD  
Research and Development Committee Chair

//signed copy on file //

Steven H. Graham, MD, PhD  
Associate Chief of Staff for Research and Development
Overview:
The complexity of a multi-site medical center like VAPHS requires the full support of faculty, staff, and students to successfully implement the Medical Center’s Comprehensive Emergency Management Program (CEMP).

Department Emergency Response Plans (DERPs) are an integral part of the CEMP and are vital to maintaining the preparedness and safety of the Medical Center community.

DERPs address preparedness measures, emergency response and evacuation planning specific to each department that is not covered in the facilities Hospital Emergency Operations Plan (HEOP). The DERP is a way for each workplace to prepare and plan for a variety of emergency situations, e.g., medical emergencies, power outages, hazardous chemical spills, fires, and bomb threats.

Purpose:
The purpose of this plan is to establish a system by which Research Employees are available to assist in combating and controlling emergency situations which may arise. This document also establishes procedures for fire prevention, and in the event of a fire, procedures to safeguard the lives of staff, research participants, and other visitors to the Research Office Building #30.

Revision History:

<table>
<thead>
<tr>
<th>R&amp;D Approval Date</th>
<th>Revision #</th>
<th>Change</th>
<th>Reference Section(s)</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 9, 2018</td>
<td>3.0</td>
<td>Updates to contact information; incorporated fire safety plan</td>
<td>All Sections</td>
<td>January 12, 2018</td>
</tr>
<tr>
<td>December 20, 2016</td>
<td>2.0</td>
<td>New format with additional information to meet the regulatory requirements.</td>
<td>All Sections</td>
<td>December 23, 2016</td>
</tr>
<tr>
<td>October 27, 2015</td>
<td>1.2</td>
<td>Update chain call list</td>
<td>Appendix A</td>
<td>October 30, 2015</td>
</tr>
<tr>
<td>January 13, 2015</td>
<td>1.1</td>
<td>Update contact information; change Deputy ACOS</td>
<td>Section 5.0; Appendix A</td>
<td>January 16, 2015</td>
</tr>
<tr>
<td>December 10, 2013</td>
<td>N/A</td>
<td>NEW POLICY</td>
<td></td>
<td>December 12, 2013</td>
</tr>
</tbody>
</table>

Definitions:

**Departmental Emergency Response Plan (DERP)** – The Service Chief is responsible for each Administrative and Clinical Department/Unit. The DERP is specific to each work site location, and outlines emergency responsibilities of staff, evacuation plans, Emergency Assembly Points, emergency supplies, etc.

**Service/Department Emergency Coordinator** – The primary emergency contact for each work site location. They are responsible for the implementation of the DERP, assisting with evacuation procedures by leading staff from the building to Emergency Assembly Points, assessing injuries and damage to personnel/property, and reporting their service lines status via the VAPHS EMERGENCY STATUS.
REPORT (page 11) as requested. They are also responsible for updating the DERP annually as well as updating the HEOP’s kept on station.

**Emergency Assembly Points (EAP)** – Pre-designated areas where building occupants assemble following an evacuation to await instructions and “all clear” notifications. Alternate locations should also be designated in the event hazardous conditions prevent access to the 1st choice.

**Hospital Emergency Operations Center (HEOC)** - Representatives from the Medical Center departments assemble in the HEOC to manage the response to the emergency event impacting the Medical Center. The HEOC follows the VAPHS Emergency Operations Plan as a guideline for the emergency response and recovery. Status reports and requests for assistance are forwarded to the HEOC from the Service/Department Emergency Coordinators.

**Hospital Incident Command System (HICS)** – VAPHS utilizes the Hospital Incident Command System (HICS) to manage emergency events that affect medical center operations. HICS is part of the Medical Center’s all-hazard emergency management program that includes mitigation, preparedness, response, and recovery activities.

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

**Policy:**

**Process/Services:**
For more than 90 years, the Veterans Affairs (VA) Research and Development (R&D) program has been improving the lives of Veterans and all Americans through health care discovery and innovation. VA Research is unique because of its focus on health issues that affect Veterans. The research process in VA starts with a tight focus on the everyday health needs and concerns of Veterans, along with consultation involving national and regional VA clinical leaders. Solutions are identified and developed through careful, rigorous research in labs and clinics. These solutions are then applied to patient care, or translated into new or improved programs.

**Hours of Operation:**
- Hours of operation vary within the R&D Department. In the Research Office Building (ROB), administrative staff are present from 6:00 am until 4:30 pm. Research staff that perform work in the wet laboratories may begin at 9:00 am and work until the early evening or later. After normal duty hours are considered after 4:30 pm and before 8:00 am. The administrative office for R&D is normally closed for business on the weekends, however, staff that work in the wet laboratories may still report on weekends and holidays depending on their research needs.

**Key Staff Assignments:**

**Associate Chief of Staff (ACOS):** Steven Graham, MD, PhD
Contact information: Work - 412-360-2914; Cell - 412-999-2578; Long range beeper - 412-645-1688; Home - 412-521-2509

**Deputy Associate Chief of Staff (ACOS):** Franca Cambi, MD, PhD
Contact information: Work - 412-360-2367; Cell - 267-242-8068
Delegations of Authority:

<table>
<thead>
<tr>
<th>Communications</th>
<th>Position(s) Receiving Authority</th>
<th>Competency Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal communication;</td>
<td>Deputy ACOS, Business Manager, Administrative</td>
<td>None</td>
</tr>
<tr>
<td>email</td>
<td>Officer</td>
<td></td>
</tr>
</tbody>
</table>

Notes: The delegation of authority starts with the ACOS. If the ACOS is unavailable in a departmental emergency, then the responsibility lies with the Deputy ACOS, then the Business Manager then the Administrative Officer. By virtue of the positions, key personnel have the ability to act in the absence of the ACOS.

Orders of Succession:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>24/7 Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Steven Graham</td>
<td>ACOS/R&amp;D</td>
<td>Cell – 412-999-2578</td>
</tr>
<tr>
<td>Dr. Franca Cambi</td>
<td>Deputy ACOS/R&amp;D</td>
<td>Cell – 267-242-8068</td>
</tr>
<tr>
<td>Janelle Altman</td>
<td>Business Manager</td>
<td>Cell – 412-965-3481</td>
</tr>
<tr>
<td>Kathy Parks</td>
<td>Administrative Officer</td>
<td>Cell – 412-852-3440</td>
</tr>
</tbody>
</table>

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.

The ACOS, Deputy ACOS, Business Manager, or Administrative Officer shall determine the activation of the Research DERP. 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 from a VA phone) and then the Research Office 412-360-2386.

The ACOS 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 is not available, then the Deputy ACOS 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 then contact any affected Principal Investigator(s) and staff to notify them of the emergency.

Employee Responsibilities:
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 or his designee. Additional unassigned employees would only increase the potential for 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, then key person will call the Radiation Safety Officer (412-360-3221) and the ACOS. After the person contacts the Research Office, the ACOS will then take charge of the situation. The Deputy ACOS, the Business Manager and the Administrative Officer will assist the ACOS.

All employees assigned to the ROB are responsible for the following fire safety information:
- General fire safety principles
- Fire safety training requirements
- Location and activation of the fire alarm system
- Location of fire extinguishers
- Fire evacuation plan

Common causes of fires include smoking, flammable substances (e.g., solvents), faulty or damaged electrical equipment or wiring, overloaded electrical circuits, electrical appliances from employee homes (e.g., personal heaters, hotpots), cooking fires, and combustibles. Research employees must shut down their electrical equipment in the event of a fire, keep all combustibles and flammables away from heat, dispose of trash properly and observe smoking rules. Research employees must notify their supervisor or the Safety Department regarding any potential fire hazards identified in the work area.

Research employees must complete annual refresher training which is conducted through annual review of this document as well as online education modules in the Talent Management System (TMS) program.

The Administrative Officer for each Center/Section of the ROB is responsible for ensuring that all members of their staff are aware of exits, fire equipment located in the work area and what to do in the event of a fire or fire alarm.
DEPARTMENT EMERGENCY TELEPHONE CASCADE:

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

2. Franca Cambi, MD, PhD
   Deputy ACOS/R&D
   Cell Phone: 267-242-8068
   Work Phone: 412-360-2367

3. Janelle Altman
   Business Manager/R&D
   Work Cell: 412-860-3587
   Cell Phone: 412-965-3481
   Home Phone: 412-823-1146

4. Kathy Parks
   Administrative Officer/R&D
   Work Cell: 412-852-3440
   Cell Phone: 724-493-3527
   Work Phone: 412-360-2396

5. Dana Roolf
   Research Biosafety Officer
   Work Cell: 412-860-7215
   Cell Phone: 724-355-6291
   Home Phone: 724-335-3987

6. Kelly Kumanchik
   Laboratory – Bldg 6, Ground floor
   Cell Phone: 412-401-5829
   Home Phone: 412-704-5338
   Work Phone: 412-360-6107

7. Scott Kulich
   Laboratory – Bldg 1, 2W173, 2W168
   Pager: 412-949-1193
   Cell Phone: 412-992-6053
   Home Phone: 412-487-9840

8. Diana Whaley
   Laboratory – Bldg 1, 2E144, 2W173
   Cell Phone: 724-469-2241
   Office Phone: 412-624-0613

9. William Furey, PhD
   Laboratory – Bldg 6, 2nd floor
   Cell Phone: 412-607-3106
   Home Phone: 412-795-6009

10. Jie Fan, PhD
    Laboratory – Bldg 1, 1W138/39
    Cell Phone: 412-737-0277
    Home Phone: 412-364-9574

11. ACOS

*Only those individuals responsible for the major areas are included. All other employees required will be contacted at the discretion of the ACOS.*
If an emergency occurs after hours, the 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 to verify the completion of the chain.

**OTHER STAFF ASSIGNMENTS:**

**INDIVIDUALS REQUIRING SPECIAL ASSISTANCE IN AN EVACUATION:**

There are no special needs individuals at this location.

**STAFF WITH EMERGENCY RESPONSE SKILLS:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Emergency Response Skills</th>
<th>Primary/Secondary Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Steven Graham</td>
<td>□ First Aid Training</td>
<td>Cell – 412-999-2578</td>
</tr>
<tr>
<td></td>
<td>□ CPR</td>
<td>Long Range Beeper – 412-645-1688</td>
</tr>
<tr>
<td>Dr. Franca Cambi</td>
<td>□ First Aid Training</td>
<td>Cell – 267-242-8068</td>
</tr>
<tr>
<td></td>
<td>□ CPR</td>
<td></td>
</tr>
</tbody>
</table>

There are physicians on each floor throughout the day to provide emergency care, if needed, in Buildings 1 and 30.

**EVACUATION PLANNING:**

**EVACUATION TYPES:**

1. Horizontal Evacuation: Movement of personnel away from immediate danger on the same floor (horizontally) to an adjacent area separated by a smoke or fire barrier. This is the most common form of evacuation and is the type of evacuation practiced during fire drills.

2. Vertical or Floor Evacuation: Movement of personnel to another floor, generally to the floor below the affected area. This is required when there is a need to remove personnel to a safer level but the threat does not require evacuation of the building.
3. **External Building Evacuation***: Movement of personnel completely out of the building and to the designated **Emergency Assembly Point (EAP)**.

* Only the Hospital Director, Incident Commander (during a recognized Emergency Preparedness Incident), and/or the Fire Department representative in charge of the fire scene can order an External Building Evacuation for VAPHS Buildings 1 and 29.

All other VAPHS free standing buildings (Building 30) will initiate an external evacuation to the predetermined external EAP.

Visitors are not required to go to the EAPs, but must evacuate along with VAPHS staff, employees, patients, and others participating in VAPHS operations.

**EVACUATION ROUTES:**

State law requires occupants to evacuate to a safe location when the fire alarm sounds, or when ordered to do so by emergency response personnel. The Administrative Officer for each Center/Section in the Research Department is responsible for ensuring that employees know their EAP location, and **two** evacuation routes from the work site location.

- Location of nearest emergency exits, fire extinguishers and fire alarm pull stations:
  - In Building 30, emergency exits include the stairway in the front of the building beside the elevators and the rear corner of the building near the entrance to the wet laboratories. Fire extinguishers are located on each floor. Ground, first and second floor extinguishers are located in a support beam near the back stairwell. A fire extinguisher is located in the lobby near the men’s restroom. A first floor extinguisher is located across from office 1A111 and a second floor extinguisher is located across from office 2A111. Fire alarm pull stations are located at the entrance to the stairways on all floors.
  - In Building 1 East side, emergency exits include Stairway #3 out the east side and Stairway #1 by the elevators in the main area of the hospital. Fire extinguishers are located in the hallway outside of suite 2E140 and adjacent to 2E146A. Fire alarm pull stations are located near the exits of Stairways #1, and #3.
  - In Building 1 West side, emergency exits for the first floor include Stairway #5 and into Building 29. For the central 2nd floor labs (2W168, 2W173), emergency exits include Stairway #1 by the elevators in the main area of the hospital and stairwell #10 to the West Side loading dock #5. For the second floor West side 2W147, the only emergency exit is Stairway #5. Once on the first floor of stairway #5, staff can continue down the steps to Parking Lot #7 or exit via the first floor into Building 29. Fire extinguishers are located in rooms 1W138, 1W140, 2W147, 2W168 and 2W173. Fire alarm pull stations are located near the exits of Stairways #1, and #5.
In Building 6, emergency exits include the stairs on either end of the building with egress on the first floor. The ground floor has access to the stairs on one side and the loading dock on the other side of the building. Fire extinguishers are located by the stairs on each side of the building near the first floor exits. There is a fire extinguisher by the stairs near the entrance to the 2nd floor laboratory. On the ground floor, fire extinguishers are located near the entrance by the stairs GA117 and next to room GA128. Fire alarm pull stations are located by each exit out of the building.

- Evacuation route out of your building. *Reminder - NEVER use the elevators unless instructed to do so by emergency response personnel.
  
  - **Evacuation route for Building 30** - Emergency exits include the stairway locations in the front of the building beside the elevators and the rear corner of the building near the entrance to the wet laboratories.
  
  - **Evacuation route for Building 1 East side** – Emergency exits include Stairway #3 out the east side and Stairway #1 by the elevators in the main area of the hospital.
  
  - **Evacuation route for Building 1 West side first floor** – Emergency exits include Stairway #5 out the west side and near Stairway #1 by the elevators in the main area of the hospital.
  
  - **Evacuation route for Building 1 2W147** – Emergency exit includes Stairway #5. Exit onto the first floor to Building 29 lobby or continue down steps to exit building.
  
  - **Evacuation route for Building 1 central labs (2W168, 2W173)** – Emergency exits include Stairway #10 by the Critical Care Department and Stairway #1 by the elevators in the main area of the hospital.
  
  - **Evacuation route for Building 6** - Emergency exits include the stairs on either end of the building with egress on the first floor. The ground floor has access to the stairs on one side and the loading dock on the other side of the building.
  
- EAPs are places for your department staff to gather and wait for instructions and/or the “all clear” notification by emergency response personnel. EAPs should be external to the building in a safe, open area away from power lines and glass windows. NEVER assemble in any building where the fire alarm is sounding.
  
  - **EAP for Building 30** – Parking Lot #7 or West Side loading dock #5 (near Building #6).
  
  - **EAP for Building 1 East side** – Lobby of Building 29 or lobby near the parking garage entrance of the hospital.
  
  - **EAP for Building 1 West side first floor** – Parking Lot #7 or lobby of Building 29.
  
  - **EAP for Building 1 2W147** – Parking Lot #7 or lobby of Building 29.
o EAP for Building 1 central labs (2W168, 2W173) – West Side loading dock #5 or lobby of Building 29.

o EAP for Building 6 – Brackenridge Street across the street from the loading dock of Building #6 or West Side loading dock #5 (near Building 30).

• The ROB will hold fire drills annually.

• It is important to stay alert and to listen to the type of fire alarm system (e.g. sound/strobe lights/pre-recorded voice announcements) specific to your building. Alarm systems vary depending on the VAPHS building.

• For evacuation during a fire, all Research employees should respond immediately to all fire alarms by using “RACE”:
  1. Rescuing anyone in immediate danger
  2. Alarming staff by pulling a pull station and yelling “Code Orange”; dialing 911 from a VA phone
  3. Contain the fire by closing doors in that area
  4. Evacuate the building

• All Research employees must evacuate the building in a calm, orderly manner by way of the emergency exit routes (i.e., stairwells and building exits).

• The fire alarm system may be activated by any occupant of the building by pulling the fire alarms located at the front and rear entry/exit doors on each floor. When activated, the alarm system will:
  1. Notify VAPHS operators who will immediately contact the Fire Department and other emergency responders, providing exact detailed information on the ROB location needed by the responders. Research employees are not to contact the Fire Department or other emergency responders directly as doing so may result in confusion regarding the location and delay the response.
  2. Activate the Code Orange announcement over the speaker which will also state the location and advise occupants to “Please go to the nearest exit and evacuate the building”.

**EVACUATION EQUIPMENT:**

<table>
<thead>
<tr>
<th>Items</th>
<th>Quantity available in service specific area:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxygen Cylinders</td>
<td>N/A</td>
</tr>
<tr>
<td>Wheel Chairs</td>
<td>1-Building 30 Ground Floor</td>
</tr>
<tr>
<td>Stretchers</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Training for the evacuation chair is provided by the Safety Department. At least two people in Building 30 will be trained as a champion (e.g., train the trainer). The champions will train others within the building on the use of the evacuation chair, in case it is needed for an emergency.

**FIRE SAFETY EQUIPMENT:**

Class ABC fire extinguishers can be used on any type of fire, including combustible materials, energized electrical equipment, and flammable liquid fires.

Employees that are trained in the use of a fire extinguisher and are in a safe position to use one should follow the “PASS” procedure:

- **Pull** the pin
- **Aim** the extinguisher at the base of the fire
- **Squeeze** the handles together
- **Sweep** side to side starting at least 8-10 feet away from the fire

If there is a fire and a fire extinguisher is used to put out the fire, contact the Safety Specialist John Campbell at 412-302-9512 as soon as possible to replace the extinguisher. Once used, even if it only partially, the extinguisher must be replaced.

**EMERGENCY ASSEMBLY POINT (EAP):**

<table>
<thead>
<tr>
<th>Department/Unit</th>
<th>Building/Floor</th>
<th>EAP</th>
<th>Alternate EAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research and Development</td>
<td>Building 30/All Floors</td>
<td>Parking Lot #7</td>
<td>West Side loading dock #5</td>
</tr>
<tr>
<td>Research and Development</td>
<td>Building 1/1 West</td>
<td>Parking Lot #7</td>
<td>West Side loading dock #5</td>
</tr>
<tr>
<td>Research and Development</td>
<td>Building 1/2W147</td>
<td>Parking Lot #7</td>
<td>Lobby of Building 29</td>
</tr>
<tr>
<td>Research and Development</td>
<td>Building 1/2W168, 2W173</td>
<td>West Side loading dock #5</td>
<td>Lobby of Building 29</td>
</tr>
<tr>
<td>Research and Development</td>
<td>Building 1/2 East</td>
<td>Lobby of Building 29</td>
<td>Lobby of entrance near parking garage</td>
</tr>
<tr>
<td>Research and Development</td>
<td>Building 6/All Floors</td>
<td>Brackenridge Street across from Building #6</td>
<td>West Side loading dock #5</td>
</tr>
</tbody>
</table>

**EMERGENCY SUPPLIES:**

Emergency Supplies are NOT currently maintained at these sites.
**EQUIPMENT, DEVICES AND SUPPORT INFORMATION:**

<table>
<thead>
<tr>
<th>Location of Specific Items:</th>
<th>Indicate location as: at, between, next to, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Gas Shut Off Valve(s):</td>
<td>Bldg 1: 1W138/139, 1W140, 1W143, 2W147, 2W168, 2E140, hallway outside of 2E144</td>
</tr>
<tr>
<td>Fire Extinguisher(s)</td>
<td>Bldg 30 Ground floor: lobby next to men’s restroom; next to GA115; cube G-34 (in support beam)</td>
</tr>
<tr>
<td></td>
<td>Bldg 30 First floor: across from 1A111; near cube 1-37 (in support beam)</td>
</tr>
<tr>
<td></td>
<td>Bldg 30 Second floor: across from 2A111; near cube 2-39 (in support beam)</td>
</tr>
<tr>
<td></td>
<td>Bldg 1: 1W140, 1W138/39, 1W143, 2W147, 2W168, 2W173, outside of 2E140</td>
</tr>
<tr>
<td></td>
<td>Bldg 6: near both entrances on the first floor; near entrance to lab on second floor; next to GA117 and GA128 on ground floor</td>
</tr>
<tr>
<td>Manual Fire Alarm Pull Station(s):</td>
<td>Near all exits of all buildings.</td>
</tr>
<tr>
<td>Code Cart(s)</td>
<td>N/A</td>
</tr>
<tr>
<td>Oxygen Cylinder(s)</td>
<td>N/A</td>
</tr>
<tr>
<td>Wheel Chair(s)</td>
<td>Bldg 30 lobby</td>
</tr>
<tr>
<td>Stretcher(s)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Medical gas shut off valves are located in several of the labs within Building 1 including 1W138/39, 1W140, 1W143, 2W147 (back entrance), 2W168, hallway outside of 2E144, and 2E138, 2E139, and 2E140. These medical gas shut off valves must be closed in the event of a fire.

In Building 1, there are large red buttons within the wet laboratories that are used for emergency shut off of natural gas. These red buttons are located in 2W147, 2W168, 2W173, 2E138, 2E139, 2E140, 2E142, and 2E143.

In Building 30, there are two Automated External Defibrillators (AEDs) on each floor. On the ground floor, one is in the lobby and one is near the lunch room GA139. On the first and second floors, one is near the front elevator and one is near the lunch rooms 1A142 and 2A142.

In Building 30, there are numerous emergency red buttons within a blue casing on each floor. These are used to summon the VA Police. However, in a true emergency when a police summons is necessary, it is faster to dial 911 from a VA phone.

**EMERGENCY PLANNING IMPLEMENTATION CHECKLIST**

- [ ] Appoint a Site Emergency Coordinator and Alternate for each work site location.
- [ ] Identify Emergency assembly Point and alternate for each work site.
- [ ] Develop Departmental emergency notification, reporting, and callback procedures for staff.
Perform an annual review and update of the departmental Emergency Response Plan. Submit updates to the VAPHS Emergency Preparedness Program.

Familiarize all staff with the DERP. Make sure new staff and students are oriented to emergency procedures.

**DEPARTMENT ESSENTIAL FUNCTIONS and SPECIAL NEEDS:**

Critical operations and resources that need to be protected include the following:

- Security Issues
- Laboratories
- **Freezers** – Most of the freezers containing critical samples are on emergency power.
- **Animals** - Animal Program Emergency Operations Plan takes over in an emergency that involves the Animal Research Facility
- Specialized Equipment
- Confidential Records
- Patients – Only in Building 30
VAPHS EMERGENCY STATUS REPORT

☐ Use this form to communicate directly to the Hospital Emergency Operations Center (HEOC).

| Building/Floor/Room #: _______________________________ | Date: ____________ |
| Service/Department: _______________________________   |                           |
| Name: ______________________________________________ |                           |
| Phone #: ___________________________________________ |                           |
| Location: ___________________________________________ |                           |
| Unit Evacuated To: _________________________________  |                           |

<table>
<thead>
<tr>
<th>Problems/Urgent Needs</th>
<th>Exact Location / Details</th>
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<tbody>
<tr>
<td>Serious Injuries?</td>
<td></td>
</tr>
<tr>
<td>___ Yes ___ No</td>
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<tr>
<td>First Aid Station Established</td>
<td></td>
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<tr>
<td>___ Yes ___ No</td>
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<tr>
<td>Fire/Explosion?</td>
<td></td>
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<tr>
<td>___ Yes ___ No</td>
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<tr>
<td>___ In progress</td>
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<tr>
<td>___ Threat</td>
<td></td>
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<tr>
<td>___ Extinguished</td>
<td></td>
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<tr>
<td>Building collapse?</td>
<td></td>
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<tr>
<td>___ Yes ___ No</td>
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<tr>
<td>People trapped?</td>
<td></td>
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<tr>
<td>___ Yes ___ No</td>
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<tr>
<td>Disabled evacuated from Bldg.</td>
<td></td>
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<tr>
<td>___ Yes ___ No</td>
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<tr>
<td>Hazardous materials spill?</td>
<td></td>
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<tr>
<td>___ Yes ___ No</td>
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<td>___ In progress</td>
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<td>___ Threat</td>
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<tr>
<td>___ Extinguished</td>
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<tr>
<td>Services functional?</td>
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<tr>
<td>Electrical</td>
<td></td>
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<tr>
<td>___ Yes ___ No</td>
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<tr>
<td>Emergency lighting</td>
<td></td>
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<td>___ Yes ___ No</td>
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<tr>
<td>Telephones</td>
<td></td>
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<td>___ Yes ___ No</td>
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<tr>
<td>Water</td>
<td></td>
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<td>___ Yes ___ No</td>
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<td>Elevators</td>
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<td>___ Yes ___ No</td>
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<tr>
<td>Gas</td>
<td></td>
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<tr>
<td>___ Yes ___ No</td>
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<tr>
<td>Other Observations/Needs:</td>
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<tr>
<td>□ NO MAJOR PROBLEM AT THIS TIME</td>
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</table>
**PERSONNEL ROSTER**

*Use this list to account for staff at your designated EAP and when clearing the work site.*

<table>
<thead>
<tr>
<th>NAME</th>
<th>WORK LOCATION</th>
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<tbody>
<tr>
<td>Roster is maintained by the Business Manager and can be produced upon demand.</td>
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</table>
# STAFF ACKNOWLEDGEMENT

DEPARTMENT_____________________________ Campus_____________________________

I have read and understand my DEPARTMENT Emergency Response Plan

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<thead>
<tr>
<th>NAME</th>
<th>SIGNATURE</th>
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</table>
VAPHS EMERGENCY RESPONSE & EVACUATION INFORMATION

BUILDING: 30

FLOOR: Ground

SERVICE/DEPARTMENT/UNIT: Research and Development

EMERGENCY COORDINATOR: Alanna Caffas

ALTERNATE EMERGENCY COORDINATOR: Samantha Bonant

EMERGENCY ASSEMBLY POINT: Parking Lot #7

Alternate Assembly Area: West Side loading dock #5 near Building 6; back corner of Building 30

This Facility’s Emergency Phone Number: DIAL 911 from VA phone

Date of current DERP: January 9, 2018
Prepared By: Dana Roolf

If this information is incorrect or becomes outdated, please notify your Emergency Coordinator.

REPRODUCE THIS PAGE AND POST IN DEPARTMENT
VAPHS EMERGENCY RESPONSE & EVACUATION INFORMATION

BUILDING: 30

FLOOR: First

SERVICE/DEPARTMENT/UNIT: Research and Development

EMERGENCY COORDINATOR: Dana Rooff

ALTERNATE EMERGENCY COORDINATOR: Janelle Altman

EMERGENCY ASSEMBLY POINT: Parking lot #7

Alternate Assembly Area: West Side loading dock #5 near Building 6; back corner of Building 30

This Facility’s Emergency Phone Number: DIAL 911 from VA phone

Date of current DERP: January 9, 2018
Prepared By: Dana Rooff

If this information is incorrect or becomes outdated, please notify your Emergency Coordinator.

REPRODUCE THIS PAGE AND POST IN DEPARTMENT
VAPHS EMERGENCY RESPONSE & EVACUATION INFORMATION

BUILDING: 30
FLOOR: Second
SERVICE/DEPARTMENT/UNIT: Research and Development

EMERGENCY COORDINATOR: Mary Walsh

ALTERNATE EMERGENCY COORDINATOR: Rose Pfeuffer

EMERGENCY ASSEMBLY POINT: Parking Lot #7

Alternate Assembly Area: West Side loading dock #5 near Building 6; back corner of Building 30

This Facility’s Emergency Phone Number: DIAL 911 from VA phone

Date of current DERP: January 9, 2018
Prepared By: Dana Roolf

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REPRODUCE THIS PAGE AND POST IN DEPARTMENT
VAPHS EMERGENCY RESPONSE & EVACUATION INFORMATION

BUILDING: 1

FLOOR: First-West side

SERVICE/DEPARTMENT/UNIT: Research and Development

EMERGENCY COORDINATOR: Dr. Jie Fan

ALTERNATE EMERGENCY COORDINATOR: Zhongwei Yang

EMERGENCY ASSEMBLY POINT: Parking Lot #7

Alternate Assembly Area: Building 29 lobby

This Facility's Emergency Phone Number: DIAL 911 from VA phone

Date of current DERP: January 9, 2018
Prepared By: Dana Roof

If this information is incorrect or becomes outdated, please notify your Emergency Coordinator.

REPRODUCE THIS PAGE AND POST IN DEPARTMENT
VAPHS EMERGENCY RESPONSE & EVACUATION INFORMATION

BUILDING: 1

FLOOR: Second - West side – 2W147

SERVICE/DEPARTMENT/UNIT: Research and Development

EMERGENCY COORDINATOR: Dr. Raju Reddy

ALTERNATE EMERGENCY COORDINATOR: Aravind Reddy

EMERGENCY ASSEMBLY POINT: Parking Lot #7

Alternate Assembly Area: Building 29 lobby via Stairway #5 to first floor

This Facility’s Emergency Phone Number: DIAL 911 from VA phone

Date of current DERP: January 9, 2018
Prepared By: Dana Roolf

If this information is incorrect or becomes outdated, please notify your Emergency Coordinator.

REPRODUCE THIS PAGE AND POST IN DEPARTMENT
VAPHS EMERGENCY RESPONSE & EVACUATION INFORMATION

BUILDING: 1

FLOOR: Second -West side (2W168, 2W173)

SERVICE/DEPARTMENT/UNIT: Research and Development

EMERGENCY COORDINATOR: John Salvatore

ALTERNATE EMERGENCY COORDINATOR: Edward Horsey

EMERGENCY ASSEMBLY POINT: Stairway #10 to West Side loading dock #5

Alternate Assembly Area: Stairway #1 to Building 29 lobby

This Facility’s Emergency Phone Number: DIAL 911 from VA phone

Date of current DERP: January 9, 2018
Prepared By: Dana Roolf

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REPRODUCE THIS PAGE AND POST IN DEPARTMENT
VAPHS EMERGENCY RESPONSE & EVACUATION INFORMATION

BUILDING: 1

FLOOR: Second - East side

SERVICE/DEPARTMENT/UNIT: Research and Development

EMERGENCY COORDINATOR: Dr. Jeffrey Yao

ALTERNATE EMERGENCY COORDINATOR: Tao Long, Gary Zhou

EMERGENCY ASSEMBLY POINT: Lobby of Building 29

Alternate Assembly Area: Hospital lobby near entrance from parking garage

This Facility's Emergency Phone Number: DIAL 911 from VA phone

Date of current DERP: January 9, 2018
Prepared By: Dana Roolf

If this information is incorrect or becomes outdated, please notify your Emergency Coordinator.

REPRODUCE THIS PAGE AND POST IN DEPARTMENT
VAPHS EMERGENCY RESPONSE & EVACUATION INFORMATION

BUILDING: 6

FLOOR: Ground, First and Second

SERVICE/DEPARTMENT/UNIT: Research and Development

EMERGENCY COORDINATOR: Kelly Kumanchik

ALTERNATE EMERGENCY COORDINATOR: Caitlin Staudt

EMERGENCY ASSEMBLY POINT: Brackenridge Street across from loading dock of Building 6

Alternate Assembly Area: West Side loading dock #5 near Building 6; back corner of Building 30

EMERGENCY SUPPLIES AND FIRST AID LOCATION: First aid kits are located in GA119 and GA147; first aid supplies are located in the first floor and second floor laboratories.

This Facility’s Emergency Phone Number: DIAL 911 from VA phone

Date of current DERP: January 9, 2018
Prepared By: Dana Roolf

If this information is incorrect or becomes outdated, please notify your Emergency Coordinator.

REPRODUCE THIS PAGE AND POST IN DEPARTMENT