BSC House Emergency Plan [Cloyne Court]

The House Emergency Plan is to be completed and submitted by the end of the 5th week of the semester to Elizabeth Greynolds, the Member Resources Assistant, at mrsasst@bsc.coop. Additionally, at least three copies of the House Emergency Plan and all appendices should be printed for the house, one to be kept with the House Emergency Coordinator, one to be kept with the Alternate House Emergency Coordinator, and one to be kept with the E-kit; an additional copy should be kept in the house office if the house has one. A roll call list and the emergency contact information of all house members should also be printed and kept with all copies, and submitted with the House Emergency Plan to CO. All copies of the roll call list are to be updated and reprinted each time there is a change in the house roster.

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I. HOUSE INFORMATION

1. House Name: Cloyne Court

2. The House Emergency Coordinator prepares the house emergency plan, is responsible for knowing the information in the appendices, and coordinates the education of the house. S/he also serves as communications point person for the Emergency Services Coordinator, Central Office, and for the other house occupants with assigned responsibilities, about the status and needs of the house.

House Emergency Coordinator Name: Zandra Sante

Room Number: W1H Manager Position (if applicable): Facilities Manager

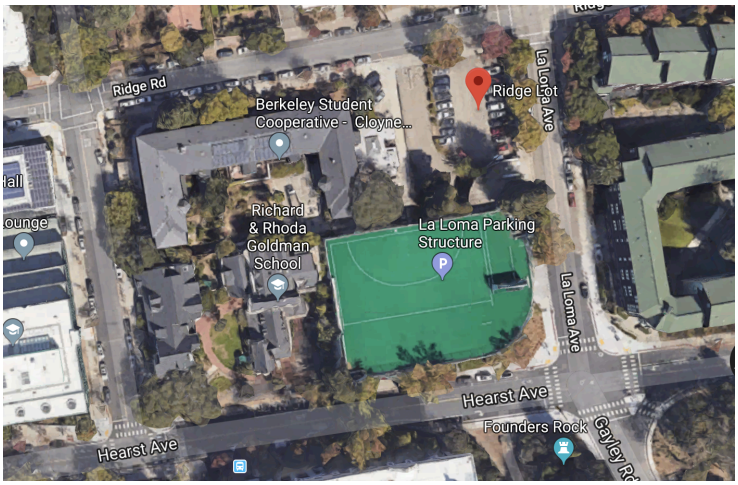
Phone Number: (510) 812-6800 Email Address: zsante@bsc.coop

Alternate House Emergency Coordinator Name: Estefany Rodriguez

Room Number: C2R Manager Position (if applicable): House Manager

Phone Number: (323)420-1196 Email Address: estefany.rodri604@berkeley.edu

3. Emergency Assembly Area Location (Brief description of designated assembly area: In the Parking area nearest the East Wing of Cloyne Court, called the Ridge Lot located on Ridge Road & La Loma Ave. *See Red Pin*



4. CERT Trained Members (HP, HM, and MM and HW should be trained & take one slot)

Name: Joshua Lavine	Name: Estefany Rodriguez	Name:
Position: HP	Position: House Manager	Position:
CERT Class: Mental Health First Aid	CERT Class: Disaster Medical Operations	CERT Class:
Date of Class: May 2019	Date of Class: Jan 2019	Date of Class:

Note regarding CERT Training:

- CERT Training is put on by the Berkeley City Fire Department. Here is th elink for Class schedule (I would also encourage you to explore the city website to find out more about this!)
- Managers/members who register for training and cannot attend must:
    - Find a replacement from their house to attend in their place **or** notify the Berkeley Fire Dept in advance

that they will not be making it **AND** notify the Member Resources (MRS) of any changes made.

- The Berkeley Fire Dept will provide the MRS with a list of those co-op members who did not attend the trainings that they registered for. Any members who did not arrange for a replacement or give the Fire Dept advanced notice that they wouldn't be making it will be fined. The Member Resources Supervisor will fine houses $25 for each no show, and House Managers may choose whether or not to levy the fines to the individual member who did not attend.
- Each member who attends a CERT training must bring back a form signed by a CERT instructor to the MRA by the 11th week.
- If anyone on our management team has taken one of these classes before, have them send their documentation to me at mrsasst@bsc.coop and I will review it.
- **You can count our Health Worker's CPR First Aid training towards meeting this requirement! Thank goodness.**

5. Emergency Staff

A. Roll Takers: A roll taker is a house resident assigned to acquire a house list and take roll call at the Emergency Assembly Area after an evacuation. Alternatively, you can have one roll taker for each segment of the house (see b.) (FM and HM should take one slot)

Roll Taker #1: Max Montalvo Phone #: (805)914-7445 Email Address: maxmontalvo@berkeley.edu or maxitohm@gmail.com

Roll Taker #2: Daisy Loya Phone #: don't have one yet Email Address: crazy2018@berkeley.edu

B. Floor Monitors: A floor monitor is a house resident assigned to assist with an evacuation during an emergency by alerting residents, "Fire dilling is going off, go to out evacuation area: the parking lot on Ridge Road and La Loma Ave," of their assigned area on their way out of the building and directing residents to the Emergency Assembly Area (Ridge Parking Lot on Ridge Road and La Loma Ave). The house should be divided into an appropriate number of segments that incorporate 20 to 30 people and assign one monitor to each segment. **In an emergency, duties are to be performed only if it is safe to do so.** (Please help fill, thank you)

House Segment #1

Description: **EAST WING**

3rd Floor Monitor Name: Phone #: Email Address:

2nd & 1st Floor Monitor Name: Estefany Rodriguez Phone #: (323)420-1196 Email Address: estefany.rodri604@berkeley.edu

House Segment #2

Description: **CENTRAL WING**

3rd Floor Monitor: Alena Chavez Phone #: (757) 604 - 1178 Email Address: achavez20@berkeley.edu

2nd Floor Monitor: Phone #: Email Address:

1st Floor Monitor: Phone #: Email Address:

House Segment #3

Description: **WEST WING:**

3rd Floor Monitor: Phone #: Email Address:

2nd Floor Monitor: Daisy Loya Phone Number:don't have one yet Email Address: crazy2018@berkeley.edu

1st Floor Monitor: Josh Lavine Phone #: 818-239-2136 Email Address: j.lavine129@gmail.com

C. First Aid/CPR Team: Residents of the house who are First Aid/CPR certified that are assigned to take the first aid kit from the earthquake kit, establish a First Aid section at the Emergency Assembly Area, and administer First Aid up to their certification level. Team should communicate frequently with the House Emergency Coordinator to update them on the status of injured members as well as inform them of needed supplies.

Headed by Health Worker, team member recommendations are CPR/First Aid certified members, current or previous health workers, and disaster first aid trained members. All team members must have a current CPR/First Aid certification. In an emergency, duties are to be performed only if it is safe to do so. (Health Worker should be trained)

First Aid Team Head: Phone Number: Email Address:

First Aid Team

Member #1: Estefany Rodriguez Phone #: (323)420-1196 Email Address: estefany.rodri604@berkeley.edu

Member #2: Amar Shah Phone: (650)930-6614 Email Address: amarshah@berkeley.edu

Member #3: Phone: Email Address:

D. E-kit Distribution Team: House residents who are responsible for locating and removing the E-kit from the house, administering first aid supplies to the First Aid team and search and rescue supplies to the Search and Rescue team. Also responsible for locating the water barrels and setting up a water distribution station, as well as a porta-potty station if necessary, removed from living space.

Recommendation is to be headed by the President. In an emergency, duties are to be performed only if it is safe to do so. (If able, HP should take on head slot OR someone from the inventory team)

E-Kit Distribution Team Head: Dru Borup Phone #: (805)630-7473 Email Address: druborup@gmail.com

E-Kit Distribution Team

Member #1: Alena Chavez Phone #: (757)604-1178 Email Address: achavez20@berkeley.edu

Member #2: Phone #: Email Address:

Member #3: Phone #: Email Address:

E. Maintenance Team: Maintenance managers and other residents with relevant experience are assigned to locate the water, gas, and electric supply and shut them off if necessary. Gas should be shut off if a leak is apparent. Electric and water should be shut off is there is structural damage in any part of the house. Maintenance is also assigned to report to the House Emergency Coordinator the status of the house using the damage assessment survey form.

Headed by the Maintenance Manager, Team member recommendations are for members with maintenance experience. In an emergency, duties are to be performed only if it is safe to do so.

(MM should take on 1 to 2 slots)

Maintenance Team Head: Dru Borup Phone #: (805)630-7473 Email Address: druborup@gmail.com

Maintenance Team Member #1:Cyn Gomez Phone #: 626-242-4105 Email Address: thecyngomez@berkeley.edu

Maintenance Team Member #2: Phone #: Email Address:

Maintenance Team Member #3: Phone #: Email Address:

Maintenance Team Member #4: Phone #: Email Address:

F. Search and Rescue Team: The Search and Rescue team is responsible for retrieving the search and rescue supplies from the E-kit. They will then divide the house into equivalent sections with at least 2 people from the team designated to search each segment for trapped, injured, and disabled members, as well as evaluate the structure of the house. All rooms, hallways, and common spaces will be checked and evaluated, and injured members will either be safely evacuated or reported as trapped ASAP to the House Emergency Coordinator. After the house has been evacuated, the team will give a status report to the House Emergency Coordinator (see Appendix G). Note that trapped members must be reported ASAP after recovery, not in this final report.

No recommendations for team head, but all members must be certified in light search and rescue or have search and rescue experience. (see Appendix H). In an emergency, duties are to be performed only if it is safe to do so.

(Certified in either light search & rescue, CPR, First Aid, or have some experience (ex:EMT,etc))

Search and Rescue Team Head

Team Head Name: Phone #: Email Address:

All Intended in taking the classes in CPR and/or Light Search and Rescue

Search and Rescue Team

Member #1: Phone #: Email Address:

Member #2: Phone #: Email Address:

Member #3: Kevin Huynh Phone Number: Email Address: unexpexctdlycoherentamusing@gmail.com

G. Emergency Attendants to members with disabilities

Name of Member with Disability:

Emergency Attendant #1: Phone #: 3

6. Location of the Earthquake Kit:

Fully Inventoried: **Yes** No

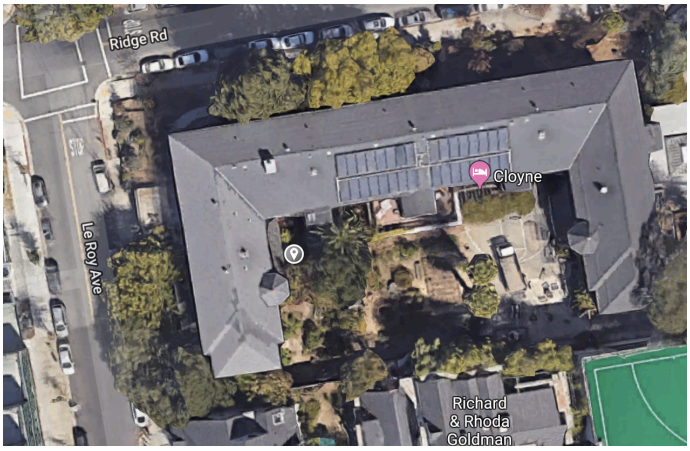
Updates needed:

Location: Location has CHANGED. The E-Kit can not be found inside a locked plastic storage shed outside near the parking lots by East Wing. Use any house key to unlock.

7. Location of Food Cache: Same as E-Kit.

8. Location of the Water Barrels: Located in the Cloyne Garden, nearest West Wing. See grey pin below.

Date of most recent re-filling:



9. Location of:

A. Gas shut off by the Central Wing
B. Water main meter shut off by the East Wing
C. Water main line shut off by the East Wing
D. Electric shut off inside the Central Wing, plus each hallway has an electrical box in their hallway

10. Locations of Fire Extinguishers and Fire Alarms (update ALL notes below, regardless for highlights):

Extinguishers and Alarm Checker Name: Email:

(Need someone to help me fill this out (HI HOURS, WORKSHIFT, or COMPENSATION available)

Areas	Item	1st Floor **or** Description of location	2nd Floor **or** Description of location	3rd Floor **or** Description of location	Comments
East wing	Fire Extinguisher				
	Exit Sign				
Central Wing	Fire Extinguisher				
	Exit Sign				
West wing	Fire Extinguisher				
	Exit Sign				
Kitchen	Fire Extinguisher				
	Exit Sign				
Dinning	Fire Extinguisher				
	Exit Sign				
Basement	Fire Extinguisher				
	Exit Sign				

11. Audible and Visible Alarms (Briefly describe the audible and visible alarms in your house – how they sound, if they flash etc)

a. Fire Alarm Sound: Loud and Clear, several tests conducted
b. Fire Alarm Visual: Good and bright, several tests conducted

12. Potential Fire Hazards (Provide the potential fire hazards and ignition sources in your house)

a. Combustible materials (e.g. piles of paper, cardboard, wood etc.): dumpster area
b. Flammable/combustible liquids or gases: only in the kitchen

III. EMERGENCY PLANS FOR MEMBERS WITH DISABILITIES AND/OR ADDITIONAL NEEDS
House Emergency Coordinator: See Appendices C and D to guide the discussion with members with disabilities when meeting with them to develop their individualized emergency plans.

This form should also be used and adapted as needed to document the emergency procedures for members who do not necessarily have a disability but would require additional assistance in an emergency, such as members with a medical condition who would need medicine administered.

1. Member Name:

Room Number: Phone Number: Email Address:

2. Emergency Attendant: House residents designated by the member with a disability who are assigned to assist the member in an emergency.

Emergency Attendant #1: Room #: Phone Number:

Emergency Attendant #2: Room #: Phone Number:

(add or subtract as needed)

3. Designated Waiting Area in an Evacuation (Briefly describe where in the house the member will go if physical assistance in evacuation is needed):

- Front of house, outside main door of Central Wing

4. Evacuation Procedure (physical assistance, being notified of alarms, giving verbal or visual instructions):

- In case of Fire Drills, an email will be sent out before hand to members with specific accessibility needs regarding time and date of drill.
- In case of Alarm testing, an email will be sent out to the entire house regarding time and date of testing.

5. Medicine needed in the event of an emergency or evacuation (should have a separate supply kept with the e-kit or somewhere else that will last for one week): (Contact HW for Set-Up)

Medicine: Procedure for administration of medicine (including frequency):

Location of Extra Supply:

6. Equipment – replacements for equipment that might be damaged in an emergency or alternative power sources in the case of no electricity. You should be kept with the e-kit or in another appropriate location. (MM Set-Up)

Additional power supply needed?

Other equipment needed:

LINKS

Emergency Contact & Location : Spring 2021

- https://docs.google.com/forms/d/e/1FAIpQLSe9mYt99flGy5vz8jC8pEE-j2A7huywxBJpmodHEsGAoRprgw/viewform?usp=sf_link

COVID-19 Guideline Thoughts

- https://docs.google.com/forms/d/e/1FAIpQLSc0hexx-viJ39r5lELSB3eeFvjs3XaloV02B2IKhuBANJl0Fw/viewform?usp=sf_link
- **FOR A CLOYNE CORE VALUE, PLEASE COMPLETE ALL QUESTIONS AND TAKE A SCNREENSHOT AFTER SUBMITTING.**
    - Cloyne COVID agreements (comprehensive) https://docs.google.com/document/d/172MMTArm-VPMqA8QjWbH5xvCik7wAGbNf1lybsVUCTE/edit?usp=sharing
    - BSC Guidebook in Preventing Spread of COVID-19 https://docs.google.com/document/d/156bzwb6xFMp4DEZVBu7r9PjwtQkEMkjKgdyhWEWB3CY/edit?usp=sharing

Council March 8th: 8pm to 11pm (one hour to prep)