



## **Sagehen Creek Field Station**

of the

**University of California, Berkeley, California**

## **Emergency Response Plan**

11616 Sagehen Road

Truckee, CA 96160-0939

**Date Adopted:  
March 16, 1999**

**Revised:  
December 13, 2004**

**Prepared By:  
Jeff Brown, Station Manager  
Jim Kirchner, Faculty Director**

# Sagehen Creek Field Station Emergency Response Plan

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### 3. Facility Information

This Emergency Response Plan for Sagehen Creek Field Station follows the outline provided by Nevada County Department of Environmental Health. This is an important legal document that describes the actions taken to respond to a hazardous materials incident, such as a fire or chemical spill. All persons at this facility are required to be appropriately trained on this plan. Training must be adequately documented. Additionally, this plan must be kept up-to-date.

DBA:	Sagehen Creek Field Station UC Berkeley, CA
Physical Address:	11616 Sagehen Road
Mailing Address:	P.O. Box 939
City:	Truckee, CA
Zip Code:	96160-0939
E-mail:	sagehenc@uclink.berkeley.edu
Business Phone:	*82 (530) 587-4830
Fax Phone:	(530) 582-4031
Parcel Number:	Not applicable. (Tahoe National Forest acreage)
SIC Code:	8221
Gen, Location Map:	Attachment 1
Map Symbols Key:	Attachment 2
Site Plan:	Attachment 3
Lower Camp Map:	Attachment 4
Upper Camp Map:	Attachment 5
Evacuation Map:	Attachment 6

#### Business Owner:

Name:	University of California, Berkeley, California
Address:	200 California Hall, UC Berkeley, 94720-1500
City:	Berkeley, CA
Zip Code:	94720-1150

#### Responsible Party/Decision Maker/Technical Resource:

Name:	Jeff Brown, Station Manager
Physical Address:	11616 Sagehen Road
Mailing Address:	P.O. Box 939
City:	Truckee, CA
Zip Code:	96160-0939
Business Phone:	*82 (530) 587-4830
Fax Phone:	(530) 582-4031

### 4. Description of Hazardous Materials Use/Process

#### A. Lower Camp Fuel Depot

There are up to seven 5-gallon containers of fuel stored in the depot. Gasoline is used to fuel vehicles and gas-powered equipment (e.g., chain saws, etc.)

#### B. Propane Systems at Lower and Upper Camps

Three 1150-gallon tanks on an open system (see Attachment 4, Lower Camp Map) service the Lower Camp of the Station.

There is one 500-gallon and one 600-gallon tank in the Upper Camp to run the heater and water heater in the Johnson Cabin (see Attachment 5, Upper Camp Map).

### 5. Reporting and Notification

#### A. On-Site Notification – Describe chain of notifications

1. **Decision-Maker:** This person has the authority to make decisions

regarding classification of the release and to determine the appropriate response.

Name/Work Position: **Jeff Brown, Station Manager, or his designee in the event the Manager is unavailable. The designee may be the Assistant Manager or an Instructor, Supervisor of a work group, Group Leader, or Individual Researcher.**

The Decision-Maker is responsible and has the authority to take appropriate actions to respond to any hazardous material incident. Refer to the "**Emergency Response Phone Number List**" on page 6 for specific phone numbers.

The following numbers should be called (in the order below) in the event of any emergency:

- 1<sup>st</sup>: Immediately contact 9-1-1.
- 2<sup>nd</sup>: Contact Tahoe Forest Ranger Station, Truckee, CA. (530) 587-3558, if instructed to do so by 9-1-1 operator.
- 3<sup>rd</sup> : **If hazardous materials are involved, contact the UCB EH&S Ofc. (M-F, 8a.m. -5p.m.) (510) 642-3073. (Off-hours) contact Univ. of Calif., Berkeley Campus Police Department, (510) 642-6760. All releases or spills, no matter how small, must be reported.**

2. **Internal Hazardous Materials Response Team Notification Procedures**

The Station does not have an on-site hazardous materials response team. The Manager and Assistant Manager are trained to clean up small spills of some hazardous materials. Researchers are responsible to receive appropriate training from their home departments and clean up their own spills. **The UCB Office of Environment, Health & Safety should be consulted for technical advice in the event of any release or spill. UCB EH&S at (510) 642-3073 (M-F, 8 a.m. – 5 p.m.) or via Univ. of Calif., Berkeley Campus Police Department at (510) 642-6760 (Off-hours).**

**Voice**

**Alarm System: Continuous honk of vehicle horn**

*Designate who will make the notification: **Manager, Assistant Manager, designee, or anyone needing assistance in an emergency can summon assistance from individuals at the facility. The Manager, Assistant Manager or their designee has the authority to request hazardous material response assistance from the emergency response contractor by phoning: UCB EH&S at (510) 642-3073 (M-F, 8 a.m. – 5 p.m.) or via Univ. of Calif., Berkeley Campus Police Department at (510) 642-6760 (Off-hours). (Please be aware that it may take as long as 2 hours from the time the initial call for assistance is placed until the emergency response contractor staff arrive at Sagehen.)***

3. List procedures for notifying employees who could be exposed to hazardous conditions due to a release.

**Voice**

**Alarm System: Continuous honk of vehicle horn**

*Designate who will make the notification: **Station Manager Jeff Brown, Assistant Manager Faerthen Felix, their designee, or anyone who observes a hazardous condition should notify others in the area and the Manager, Assistant Manager or their designee.***

4. List procedures for notifying neighboring residences, businesses, schools, etc. within a 1,000-foot radius of the property line which could be affected by a release. Document list of those to be notified.

**Voice, personal visit,    Phone**  
 **Alarm System: Continuous honk of vehicle horn**

*Designate who will make the notification: **Station Manager Jeff Brown, Assistant Manager Faerthen Felix or their designee.***

**B. Neighbor Notification List (Spills)**

Name: Joanne Roubique, Bob Moore, John Minutilli, John Holcomb (USDA Forest Service Truckee Rangers)  
Address: Tahoe National Forest Ranger Station  
10342 Highway 89 North  
Truckee, CA 96161  
Phone: (530) 478-6111 (ECC)

**C. Telephone Lists**

**A. Emergency Response Phone Number List**

Fire.....	9-1-1	
Sheriff.....	9-1-1	
California Highway Patrol.....		9-1-1
Ambulance Service.....		9-1-1
Tahoe Forest Hospital, Truckee, CA.....	(530) 587-6011	
Ranger Joanne Roubique, Bob Moore, John Minutilli, John Holcomb	First (530) 587-	
3558	Second (530) 478-6111 (ECC)	
Ameri-Gas, Truckee, CA.....	(530) 587-3578	
Emergency Response Contractor for Remediation Services via:		
1. Univ. of Calif., Berkeley, Office of Environment, Health & Safety	(M-F, 8 a.m. – 5 p.m.) (510) 642-3073	
2. Univ. of Calif., Berkeley Campus Police Department	(Off-hours) (510) 642-6760	
Nevada County Hazardous Materials Division		
(Emergency).....		9-1-1
(Non-emergency).....	(530) 582-7884	
Sierra Pacific Power .....	(530) 582-4844	

**B. Important Numbers**

Sagehen Creek Field Station Manager  
Jeff Brown \*82 (530) 587-4830, (530) 582-4844

Sagehen Creek Field Station Assistant Manager  
Faerthen Felix \*82 (530) 587-4830

Professor Jim Kirchner, Faculty Director-Sagehen Creek Field Station  
University of California, Berkeley, CA 94720-4767  
(510) 643-8559

Professor Mary E. Power, Director—California Biodiversity Center, University of California, Berkeley, CA 94720-3070  
(510) 643-0188

- C. **Agency Numbers** (When hazardous materials are involved, these agencies should be contacted by UCB EH&S staff.)

California Office of Emergency Services.....(800) 852-7550  
 CAL EPA Department of Toxic Substances Control.....(916) 255-3545  
 Radiologic Health Branch..... (916) 322-2073  
 Regional Water Quality Control Board, Lahontan..... (530) 542-5400  
 Federal Environmental Protection Agency..... (415) 744-2000  
 National Response Center..... (800) 424-8802  
 Calif. Dept. of Fish & Game... (916) 355-0978, (24-hour) (916) 445-2895

**6. Mitigation (response, cleanup, recovery)**

- A. *List of Emergency Response Equipment (see Attachments 1 & 4 for locations of spill kits)*

- Phone**
- Broom**
- Fire Extinguisher**
- Absorbent (Kitty Litter, Rice Hull Ash, Sand)**
- Shovel**
- Water (Do not use to dilute/flush gasoline)
- 2 Small Commercial Spill Kits**
- Face Shields, Safety Goggles, and Glasses**
- Rubber Gloves**
- Rubber Boots**
- Respirator (Manager only)**

- B. *Containment Procedures (see Attachment 4 for location of storm drains)*

- Blocking Drains**
- Diking with Absorbent/Other Material**
- Make Berm in Storage/Work Area**

There are two small spill kits for cleaning up small gasoline spills at the Fuel Depot and Highway 89 garage. See Attachments 1 & 4 for locations. When a spill occurs, it must be contained such that it does not go into storm drain(s). See Attachment 4 for storm drain locations. Dike around the spill with absorbent materials, sand, or dirt to contain spill and keep it out of storm drain. Use plastic tarp to seal off storm drain. Put plastic down and seal with dirt.

- C. *Cleanup Procedures*

- Absorption, for gasoline.**
- Dissipation and evaporation, for propane. Do NOT dilute or flush spills.** Sagehen Creek (which is nearby) must be protected.

**GASOLINE CLEANUP:**

Evacuate non-essential personnel and remove or secure all ignition sources. Consider wind direction; stay upwind and uphill, if possible. Evaluate the direction of product travel, diking sewers, storm drains, etc., to confine spill areas. Spills may infiltrate subsurface soil and groundwater; professional assistance may be necessary to determine the extent of subsurface impact.

Carefully contain and stop the source of the spill, if safe to do so. Protect bodies of water by diking, absorbents, or absorbent boom, if possible. Do not flush down sewer or drainage systems. The use of fire-fighting foam may be useful in certain situations to reduce vapors. Take up with sand or other oil absorbing materials. Carefully shovel, scoop or sweep up into a waste container for reclamation or disposal—**caution**, flammable vapors may accumulate in closed containers. Hazardous waste from spills should be disposed under the guidance of the Office of Environment, Health & Safety.

**PROPANE CLEANUP:**

Evacuate nonessential personnel and secure all ignitions sources. No road flares, smoking or flames in hazard area. Consider wind direction, stay upwind and uphill, if possible. Evaluate

the direction of product travel. Vapor cloud may be white, but color will dissipate as cloud disperses – fire and explosion hazard is still present!

Stop the source of the release, if safe to do so. Do not flush down sewer or drainage systems. Do not touch spilled liquid (frostbite/freeze burn hazard!). Consider the use of water spray to disperse vapors. Isolate the area until gas has dispersed. Ventilate and gas test area before entering.

*D. List personnel who will provide technical advice to off site emergency responders (fire, police) in case of spill.*

**[x] Station Manager Jeff Brown, Assistant Manager Faerthen Felix, or designee \*82 (530) 587-4830**

**[x] Joanne Roubique, Ranger, (530) 587-3558**

**Bob Moore, John Minutilli, Asst. Rangers, Tahoe Forest Ranger Station, Truckee, CA**

## **7. Evacuation Plan (see Attachment 6 for location of the two Evacuation Assembly Areas)**

*A. Procedures for emergency notification:*

**[x] Voice, personal visit**

**[x] Phone**

**[x] Alarm System: Continuous honk of vehicle horn**

**Call 9-1-1.** Let operator know you are beginning evacuation and why. Let operator know to which of the two evacuation assembly areas you will be going: WEST to meadow past public camp ground or EAST to SCFS Garage at Highway 89 and Sagehen Road intersection. Give 9-1-1 operator the SCFS gate combination.

**Begin continuous honking of a vehicle horn.** Horn honking is our ALARM to notify all in camp to evacuate. Keep honking the horn until all station users are in vehicles and headed for evacuation area. Have driver of first vehicle leaving take bolt cutters just in case the combination lock jams. Instruct first driver out of camp to leave gate open and leave bolt cutters by the gate. Have everyone drive to and assemble at assembly areas: WEST to meadow past public camp ground or EAST to SCFS Garage at Highway 89 and Sagehen Road intersection.

**Those responsible for implementing evacuation are Jeff Brown, Station Manager and/or Faerthen Felix, Assistant Manager, or their designee \*82 (530) 587-4830.**

*B. Define/Post Evacuation Routes*

**WEST to meadow past public camp ground OR EAST to SCFS Garage at Highway 89 and Sagehen Road intersection.**

On your site map draw arrows or use the fire evacuation routes showing the safe way out of the facility. **Refer to Attachment 6 for evacuation assembly areas.**

*C. Designated person responsible for accounting for all employees and visitors after evacuation:*

**Station Manager Jeff Brown, Assistant Manager Faerthen Felix or their designee, \*82 (530) 587-4830.**

*D. Indicate on your site map a safe collection point for evacuees.*

Description: **WEST to meadow past public camp ground OR EAST to SCFS Garage at Highway 89 and Sagehen Road intersection.**

E. Other evacuation procedures:

When evacuating west to SCFS Garage at Highway 89, person in charge should give notice to people in Public Campground and have them evacuate to the meadow past the Public Campground when we are evacuating West or on Public Camp Road 4.0 miles or Sagehen Creek Field Station Road 2.0 miles, whichever is deemed to be the safest exit when evacuating East to Highway 89.

## **8. Training Plans and Procedures**

We will make electronic distribution of the "Welcome to Sagehen" document and the "Sagehen Creek Field Station Emergency Response Plan" (SCFS-ERP) to all who might be in charge at SCFS as we send out their electronic confirmation of their reservation. Electronic distribution will be made well in advance to all Instructors, Supervisors of work groups, Group Leaders, and Individual Researchers.

Training will be accomplished by requesting that all persons coming to stay at Sagehen Creek Field Station read these two documents when they arrive at Sagehen. Their signature on the "sign in" roster will certify that they have read these two documents.

### **Proof of training can be reviewed at:**

Visitors to the Station receive an orientation on arrival, safety while at the station is reviewed, and visitors sign a release form as documentation.

