

Vice Chancellor Health Sciences School of Medicine Dean's Office

EMERGENCY ACTION PLAN (EAP)

IN CASE OF EMERGENCY

From campus phone, call 911

From non-campus phone, call (858) 534-HELP (4357)

Environment, Health & Safety: (858) 534-3660

UCSD Emergency Services Manager: (858) 534-1064

REPORTING AN EMERGENCY

Calmly state:

- Your name, the building and room of the emergency
- Nature of the emergency: fire, chemical spill, etc.
- Injuries
- Hazards present: broken glass, blocked doorway, chemical spills, etc.
- A phone number where you can be reached

EMERGENCY NUMBERS

Thornton Emergency Room (858) 657-7600

Moore's Cancer Center (866) 773-2703 (Switchboard)

UCSD Medical Center, Hillcrest (619) 543-6400 (Emergency Room)

Scripps Hospital, La Jolla (858) 626-4123

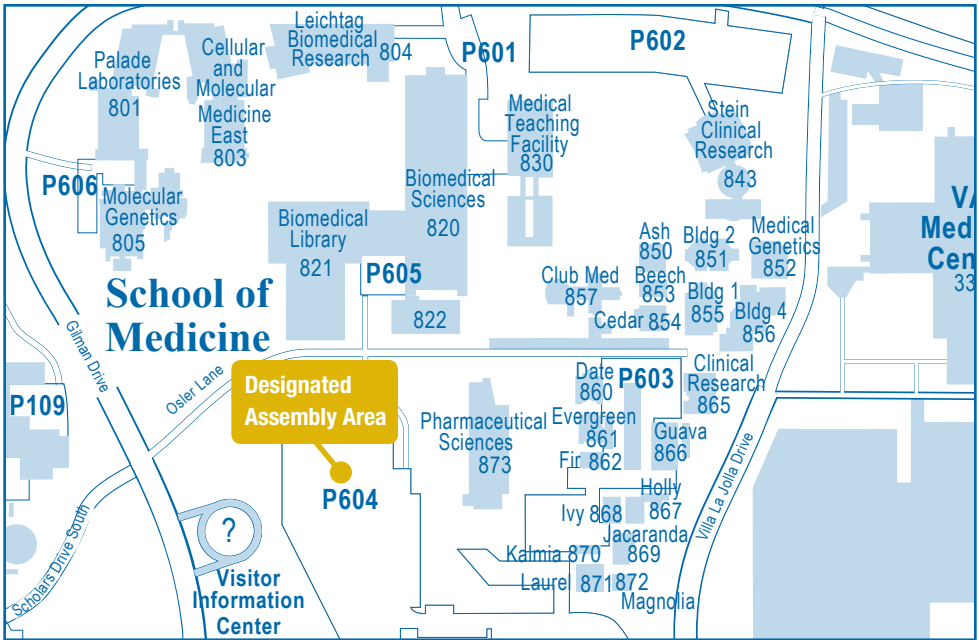
Poison Control Center (800) 876-4766

UCSD Emergency Status Info (888) 308-8273

EMERGENCY:

FROM CAMPUS PHONE: 911

FROM NON-CAMPUS PHONE: 858-534-4357



BUILDING EVACUATION PROCEDURES

- Stay calm.
- Take your keys and personal belongings with you and exit the building immediately, closing all doors as you leave. You may not be able to re-enter for several hours or days.
- Do not use elevators. Proceed to the nearest stairway or door marked with an Exit sign.
- Evacuate immediately to the designated assembly area, P604 (see map).
- Help those who need special assistance—disabled, small children, etc.
- Wait for instructions from emergency response personnel.



FIRE PROCEDURES

SMALL FIRE

- Pull fire alarm and call Campus Police at 911 or (858) 534-HELP (4357).
- Locate fire extinguisher and make sure you have an unobstructed exit for evacuation.
- Pull the finger pin located in the extinguisher's handle.
- Aim nozzle at the base of the fire.
- Squeeze handles and sweep from side to side until fire is out.
- Notify UCSD Fire Marshal at (858) 822-5706 (office); 583-3266 (cell).

LARGE FIRE

- Pull fire alarm and call Campus Police at 911 or (858) 534-HELP (4357).
- Immediately evacuate the building, using stairway.
- Close door behind you to confine the fire.
- Assist those with disabilities, children, etc.
- Go to designated assembly area (see map).
- Remain outside, upwind from any smoke until you have clearance to re-enter.





EARTHQUAKE PROCEDURES

MINOR EARTHQUAKE

- Take cover under a desk, table, arch, or stairwell. If none available, move against an interior wall and cover your head with your arms.
- Stay away from large windows, shelving systems, or tall room partitions.
- Remain under cover until the movement subsides.
- After shaking has subsided, survey area for trapped or injured persons and ruptured utilities (water, gas, etc.)
- Evacuate the building using the stairway. Watch for falling debris when exiting.
- Go to designated assembly area, P604 (see map).
- You will not be allowed to return to the building until it has been declared safe.
- Report minor damage in your work area to your Department Safety Coordinator.

MAJOR EARTHQUAKE

- Evacuate the building if severe building damage has occurred.
- Assemble at the designated area and wait for instructions from emergency personnel.
- Immediately report missing persons and ruptured utilities to emergency personnel.
- If you have been trained, provide CPR and first aid to seriously injured people.
- Bring injured people to a triage area: Student Health Service or Thornton Hospital.
- Food, water, first aid supplies, etc., will be distributed by emergency personnel.
- Designated campus emergency personnel will report to prearranged areas and receive instructions from the UCSD Emergency Operations Center (EOC).

Safety Precaution: Keep thick-soled shoes at your work area in the event of broken glass.



BOMB THREAT PROCEDURES

ALL BOMB THREATS WILL BE TAKEN SERIOUSLY.

IN CASE OF A BOMB THREAT:

- Do NOT search for an explosive device.
- Do NOT touch any unusual or suspicious objects.
- Report the threat IMMEDIATELY to UCSD Police
from a campus land line: 911
from a cell phone: (858) 534-HELP (4357).
- Immediately evacuate all building occupants.
- If the bomb threat was hand delivered,
try to recall descriptions of suspicious persons.

IF YOU RECEIVE A BOMB THREAT BY PHONE:

- Get as much information from the caller as possible.
- Record the time of the call, take notes, and ask these questions:
 - When will the bomb go off?
 - Where is it?
 - What does it look like?
 - Who is calling?
- Take note of the following:
 - Caller's gender and approximate age.
 - Is the caller's voice familiar?
 - Does the caller have an accent or specific speech attribute?
 - Are there any unique background noises?
- Once you have informed the UCSD Police, you will be advised as to the appropriate course of action, based on the nature and circumstances of the threat in question

Safety Precaution: Remain outside in designated assembly area (see map) until UCSD Police have declared the building safe to enter.



ACTS OF VIOLENCE

IF YOU HEAR ABOUT A VIOLENT INCIDENT

- Stay away from the area and warn others to do the same.
- Check the UCSD Emergency Status:
<http://blink.ucsd.edu/go/emergency>
(888) 308-UCSD (8273)

IF YOU WITNESS VIOLENT BEHAVIOR

- Immediately move to a safe area and report the threat to the UCSD Police:
from a campus land line: 911
from a cell phone: (858) 534-HELP (4357).
- Provide as much information as you can, including:
 - Location of incident
 - Type of violence
 - Description of person(s) involved (age, clothing, appearance, weapons)
 - Information about victims (number of victims, appearance, condition)
 - Where the suspects were last seen; where they were going.

IF YOU ARE CONFRONTED BY A VIOLENT PERSON

- Try to maintain a calm demeanor. Survey your surroundings for avenues of escape.
- Avoid confrontation with the violent person, but if they talk to you, speak as clearly and confidently as you can. Do not argue or debate with them.

Examples of Violence

- Gunfire
- Terrorist attack
- Robbery
- Physical assault
- Hostage situation

Safety Precaution: Think ahead of time about what your options would be if you were in a violent situation.



UTILITY FAILURE

GENERAL PRECAUTIONS

- **Gas Leaks:** Evacuate the area immediately. Do not use spark-producing devices.
- **Ventilation:** If smoke or burning odor is present, evacuate the area.
- **Elevator:** Push button or use telephone in elevator to contact UCSD Police.
- **Plumbing/Flooding:** If safe to do so, disconnect electrical devices, evacuate the area.
- **Electrical:** Call Facilities Management (858) 534-2930.

MAJOR UTILITY FAILURE

- Notify your supervisor and Facilities Management (858) 534-2930.
- If you are responsible for a backup generator and it does not begin to operate, contact Facilities Management (858) 534-2930.
- Department Safety Coordinator or department head may contact Facilities Management for information regarding scope and duration of outage.

