

Emergency Action Plan



EH&S

**Bioengineering
SERF
2014**

EMERGENCY PHONE NUMBERS

UCSD Police, Fire, Medical.....	911
UCSD Police, Fire, Medical (campus phone number)	(858) 534-4357
Thornton Emergency Room.....	77600
Poison Center.....	(800) 876-4766
EH&S.....	43660
Environmental Management Facility (EMF).....	42753
Main Emergency Operations Center (EOC).....	43609/43053
Main EOC FAX.....	43514
Campus Emergency Status Info.....	888-308-8273
Physical Plant Repair/Maintenance.....	42930
Telephone/Data/Repair Service.....	43187

When Calling 911, calmly state:

- Your name, the building and room locations of the emergency.
- The nature of the emergency - fire, chemical, etc.
- Whether injuries have occurred.
- Hazards present, which may affect responding emergency personnel.
- A phone number near the scene where you can be reached.
- Contact the Dept. Safety Officer, MSO or Chair of Bioengineering if the emergency affects Bioengineering personnel or space.



BUILDING EVACUATION PROCEDURES Danger!

Keep yourself and others CALM

- Quickly move to the outside of the building using the nearest door marked with an "EXIT" sign.
- Close and secure all doors as you leave. Take your keys with you.
- **DO NOT USE THE ELEVATORS.** Proceed to the nearest safe stairway.
- Be certain all persons in the area are evacuated immediately. Use the lab roster as a checklist to ensure all persons are out of the building. Advise emergency response personnel of any missing individuals.
- Help those who need special assistance - disabled, small children, etc.

- Report immediately to the designated "safe area" located near the building (please refer to the evacuation meeting location image enclosed, where the area is pointed out). **For those in SERF, Please congregate in the middle of Matthews Quad near the Student Administrative Services building, distancing yourself from possible shattering glass.**
- Find your **lab manager** for your lab and wait for instructions from emergency response personnel. Do not leave until informed that it is safe to do so. **DO NOT RE-ENTER THE BUILDING.**



Fire Procedures

IN CASE OF A SMALL FIRE

- Grab the nearest fire extinguisher. Make sure you have an unobstructed exit available to you.
- Pull the finger pin located in the extinguisher's handle.
- Aim the nozzle at the BASE of the fire.
- Squeeze the handles, passing the nozzle back and forth until the fire is out.

IN CASE OF A LARGE FIRE

- **DO NOT STAY IN THE AREA AND TRY TO USE AN EXTINGUISHER.**
- Immediately evacuate the building. Using the stairs (NOT THE ELEVATORS), move quickly to the designated gathering area.
- If not already done so, pull the fire alarm located closest to you.
- Remain outside, upwind from any smoke until the fire department personnel have arrived, contained the fire and turned off the alarm.
- Occupants may only reenter the building after emergency response personnel have given clearance.



Earthquake Procedures

DURING HEAVY SHAKING

- Duck, cover, and hold on.
- Quickly take cover under a desk/table or crouch in a corner away from large surfaces. Expect, at least, 30 seconds of strong shaking.

- After the shaking has subsided, quickly evacuate the building, using the stairs, to the designated gathering area.
- Personnel will not be allowed to return to their work area until the building has been structurally inspected.



Bomb Threat/Building Lockdown

All bomb threats will be taken seriously.

If a bomb threat notice is received:

- DO NOT SEARCH FOR AN EXPLOSIVE DEVICE.
- DO NOT TOUCH ANY UNUSUAL OR SUSPICIOUS OBJECTS.
- SUPERVISOR SHOULD REPORT THE THREAT IMMEDIATELY TO UCSD POLICE (9-1-1)

If you receive a bomb threat call:

- Try to get as much information from the caller as possible. Record the time of the call, take notes, and ask the following questions:
 - When will the bomb go off?
 - Where is it?
 - What does it look like?
 - Why was it placed in the building?
 - Who is calling?

Try to notice any of the following information:

- Caller's gender
- Approximate age
- Was the voice familiar?
- Did the person have an accent or unique speech attribute?
- Any unique background noises?

If the bomb threat was hand delivered:

- Try to recall a description of the messenger or other suspicious persons in the area.

ALL BUILDING OCCUPANTS ARE TO BE EVACUATED IMMEDIATELY AND REMAIN OUTSIDE IN DESIGNATED ASSEMBLY AREAS UNTIL THE BUILDING HAS BEEN SEARCHED BY CAMPUS POLICE AND DECLARED SAFE FOR REENTRY.

Building Lockdown/Active Shooter Incident

- REMAIN CALM. The situation will be dynamic, changing from moment to moment. STOP and THINK about measured and reasonable response given the information known.
- Close and quickly move away from windows.
- If possible, move to an area that will allow exit from the building. Close and secure all doors. Take your keys with you.
- If you cannot evacuate, shelter in rooms in which you can secure the door. Do not stay in hallways or big public areas.
- Call the Campus Police. Inform them where you are and how many are present.
- If you are confronted by the shooter/assailant and cannot flee, as a last resort, attempt to take the active shooter/assailant down. When the shooter/assailant is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- Otherwise STAY PUT and wait for instructions from emergency response personnel.

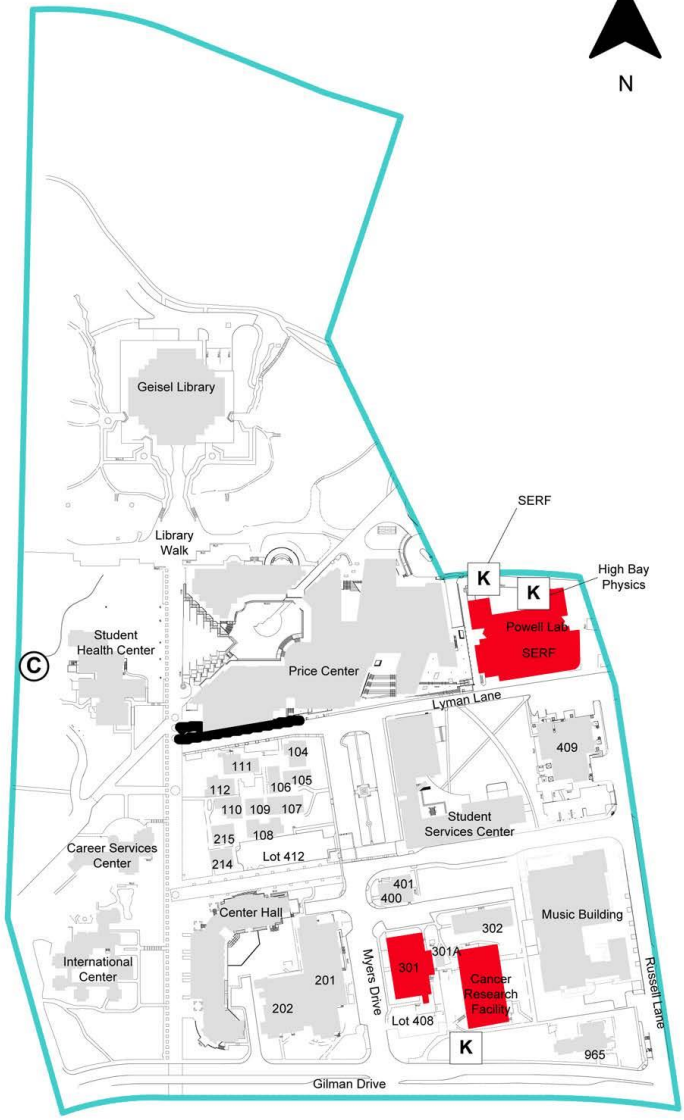
SERF EVACUATION MEETING LOCATION





**UCSD
EMERGENCY
RESPONSE
REGION
1**

**UNIVERSITY
CENTER**



(C) Continuity & Emergency Services
Emergency Supply Container

[Red Box] Hazardous Materials Use/Storage Area

[K] Knox Box



BUILDING UTILITIES OUTAGES PROCEDURES

Power, air handling and total water outages

- **DO NOT CONTINUE WORKING IN YOUR LAB WHILE THE POWER, AIR HANDLING OR COMPLETE WATER SYSTEMS ARE NOT FUNCTIONING!**
- For **power outages** lab managers are to confirm that all critical devices plugged into backup emergency power are functioning.
- Close up all chemical and hazardous materials containers and pull the sash down on all fume hoods.
- Safely end all surgical procedures per animal care requirements.
- If the power, air handling or water does not return shortly, department personnel will contact labs letting them know if the building should be evacuated. If called for, then follow the **BUILDING EVACUATION PROCEDURES**.

SERF SAFETY TEAM

2014-2015

Bioeng:	Office:	Cell Phone:	Email:
Doug Gurevitch	42345	858.967.5369	dgurevitch@ucsd.edu
Irene Jacobo	20493	858.603.0180	ihjacob@ucsd.edu
Jerry Norwich	20055	N/A	gnorwich@ucsd.edu

EH&S:			
Brenda Wong	46059	858.583.3277	bwong@ucsd.edu
Ken Jacoby	44172	858.583.3258	kjacob@ucsd.edu



Master Telephone Contact List

<u>Position</u>	<u>Name</u>	<u>Phone</u>	<u>Phone 2</u>
Chair	Geert Schmid-Schönbein	2-0986	858.945.2756
Sr Dev Engr/Safety*	Doug Gurevitch	4-2345	858.967.5369
MSO Bioeng*	Irene Jacobo	2-0493	858.603.0180

*Holds Key Contact Information for each lab owned by the Department of Bioengineering.

Area Safety Contacts or Lab Managers may be called to come in

- For power outages to check on equipment.
- For earthquakes to assess lab safety.
- For spills to confirm substance or deal with flooding.
- For injuries to help their lab member and deal with reporting the incident.

For more information consult the nearest Emergency Guide

