

EMERGENCY ACTION PLAN

CENTER FOR ENERGY RESEARCH

I. CER EMERGENCY INFORMATION

EMERGENCY CONTACT INFO

Police, Fire, Medical: *campus phone* 911
Police, Fire, Medical: *cell phone* (858) 534-HELP
Thornton Emergency Room (858) 657-7600
Poison Control Center (800) 876-4766
Environmental Health and Safety (858) 534-3660
Facilities Management (858) 534-2930
UCSD Emergency Status Phone (888) 308-UCSD
ucsd.edu/emergency

CER Key Personnel

MSO: Jennifer Griffin (858) 534-4969, x47210
Director: Farrokh Najmabadi (858) 534-7869
PISCES Lab Safety: Leo Chousal (858) 534-2364
CPR/First Aid/ AED Certified: Jennifer Griffin, Sandy Rosas

First Aid Kits

You can find a first aid kit in SERF 209 in the bookshelves opposite the copy machines
Our EBU11 first aid kit is located in the mailroom metal-filing drawers under the mailbox area.

Fire Extinguishers

To locate nearby fire extinguishers, look at the attached floor maps of your building. See the next section for instructions on how to use an extinguisher.


UCSD Emergency Response

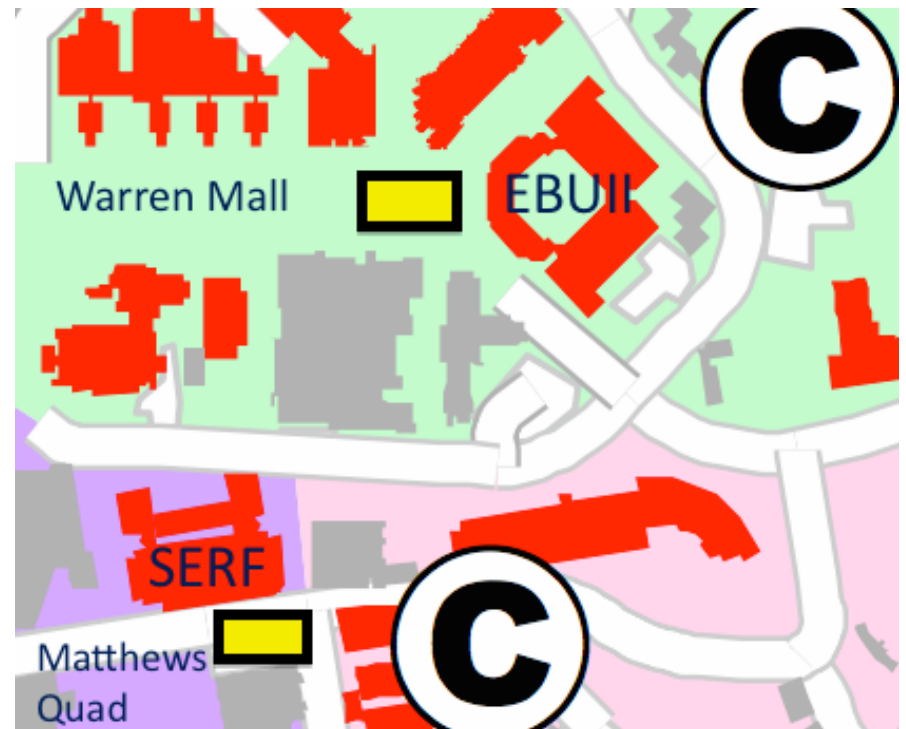
Main campus is divided into ten [emergency regions](#). SERF is in [region 1](#), and EBU11 is in [region 2](#). Each region has an 8-by-10-foot steel container stocked with supplies; campus police and emergency response staff are able to open them. Maps of all regions and supply containers are attached.

Designated Assembly Areas

Following an emergency, ALL BUILDING OCCUPANTS are to evacuate immediately and go to designated assembly area until the building has been searched and campus police have declared it safe for re-entry. See the map below for your building's area.

 Designated assembly area for building

 Emergency supply container



II. Emergency Procedures

Basic Emergency Procedures

GENERAL ACTIONS:

Make an emergency call to appropriate campus authorities.

- Get your printed copy of this Emergency Action Plan with staff phone numbers and contact your supervisor/whoever else may be appropriate.
- Be prepared to gather keys and personal belongings.
- Communicate with the staff to clear and secure public areas.
- Communicate with the staff to clear and secure individual offices.
- Evacuate or lock-down, depending on type of emergency.

REPORTING AN EMERGENCY:

When contacting authorities, calmly state:

- Your name and location of the emergency (building/room).
- Nature of the emergency; fire, chemical spill, etc.
- Any injuries.
- Any hazards which may affect responding emergency personnel.
- A phone number near the scene where you can be reached.

RESPONSE TO FIRE ALARM:

When a fire alarm sounds:

- Gather keys and personal items quickly.
- Secure your office, if able to do so quickly (close windows and doors in order to contain the fire).
- IMMEDIATELY leave the building by stairways to the Designated Assembly Area (see attached maps for your specific building).
- Stay in Designated Assembly Area for headcount and wait for emergency personnel to direct you.
- Do your best to make sure all your co-workers are accounted for.

BUILDING EVACUATION:

- Pull fire alarm.
- Call Campus Police at 911 or 858-534-HELP (4357) as you are leaving.
- Exit through the nearest exit, using stairways and avoiding elevators.
- Assist anyone who needs help while evacuating.

Building Evacuation ctd.

- Move to the Designated Assembly Area (see attached maps for your specific building) for headcount.
- Do your best to make sure all your co-workers are accounted for.
- Wait to be released by emergency personnel. Everyone must go to the Designated Assembly Area before leaving campus to report three things: where you are going, how you are getting there, and when you are leaving.

BUILDING LOCK-DOWN:

- Remain calm, as the situation may be dynamic. Be prepared to make quick decisions that could save your life.
- Lock doors and turn off lights.
- Move away from windows (close blinds or cover windows, if you're able to do so quickly).
- Try to give yourself access to an exit.
- Take your keys and personal belongings with you.
- Call Campus Police at 911 or 858-534-HELP (4357) and give as many details about the situation as possible.
- Silence your cell phone and remain quiet.
- Wait to be directed by emergency personnel.

Specific Emergency Procedures

EARTHQUAKES:

- During heavy shaking:
 - Duck, cover and hold on.
 - Get under a desk, table or stairwell. If none are available, move against an interior wall, away from heavy equipment, and cover your head with your arms. Remain under cover until the movement subsides.
 - Stay away from large windows, shelving systems, or tall room partitions.
- After the shaking has stopped:
 - Survey your immediate area for trapped or injured persons and ruptured utilities.

Earthquakes ctd.

- Evacuate the building and move to the Designated Assembly Area (see attached maps for your specific building) for headcount.
- Do your best to make sure all your co-workers are accounted for.
- Stay at your Designated Assembly Area, and wait to be released by emergency personnel. Everyone must go to the Designated Assembly Area before leaving campus to report three things: where you are going, how you are getting there, and when you are leaving.

FIRES:

- Small fire:
 - Pull the fire alarm and call Campus Police at 911 or 858-534-HELP (4357).
 - Alert people in the area to begin evacuation. Stay upwind from the fire.
 - Use a fire extinguisher:
 - Keep an exit available behind you and bring the extinguisher within six feet of the fire.
 - Pull the pin.
 - Aim at the base of the fire.
 - Squeeze the handle.
 - Sweep side to side, at the base of the fire until it is out or the extinguisher is empty.
 - Evacuate the building and move to the Designated Assembly Area (see attached maps for your specific building) for headcount.
 - Do your best to make sure all your co-workers are accounted for.
 - Assist and provide information to emergency personnel when they arrive, and wait for direction.
- Large fire:
 - Pull the fire alarm and call Campus Police at 911 or 858-534-HELP (4357).
 - Alert people in the area to begin evacuation. Stay upwind from the fire.

Large fire ctd.

- Close doors and windows to confine the fire, if able to do so safely.
- Evacuate the building and move to the Designated Assembly Area (see attached maps for your specific building) for headcount.
- Do your best to make sure all your co-workers are accounted for.
- Have persons knowledgeable about the incident and location assist emergency personnel.
- Wait for direction from emergency personnel.

THREATS OF VIOLENCE:

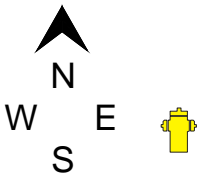
- If the person is directly in front of you:
 - Remain calm and do not allow yourself to be alone with the person, if possible.
 - Utilize any procedures you have in place to alert someone in the office to call police.
 - Do what you can to calm and de-escalate the person until police arrive.
- If the threat is not in your immediate area, follow the building evacuation or building lock-down procedures above. You will have to decide which option to take.

POWER OUTAGES:

- Turn all switches in your area to the “off” position, except one. This will help prevent a surge upon re-power.
- Locate your flashlight, and evacuate to your Designated Assembly Area (see attached maps for your specific building) for headcount.
- Notify Facilities Management at 858-534-2930.
- Wait at your Designated Assembly Area for further instruction.

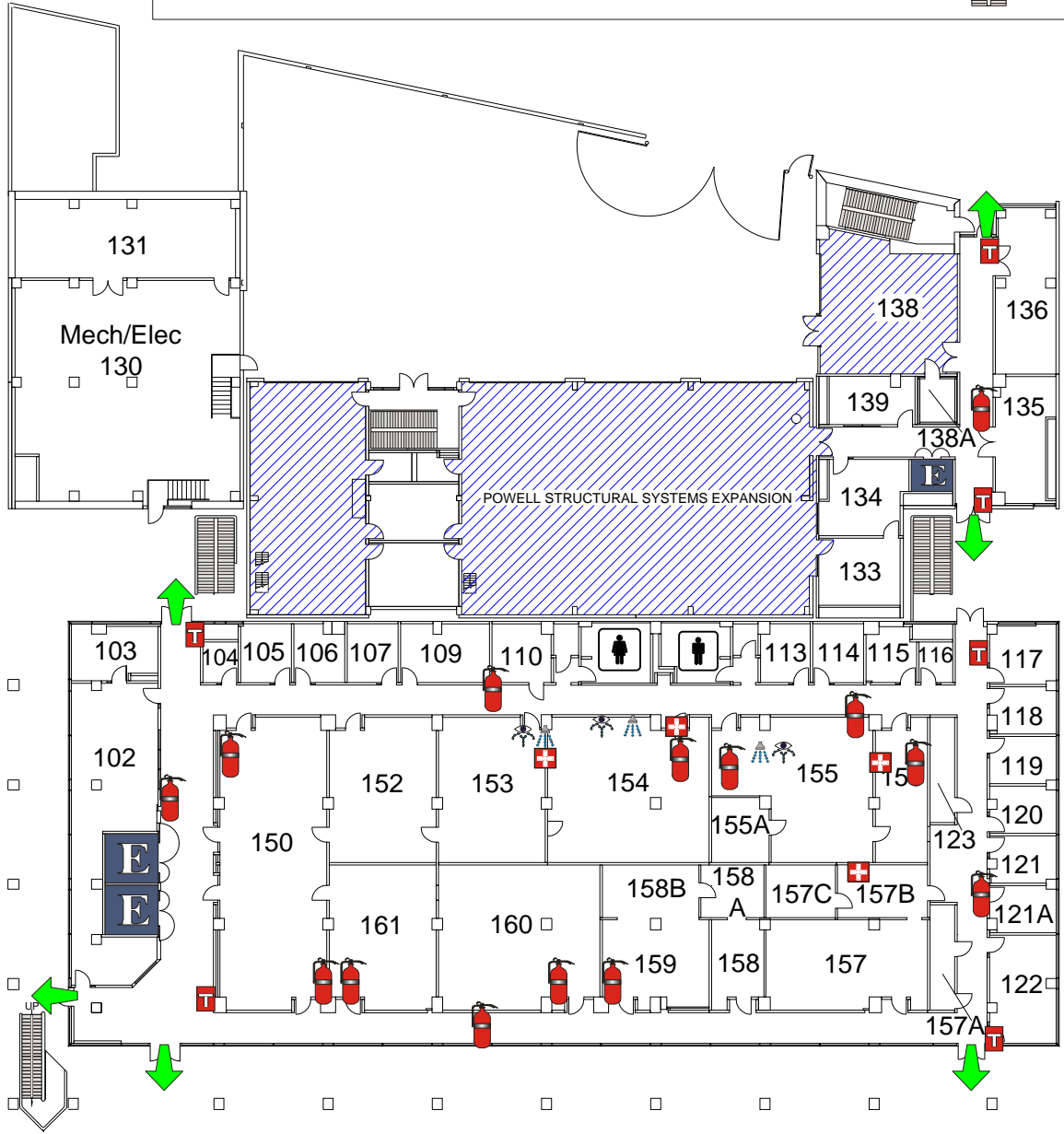
III. Maps

- SERF 1st and 2nd floor maps
- EBUII 4th & 2nd floor and Basement maps
- UCSD Emergency Response Regions 1-10
- SERF Emergency Response Regions 1 & 3
- EBUII Emergency Response Region 2



Emergency Response Resources

Fire Alarm	Fire Hose	Fire Hydrant	Fire Extinguisher	First Aid Kit	AED	Chemical Use Area	Women's Restroom
Wheelchair Access	Fume Hood	Eye Wash	Douse Shower	Building Exit	Elevator	Stairs	Men's Restroom



Across Lyman Lane

SCIENCE & ENGINEERING RESEARCH FACILITY - FIRST FLOOR

DESCRIPTION: Labs, Offices



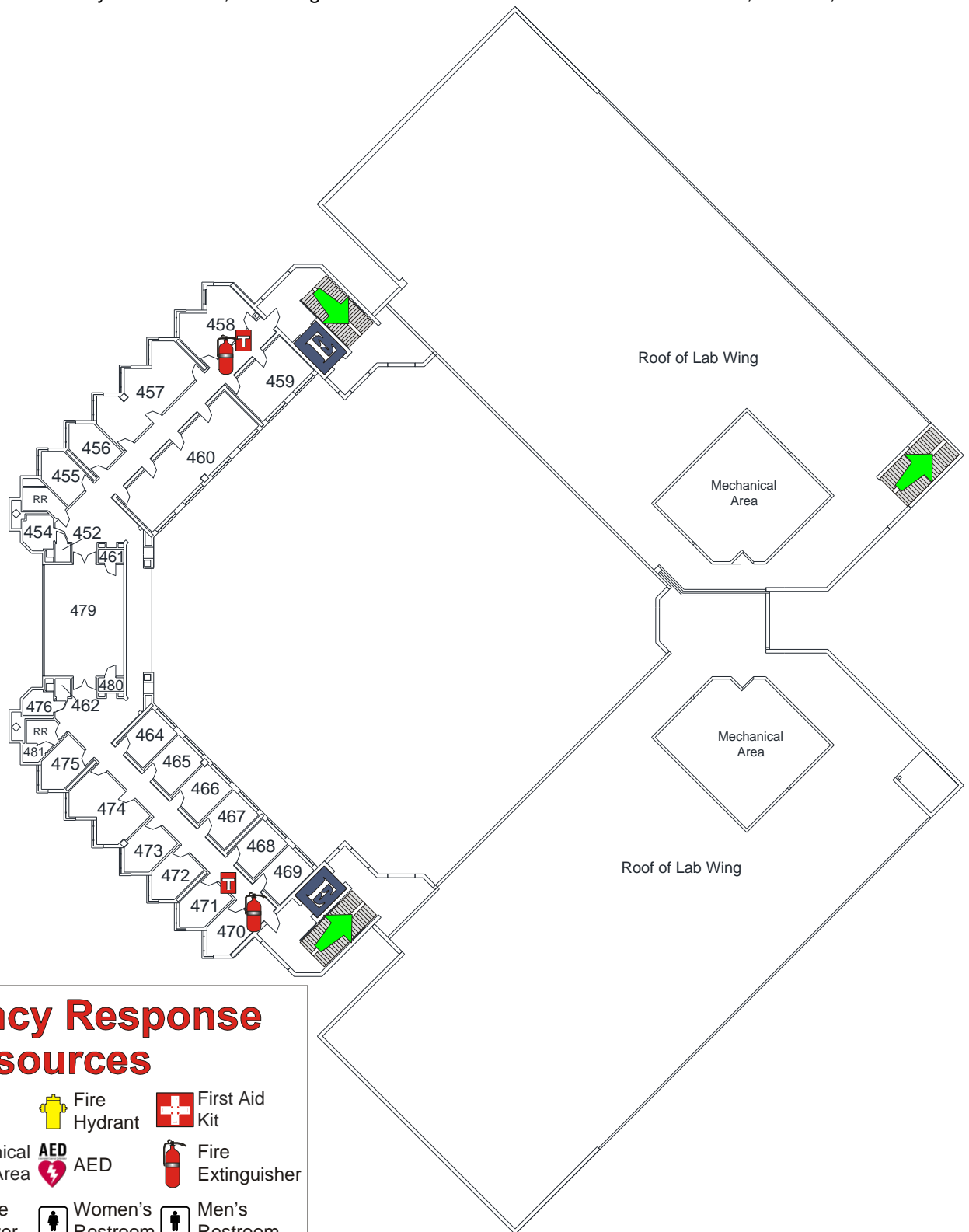
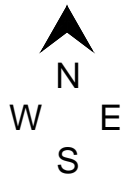
Fire Alarm	Fire Hose	Fire Hydrant	Fire Extinguisher	First Aid Kit	AED
Fume Hood	Eye Wash	Douse Shower	Women's Restroom	Men's Restroom	
Chemical Use Area	Wheelchair Access	Building Exit	Elevator	Stairs	



SCIENCE & ENGINEERING RESEARCH FACILITY - SECOND FLOOR
 DESCRIPTION: Labs, Offices

UCSD NEIGHBORHOOD: University Center

BUILDING INDEX: 930

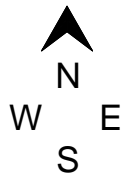


Emergency Response Resources

	Fire Alarm		Fire Hose		Fire Hydrant		First Aid Kit
	Fume Hood		Chemical Use Area		AED		Fire Extinguisher
	Eye Wash		Douse Shower		Women's Restroom		Men's Restroom
	Building Exit		Elevator		Stairs		Wheelchair Access

ENGINEERING BUILDING UNIT II – FOURTH FLOOR

DESCRIPTION: Offices, Roof



Emergency Response Resources

Fire Alarm	Fire Hose	Fire Hydrant	First Aid Kit
Fume Hood	Chemical Use Area	AED	Fire Extinguisher
Eye Wash	Douse Shower	Women's Restroom	Men's Restroom
Building Exit	Elevator	Stairs	Wheelchair Access

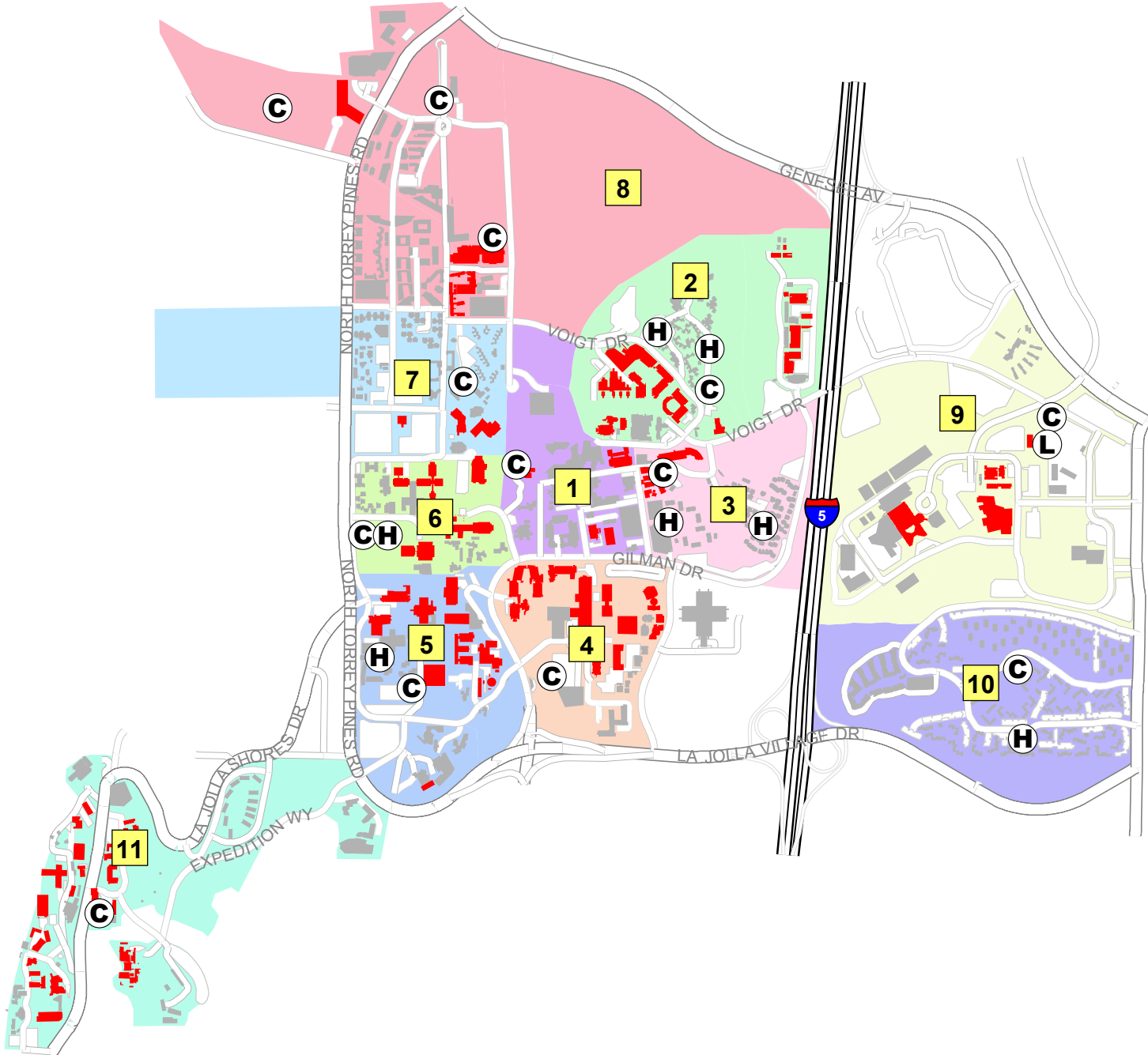
ENGINEERING BUILDING UNIT II - BASEMENT

UCSD NEIGHBORHOOD: Warren College

BUILDING INDEX: 610

DESCRIPTION: Labs, Machine Shop

UCSD Emergency Response Regions

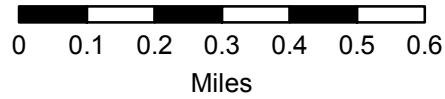


Buildings

- No Hazardous materials
- Buildings with Hazardous materials

Emergency Supply Containers

- C EH&S
- H Housing
- L Library





**UCSD
EMERGENCY
RESPONSE
REGION
1**

**UNIVERSITY
CENTER**

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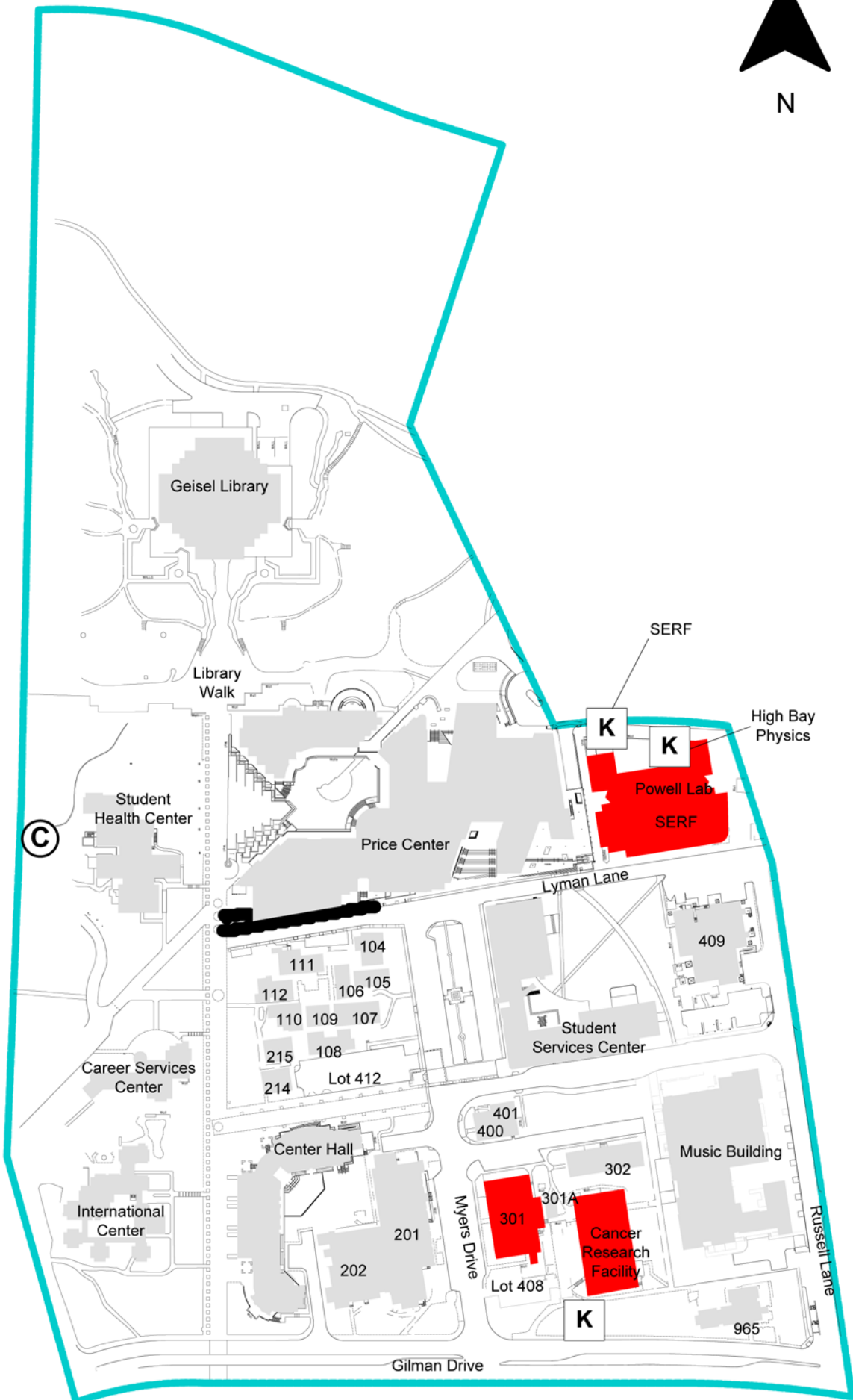


K

Continuity & Emergency Services Emergency Supply Container

Hazardous Materials Use/Storage Area

Knox Box





**UCSD
EMERGENCY
RESPONSE
REGION
3**

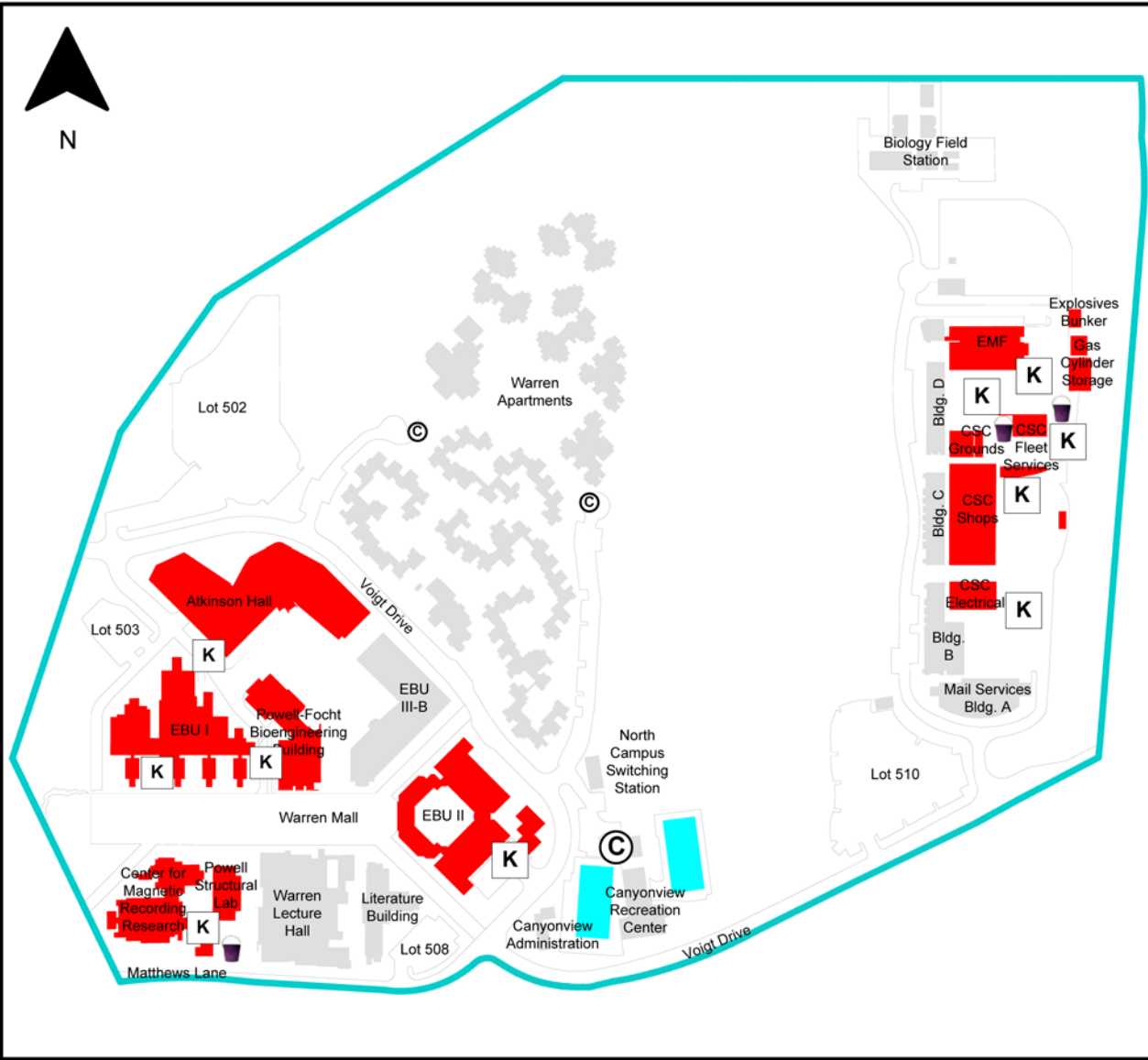
**SIXTH
COLLEGE**

Continuity &
Emergency
Services
Emergency
Supply
Container

K Knox Box

Housing
Emergency
Supply
Container

 Spill Kit



**UCSD
EMERGENCY
RESPONSE
REGION
2**

**CSC &
WARREN
COLLEGE**

-  Continuity & Emergency Services
-  Emergency Supply Container
-  Hazardous Materials Use/Storage Area
-  Housing Emergency Supply Container
-  Knox Box
-  Spill Kit

08/16/2010