
UCSD University Centers Emergency Procedures Guide

11/16/09

The following procedures are intended to assist Price Center building occupants to effectively respond in the event of an emergency. All building occupants of the Price Center are expected to adhere to the following emergency procedures. All procedures require communication with immediate supervisors and University Centers Administration.

IN AN EMERGENCY, DIAL 911
from any CAMPUS PHONE to connect directly to UCSD POLICE
If using a cell phone, dial 858-534-4357 (534-HELP)

FIRE

When the FIRE ALARM sounds:

- Collect personal belongings and evacuate the building per building evacuation procedures.
- DO NOT USE ELEVATORS – Proceed to the nearest safe stairway.
- Help those who need special assistance.
- Wait for further instructions from emergency personnel or the University Centers Operations/House Manager.
- Report information on missing persons, ruptured utilities and severe injuries to emergency personnel or the University Centers Operations/House Manager.
- If properly trained, employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
- Do not return to the building until safe clearance has been given by emergency personnel

University Centers STAFF Additional Procedures:

- When the fire alarm sounds, proceed to the fire alarm panel.
- Determine the location of the alarm.
- Make an on-site hazard assessment. Is there really a fire? If so, where, and what is the current danger level?
- If a false alarm is determined, notify UCSD Police and wait for alarm silence/reset by UCSD Police or Fire Department ONLY. University Centers personnel MAY NOT SILENCE OR RESET ALARM PANEL!
- If it is an actual fire emergency, contact EDNA to broadcast an emergency message over the building paging system to assist in building evacuation.
- Contact UCSD Police at 911 on a University Phone or 534-4357 (534-HELP) on a cell phone, and inform them of the type and location of the fire.
- Wait for UCSD Police and the Fire Department to arrive on site.
- Employees should attempt to extinguish small fires if they are properly trained and it is safe to do so.
- Call the UCSD Fire Marshal (534-1062).
- After the Police or Fire give an all clear, Inform building occupants and guests that it is safe to return inside.
- Enter a report on the University Centers Incident Reporting Website: reportit.ucsd.edu

MEDICAL EMERGENCIES

In the event of a MEDICAL EMERGENCY:

- Remain calm.
- Assess the medical situation. Look for the victim's ABC's: Airways, Breathing, and Circulation. Conduct a visual survey of the scene and check for hazards (electrical wires, gas leaks, fires, etc.) DO NOT attempt to move an injured person unless it is required for their immediate safety. Call UCSD Police at 911 on a University Phone or 534-4357 (534-HELP) on a cell phone. Notify the police of the injured person and location. If properly trained, employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive. If an additional person is available to assist, instruct them where to wait to meet emergency personnel to help guide them to the injured person. University Centers STAFF Additional Procedures:
- Determine if the injury or illness requires emergency response. Err on the side of caution.
- Call UCSD Police at 911 on a University Phone or 534-4357 (534-HELP) on a cell phone.
- Confirm that emergency medical services have been contacted and were given the correct location. Send a volunteer to meet Police or Medics.
- Try to determine cause of injury to help prevent others from being injured by the same hazard.
- Give all pertinent information to the Police and Medics upon their arrival.
- If a serious hazard exists, use caution tape and cordon off the area.
- Enter a report on the University Centers Incident Reporting Website: reportit.ucsd.edu.

University Centers STAFF Additional Procedures:

- Determine if the injury or illness requires emergency response. Err on the side of caution.
- Call UCSD Police at 911 on a University Phone or 534-4357 (534-HELP) on a cell phone.
- Confirm that emergency medical services have been contacted and were given the correct location. Send a volunteer to meet Police or Medics.
- Try to determine cause of injury to help prevent others from being injured by the same hazard.
- Give all pertinent information to the Police and Medics upon their arrival.
- If a serious hazard exists, use caution tape and cordon off the area.
- Enter a report on the University Centers Incident Reporting Website: reportit.ucsd.edu.

SUSPICIOUS PERSONS/PACKAGES

If a SUSPICIOUS PERSON is sited in the facility:

- Write down a description of the person (height, gender, race, clothing, etc.) and visually assess if they are carrying any weapons or suspicious packages.
- Call the University Centers Operations/House Manager (967-5351 or 967-5357).
- If immediate danger is suspected, call UCSD Police at 911 on a University Phone or 534-4357 (534-HELP) on a cell phone.
- Provide a description, location, and direction if the person is moving.
- Do not make any assumptions about the person; err on the side of caution. Don't assume that the person is rational or harmless. Be cautious and don't isolate yourself with the person – keep your distance.

If a SUSPICIOUS PACKAGE is sited in the facility:

- DO NOT attempt to touch or move any suspicious package.
- Evacuate the immediate area and secure it. Close and lock doors as you clear areas.
- Call the University Centers Operations or House Manager (967-5351 or 967-5357).
- If immediate danger is suspected, call UCSD Police at 911 on a University Phone or 534-4357 (534-HELP) on a cell phone.
- Provide a description and location of the package.
- Wait for UCSD Police to arrive and follow their directives.

University Centers STAFF Additional Procedures:

- Call UCSD Police at 911 on a University Phone or 534-4357 (534-HELP) on a cell phone.
- If the suspicious person or package is determined to possess a bomb/biohazard or other harmful device, then evacuate the building per building evacuation procedures. Contact EDNA to broadcast an emergency message over the building paging system to assist in building evacuation.
- Enter a report on the University Centers Incident Reporting Website: reportit.ucsd.edu

MINOR EARTHQUAKE

In the event of a MINOR EARTHQUAKE:

- Take cover under desks, tables, door arches or stairwells. If none are available, move against an interior wall 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 (electrical wires, gas leaks, fires, etc.)
- If necessary, collect personal belongings and evacuate the building per building evacuation procedures.
- Report information on missing persons, ruptured utilities and severe injuries to emergency personnel or the University Centers Operations/House Manager.
- If properly trained, employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
- Do not return to the building until safe clearance has been given by emergency personnel.

University Centers STAFF Additional Procedures:

- Assess building damages. Assist in Building evacuations. Help control building access to unsafe areas.
- If necessary, contact EDNA to broadcast an emergency message over the building PA system to assist in building evacuation. Clear and lock all areas that have been cleared of people.
- Contact the UCSD Emergency Operations Center (South end of Police Station) to report ruptured utilities. If the phones are down, send a runner with a written list of damages to the EOC.
- Follow Emergency Operations directives. They will handle logistics for recovery and prioritize support.
- Enter a report on the University Centers Incident Reporting Website: reportit.ucsd.edu

MAJOR EARTHQUAKE

In the event of a MAJOR EARTHQUAKE:

- Take cover under desks, tables, door arches or stairwells. If none are available, move against an interior wall 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 (electrical wires, gas leaks, fires, etc.)
- Collect personal belongings and evacuate the building per building evacuation procedures.
- DO NOT USE ELEVATORS – Proceed to the nearest safe stairway.
- Help those who need special assistance.
- Wait for further instructions from campus emergency personnel or the University Centers Operations/House Manager.
- Report information on missing persons, ruptured utilities and severe injuries to emergency personnel or the University Centers Operations/House Manager.
- If properly trained, employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
- Do not return to the building until safe clearance has been given by emergency personnel.

University Centers STAFF Additional Procedures:

- Be cautious of AFTERSHOCKS and be ready for additional damage.
- Contact EDNA to broadcast an emergency message over the building PA system to assist in building evacuation. Clear and lock all areas that have been cleared of people.
- Assess building damages. Assist in Building evacuations. Help control building access to unsafe areas. Assist maintenance with utility shutdowns if needed.
- Contact the UCSD Emergency Operations Center (South end of Police Station) to report ruptured utilities. If the phones are down, send a runner with a written list of damages to the EOC.
- Follow Emergency Operations directives. They will handle logistics for recovery and prioritize support.
- If necessary, call UCSD's Emergency Status Phone Number: (888) 308-8273
- Enter a report on the University Centers Incident Reporting Website: reportit.ucsd.edu

BOMB THREATS – All bomb threats should be taken seriously

If a BOMB THREAT NOTICE is received:

- Call the University Centers Operations/House Manager (967-5351 or 967-5357). IF URGENT, Call UCSD Police at 911 on a University Phone or 534-4357 (534-HELP) on a cell phone. If the bomb threat was hand-delivered, try to recall a description of the messenger and any persons in the area.

If a BOMB THREAT CALL is received:

- Record the caller's exact words.
- Keep the caller on the phone as long as possible and ask specific questions:
- What time will the bomb explode?
- Where is it?

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- What does it look like?
 - Why did you plant the bomb?
 - What is your name?
 - Make note of the caller's voice, intonations, noticeable accent, command of the English language, or anything else that may assist authorities. Listen for background noises. Call UCSD Police at 911 on a University Phone or 534-4357 (534-HELP) on a cell phone. Notify your supervisor and contact the University Centers Director. Call the Operations/House Manager who will help evacuate the building. Advise everyone to evacuate and take note of anything such as suspicious packages or items in their area. Collect personal belongings and evacuate the building per building evacuation procedures. Evacuate at least 300 feet from the building. Do not return to the building until safe clearance has been given by emergency personnel.

University Centers STAFF Additional Procedures:

- Call UCSD Police at 911 on a University Phone or 534-4357 (534-HELP) on a cell phone.
- Contact EDNA to broadcast an emergency message over the building PA system to assist in building evacuation. Clear and lock all areas that have been cleared of people.
- Evacuate the entire building and instruct people to proceed outside to Library Walk West Lawn, Warren Mall or Gilman Drive.
- Wait for UCSD Police to arrive and follow UCSD Police directives.
- Enter a report on the University Centers Incident Reporting Website: reportit.ucsd.edu

POWER OUTAGE

In the event of a POWER OUTAGE:

- If the outage appears to be in an isolated location, call the University Centers Operations/House Manager (967-5351 or 967-5357). If it is a major power outage, collect personal belongings and evacuate the building per building evacuation procedures.
- DO NOT USE ELEVATORS – Proceed to the nearest safe stairway. Help those who need special assistance. Wait for further instructions from the University Centers Operations/House Manager. Do not return to the building until the University Centers Operations/House Manager informs you that it is safe to do so.

University Centers STAFF Additional Procedures:

- Assess the utility failure location(s). If building wide, contact the UCSD Police Department or the UCSD PPS trouble desk at 534-2930 (day) or 534-3250 (evenings) for further information.
- Call University Centers Maintenance Supervisor at 858-534-9518 or 967-5662.
- If necessary, contact EDNA to broadcast an emergency message over the building PA system to assist in building evacuation. Clear and lock all areas that have been cleared of people.
- Conduct building rounds to check for persons who may be trapped or need assistance. Make sure to check the elevators.
- Wait for a utility status report from PPS and proceed accordingly.
- Enter a report on the University Centers Incident Reporting Website: reportit.ucsd.edu

TERRORISM: BOMB

If a BOMB goes off:

- Another explosion is very likely – seek cover immediately away from windows. When you feel it is safe to do so, collect personal belongings and evacuate the building per building evacuation procedures.
- DO NOT USE ELEVATORS – Proceed to the nearest safe stairway. Help those who need special assistance.
- Stay clear of trashcans or anything that a bomb might be concealed in.
- Once out of the building, stay clear in case the building collapses.
- Evacuate at least 300 feet from the building.
- If you are trapped inside, cover your mouth with a cloth.
- Call UCSD Police at 911 on a University Phone or 534-4357 (534-HELP) on a cell phone.
- Wait for further instructions from emergency personnel or the University Centers Operations/House Manager.
- Report information on missing persons, ruptured utilities and severe injuries to emergency personnel or the University Centers Operations/House Manager.
- If properly trained, employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
- Do not return to the building until safe clearance has been given by emergency personnel.

University Centers STAFF Additional Procedures:

- Call UCSD Police at 911 on a University Phone or 534-4357 (534-HELP) on a cell phone.
- Contact EDNA to broadcast an emergency message over the building PA system to assist in building evacuation. Clear and lock all areas that have been cleared of people.
- Find shelter and Locate Emergency Supplies.
- If necessary, call UCSD's Emergency Status Phone Number: (888) 308-8273 If you suspect it was a NUCLEAR ATTACK:
- Find shelter with at least 2-1/2 feet of concrete, and stay inside for a full two weeks.
- Keep a radio or TV on hand as well as a phone and Internet connection (if phone lines are down/overloaded, you may be able to communicate by email).
- The Price Center Theater is a good shelter location as it is partially underground, surrounded by thick concrete and has water, restrooms and telephones.
- Seal windows and door cracks with trash bags and duct tape.
- If you must go outside, you should leave for no more than 30 minutes to find food, water or better shelter. If available, cover your mouth with a damp cloth.

University Centers STAFF Additional Procedures:

- Call UCSD Police at 911 on a University Phone or 534-4357 (534-HELP) on a cell phone.
- Shut down all air handlers and close all doors and windows.
- Find Shelter and Emergency Supplies.
- Facilitate taping of window and door seams to keep poisons out of buildings.
- If necessary, call UCSD's Emergency Status Phone Number: (888) 308-8273

TERRORISM: GUN FIRE

If you hear SHOTS:

- Lie flat on the ground and find cover. Think about all of your possible exits.
- Evacuate the area quietly if you believe it is in your best interest to do so. If you run, you may draw attention to yourself, but you may also escape a dangerous situation.
- If someone looks suspicious, trust your intuition and immediately remove yourself from the area.
- After the shots cease, be aware of where the attack was and if the assailants are immobilized or dead.
- If you see the attacker, make note of their description; height, weight, hair color, skin color, facial hair, clothing, shoes etc.
- Evacuating the building away from the sound or source of the gunfire.
- If properly trained, employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
- Call UCSD Police at 911 on a University Phone or 534-4357 (534-HELP) on a cell phone.

University Centers STAFF Additional Procedures:

- Call UCSD Police at 911 on a University Phone or 534-4357 (534-HELP) on a cell phone.
- Find shelter if danger is present.

TERRORISM: BIOCHEMICAL ATTACK

Most biological agents are COLORLESS AND ODORLESS, but there are warning signs to watch for:

- Droplets of oily film
- An Unusual number of dead birds in an area
- An unnatural smell of almonds, peach pits, or newly mowed grass
- Strange mists or low-hanging clouds

If you are CAUGHT IN THE MIDDLE of an attack:

- Cover your mouth and nose with a rag soaked in water, or a mixture of baking soda and water if possible.
- Try to keep others from panicking, as they will breath faster and inhale more poison.
- If you are in a car, roll up the windows and shut the fresh-air vents. If you think you were EXPOSED to chemical or biological agents:
- Wash yourself thoroughly with plenty of warm, soapy water or a 10:1 mixture of water and bleach.
- If no water is available, cover affected areas liberally with talcum powder or flour, wait 30 seconds, then brush off thoroughly.

If you suspect a EXTERIOR BIOLOGICAL ATTACK:

- Retreat to an area (preferably upstairs) with bathroom access, food, water, and small windows.
 - Good shelter locations are the 3rd floor and the Theatre.
- Keep a radio or TV on hand as well as a phone and Internet connection (if phone lines are down/overloaded, you may be able to communicate by email).
- Seal windows and door cracks with trash bags and duct tape.

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- Call UCSD Police at 911 on a University Phone or 534-4357 (534-HELP) on a cell phone.
 - Report information on missing persons, ruptured utilities and severe injuries to emergency personnel or the University Centers Operations/House Manager.
 - If properly trained, employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
 - Do not exit the building until safe clearance has been given by emergency personnel.

University Centers STAFF Additional Procedures:

- Call UCSD Police at 911 on a University Phone or 534-4357 (534-HELP) on a cell phone.
- Shut down all air handlers and close all doors and windows.
- Find Shelter and Emergency Supplies.
- Facilitate taping of window and door seams to keep poisons out of buildings.
- If necessary, call UCSD's Emergency Status Phone Number: (888) 308-8273

If you suspect an INTERIOR BIOLOGICAL ATTACK:

- Cover your mouth and nose with a rag soaked in water, or a mixture of baking soda and water if possible.
- Evacuate the building per building evacuation procedures.
- Help those who need special assistance.
- Exit the area or wait for further instructions from campus emergency personnel or the University Centers Operations/House Manager.
- Call UCSD Police at 911 on a University Phone or 534-4357 (534-HELP) on a cell phone.
- Report information on missing persons, ruptured utilities and severe injuries to emergency personnel or the University Centers Operations/House Manager.
- If properly trained, employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
- Do not return to the building until safe clearance has been given by emergency personnel.

University Centers STAFF Additional Procedures:

- Call UCSD Police at 911 on a University Phone or 534-4357 (534-HELP) on a cell phone.
- Contact EDNA to broadcast an emergency message over the building PA system to assist in building evacuation. Clear and lock all areas that have been cleared of people.