

**UNIVERSITY OF CALIFORNIA, SANTA CRUZ**

**[unit/building title]**

**EMERGENCY RESPONSE PLAN**

**Date Adopted [ ]**

**Date Revised [ ]**

**Prepared By:**

**[ ]**

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# BUILDING INFORMATION

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Unit and/or Building Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points and where to report for roll call after evacuation.
- When and how to evacuate the building.
- Locations of emergency supplies and materials – such as fire extinguishers, pull alarms and first aid kits.
- Proper procedures for notifying emergency responders about an emergency in your building or work area.
- Fire hazards.
- Potential exposure to hazardous materials or processes in and around your work area, as well as any means of protecting yourself in the event of an emergency.

## 1. UNIT/BUILDING COORDINATOR INFORMATION

Unit/Building Name..... [name]

Unit/Building Coordinator..... [coordinator]

Unit/Building Coordinator's Campus Address..... [address]

Unit/Building Coordinator's Phone Number..... [phone]

Fax Number..... [fax]

E-mail Address..... [e-mail]

Alternate Unit/Building Coordinator..... [alt. coordinator]

Alternate Coordinator's Address..... [alt. address]

Alternate Coordinator's Phone Number..... [alt. phone]

Fax Number..... [alt. fax]

E-mail Address..... [alt. e-mail]

## 2. UNIT/BUILDING INFORMATION

Description of Unit or Building..... [description]

Description of Location..... [location]

Evacuation Assembly Location..... [ea location]

## 3. UNIT COORDINATOR LIST

<u>Unit</u>	<u>Unit Coordinator</u>	<u>Phone #</u>	<u>Bldg</u>	<u>Room</u>
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[For buildings that are occupied by multiple units.]

#### 4. BUILDING EVACUATOR LIST

Unit                      Building Coordinator      Phone #                      Bldg/Area                      Room

[If different from Building or Unit Coordinators.]

#### 5. UNIQUE HAZARDS

These items may need to be inspected and possibly stabilized after an emergency

Hazard                      Location (room, department)                      Responsible Person                      Phone #

[In this section, include information about mechanical equipment and unusual chemical and/or physical hazards that pose a unique hazard and/or require inspection and possibly stabilization immediately after an emergency.]

Examples: underground storage tanks/piping, research animals, toxic gas cabinets, liquid nitrogen tanks, etc.]

## EMERGENCY CONTACTS

### 1. IMMEDIATE EMERGENCY NOTIFICATION

#### LIFE THREATENING EMERGENCY NUMBERS

911 from either a campus or public telephone

#### NON-LIFE THREATENING EMERGENCY NUMBERS

Campus dispatch..... 459-3111  
University Police..... 459-2231  
Environment, Health & Safety..... 459-2553  
Physical Plant..... 459-2238  
Fire Department..... 459-3473

#### MEDICAL FACILITIES NUMBERS

Cowell Student Health Center..... 459-2211

## EMERGENCY PREPAREDNESS

### 1. SUPPLIES

Be prepared for emergencies. Keep an emergency kit in your work area that is easy to carry when evacuating the building.

#### RECOMMENDED SUPPLIES

- Drinking water (1 gallon a day; 3 day's supply recommended; replace quarterly)
- Food (kept airtight in pest-proof packaging and replace annually)
- Flashlight and extra batteries (check batteries annually)
- Utility knife
- Personal first aid kit with any special personal needs (medication, etc.) included
- Sturdy, comfortable shoes and clean socks
- Blanket(s)
- Light sticks
- Heavy duty work gloves
- Cash & coins
- Sanitation needs
- Customized items such as prescription glasses or contacts, medicine, etc.
- Duct tape and/or barrier tape
- Large sheets of paper, markers, pens and pencils
- Whistle
- Campus and area maps
- A copy of the building roster

[In all cases, the specific needs of any particular unit or building should be determined by the unit or building coordinator. In some cases it may be determined that food and water are not necessary. Apply common sense in determining of all supplies that might be required.]

### 2. TRAINING & DOCUMENTATION

Training is an integral part of the safety program for your building and it is the responsibility of each department to ensure all their employees are trained on the Emergency Response Plan for their unit and/or building. It is the responsibility of the occupant to become familiar with the Emergency Response Plan, to know evacuation routes and assembly areas, and to attend training(s) given by their department. As a supplement to the training, the Building

Coordinator posts information in the building to ensure all occupants and guests can safely exit during an emergency.

Other training recommended for building occupants are CPR, first aid and fire extinguisher training. All of these services are offered by the University Fire Department (459-3473) on a scheduled basis.

[Add any plans or statements specific to your unit or building.]

### 3. DRILLS

[Add any plans or statements specific to your unit or building.]

#### 4. SECURING BUILDING CONTENTS

Experts claim that more than 90% of earthquake-related injuries do not come from collapsing buildings, but from objects inside the building which fall on people and from shattering windows. Also, these objects will be damaged themselves, leading to expensive replacement costs after the earthquake. Therefore, it is in your best interest to spend a little effort now to prevent this from happening. You will need to physically secure shelves, computers, wall hangings, equipment, etc.

The main things to look for and correct are:

- Shelves or cabinets that are not bolted to the wall
- Computers or typewriters on desks
- Objects on shelves which may fall
- Unstable free-standing objects which do not have a wide enough base for their height
- Desks or seating areas directly under plate glass windows
- Heavy hanging pictures, mirrors or plants
- Cupboards or cabinets without secure latches which may swing open
- Objects on wheels which are not locked in one position, such as audiovisual carts
- Heavy, breakable items not on the lowest possible shelves
- Water heaters which are not strapped to the wall
- Doorways which might be blocked by falling objects

For more information about any concerns specific to your area (such as animal cages, chemicals, etc.) contact EH&S at 459-2253.

#### 5. EVACUATION FOR PEOPLE WITH DISABILITIES

In all emergencies, after an evacuation has been ordered:

- Evacuate people with disabilities if possible.
- Do not use elevators, unless authorized to do so by Police or Fire personnel.
- Check on people with special needs during an evacuation. A 'buddy system' where people with disabilities arrange for co-workers or neighbors to alert and assist them in an emergency, if required, is a good method.
- Attempt a rescue evacuation only if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always ask someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations or items that need to come with the person.

Blindness or visual impairment:

- Give verbal instructions to advise about the safest route.
- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

Deafness or hearing loss:

- Get attention of the person by touch or eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise about the safest route.

Mobility impairment:

- It may be necessary to help clear the exit route of debris, if possible, so that the person with a disability can move to a safer area.

If a person with mobility impairment cannot exit, they should move to a *safer area*, such as an enclosed stairwell or an office with a shut door which is a good distance from the hazard.

Notify Police or Fire personnel immediately about any people remaining in the building and their locations.

## EMERGENCY PROCEDURES (BUILDING SPECIFIC)

### 1. BUILDING ALARMS

[Complete this section to indicate all of the alarms that occupants should be able to identify. There may be several alarms in or near your building, such as elevator alarms, evacuation alarms, biosafety hood and fume hood alarms, or underground storage tank alarms. If these or any other alarms are in your building, this section should describe the different sounds, the significance of each alarm and the appropriate occupant response to each alarm.]

This building has [##] alarm sounds.

- The evacuation alarm is a [\*\*\*] (e.g., horn, whistle, bell, bull horn)

When you hear the evacuation alarm, leave the building. Follow evacuation procedures – see section below.

- The elevator alarm is a [\*\*\*] and is not as loud.

When you hear the elevator alarm, call University Police at 459-2231

### 2. EVACUATION PROCEDURES

Building occupants are required by law to evacuate the building when the fire alarm sounds.

[Evacuation directions, fire alarm locations and escape routes are required to be posted throughout your building at the base of stairways, elevator landings and inside public doors. Also, list the specific location(s) of your building's designated evacuation meeting points.]

#### EMERGENCY INFORMATION

Posted evacuation diagrams

#### LOCATIONS

Base of stairways, elevator landings and inside public doors.

Maps of evacuation meeting points

[\*\*\*]

## EMERGENCY PROCEDURES (BUILDING GENERIC)

### 1. EMERGENCY NOTIFICATION PROCEDURES

When you call 911 (or any other emergency number) from a campus location to request emergency assistance, you will be connected to University Dispatch. Call from a safe location and remember to:

- Stay calm.
- Be prepared to answer the following questions:
  - Where is emergency located?
  - What is the emergency (fire, hazardous materials, medical, etc.)?
  - How did it happen?
  - When did it happen?
  - Who are you (your name)?
- Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved)?
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

### 2. GENERAL EVACUATION PROCEDURES

#### WHEN EVACUATING YOUR BUILDING OR WORK AREA

- Stay calm. Do not rush or panic.
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. Reminder: take prescription medications, keys, purse, glasses, etc. with you if at all possible; it may be hours before you are allowed back in the building.
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated evacuation meeting point.
- Wait for instructions from emergency responders.
- **Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.**

### 3. FIRE PROCEDURES

Building occupants are required by law to evacuate a building when the fire alarm sounds.

#### IF THERE IS A FIRE IN YOUR WORK AREA

- If you have been trained and are able to safely extinguish the fire, do so. Make sure, however, that you have a safe exit from the fire area.
- If you are unable to extinguish the fire, leave the area immediately and pull the fire alarm. From a safe location, call 911 and report the fire.
- Evacuate the building as soon as the alarm sounds and proceed to the designated evacuation meeting point.
- On your way out, warn others near by.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors, Do not open them if they are hot.
- If doors are hot, place a wet cloth at the base to keep smoke from entering.

- Use stairs only. Do not use elevators.
- Move well away from the building and go to your designated meeting point.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

## 7. FIRE PROVENTION PROCEDURES

To prevent fire, this building maintains a good housekeeping policy, which includes:

- Storing flammable and combustible materials in an approved manner.
- Avoiding accumulation of flammable and combustible materials in work area.

## 8. EARTHQUAKE PROCEDURES

### IN CASE OF AN EARTHQUAKE INSIDE THE BUILDING

- Duck under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other people.
- Avoid windows, filing cabinets, bookcases and other heavy objects that could fall or shatter.
- Stay under cover until the shaking stops, then leave the building.
- If it is safe to do so, stabilize any laboratory procedure that could lead to further damage, such as turning off burners or electrical equipment.

### OUTSIDE THE BUILDING

- Move away from trees, signs, buildings, electrical poles and wires.
- Protect your head with your arms from falling bricks, glass, plaster or other debris.
- Move away from fire and smoke.
- Proceed to your designated evacuation meeting point if safe to do so.
- Stay alert for further instructions.

## 9. CIVIL DISTURBANCE / DEMONSTRATION PROCEDURES

Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call the University Police.

If a disturbance seems to threaten the occupants of the building, report it immediately to the University Police and take the following actions:

- Alert all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- If necessary, your department may decide to cease work operations.
- If necessary to evacuate, follow directions from police.

If evacuation occurs, meet at the designated evacuation meeting point and await further instructions and information.

## 10. CRIMINAL OR VIOLENT BEHAVIOR

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

If you are the victim of, or are involved in, any on-campus violation of the law such as assault, robbery, theft, overt sexual behaviour, etc., do not take unnecessary risks. Notify University Police as soon as possible and give them the following information:

- Nature of the incident.
- Location of the incident.
- Description of the person(s) involved.
- Description of the property involved.

If you witness a criminal act or notice person(s) acting suspiciously on campus, immediately notify University Police.

Assist the police when they arrive by supplying them with any additional information requested; ask others to do the same.

## 11. EXPLOSION / BOMB THREAT PROCEDURES

A suspicious-looking box, package, object or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call the University Police immediately. Use a telephone in a safe area. Do not operate any power switch and do not activate the fire alarm.

### IF THERE IS AN EXPLOSION

- Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move well away from the site of the hazard to a safe location.
- Use stairs only; do not use elevators.
- Call 911 if no one has already called.

### IF YOU RECEIVE A BOMB THREAT

- Stay calm and try to keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Take notes. Ask questions:
  - When will it explode?
  - Where is it right now?
  - What does it look like?
  - What kind of bomb is it?
  - Where did you leave it?
  - Did you place the bomb?
  - Who is the target?
  - Why did you plant it?
  - What is your address?
  - What is your name?
- Observe the caller's:
  - Speech patterns, accent & tone
  - Emotional state
  - Background noise
  - Age and gender
- Write down other data:

- Date and time of call
- How threat was received
- Call University Police and submit your notes from the telephone call or the bomb threat letter or note to University Police.
- Follow any instructions the Police give you.

If you are told by emergency responders to evacuate the building:

- Check your work area for unfamiliar items. Do not touch suspicious items; report them to campus authorities.
- Take personal belongings when you leave.
- Leave doors and windows open; do not turn light switches on or off.
- Use stairs only; do not use elevators.
- Move well away from the building and follow instructions of emergency responders.

## 12. HAZARDOUS MATERIALS PROCEDURES

If you witness a hazardous material spill, evacuate the spill site and warn others to stay away. Call 911 if you believe the spill may be life threatening. If you can determine that the spill is not life threatening, follow the procedures outlined below.

If you are a hazardous materials user, you should be trained by your supervisor on proper use and storage of hazardous materials. This training should include hazard information, proper procedures for preventing spills, and emergency procedures when a spill happens.

If as a hazardous materials user you spill a hazardous material or materials:

- Leave the area of the spill immediately and proceed to a safe location nearby. Then assess if you have the proper training and protective gear to clean up the spill.
- Isolate the spill area to keep everyone away, and post signs as necessary.
- If you are able to clean up the spill, follow proper clean-up procedures and use proper personal protection. Manage the generated waste as appropriate. Consult your supervisor if necessary.
- If you require assistance to clean up the spill:  
During normal business hours, contact EH&S at 459-2553. If there is no answer, dial campus dispatch at 911 and ask them to page EH&S.  
During off-hours, contact University Police at 459-2231.
- If you suspect or witness a release of hazardous material into the environment (air, water, ground) call University Police.

## 13. UTILITY FAILURE

In the event of major utility failure, notify Physical Plant, unless it occurs during off-hours, in which case you will need to notify Campus Police.

Evacuate the building if the fire alarm sounds and/or upon notification by Campus Police.

A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property.

In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored.

## 14. ELEVATOR FAILURE

If you are trapped in an elevator, use the emergency phone to call for assistance.

If the elevator does not have an emergency phone, turn on the emergency alarm (located on the control panel) to signal your need for help.

15. FLOODING / PLUMBING FAILURE

If flooding occurs:

- Cease using all electrical equipment.
- Notify University Dispatch at 911.
- If necessary, evacuate the building.

16. GAS LEAK

If you smell natural gas:

- Cease all operations immediately.
- Do not switch lights on or off.
- Notify University Dispatch at 911.
- Evacuate as soon as possible.

17. STEAM LINE FAILURE

In the event of a steam line failure:

- Notify University Dispatch at 911.
- Evacuate as soon as possible.

18. VENTILATION PROBLEM

If odors come from the ventilation system:

- Immediately notify Physical Plant at 459-2238 and EH&S at 459-2553.
- If necessary, cease all operations and evacuate area.
- If smoke is present, activate fire alarm system. Then call 911 from a safe location.

## SUMMARY

Prepare occupants in your unit or building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation drills in which occupants participate, and evaluate drills to identify areas that need improvement. Plans must cover regular work hours, after hours and weekends. Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare.

If you have any questions about this campus policy or need additional information, first contact your unit or building coordinator. Otherwise questions can be addressed to the organizations listed below:

- Fire regulations, preparedness, safe areas      Campus Fire Marshal      459-3473
- Hazardous materials & general safety      EH&S      459-2553
- Office safety preparedness      Physical Plant      459-2238

General questions may also be directed to the Fire Department Unit Coordinator at 459-3473.