

Emergency Action Plan

Department of Chemistry and Biochemistry

York Hall

Department Call List

If reporting an emergency calmly state:

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

UCSD Emergency Phone Numbers

UCSD Police, Fire, Medical	911
UCSD Police (Cell Phone)	(858) 534-4357
Thornton Emergency Room	(858) 657-7600
Poison Control Center	(800) 876-4766
Environmental Health and Safety	(858) 534-3660
Facilities Maintenance	(858) 534-2930
Telephone/Data/Repair Service	(858) 534-3187
UCSD Emergency Status Phone	(888) 308-8273
.....	(888) 308-UCSD

Emergency Phone Numbers for Key Personnel

Stephen George – Dept. Safety Officer	
Office	(858) 534- 5906
Cell	(858) 775-1492
Doug Starkey – Facilities Manager	
Office	(858) 534- 2666
Cell	(858) 692-4776
Mary Sever – Teaching Lab Manager	
Office	(858) 534- 4843
Cell	(619) 307-1398
Dan Schuller – Chem/Biochem RAP	
Office	(858) 822- 1872
Cell	(858) 583-1495

Basic Emergency Procedures

1. **COMMUNICATE THE SITUATION:**

First, call UCSD Police (911, 858-534-4357) and describe the situation. Then, call Stephen George (cell: 858-775-1492) If Stephen is not available, call Dan Schuller (cell: 858-583-1495).

2. **EVALUATE THE SITUATION FOR BASIC ACTIONS:**

Person in charge quickly evaluates level of risk; has ultimate responsibility for organizing basic actions, acting through others as necessary.

3. **POSSIBLE BASIC ACTIONS:**

- Make an emergency call to appropriate campus authorities.
- If evacuation: Pull fire alarm and call campus police at 911 (from cell: 858-534-4357).
 - Move to the Designated Evacuation Area (see map on page 6) :

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- If lock-down: remain calm and call campus police at 911
 - Move away from windows
 - Lock door
 - Have access to an exitIf directed, move to the Designated Assembly Area or as directed by law enforcement. (see map on page 5) :

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- Communicate with the staff to clear and secure public areas:
- Communicate with the staff to clear and secure individual offices.

4. **RESPOND TO FIRE ALARM:**

When a fire alarm sounds

- All staff should secure their office (close windows and doors), leave the building, and IMMEDIATELY assemble and STAY in the designated assembly area (see map on page 6) :

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- All staff should take their emergency notebook/folder, secure their offices, and working under the direction of the designated authority, make sure all other offices and public areas are cleared and secured before evacuating.
- Take keys and other personal items with you.

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Power Outage

Teaching Labs

- If power goes out during a lab course
 - shut down experimentation and close of all containers that involve hazardous materials
 - close fume hood sashes, among other product/equipment loss steps, until the power is restored, or the ventilation system repaired.
 - Everyone should evacuate to the designated assembly area (see map on page 6):

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- STAY PUT and wait for instructions from campus safety personnel.
- Students, TAs, and lab staff will be allowed to re-enter the building no sooner than 15 minutes after power and ventilation are restored.

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 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.
- Evacuate the building. Move to the Designated Assembly Area (see map on page 6) :

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- **Everyone must go to the evacuation site before leaving campus to report three things:** where you are going, when you are going, and how you are getting there. Our goal will be to make sure everyone is safe and accounted for. We will let everyone leave the campus as quickly and safely as possible.

Fire Procedures

In Case of Small Fire

- Pull the fire alarm and call Campus Police at **911 (from cell: 858-534-4357)**.
- Alert people in the area to begin evacuation. Stay upwind from the fire.
- To use a fire extinguisher:
 - Keep an exit available behind you and bring the extinguisher within six feet of the fire.
 - **P**ull the pin
 - **A**im at the base of the fire
 - **S**queeze the handle
 - **S**weep side to side, at the base of the fire until it is out or the extinguisher is empty

In Case of Large Fire

- Pull the fire alarm and call Campus Police at **911 (from cell: 858-534-4357)**.
- Alert people in the area to begin evacuation. Stay upwind from the fire.
- Close doors confine the fire.
- Move to the Designated Assembly Area (see map on page 5) :

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- Have persons knowledgeable about the incident and location assist emergency personnel.

Building Evacuation

- If a fire alarm or designated authority calls for evacuation, quickly move outside of the building using the nearest door marked with an EXIT sign.
- Close and secure all windows and doors as you leave. Take your keys with you.
- Proceed to the nearest safe stairway.
- Be certain all persons in the area are evacuated immediately.
- Help any that need special assistance – disabled, small children, etc.
- Report immediately to the Designated Assembly Area to do a headcount (see map on page 5) :

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- STAY PUT and wait for instructions from emergency response personnel.

Building Lockdown

- 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.
- Help any that need special assistance – disabled, small children, etc.
- Call the Campus Police at **911 (from cell: 858-534-4357)**. Inform them where you are and how many are present.
- STAY PUT and wait for instructions from emergency response personnel.

BUILDING EVACUATION ASSEMBLY AREA YORK HALL

* NOTE: WE DO NOT CONDUCT FIRE DRILLS – ALL ALARMS MUST BE TAKEN SERIOUSLY



ASSEMBLY AREA: REVELLE PLAZA, AWAY FROM BUILDINGS AND TREES