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**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCSD Police, Fire, Medical</td>
<td>911</td>
</tr>
<tr>
<td>UCSD Police (Cell Phone)</td>
<td>(858) 534-4357</td>
</tr>
<tr>
<td>Thornton Emergency Room</td>
<td>(858) 657-7600</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>(800) 876-4766</td>
</tr>
<tr>
<td>Environmental Health and Safety</td>
<td>(858) 534-3660</td>
</tr>
<tr>
<td>Physical Plant Repair/Maintenance</td>
<td>(858) 534-2930</td>
</tr>
<tr>
<td>Telephone/Data/Repair Service</td>
<td>(858) 534-3187</td>
</tr>
<tr>
<td>UCSD Emergency Status Phone</td>
<td>(888) 308-8273</td>
</tr>
<tr>
<td></td>
<td>(888) 308-UCSD</td>
</tr>
</tbody>
</table>

**Emergency Phone Numbers for Key Departmental Personnel**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Role</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephen George</td>
<td>Dept. Safety Officer</td>
<td>(858) 534-5906, (858) 775-1492</td>
</tr>
<tr>
<td>Rick Thomas</td>
<td>Facilities Director</td>
<td>(858) 534-6733, (858) 414-4547</td>
</tr>
<tr>
<td>Sheila Kennedy</td>
<td>Teaching Lab Safety Coordinator</td>
<td>(858) 534-0221, (858) 699-2529</td>
</tr>
<tr>
<td>Haim Weizman</td>
<td>Chair Safety Committee</td>
<td>(858) 534-2963</td>
</tr>
<tr>
<td>Aaron Bartel</td>
<td>Chem/Biochem RAP</td>
<td>(858) 534-2823, (858) 663-1520</td>
</tr>
</tbody>
</table>
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 Rick Thomas (cell: 858-414-4547), Sheila Kennedy (cell: 858-699-2529) or Aaron Bartel (cell: 858-663-1520).

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

   **If reporting an emergency calmly state:**
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   - Nature of the emergency; fire, chemical spill, etc.
   - Injuries? Hazards which may effect responding emergency personnel?
   - A phone number near the scene where you can be reached
Earthquakes
During Heavy Shaking
- Duck, Cover and Hold On.
- Get under a desk, table or stairwell. If none are available, move against and 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 5):

Revelle Plaza by fountain

- 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.
  - 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

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 and windows to confine the fire.
- Move to the Designated Assembly Area (see map on page 5):

Revelle Plaza by fountain

- 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):

Revelle Plaza by fountain
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.