

# Emergency Action Plan

## Department of Psychology

2020/21

### What to do...

#### Safely stop your work

- Shut down equipment that could become unstable or present a hazard.
- Gather your personal belongings such as glasses, keys, prescription medication and purse.

#### Quickly evacuate the building using the nearest door marked with an EXIT sign

- Close all doors as you leave.
- DO NOT USE ELEVATORS. Proceed to the nearest safe stairway.
- Touch closed doors before opening. If the surface is hot, do not open - use another exit route.
- Help those who need special assistance - disabled persons, small children etc.

#### Get to a safety zone if unable to evacuate the building

- Emergency exit corridors and smoke-protected stairwells are resistant to fire and smoke for approximately 2 hours. These are the safest areas during an emergency evacuation. Rescue personnel are instructed to check all exit corridors and stairwells first for any stranded persons.

Other safety zones include:

- An adjoining building behind fire doors
- An office with a closed door, located a safe distance from the hazard

#### Assisting those with disabilities

- Low vision or blindness: Tell the person the nature of the emergency and offer your arm for guidance. Give verbal instructions to advise about the safest route or direction, using estimated distances and directional terms. As you walk, tell the person where you are and where obstacles are located. When you reach safety, orient the person to their surroundings and offer further assistance.
- Deaf or hard of hearing: Turn the light switch on and off to gain their attention, and then indicate through gestures or in writing what is happening and what to do. Eg. "FIRE! Go out the rear door on your right. NOW. Meet outside on the front lawn." Give visual instructions to advise about the safest route or direction by pointing toward exits or evacuation maps.
- People using crutches, canes, walkers, or wheelchairs: Always ask the person what their needs and preferences are regarding ways of being moved. Consider the evacuation options and the suitability of carrying the person. Ensure that a service animal is not separated from its master, if possible.

### Where to go...

Report to and remain in your designated assembly area (Sun God Lawn) to do a head count.

#### Notify emergency responders of:

- Any missing individuals and last known locations.
- The location and condition of any people still in the building.
- Any sensitive research, operating equipment, animals left in the building, etc.

#### Wait for instructions from emergency responders

- Remain outside at your designated assembly area.
- Do not reenter the building until authorized to do so by an appropriate authority (police, fire department, local leadership, etc.).
- Local leadership (MSO/Supervisor) and/or emergency responders will advise on if/when it is safe to go home.

### Emergency Contact Information

Campus Police Dispatch	858-534-HELP (4357)
Fire / Police / Medical	911
Poison Control Center	800-876-4766
Facilities Management	858-534-2930
UCSD Emergency Status	888-308-UCSD (8273)
	<a href="http://ucsd.edu/emergency/">http://ucsd.edu/emergency/</a>

#### Key Departmental Personnel:

Peter Hinkley (MSO) x42947, 619-206-1482 (cell)

### In the case of...

#### A power outage

- Turn off any equipment that was still in service to avoid power surges when service is restored. Leave a task light turned on so that you know when service is restored.
- Do not use candles for illumination. Use battery flashlights and lamps instead.
- Avoid using elevators when possible. If you are in an elevator during an outage, use the emergency phone to notify building maintenance staff of your situation.
- Report to your designated assembly area. Unless other instructions have been issued, it's safest to stay on campus.
- Leave campus only if authorized by a supervisor.

#### An earthquake

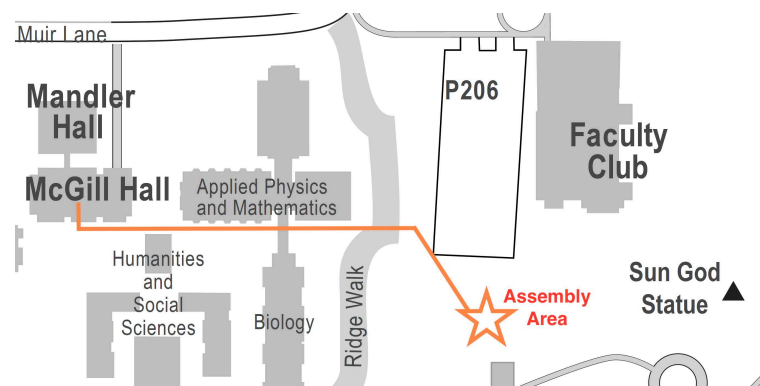
- Drop, cover, and hold on. Get under a desk, table, or in a stairwell. If none are available, move against an interior wall and cover your head with your arms. Remain under cover until the movement subsides.
- Stay away from large windows, shelving systems or tall room partitions.
- After shaking has stopped, survey your immediate area for trapped or injured persons and ruptured utilities.
- Evacuate the building using the stairs and report to your designated assembly area.

#### A small fire

- Pull the fire alarm and call Campus Police at 534-HELP
- IF YOU HAVE BEEN TRAINED to use a fire extinguisher, while keeping an exit available behind you, bring the extinguisher within six feet of the fire.
- Pull the pin located in the extinguisher's handle; aim the nozzle at the base of the fire.
- Squeeze the handles and sweep from side to side at the base of fire until it is out.

#### A large fire

- Pull the fire alarm and call Campus Police at 534-HELP
- Alert people in the area to evacuate using the stairs.
- Close door to confine the fire.
- Report to your designated assembly area and upwind from the building.
- Have persons knowledgeable about the location and nature of the fire assist emergency personnel when they arrive.



#### Calmly state:

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

**Calling 911 from a cell phone on campus will not reach campus police. You will get help MUCH sooner by dialing 858-534-HELP.**