

Emergency Action Plan

Geology Building 595 Charles E Young Drive East Los Angeles, CA. 90095

Slichter Hall 603 Charles E Young Drive East Los Angeles, CA. 90095

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INTRODUCTION

This guide is intended to help all faculty, staff, and students of UCLA's Earth, Planetary, and Space Sciences Department respond to any emergency situation that may occur in the Geology Building or Slichter Hall. This guide is intended to serve as a quick reference for effective action and should be kept in an easily accessible location at all times. All members of the EPSS department should read and become familiar with the contents of this guide before an emergency occurs. Questions or comments regarding the contents of this guide should be directed to the Building Manager at extension 51420.

SECTION 1: EMERGENCY TELEPHONE NUMBERS

GEOLOGY – 595 Charles E Young Drive East, Los Angeles, CA 90095 [Bldg. #39A]

SLICHTER HALL – 603 Charles E Young Drive East, Los Angeles, CA 90095 [Bldg. #39C]

Emergency: Fire/Medical/Police

All Emergencies	1-1 (from on-campus landline phone)
UCPD	(310) 825-1491
Campus Disaster Hotline	1-800-900-8252 (UCLA)

Non-Emergency

Assistance Programs/Counseling - Employee Assistance Program / Staff					
and Faculty Counseling Center(310) 794-0245					
Department Emergency Coordinator(310) 825-1420					
Environmental, Health & Safety (EH&S)					
- Hazardous Waste Pickup(310) 206-1887					
- Hazard reporting(310) 206-7994					
- EH&S Injury Hotline (24/7)					
- Non-emergency large spill cleanup (24/7)(310) 825-9797					
- Safety concerns: Business hours(310) 825-5689					
After-hours, weekends, and holidays(310) 825-9797					
EPSS Building Manager(310) 825-1420					
General Facilities Trouble Desk(310) 825-9236					
UCLA Fire Marshal's Office(310) 825-5689					
Medical / Health					
- Occupational Health: Center for Health Sciences CHS 67-120					
(Monday - Friday, 7:00 a.m 4:30 p.m.)					
- Ronald Reagan Medical Center Emergency Dept(310) 825-2111					
On Campus Radio BroadcastAM 1630					

SECTION 2: FLOOR WARDEN INFORMATION

FLOOR WARDENS

Basement:

Floor Warden – Emmanuel Masongsong Backup Warden – Henry Gonzalez	<u>emasongsong@igpp.ucla.edu</u> <u>henryhg1446@ucla.edu</u>	310-20 6-6627 818-912-0554
<u>First Floor:</u> Floor Warden – Paul Davis Backup Warden – Lingsen Meng	pdavis@epss.ucla.edu meng@epss.ucla.edu	310-82 5-1343 310-82 5-1884
<u>Second Floor:</u> Floor Warden (Geology) – Lvcian Vltava Backup Warden (Geology) – TBD Floor Warden (Slichter Hall) – Ryan Caron Backup Warden (Slichter Hall) – Ben Elliott	lvcianvltava@ucla.edu rcaron@igpp.ucla.edu benm.elliott@epss.ucla.edu	310-20 6-1449 310-26 7-0696 310-20 6-3531
<u>Third Floor:</u> Floor Warden (Geology) – Eric Wessenauer Backup Warden (Geology) – Carlene Brown Floor Warden (Slichter Hall) – Jim Nakatsuka Backup Warden (Slichter Hall) – TBD	<u>ericw@epss.ucla.edu</u> <u>cbrown@epss.ucla.edu</u> jnakatsu@igpp.ucla.edu	310-82 5-1420 310-82 5-9784 310-82 5-3939
<u>Fourth Floor:</u> Floor Warden (Geology) – Rod O'Connor Backup Warden (Geology) – Steve Salyards Floor Warden (Slichter Hall) – TBD Backup Warden (Slichter Hall) – Suzanne Horn	roconnor@epss.ucla.edu salyards@epss.ucla.edu shorn@epss.ucla.edu	310-82 5-6325 310-82 5-3043 310-26 7-5218
<u>Fifth Floor:</u> Floor Warden (Geology) – Emily Hawkins Backup Warden (Geology) – Ashna Aggarwal Floor Warden (Slichter Hall) – James Weygand Backup Warden (Slichter Hall) – Bill Harris	emilyhawkins@ucla.edu aaggarwal01@ucla.edu jweygand@igpp.ucla.edu bharris@igpp.ucla.edu	310-26 7-7218 310-26 7-7218 310-82 5-3547 310-82 5-9320
<u>Sixth Floor:</u> Floor Warden (Geology) – Victor Reville Backup Warden (Geology) – Anna Tenerani Floor Warden (Slichter Hall) – William Greer	vreville@epss.ucla.edu annatenerani@epss.ucla.edu wgreer@igpp.ucla.edu	424-224-6672 310-20 6-8590 310-82 5-1464

SECTION 3: EMERGENCY ACTION PLAN

3.1 BUILDING EVACUATION

- 1. Before an emergency, familiarize yourself with evacuation routes. Identify alternate exit routes. Note locations of all stairwells, fire extinguishers, and pull stations.
- 2. Keep all corridors and hallways clear of obstructions to not impede evacuations.
- 3. If fire alarm is activated or if directed to do so, everyone must evacuate the building.
- 4. Follow evacuation route and exit building using the nearest safe stairwell or exit door. DO NOT USE ELEVATORS. Follow the instructions of Floor Wardens.
- 5. If nearest stairwell or exit is obstructed by smoke, fire or other hazards, proceed to another exit or stairwell.
- 6. If you encounter smoke in a hallway, stay low to the floor. If necessary, crawl along the wall to an emergency exit.
- 7. During stairwell evacuation, hold handrail, and stay to right side of the stairwell. Allow enough room for others to enter flow of traffic.
- 8. Proceed to Building Evacuation Areas or Emergency Assembly Area.
- 9. Do not re-enter building until given the "all clear" by emergency personnel.

Evacuation Instructions for People with Disabilities

Individuals with disabilities may require special assistance during an evacuation. Everyone can help by becoming aware of those who may need assistance. People with disabilities are encouraged to complete a Self-Certification form (ATTACHMENT C) to request assistance during an evacuation.

Wheelchair or Mobility impairment

The Fire Department will normally provide assistance for wheelchair users or people with mobility impairments on upper floors. Building occupants should remain with the disabled person in a Rescue Assistance Area or room with an exterior window, a phone, and a solid door. Send someone to notify emergency personnel of location of the person in need of assistance. Only when Fire Department is not available and there is imminent danger should occupants evacuate wheel chair users.

RESCUE ASSISTANCE AREAS

Rescue Assistance Areas are safe locations near stairwells and exits that are not handicapped accessible. Be very specific when giving the location to emergency personnel. Example: Geology Building, Stairwell #1, near room 5631

May 2018

3.2 FIRE

FIRE ALARMS

It is necessary to evacuate the buildings anytime an audible/visual fire alarm activates. Upon hearing or seeing the alarm, occupants shall evacuate the building and proceed to one of two Building Evacuation Areas: 1) Court of Sciences outside the west entrance of Geology Building; 2) Just outside east entrance of Geology Building near Parking Structure 2.

IF YOU DISCOVER A FIRE:

- **ACTIVATE** the nearest pull station to sound the Fire Alarm. (Pull stations are located near the stairwells and exits)
- **CALL** the Fire Department at 911 from a campus landline or call 1-310-825-1491 from off campus or from a cell phone.
- **EVACUATE** the building using the nearest safe route / stairwell. DO NOT use the elevator.

Use a fire extinguisher only if it is safe to do so and if you are trained. Do not attempt to extinguish a fire larger than the size of a trash can. NEVER attempt to put out a fire alone. Activate the fire alarm and call for help before using the extinguisher.

IF THE DOOR IS HOT: DO NOT OPEN IT. Use an alternate door, if safe. If there are no

alternate doors and you are trapped inside a room, **DEFEND IN PLACE**:

- Call the Fire Department at 9-1-1. Give exact location and all known details.
- Seal the bottom of the door with cloth material to keep smoke out.
- If water is available, wet cloth material and seal the door and any vents.
- Retreat. Close as many doors between you and the fire as possible.
- Signal at the window waving a brightly colored material.
- Breaking a window should be done only as a last resort.
- If there is smoke in the room:
 - Stay Low. Air is cooler and cleaner closer to the floor.
 - Hold a cloth over your mouth and nose.

Remain calm. Help is on the way!

3.3 EARTHQUAKES

BEFORE AN EARTHQUAKE

- 1. Know the location of Emergency Assembly Area away from the building in case evacuation is necessary. In most cases, **it is safer to remain inside the building.**
- 2. It is recommended to have as a minimum:
 - First Aid Kit (check and maintain quarterly)
 - Radio and flashlight with extra batteries (check and maintain quarterly)
 - Heavy gloves in case of broken glass
 - Rubber soled shoes
 - If you are on any medication, have a 72-hour (minimum) supply with you at all times
 - Water: Stored bottled water; rotate the bottles regularly.
- 3. Reduce non-structural hazards. Make sure bookcases, filing cabinets, etc. are anchored to the building. Remove heavy objects from high shelves. Secure cleaning liquids and other chemicals on shelves to prevent spillage.
- 4. Have a plan to reunite your family. You will not be able to concentrate at work if you are worried about your family. Make sure your family knows what to do. Have an out of state emergency contact person. When you are able to use a phone, call and check to see who is accounted for.
- 5. First Aid Training is highly recommended.
- 6. For more information on Earthquake Preparedness visit: <u>www.redcross.org</u> or contact your local Fire Department.

DURING AN EARTHQUAKE: DROP, COVER, & HOLD

- Indoors: (Drop, Cover, and Hold) Take cover immediately under a table or desk, between lecture hall seats, or in a hallway.
- **Outdoors:** Move to an open area away from buildings, walls, trees, streetlights, and utility wires. (Drop, Cover, and Hold)
- In a Car: Stay inside the vehicle, slow down and find a safe place to stop, preferably away from traffic. Stay away from buildings, trees, overpasses, underpasses, or utility wires. Once the shaking has stopped and you have determined it is SAFE, proceed with caution. Avoid bridges or ramps that might have been damaged by the quake.
- In a wheelchair: Lock your wheels and remain seated until the shaking stops. Always protect your head and neck with your arms, a book, or whatever is available.
- **Remember:** Stay calm. Do not panic or run for exits. Tell others to take cover. Drop-Cover-and Hold until the shaking stops. Be alert for aftershocks.

AFTER AN EARTHQUAKE

- Assess conditions and determine the necessity for immediate evacuation. If life threatening, begin evacuation. Stairwells must be checked for unsafe conditions before evacuating. Generally, it is safer to remain inside the building.
- 2. Check for injuries and fires. Inspect floor for damage. Check utilities gas odors, water leaks and electrical shorts. <u>Use caution opening doors</u>. Watch for falling objects.
- 3. Check stairwells for unsafe conditions.
- 4. Report status to Floor Wardens. Include injuries, deaths, building damage, and potential hazards.
- 5. Listen to radio for emergency reports. Keep occupants informed to discourage spreading of rumors.
- 6. Assist Floor Wardens in keeping occupants calm and quiet, and away from windows.
- 7. Await instructions from the Fire Marshal, Emergency Personnel, or Building Administration.
- 8. Cooperate with all Public Safety Officials. **BE PREPARED FOR AFTERSHOCKS.**

3.4 MEDICAL EMERGENCY

MEDICAL EMERGENCY

If a medical emergency arises, First Aid should be administered by someone qualified. If outside emergency services are needed:

- 1. Call the Paramedics at **9-1-1** from a campus land line. If there is a problem with the 9-1-1 system, call the UCPD at 1-310-82**5-1491**. They will dispatch the Paramedics.
- 2. Arrange for someone to meet the Paramedics in the elevator lobby on the floor and direct them to the injured person.
- 3. Remain with the victim. Do not move the victim unless in immediate danger of further injury. Keep comfortable and warm.
- 4. Notify Environmental Health and Safety at (310) 825-4306 and fill out an incident report after the emergency has passed.

CPR Training and First Aid courses are available from your local American Red Cross Office.

3.5 BOMB THREAT

BOMB THREAT INSTRUCTIONS

Stay calm and 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 (angry, agitated, calm, etc.)
- Background noise (traffic, people talking and accents, music and type, etc.)
- Age and gender

Write down other data:

- Date and time of call
- How threat was received (letter, note, telephone)
- Call UCPD at 1-310-82**5-1491** and submit your notes from the telephone call or the bomb threat or note to UCPD.

Follow police instructions.

3.6 HAZARDOUS MATERIAL SPILL OR RELEASE

Minor spill in the labs

- Follow lab eyewash, rinse or shower procedures.
- Vacate occupants in the immediate area, if necessary.
- Clean the spill if you have suitable training and equipment.
- Wear protective equipment (goggles, gloves, shoe covers).
- Use the appropriate kit to neutralize and absorb.
- Collect waste. Seal it in a proper container, and label it.
- Call EH&S at 1-310-206-1887 for waste pickup.

Major spill in the department

- Call **9-1-1** and then call the EH&S Hotline at 1-310-82**5-9797.**
- Identify yourself, the location/phone, material spilled, possible injuries.
- Assist injured persons. Isolate contaminated persons.
- Avoid contamination or chemical exposure.
- Close doors and control access to spill site.
- Communicate critical spill information to responders.
- Follow evacuation instructions.

Areawide HazMat Incident (campus or community)

• Follow instructions precisely. An indoor or alternative outdoor evacuation site may be necessary.

3.7 CIVIL DISORDER

- Remain calm and evaluate the severity of the situation.
- Do not confuse a demonstration with civil disorder. Civil disorders involve felonious behavior (arson, burglary, assault, serious property damage).
- Follow University instructions exactly
- Help the University disseminate accurate information and instructions.
- Support an authorized lockdown or evacuation order.
- Do not contribute to the spread of rumors.
- Obtain updates from University and Department hotlines.

3.8 SHELTER IN PLACE

In certain situations, it may be safer to remain inside the building rather than evacuate. For Example: During a civil disturbance. Or after chemical, biological, or radiological contaminants are released accidentally or intentionally into the environment.

If you become aware of such situation:

- 1. Go inside the building.
- 2. Close all doors and windows
- 3. Move to an interior room with few or no windows.
- 4. Close air vents if possible.
- 5. Stay in place until notified by Emergency Personnel or the UCPD.

Designated shelter in place rooms: B707, 1707, 2707, 3695, 3814

3.9 ACTIVE SHOOTER

When a shooter is in your vicinity:

1. RUN

- a. Have an escape route and plan in mind.
- b. Leave your belongings behind.
- c. Keep your hands visible.

2. HIDE

- a. Hide in an area out of the shooter's view.
- b. Block entry to your hiding place and lock the doors.
- c. Silence your cell phone.

3. FIGHT

- a. As a last resort and only when your life is in imminent danger
- b. Attempt to incapacitate the shooter
- c. Act with physical aggression and throw items at the active shooter

In the Classroom or Office

- If you are in a classroom, room, or office, STAY THERE, secure the door and turn off the lights and electronic devices. Remain silent.
- If the door has no lock and door opens inward, a heavy door wedge can be kept on hand and used, otherwise look for heavy furniture to barricade the door. If the door has a window, cover it.
- Depending upon the gunmen's location, you may also exit through the windows. Have someone stand guard as you help as many people exit through a window as calmly and quietly as possible.
- If the windows don't open, or you cannot break them, or you are not on a ground floor, get out of sight from the door and stay low and quiet.
- If no police units are on scene, move well away from the incident and find safe cover positions (not the parking lots) and wait for police to arrive.
- When police officers arrive, while keeping your hands on top of your head, **do exactly** what the police tell you to do.

In Hallways or Corridors

- If in the hallway, get into a room that is not already secured and secure it.
- Unless you are very close to an exit, don't run through a long hallway to get to one, as you may encounter the gunmen or hostage taker.

In Large Rooms / Auditoriums

• If in a gym or theater area and the gunmen are not present, move towards external exits and any police unit. Drop all bags and keep your hands on your head. **Do exactly what the police tell you to do.**

Open Spaces

• Stay alert and look for appropriate cover locations. Hard cover, such as brick walls, large trees, retaining walls, parked vehicles, any other object that may stop bullets, may be utilized as cover.

Trapped with the Gunmen

- If you are trapped with the gunmen, don't do anything to provoke them. If they are not shooting, do what they say and don't move suddenly.
- There is no set procedure in this situation. If possible call 911 and talk with a police dispatcher. If you cannot speak, leave the phone line open so the police can hear what is going on.
- If they do start shooting people, you need to make a choice: stay still and hope they don't shoot you, run for an exit while zigzagging, or attack the shooter. If you make the choice to run, a zigzagging moving target is much harder to hit than a straight runner. Playing dead may also be a consideration.
- It is not a recommendation to attack the shooter, but remember that you have a choice to fight when there are no other options. The last thing that the shooter will expect is to be attacked by you.

What to Expect from Responding Police Officers

Police officers responding to an active shooter are trained to proceed immediately to the area where the shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers may possibly be from different police agencies and dressed in different uniforms. They may even be in civilian clothes and wearing an external bulletproof vest.

Regardless of how officers appear, remain calm. Do as the officers tell you, and do not be afraid of them. Put down any bags or packages that you are carrying and keep your hands visible at all times.

- If you know where the shooter is, or know the shooters description, tell the officers.
- The first officers to arrive will not stop to aid victims. Rescue teams will follow shortly after the first responding officers enter the area. They will attend to the injured and remove everyone safely from the area.
- Keep in mind that once you have escaped to a safer location, the entire area is still a crime scene. Police will usually not let anyone leave until the situation is under control and witnesses have been identified. Until you have been released, remain at whatever assembly point authorities designate.

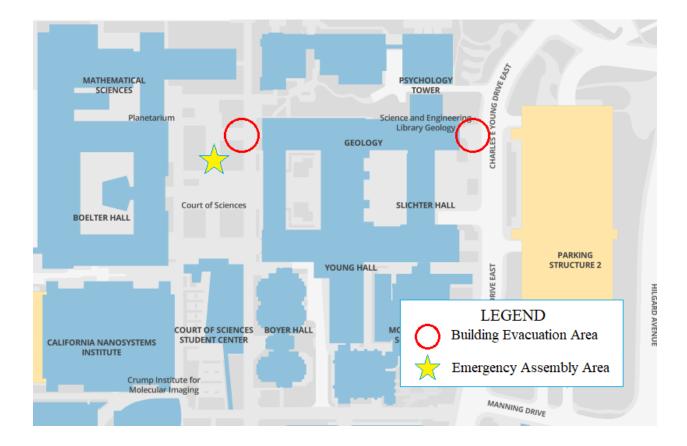
ATTACHMENTS

ATTACHMENT A: ASSEMBLY AREAS ATTACHMENT B: BOMB THREAT CHECKLIST ATTACHMENT C: SELF CERTIFICATION FORM ATTACHMENT D: ADDITIONAL INFORMATION

ATTACHMENT A: ASSEMBLY AREAS

BUILDING EVACUATION AREAS: There are two Building Evacuation Areas for the Geology Building and Slichter Hall. One is on the east side of the buildings near Parking Structure 2. The other is located outside the west entrance to Geology in the Court Of Sciences. Building Evacuation Areas are for smaller, localized emergencies. You may be directed to go to the Emergency Assembly Area for larger emergencies.

EMERGENCY ASSEMBLY AREAS: The Emergency Assembly Area for Geology Building and Slichter Hall is located in the Court of Sciences, outside the west entrance to the Geology Building.



ATTACHMENT B: BOMB THREAT CHECKLIST

BOMB THREAT

PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bornb threats are received by phone. Bornb threats are serious until proven otherwise. Act quickly, but remain caim and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

- Remain caim. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- 2. Listen carefully. Be polite and show interest.
- 3. Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- 5. If your phone has a display, copy the number and/or letters on the window display. 6. Complete the Borrb Threat Checklist Immediately. With down as much detail as
- you can remember. Try to get exact words. 7. Immediately upon termination of call, DO NOT HANG UP, but from a different
- phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call
- Handle note as minimally as possible.
- If a bomb threat is received by e-mail:
- Call
- Do not delete the message.

Signs of a suspicious package:

- No return address
 Poorly handwritten
- Excessive postage
 Misspelled words
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery

* Refer to your local bomb threat emergency response plan for evacuation criteria

Incorrect titles

Foreign postage

Restrictive notes

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to defonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



BOMB THREAT CHECKLIST

TIME:

TIME CALLER HUNG UP:

DATE

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

 Where is the bomb located? (building, foor, room, etc.)

• When will it go off?

• What does it look like?

• What kind of bomb is it?

• What will make it explode?

Did you place the bomb? Yes No

and you place the barray

• Why?

• What is your name?

Exact Words of Threat:

Information About Caller:

• Where is the caller located? (background/level of noise)

Estimated age:

Is voice familiar? If so, who does it sound like?

Other points:

Soft
 Stutter

Ca	ller's Voice	Ba	ckground Sounds	Th	reat Language
	Female		Animal noises		Incoherent
	Male		House noises		Message read
	Accent		Kitchen noises		Taped message
	Angry		Street noises		Instional
	Celm		Booth		Profane
	Clearing throat		PA system		Well-spoken
	Coughing		Conversation		
	Cracking voice		Music		
	Crying		Motor		
	Deep		Clear		
	Deep breathing		Static		
	Disguised		Office mechinery		
	Distinct		Fectory mechinery		
	Excited		Local		
	Leughter		Long Distance		
	Lisp				
	Loud	06	her information:		
	Nesel				
	Normal				
	Regged	_			
	Repid	_			
	Respy				
	Slow				
	Slurred				

ATTACHMENT C: SELF CERTIFICATION FORM Self-Certification of Access and Functional Needs Form

Occupants who have access and functional needs during an evacuation must request assistance from the Facility Warden in writing, using the Self-Certification of Access and Functional Needs form below, so that advance arrangements can be made to meet their needs.

UCLA University of California, Los Angeles						
Se	If-Certification			Needs		
		gency Evacuation				
	type all relevant info					
Employee Name	Building/Address	Room Number	Telephone #	Department	Date	
I will require the following assistance during evacuations:						
My need for assistance is: I will no longer need assistance				after:	Phone	
Permanent { } Temporary { }					#	
Supervisor's Name:				Date:		
Facility Warden Name:				Date:		
For Office Use Only Assigned Mobility Assistant(s) Name			Telephone #			
Assigned Mobility Assistant(s) Name Telephone #						
If you have any questions please contact the UCLA Office of Emergency Management directly at 310-825-6800						
Submit this form to your Area/Floor Warden & send a copy to the Office of Emergency Management at <u>uclaoem@ehs.ucla.edu</u> .						

ATTACHMENT D: ADDITIONAL INFORMATION

RESOURCES AT A GLANCE

In case of an emergency on or near campus, visit the UCLA Bruin Safe Online website at **www.bso.ucla.edu** for updates, reference materials, and instructions.

Sign up for **Bruin Alert** to receive notification of potential safety hazards or concerns on or near campus.

Download the **Bruin Safe mobile app** available on iTunes or Google Play

Call the Campus Emergency Hotline at **1-800-900-8252 (UCLA)** to hear recorded emergency bulletins and status updates. (Activated following a major campus emergency)

Dial in to **1630 AM** UCLA on-campus radio station for local emergency and travel advisories when on campus or in Westwood. (2 mile radius from campus)

Please visit the UCLA Emergency Management Office website at <u>www.oem.ucla.edu</u> for additional resources.