



**UNIVERSITY OF CALIFORNIA, SAN DIEGO  
CONFERENCE SERVICES**

**EMERGENCY PREPAREDNESS**

# CAMPUS EMERGENCY NOTIFICATIONS

## Campuswide Emergency Information

For more in depth information regarding emergency preparedness on campus please visit the campus emergency website: <http://blink.ucsd.edu/safety/emergencies/campuswide>.

For information regarding the emergency status of UC San Diego please visit <http://ucsd.edu/emergency> or call (888) 308 – UCSD (8237)

## Emergency Phone Numbers

	<u>Campus Phone</u>	<u>Cell Phone</u>
Fire	911 or 4-HELP	(858) 534-HELP (4357)
Police	911 or 4-HELP	(858) 534-HELP (4357)
Medical (Paramedic)	911 or 4-HELP	(858) 534-HELP (4357)
First-Aid (Student Health)	x43300	(858) 534-3300
Poison Control	(800) 876-4766	(800) 876-4766

If a campus phone is available to you, do not dial 8 for an outside line. Simply dial 911 which will connect directly with the Campus Police dispatcher from any campus telephone.

From a pay telephone, or cell phone (858) 534-HELP will connect directly to the Campus Police dispatcher.

Opening cover door of Emergency Call Box Stations will also put you in communication with the dispatcher. There are two dozen such call boxes found on the campus. They are bright yellow in color with a red light attached on top. The light is illuminated at night for easier identification.

Remain calm while waiting for assistance. The Campus Police dispatcher will contact the necessary emergency services. Stay off the phone – the only exception being a case of poisoning when you would receive instructions from the Poison Control Center.

When you report the emergency, tell the operator “THIS IS AN EMERGENCY.”

### **CALMLY STATE:**

- \* Your name
- \* The building and room location of the emergency
- \* The nature of the emergency – fire, flooding, etc.
- \* Whether injuries have occurred
- \* Hazards present that may affect responding emergency personnel
- \* A phone number near the scene where you can be reached

## **BUILDING EVACUATION**

Evacuation will result in all persons leaving the building and moving to a designated assembly area outside. Evacuate the building if the fire alarm system has been activated and/or after there is a strong earthquake. Proceed to the area indicated on the attached map.

General guidelines for managing an orderly and safe evacuation include:

- \* Keep yourself and others calm.
- \* Exit locations and gathering areas are indicated on maps posted on the back of the door.
- \* Announce the situation loudly and clearly to all individuals. Give clear directions – direct persons to nearest exits, stairwells – remind individual NOT to use elevators during evacuation. Take your keys, and close your doors.
- \* Keep existing groups together. Contact people should lead their group out of the structure.
- \* Assist persons with disabilities. Use a pre-assigned “buddy system.”
- \* Quickly check all rooms and corridors and stairwells to ensure that all individuals are leaving the area.
- \* Account for all evacuees – key personnel from each group should quickly ascertain that all individuals have safely reached the assembly area.
- \* **WAIT FOR INSTRUCTIONS. DO NOT RE-ENTER THE BUILDING UNTIL EMERGENCY PERSONNEL ANNOUNCE THAT IT IS SAFE TO DO SO.**

## **CONSIDERATIONS FOR PEOPLE WITH DISABILITIES**

Group coordinators will be aware of persons with disabilities in the group and will ensure that all disabled persons are successfully evacuated during an emergency or drill. Appropriate evacuation procedures should be prearranged between the disabled individuals and the people assigned to assist them.

NOTE: Individuals may have an unobservable disability and may or may not self-identify before an emergency. Such disabilities may include arthritis, a cardiac condition, chronic back problems, asthma, a learning disability, etc. These persons may need additional help during emergency situations. Request that all persons who feel that they may need special assistance notify the group contact so that arrangements can be made in advance to meet their needs.

## **GENERAL GUIDELINES**

All exit corridors and smoke tower stairwells are protected by self-closing doors. These are the safest areas during an emergency. Disabled persons are advised to proceed to them immediately. The group coordinator is asked to check all exit corridors and exit stairwells first for any stranded persons.

If there is no imminent danger and there are no special problems evacuating the person, place him/her into or next to the stairwell. Be certain someone stays with the person.

No one should attempt to use an elevator to evacuate during an emergency – use the available stairs.

## SPECIFIC RECOMMENDATIONS

### Visually Impaired Persons

Tell the person the nature of the emergency and offer your arm for guidance. This is the preferred method when acting as a “sighted guide.”

As you walk, tell the person where you are and where obstacles are located. When you reach safety, orient the person where you are and where obstacles are located. When you reach safety, orient the person to the location and ask if further assistance is needed.

### Hearing Impaired Persons

Campus buildings are equipped with audible fire alarms, which should be activated during an emergency; however, persons with impaired hearing may not receive the audible signal. Use an alternative warning system. Several methods can be used, including:

Write a note to tell the person of the situation, the nearest evacuation route and where to meet outside. Sample script: “FIRE – Go out the rear door on your right. NOW. Meet outside on the front lawn.”

OR: Turn the light switch on and off to gain their attention, then indicate through gestures or in writing what is happening and what to do. Do not use this technique with the light switch if you smell natural gas in the area.

### Persons Using Crutches, Canes, or Walkers

In evacuations, these individuals should be treated as if they were injured. Carrying options include using a two-person, lock-arm position or having the individual sit on a sturdy chair (preferably with arms), which is then lifted and carried.

### People Who Use Wheelchairs (Non-ambulatory)

Most non-ambulatory persons will be able to exit safely without assistance if they are on the group floor. If you are assisting a non-ambulatory person, be aware that some people have minimal ability to move and lifting them may be dangerous to their well-being. Some individuals have very little upper trunk and neck strength.

Frequently, non-ambulatory persons have respiratory complications – remove them from smoke and vapors immediately. Some people who use wheelchairs may have electrical respirators; they should be given priority assistance, as their ability to breathe may be seriously in danger.

Non-ambulatory persons’ needs and preferences vary. Always consult with the person as to his/her preference regarding:

- \* Ways of being moved.
- \* The number of people necessary for assistance. If carrying a person more than three flights, a relay team will be needed.
- \* Whether to extend or move extremities when lifting because of pain, braces, etc.
- \* Whether a seat cushion or pad should be brought along.
- \* Being carried forward or backward on stairs.
- \* After-care if removed from the wheel chair.

Remember to check the intended route for obstructions before transporting the individual. Delegate others to bring the wheelchair. When the wheelchair is left behind, remove it from the stairwell and place it so it does not obstruct the egress of others. Reunite the person with their wheelchair as soon as it is safe to do so. Wheelchairs have many movable or weak parts, which were not constructed to withstand the stress of lifting (i.e., the seat bar, foot plates, wheels, movable armrests, etc.). If the chair is battery-powered, remove the batteries before moving it. Make sure that the foot rests are locked and that the motor is off. If a seat is available, secure the person in the chair.

### **FIRE RESPONSE PROCEDURES**

- \* Alert all persons in the area that a fire exists.
- \* Small fires can be extinguished without evacuation of personnel. However, an immediate readiness to evacuate is essential if the fire cannot be easily controlled.
- \* Group coordinators direct the evacuation of the building quickly. Stay low to the floor to avoid breathing smoke.
- \* Feel all of the doors at the top for heat. DO NOT open the door if it feels warm to the touch.
- \* Activate the nearest fire alarm pull box.
- \* Call the Campus Police at 911 or 534-HELP.
- \* Report the exact location of the fire including information on injuries and/or flammable materials present in the area.
- \* Close (do not lock) all doors and windows in the area to confine the fire and smoke.
- \* Quickly move to the designated assembly area outside. Group coordinators should account for everyone's presence. Report anyone missing to emergency response personnel immediately.
- \* Remain away from the building until directed by emergency response to return to your work area.
- \* Assist arriving emergency response personnel, as required.
- \* Clothing on Fire
  - Drop the person on the floor and roll to smother the flames or
  - Drench with water if safety shower is immediately available.
  - Obtain medical help – call 911 or 534-HELP.

### **FIRE PREVENTION MEASURES**

Some of the most frequently violated fire codes on campus include:

- \* Propping fire doors open to stairwells – they must remain closed at all times.
- \* Obstruction of extinguishers, alarm pull boxes and ceiling sprinklers.

Become familiar with the location and usage of fire extinguisher and fire alarm pull boxes. If you have questions, ask Conference Services.

Report unsafe fire conditions to your Conference Services or to the Fire Safety Division at EH&S (534-3660) for prompt assistance.

## **FIRE EXTINGUISHERS**

- \* Do not use a fire extinguisher unless the fire is small and you are familiar with its operation and have a clear path of escape behind you.
- \* Check label on the extinguisher to make certain the extinguisher type can be safely used on the type of material burning.

Class A extinguisher – Used on wood or paper fires

Class B extinguisher – Used on burning liquids (chemicals, grease, etc.)

Class C extinguisher – Used on energized electrical equipment fires

(NOTE: It is unsafe to use an “A” extinguisher on burning liquids or electrical fires)

### \* Operation Instructions

- Grab the nearest extinguisher off the wall
- Pull the pin in the handle
- Aim the nozzle at the base of the flames
- Squeeze the handle while sweeping the nozzle back and forth

- \* Report the empty extinguisher to Conference Services or the Housing & Dining Services Maintenance Department for replacement.

## **EARTHQUAKE RESPONSE MEASURES**

- \* When strong shaking is felt, get under a desk table, door arch or stairwell. If none are available, move against an interior wall and cover 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 (water, gas, etc.).
- \* If minor damage has occurred in your area, inform Conference Services immediately.
- \* If severe building damage has been sustained, evacuate the structure immediately. Use the stairs, not the elevators.
- \* Provide CPR and first-aid to seriously injured persons, if trained.
- \* Move to the assembly area indicated on the attached map and await instructions from emergency response personnel.
- \* Injured persons may be taken to the two-triage areas – Student Health and Internal Medicine Group (refer to Disaster Plan Maps). Minor injuries will be treated at regional first-aid locations.
- \* Emergency personnel will distribute food, water, first-aid supplies, etc., as part of the campus-wide response program.
- \* Personnel designated to provide emergency response services for the campus will report to their prearranged area to await instructions from the campus Emergency Operations Center (EOC). Information on missing persons and/or ruptured utilities must be reported to the appropriate personnel immediately.

HOUSING FACILITIES

DINING SERVICES FACILITIES

CAMPUS LOOP ROAD

FIRST AID STATION

STAFF ASSEMBLY LOCATION

RESIDENTS ASSEMBLY LOCATION

SUPPLY CONTAINER

