

UC San Diego

**E**mergency  
**A**ction  
**P**lan

**Linguistics Department/HDS**

**AP&M  
3016, 5320**

Updated October, 2024

# Basic Emergency Procedures

## GENERAL ACTIONS:

- Make an emergency call to appropriate campus authorities.
  - If emergency call Campus Police at **911** or **858-534-HELP (4357)**.
- Get your printed copy of this Emergency Action Plan with staff phone numbers and contact your supervisor/whoever else may be appropriate.
- **Be prepared to gather keys and personal belongings.**
- Communicate with the staff to clear and secure public areas.
- Communicate with the staff to clear and secure individual offices.
- Evacuate or lock-down, depending on type of emergency.

## REPORTING AN EMERGENCY:

**When contacting authorities, calmly state:**

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

## FIRE ALARMS:

- Fire alarms are installed in most of the buildings on campus but not all. We have over 800 buildings on campus so please check to see if your building has an alarm, alarm pull stations, smoke detectors, strobes or any combination of the previous items mentioned.
- The alarms can be activated in a number of ways depending on the system that's in place for that specific location whether it's automatic or a pull station.
- In addition to these alarm systems, the campus may activate the Triton Alert, our mass notification system, as another way to notify the campus population of an event on campus.

## RESPONSE TO FIRE ALARM:

**When a fire alarm sounds:**

- Gather keys and personal items quickly.
- Secure your office, if able to do so quickly (close windows and doors in order to contain the fire).
- **IMMEDIATELY** leave the building by stairways to the Designated Assembly Area (see attached maps for your specific building).
- Stay in Designated Assembly Area for headcount and wait for emergency personnel to direct you.
- Do your best to make sure all your co-workers are accounted for.

## EVACUATIONS:

**State law requires occupants to evacuate to a safe location when a fire alarm sounds, or when ordered to do so by emergency response personnel.**

- Gather your personal belongings such as glasses, medications, keys, purse, emergency kit and close, but do not lock doors as you leave.
- Avoid using elevators. Please use stairs to exit your location.
- Note the location(s) of nearest emergency exits, fire extinguishers and fire alarm pull stations. (See floor plans for this information) Exit to your designated assembly area and stay there to take a roll call.
- Develop a personal evacuation plan for any person in the department who might require special assistance during an evacuation. Arrange evacuation procedures for those individuals and the people assigned to them.

- Educate staff/students/faculty to the type of the fire alarm system (sound/strobe lights, pre-recorded voice announcements) specific to your location. Alarm system vary depending on the building.
- Do your best to make sure all your co-workers are accounted for and report missing person(s) to first responders.
- Wait to be released by emergency personnel. Everyone must go to the Designated Assembly Area before leaving campus to report three things: where you are going, how you are getting there, and when you are leaving

#### **BUILDING LOCK-DOWN:**

- Remain calm, as the situation may be dynamic. Be prepared to make quick decisions that could save your life.
- Lock doors and turn off lights.
- Move away from windows (close blinds or cover windows, if you're able to do so quickly).
- Try to give yourself access to an exit.
- Take your keys and personal belongings with you.
- Call Campus Police at **911** or **858-534-HELP (4357)** and give as many details about the situation as possible.
- Silence your cell phone and remain quiet.
- Wait to be directed by emergency personnel.

#### **SHELTER IN PLACE:**

- There may be situations when it's simply best to stay where you are and avoid any uncertainty outside. This can be due to everything from hazardous materials, to fires, to weather related events, chemical spills or explosions.
- Select or move to an interior room with few or no windows and can be locked.
- It's ideal to have a hard-wired telephone in the room you select as cell phone towers/repeaters may be overwhelmed or damaged in an emergency.
- Lock all available doors and turn off fans, heating & air conditioning if possible.
- Depending on the situation and campus protocol along with information from lead agencies, a Triton Alert Notification may or may not be sent to the campus.

## **Specific Emergency Procedures**

#### **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, away from heavy equipment, 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 and move to the Designated Assembly Area (see attached maps for your specific building) for headcount.
  - Do your best to make sure all your co-workers are accounted for.
  - Stay at your Designated Assembly Area, and wait to be released by emergency personnel. Everyone must go to the Designated Assembly Area before leaving campus to report three things: where you are going, how you are getting there, and when you are leaving.

#### **FIRES:**

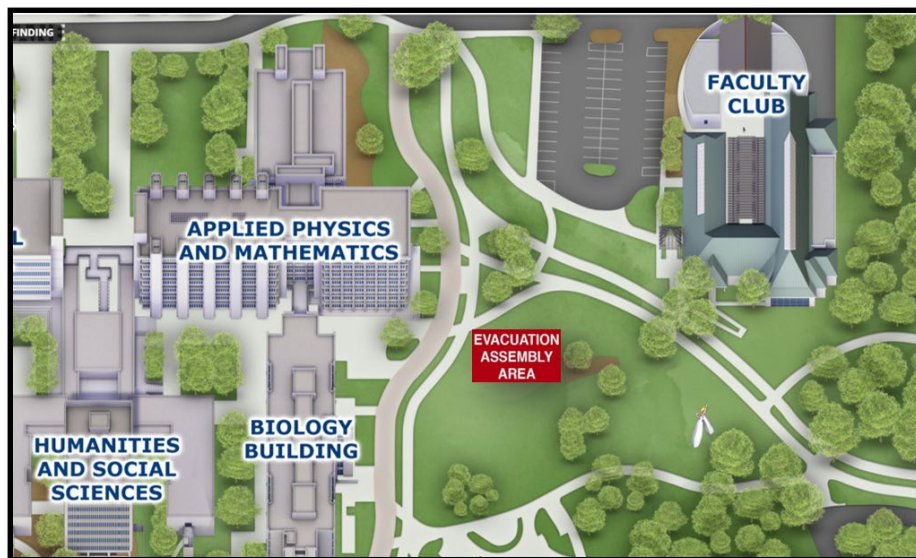
- Small fire:

- Pull the fire alarm and call Campus Police at **911** or **858-534-HELP (4357)**.
- Alert people in the area to begin evacuation. Stay upwind from the fire.
- 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.
- Evacuate the building and move to the Designated Assembly Area (see attached maps for your specific building) for headcount.
- Do your best to make sure all your co-workers are accounted for.
- Assist and provide information to emergency personnel when they arrive, and wait for direction.

### **FIRES (continued):**

- Large fire:
  - Pull the fire alarm and call Campus Police at **911** or **858-534-HELP (4357)**.
  - Alert people in the area to begin evacuation. Stay upwind from the fire.
  - Close doors and windows to confine the fire, if able to do so safely.
  - Evacuate the building and move to the Designated Assembly Area (see attached maps for your specific building) for headcount.
  - Do your best to make sure all your co-workers are accounted for.
  - Have persons knowledgeable about the incident and location assist emergency personnel.
  - Wait for direction from emergency personnel.

### **EVACUATION ASSEMBLY AREA:**



### **THREATS OF VIOLENCE:**

- If the person is directly in front of you:
  - Remain calm and do not allow yourself to be alone with the person, if possible.
  - Utilize any procedures you have in place to alert someone in the office to call police. (code word or phrase)
  - Do what you can to calm and de-escalate the person until police arrive.
- If the threat is not in your immediate area, follow the building evacuation or building lock-down procedures above. You will have to decide which option to take.

## **BOMB THREAT:**

- **If you receive a threat in writing**
  - DO NOT SEARCH FOR AN EXPLOSIVE DEVICE
  - DO NOT TOUCH ANY UNUSAL OR SUSPICIOUS OBJECTS
  - REPORT THE THREAT TO THE POLICE OR MEDICAL CENTER EMERGENCY OPERATOR:
    - 9-1-1 or UCSD Police (858) – 534-HELP (4357)
    - Medical Center Emergency Operator: (619) 543-6111
- If the bomb threat was hand delivered, try to recall a description of the messenger or other suspicious persons in the area.
  
- **If you receive a threat over the phone**
  - Stay calm. Do not hang up on the caller. Try to let someone know you are on the phone with the caller. Ask someone to call the UCSD Police or Medical Center Emergency Operator
  - Try to get as much information from the caller as possible.
  - Write down the time of the call, take notes and ask these questions
    - When will the bomb go off?
    - Where is it?
    - What does it look like?
    - Why was it placed in the building?
    - Who is calling?
  
- Try to notice any of the following information
  - Caller's gender and approximate age?
  - Was the voice familiar?
  - Did the person have an accent or unique speech attribute?
  - Any unique background noises?
- **Once you have informed the UCSD Police, you will be advised to the appropriate course of action, based on the nature of and circumstances of the threat in question.**
  
- If the building is evacuated
  - Take key, purse and wallets with you.
  - Remain outside in your designated assembly area until the building has been searched and declared safe to enter.

## **POWER OUTAGES:**

- Locate emergency flashlight.
- Turn all switches in your area to the "off" position, except one. This will help prevent a surge upon re-power.
- If the need to evacuate arises, please gather your personal belongings and head to your Designated Assembly Area (see attached maps for your specific building) for headcount.
- Have Department Safety Officer/Coordinator notify Facilities Management at 858-534-2930.
- Wait at your Designated Assembly Area for further instruction.

## **PEOPLE WITH DISABILITIES:**

- Make sure your department's plan has procedures for anybody who may need or require assistance.
- This may include but not limited to alarms, emergency lighting, buddy system (individual(s) to assist).
- Do not use elevators when you need to evacuate.
- If unable to evacuate, move to an area of refuge near your location which can include a stairwell.
- Wait at your Designated Assembly Area for further instruction.

**EVACUATION/STAIR CHAIRS:**

- Stair chairs are located around campus in about 25 different locations.
- Stair chairs are designed to assist people in a wheel chair evacuate from their location.
- Remember that not all situations require evacuation and that areas of refuge maybe a better alternative.
- Do not use elevators when you need to evacuate.
- If your department would like to be trained on how to use the stair chair please contact the campus Fire Marshall or Emergency Manager.

**Important Phone Numbers**

**UCSD EMERGENCY PHONE NUMBERS:**

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

**EMERGENCY OPERATIONS CENTER (EOC):**..... (858)-534-0373 (general)

This number is to only be called during a long term, campus wide emergency or disaster where the EOC is staffed and ready to receive phone calls. This number is not to be called for minor incidents such as a local building power outage, minor earthquake, small fire, etc. In addition, this phone line is NOT to check the status of an event that occurred that doesn't affect your department. Please refer to the campus website <http://ucsd.edu/emergency/> for status updates and other emergency contact numbers are listed above.

**EMERGENCY PHONE NUMBERS FOR KEY DEPARTMENTAL PERSONNEL:**

Christina Knerr-Frink, Chief Administrative Officer

Office.....	(858) 534-3602
Cell.....	(310) 995-8261
Email.....	cknerr@ucsd.edu

Rula Kassicieh, Lang Lab & Media Library Specialist

Office.....	(858) 534-0693
Cell.....	(925) 286-5351
Email.....	rkassicieh@ucsd.edu

**CHECK-IN PROCEDURE:**

Check BLINK for updates and important information regarding campus operations, return to learn, and all campus related health and safety protocols and timelines. Linguistics department staff will be notified by email regarding building and department specific notices.