

Emergency Action Plan

January 7, 2014

**Department of Economics
Economics Building & Sequoyah Hall**

Basic Emergency Procedures

1. **COMMUNICATE THE SITUATION:**

Call Sue King (Management Services Officer) at x41056, Misty Cervantes Nguyen (Fiscal/HR Manager) at x21231, or Rafael Acevedo (Director of Student Affairs) at x41058.

2. **DESIGNATED AUTHORITY:**

Person contacted above is in charge of emergency situation until relieved of this responsibility by responding emergency personnel or department MSO/Chair.

3. **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.

4. **POSSIBLE BASIC ACTIONS:**

- Make an emergency call to appropriate campus authorities.
- If evacuation: Pull fire alarm and call campus police at 911.
 - Move to the Designated Evacuation Area:
(ACROSS THE LAWN TO THE "UNDA" SCULPTURE ON MARSHALL FIELD).
See Appendix A.
- If lock-down: remain calm and call campus police at 911
 - Move away from windows
 - Lock doors
 - Have access to an exit
 - If directed, move to the Designated Evacuation Area

5. **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 Evacuation Area.
- Take keys and other personal items with you.

If reporting an emergency calmly state:

- Your name and location of the emergency (building/room).
- 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 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 the shaking has stopped, survey your immediate area for trapped or injured persons and ruptured utilities.
- Evacuate the building. Move to the Designated Evacuation Area.

Fire Procedures

In Case of Small Fire

- Pull the fire alarm and call Campus Police at 911 or from a cell phone call 858-534-HELP (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.
 - **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

In Case of Large Fire

- Pull the fire alarm and call Campus Police at 911 or from a cell phone call 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.
- Move to the Designated Evacuation Area. 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 Evacuation Area to do a headcount.
- 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 or from a cell phone call 858-534-HELP (4357). Inform them where you are and how many are present.
- STAY PUT and wait for instructions from emergency response personnel.

Department Staff Checklist

Name	Room	Office Phone	Title	Present
ACEVEDO, Rafael	SH-247	858-534-1058	Staff	
BACHOFER, Karen	SH-251	858-534-3421	Academic	
CERVANTES NGUYEN, Misty	SH-254	858-822-2131	Staff	
BEAUCHAMP, Jennifer	SH-245	858-534-3386	Staff	
DAUGHERTY, Nan	SH-252	858-534-3384	Staff	
ESCOBEDO, Kelly	SH-245	858-534-3385	Staff	
HABER, Heather	SH-241	858-822-3502	Staff	
HARLOW, Suzi	SH-243	858-534-1867	Staff	
KING, Sue	SH-256	858-534-1056	Staff	
PERDOMO, Gaby	SH-245	858-534-4698	Staff	
RAMIREZ, Sylvia	SH-245	858-534-4195	Staff	
WOLFE, Natalie	SH-253	858-534-2299	Staff	
ZAU, Andrew	SH-240	858-822-4521	Staff	
GILL, Sonam	SH-245		Student Worker	
TRUJILLO, Emilee	SH-242		Student Worker	
WONG, Anthony	SH-242		Student Worker	

Phone Numbers

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

UCSD Police, Fire, Medical	911
UCSD Police (Cell Phone)	(858) 534-4357
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
UCSD Emergency Status Phone	(888) 308-8273 (UCSD)

Emergency Phone Numbers for Key Departmental Personnel

Sue King, MSO

Office (858) 534-1056
Cell..... (619) 922-5696 (text ok)

Misty Cervantes Nguyen, Fiscal/HR Manager

Office (858) 822-1231
Cell..... (858) 395-4769 (text ok)

Rafael Acevedo, Director of Student Affairs

Office (858) 534-1058
Cell..... (619) 817-5498 (text ok)

Emergency Items

Flashlights

Each first aid kit has a flashlight for emergency use. They are battery-less using chemical reaction for illumination after shaking vigorously for a few seconds.

Radios

A battery operation portable radio is stored in Sequoyah Hall 249 (staff break room). To prevent corrosion of the battery compartment, batteries will NOT be installed until the radio is needed. In addition, we have a dynamo operated (hand-cranked) radio as a back-up. This radio does NOT need batteries and 30 seconds of cranking gives 30 minutes or more of power.

Fire Extinguishers

Fire extinguishers are located throughout the department in our exterior hallways. See attached floor maps for locations. All extinguishers are on a maintenance contract with PPS for upkeep and recharge. Basic instructions for their use are on the extinguishers themselves:

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 fire extinguisher is empty

First-Aid Kits

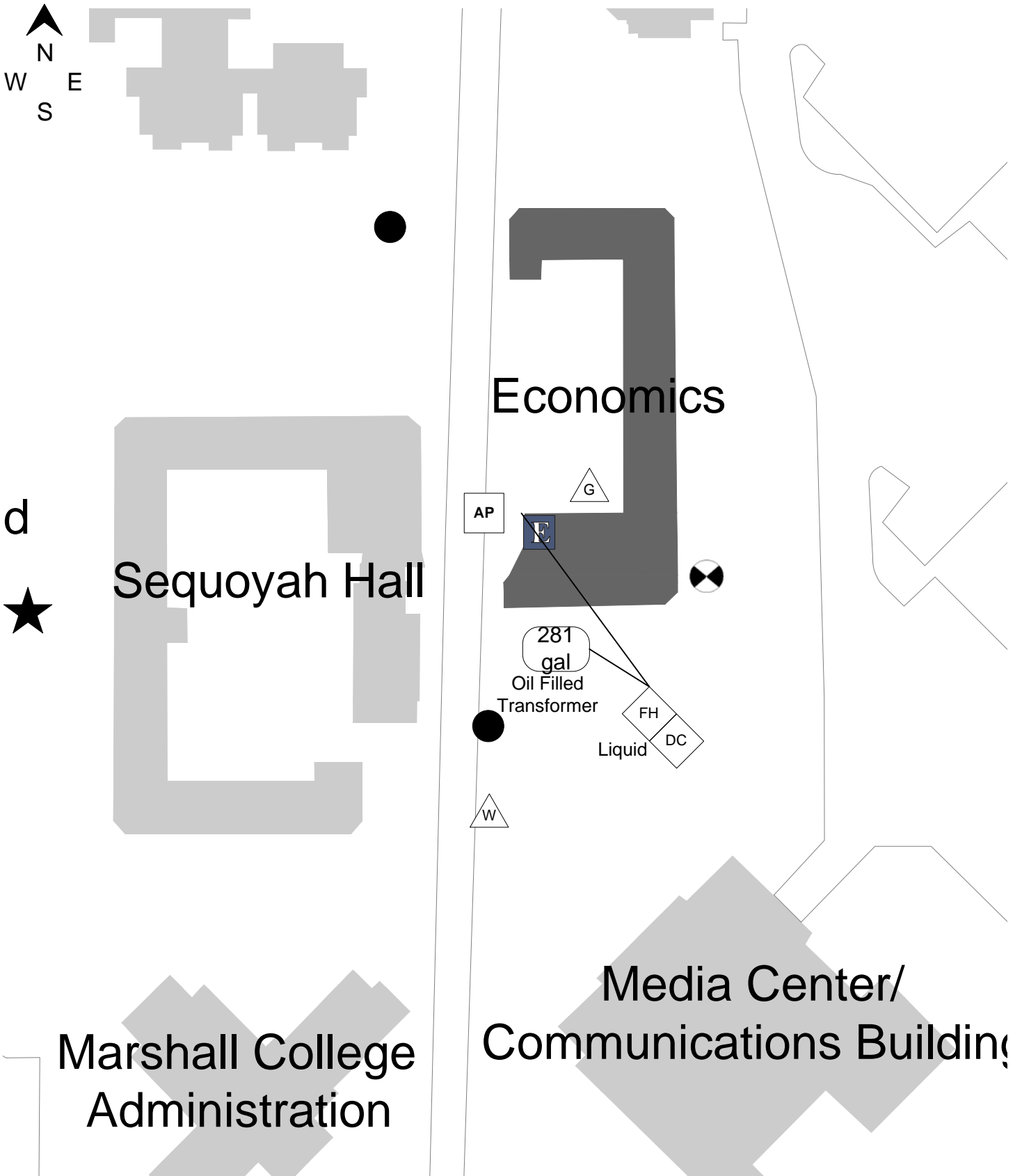
The department first aid kits are located in Sequoyah 245 (undergraduate student services), in Sequoyah Hall 249 (staff break room), and in Econ 207 (department mail room). They are basic, offering only bandages, anti-biotic ointments, and aspirins.

APPENDIX A



“UNDA” LOCATED AT MARSHALL FIELD

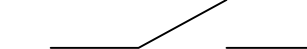
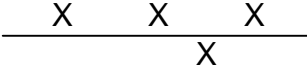















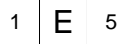




















ECONOMICS BUILDING – AREA MAP

MAP SYMBOLS *

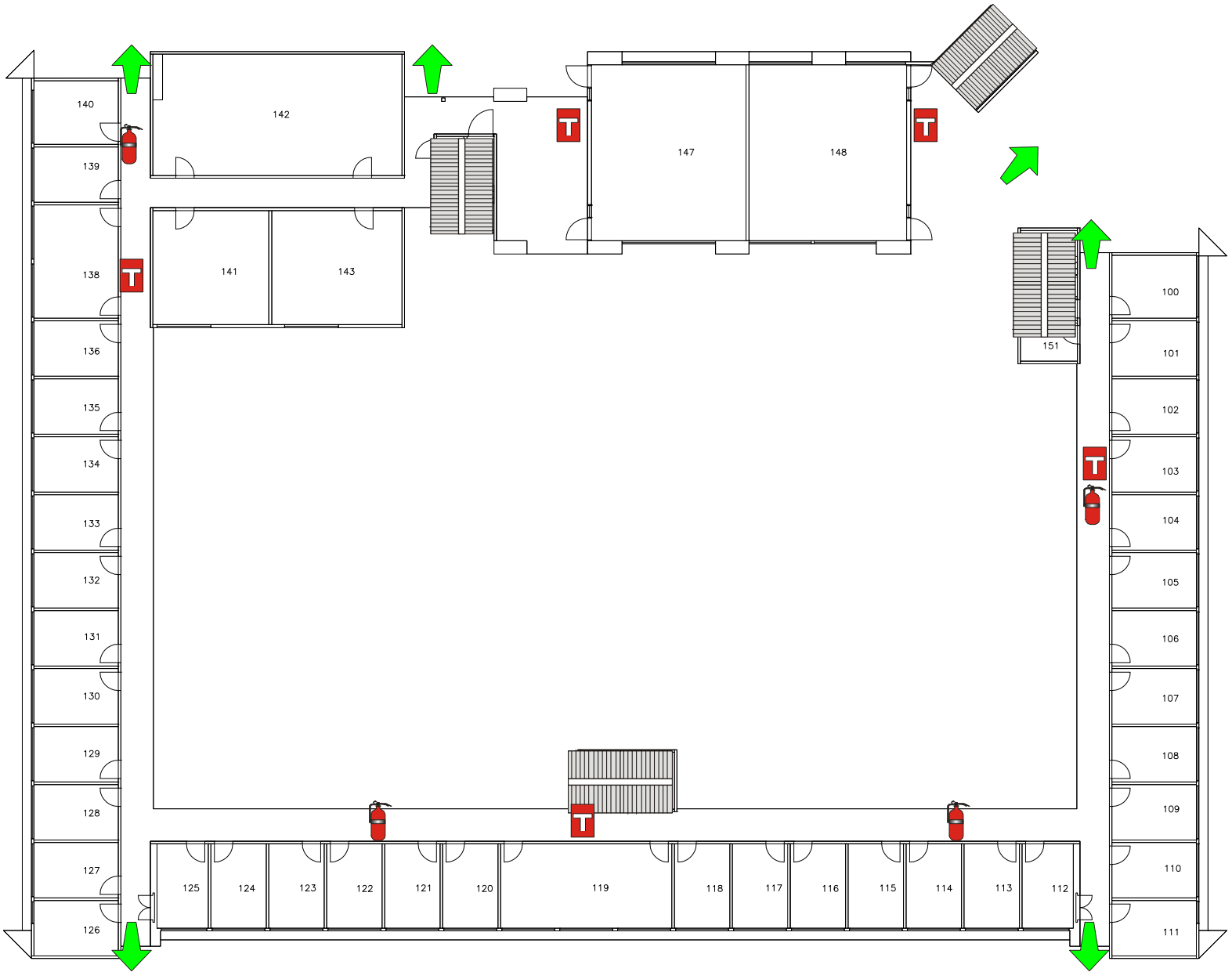
STANDARDIZED SITE MAP SYMBOLS

ENTRANCE / EXIT	
FENCE	
SAFE REFUGE AREA, STAGING AREA	
POST INDICATOR VALVE	
SEWER DRAIN	
STORM DRAIN OR CULVERT	
FIRE HYDRANT	
F.D. SPRINKLER SYSTEM CONNECTION	
F.D. STANDPIPE OUTLET	
KNOX BOX (F.D. KEY BOX)	
ABOVEGROUND STORAGE TANK & CAPACITY	
UNDERGROUND STORAGE TANK & CAPACITY	
ELECTRIC MAIN SHUT OFF	
GAS MAIN SHUT OFF	
WATER MAIN SHUT OFF	
ANNUNCIATOR PANEL	
STAIRWELL - RANGE OF FLOORS (i.e. 1 thru 3)	
ELEVATOR - RANGE OF FLOORS (i.e. 1 thru 5)	

HAZARDOUS MATERIALS STORAGE/USE AREA SYMBOLS

	MATERIALS	WASTE
IMMEDIATE (ACUTE) HEALTH HAZARD Includes highly toxic, toxic, irritant, sensitizers and corrosives		
DELAYED (CHRONIC) HEALTH HAZARD Includes carcinogens and reproductive toxins		
FIRE HAZARD Includes flammable or combustible liquids, pyrophoric and oxidizers		
SUDDEN RELEASE OF PRESSURE Includes explosives and compressed gases		
REACTIVE Includes unstable reactive, organic peroxides and water reactive materials		
MEDICAL WASTE (Infectious)		
RADIOACTIVES		
EXTREMELY HAZARDOUS Includes materials listed in Appendix A of Part 355 of Subchapter J or Chapter 1 of Title 40 of the Code of Federal Regulations (CFR)		

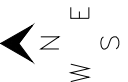
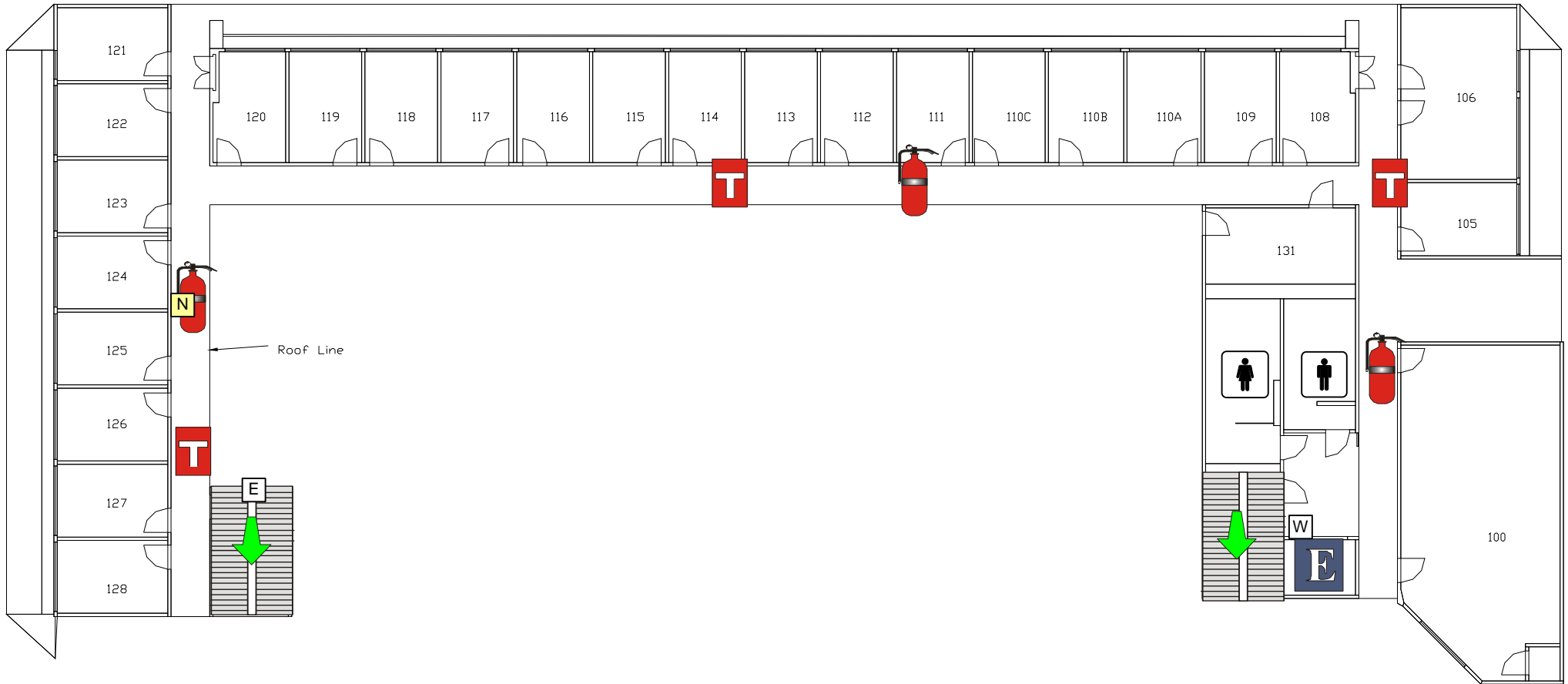
* NOTE: The above listed symbols must be used on the site map because the symbols have been standardized throughout San Diego County and are meaningful to the local fire departments and Public Health Officials that will be responding in case of an emergency.



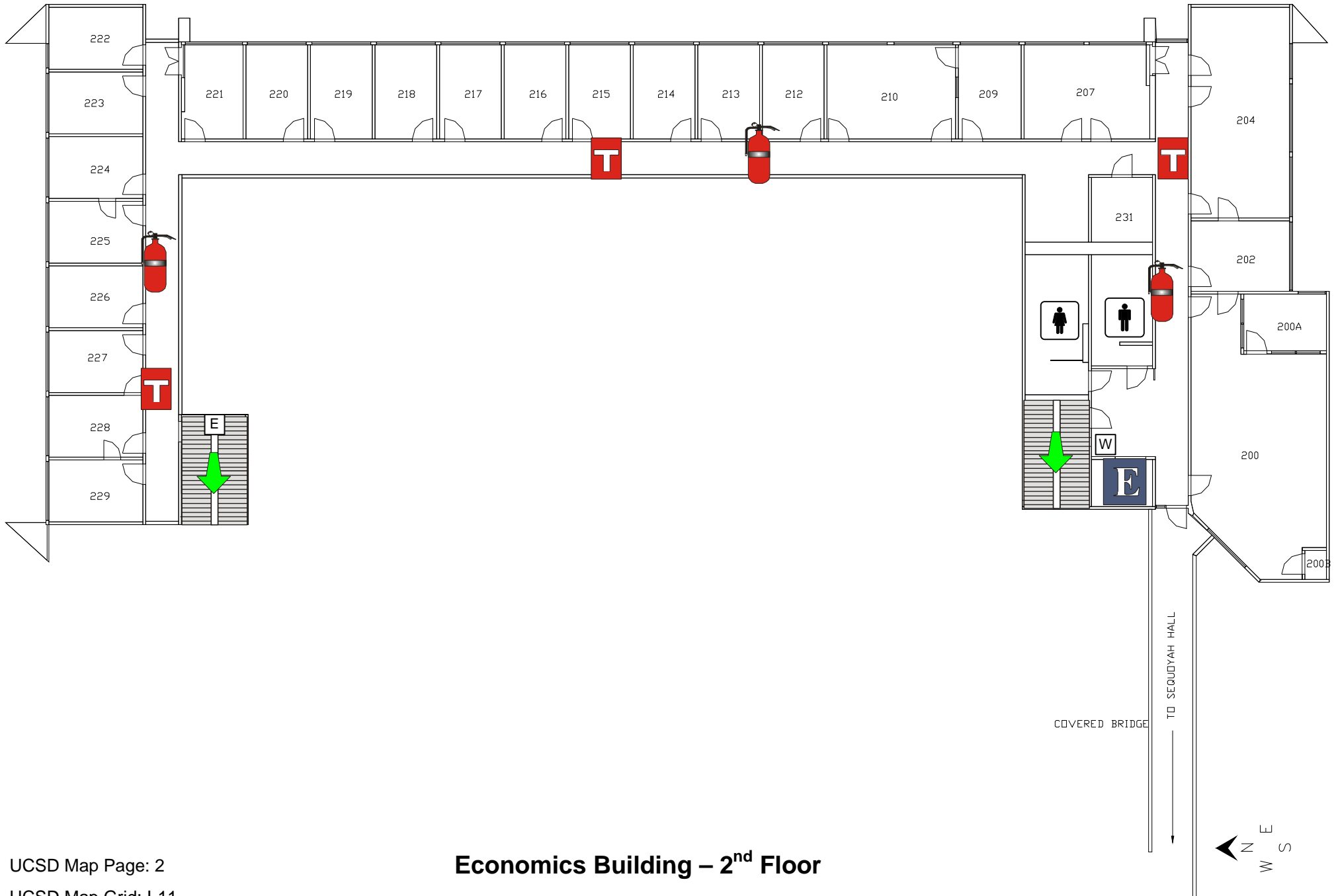
Sequoyah Hall – 1st Floor



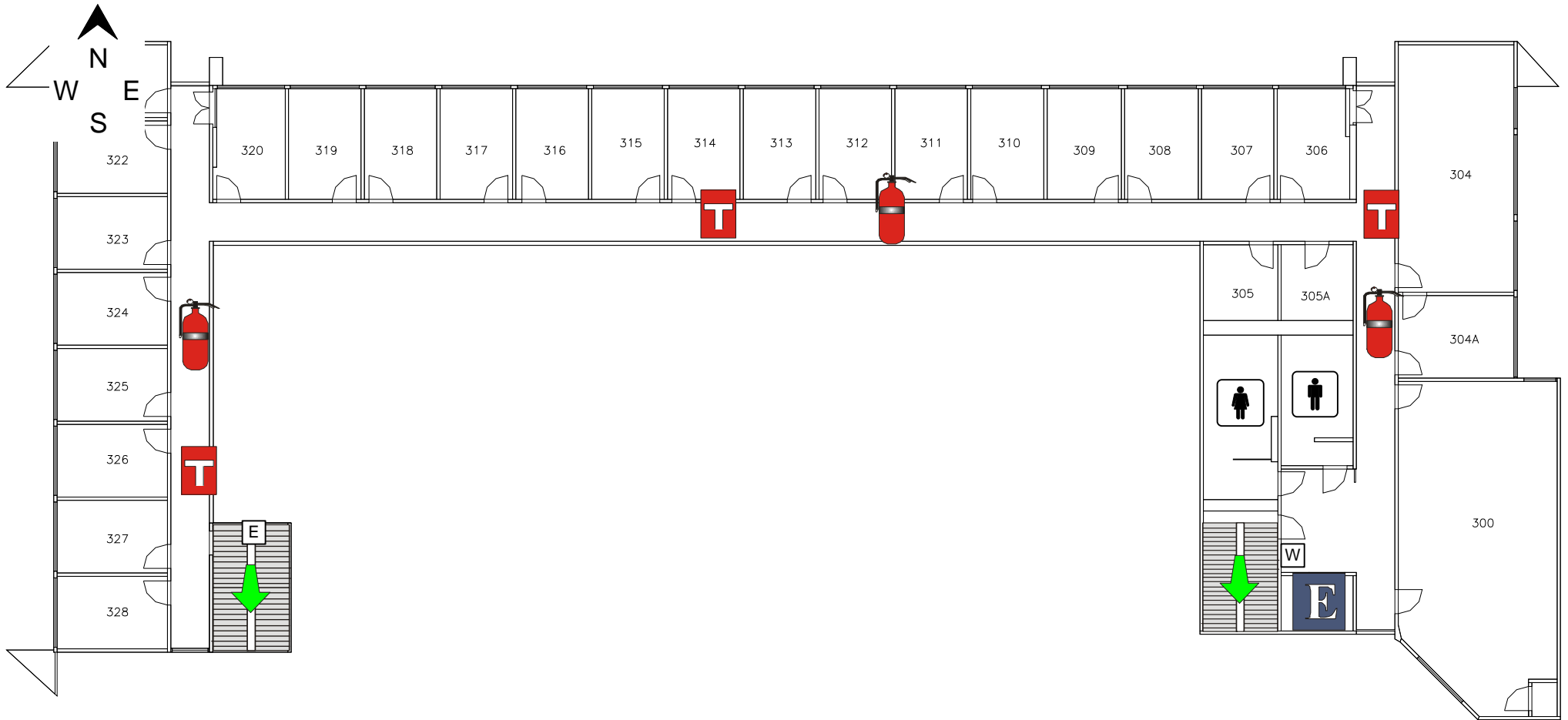
Sequoyah Hall – 2nd Floor



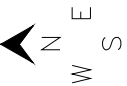
Economics Building – 1st Floor



Economics Building – 2nd Floor



















Economics Building – 3rd Floor



Evacuation Map Legend

Emergency Response Resources

 Fire Alarm	 Fire Hose	 Fire Hydrant	 First Aid Kit
 Fume Hood	 Chemical Use Area	 AED	 Fire Extinguisher
 Eye Wash	 Douse Shower	 Women's Restroom	 Men's Restroom
 Building Exit	 Elevator	 Stairs	 Wheelchair Access