Emergency Action Plan

2018

Department of Economics
Economics Building & Sequoyah Hall
COMMUNICATE THE SITUATION:
Sue King (Management Services Officer) at x41056
Natalie Wolfe (Fiscal/HR Manager) at x21231, or
Diana Platero-Lopez (Director of Student Affairs) at x41058

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

EVALUATE THE SITUATION FOR BASIC OR SPECIFIC EMERGENCY PROCEDURES:
Person in charge quickly evaluates level of risk; has ultimate responsibility for organizing basic procedures or specific procedures, acting through others as necessary.

Reporting An Emergency
- 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)

Natalie Wolfe, Fiscal/HR Manager
- Office ................................................................. (858) 822-1231
- Cell ................................................ (858) 218-5586 (text ok)

Diana Platero-Lopez, Director of Student Affairs
- Office ................................................................. (858) 534-1058
- Cell .................................................... (858) 204-8376 (text ok)
Department Staff Checklist

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Office Phone</th>
<th>Title</th>
<th>Present</th>
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<tbody>
<tr>
<td>KING, Sue</td>
<td>SH-256</td>
<td>858-534-1056</td>
<td>Staff</td>
<td></td>
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<tr>
<td>WOLFE, Natalie</td>
<td>SH-254</td>
<td>858-822-2131</td>
<td>Staff</td>
<td></td>
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<tr>
<td>PLATERO-LOPEZ, Diana</td>
<td>SH-247</td>
<td>858-534-1058</td>
<td>Staff</td>
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<tr>
<td>BEAUCHAMP, Jennifer</td>
<td>SH-245</td>
<td>858-534-3386</td>
<td>Staff</td>
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<tr>
<td>BRAINERD, Amanda</td>
<td>SH-255</td>
<td>858-534-2299</td>
<td>Staff</td>
<td></td>
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<tr>
<td>DUHOUX, Andrew</td>
<td>SH-252</td>
<td>858-534-3384</td>
<td>Staff</td>
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<tr>
<td>ESCOBEDO, Kelly</td>
<td>SH-245</td>
<td>858-534-3385</td>
<td>Staff</td>
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<tr>
<td>GALVEZ, Michelle</td>
<td>SH 242</td>
<td>858-822-7765</td>
<td>Staff</td>
<td></td>
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<td>PUGH, Cathy</td>
<td>SH-251</td>
<td>858-534-1867</td>
<td>Staff</td>
<td></td>
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<td>ROMERO, Danny</td>
<td>SH-245</td>
<td>858-534-4698</td>
<td>Staff</td>
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<td>TAM, Jackie</td>
<td>SH-253</td>
<td>858-822-3502</td>
<td>Staff</td>
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<tr>
<td>THOMPSON, Brittany</td>
<td>SH-245</td>
<td>858-534-4195</td>
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<tr>
<td>BACHOFER, Karen</td>
<td>SH 241</td>
<td>858-534-3421</td>
<td>Academic</td>
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<tr>
<td>ZAU, Andrew</td>
<td>SH-240</td>
<td>858-822-4521</td>
<td>Academic</td>
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Basic Emergency Procedures

**RESPONSE TO FIRE ALARM:**
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.

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 map, Appendix A) across the lawn to the “UNDA” sculpture on Marshall Field.
- 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:**
- Safely stop your work. If you have time, shut down any equipment that could be unstable or present a hazard.
- 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. Report immediately to Designated Assembly Area, (see attached map, Appendix A) across the lawn to the “UNDA” sculpture on Marshall Field. Stay put and wait for instructions for emergency response personnel.

**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.
• Lock all available doors and turn off fans, heating & air conditioning if possible.

Specific Emergency Procedures

EARTHQUAKES:
• During heavy shaking:
  ➢ Duck, cover and hold on.
    o 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.
    o 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 map, Appendix A) across the lawn to the “UNDA” sculpture on Marshall Field 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 (see emergency items below):
  ➢ Evacuate the building and move to the Designated Assembly Area (see attached maps, Appendix A) across the lawn to the “UNDA” sculpture on Marshall Field 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.
• 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.

THREATS OF VIOLENCE:
• If the person is directly in front of you:
  ➢ Try to maintain a calm demeanor. Survey your surroundings for avenues of escape.
  ➢ Avoid confrontation with the violent person, but if they talk to you, speak as clearly and confidently as you can. Do not argue or debate with them.
  ➢ Do what you can to calm and de-escalate the person until police arrive.
• If you hear about threat of violence or the threat is not in your immediate area:
  ➢ Stay away from the area and warn others to do the same.
  ➢ Check the UCSD Emergency Status: http://blink.ucsd.edu/go/emergency
    (888) 308-UCSD (8273)

SPECIFIC THREAT TO SH 245 – Undergraduate Offices
• Lock front/main entrance door.
• All occupants enter SH245C, close and lock door.
• Remove window screen, unfurl rope ladder (located in SH245C), place rope ladder out window, each occupant climb down ladder to ground below.

RESPONSE TO AN ACTIVE SHOOTER
• Lock or barricade the door. Block the door using anything available.
• Stay behind solid objects away from the door as much as possible.
• Consider trying to escape.
• If possible, call 9-1-1.

BOMB THREAT:
• Do NOT search for an explosive device.
• Do NOT touch any unusual or suspicious objects.
• Report the threat IMMEDIATELY to UCSD Police.
• Immediately evacuate all building occupants.
• If the bomb threat was hand delivered, try to recall descriptions of suspicious person(s).

IF YOU RECEIVE A BOMB THREAT BY PHONE:
• Get as much information from the caller as possible.
  ➢ Record 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?
  ➢ Who is calling?
• Take note of the following:
  ➢ Caller’s gender and approximate age.
  ➢ Is the caller’s voice familiar?
  ➢ Does the caller have an accent or specific speech attribute?
  ➢ Are there any unique background noises?
• Once you have informed the UCSD Police, you will advised as to the appropriate course of action, based on the nature and circumstances of the threat in question.

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 Designated Assembly Area across the lawn to the “UNDA” sculpture on Marshall Field for headcount.
• Wait at Designated Assembly Area for further instruction.

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
### MAP SYMBOLS *

#### STANDARDIZED SITE MAP SYMBOLS

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>X X X</td>
<td>ENTRANCE / EXIT</td>
</tr>
<tr>
<td>X</td>
<td>FENCE</td>
</tr>
<tr>
<td>★</td>
<td>SAFE REFUGE AREA, STAGING AREA</td>
</tr>
<tr>
<td>PIV</td>
<td>POST INDICATOR VALVE</td>
</tr>
<tr>
<td>S</td>
<td>SEWER DRAIN</td>
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<tr>
<td></td>
<td>STORM DRAIN OR CULVERT</td>
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<tr>
<td>●</td>
<td>FIRE HYDRANT</td>
</tr>
<tr>
<td></td>
<td>F.D. SPRINKLER SYSTEM CONNECTION</td>
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<tr>
<td></td>
<td>F.D. STANDPIPE OUTLET</td>
</tr>
<tr>
<td>K</td>
<td>KNOX BOX (F.D. KEY BOX)</td>
</tr>
<tr>
<td></td>
<td>ABOVEGROUND STORAGE TANK &amp; CAPACITY</td>
</tr>
<tr>
<td>5000 gal</td>
<td>UNDERGROUND STORAGE TANK &amp; CAPACITY</td>
</tr>
<tr>
<td>E</td>
<td>ELECTRIC MAIN SHUT OFF</td>
</tr>
<tr>
<td>G</td>
<td>GAS MAIN SHUT OFF</td>
</tr>
<tr>
<td>W</td>
<td>WATER MAIN SHUT OFF</td>
</tr>
<tr>
<td>AP</td>
<td>ANNUNCIATOR PANEL</td>
</tr>
<tr>
<td>1 3</td>
<td>STAIRWELL - RANGE OF FLOORS (i.e. 1 thru 3)</td>
</tr>
<tr>
<td>1 E 5</td>
<td>ELEVATOR - RANGE OF FLOORS (i.e. 1 thru 5)</td>
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#### HAZARDOUS MATERIALS STORAGE/USE AREA SYMBOLS

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
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<tbody>
<tr>
<td>IA</td>
<td>IMMEDIATE (ACUTE) HEALTH HAZARD</td>
</tr>
<tr>
<td>IA</td>
<td>DELAYED (CHRONIC) HEALTH HAZARD</td>
</tr>
<tr>
<td>DC</td>
<td>FIRE HAZARD</td>
</tr>
<tr>
<td>DC</td>
<td>SUDDEN RELEASE OF PRESSURE</td>
</tr>
<tr>
<td>R</td>
<td>REACTIVE</td>
</tr>
<tr>
<td>R</td>
<td>MEDICAL WASTE (Infectious)</td>
</tr>
<tr>
<td>RA</td>
<td>RADIOACTIVES</td>
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<tr>
<td>RA</td>
<td>EXTREMELY HAZARDOUS</td>
</tr>
<tr>
<td>XH</td>
<td>IMMEDIATE (ACUTE) HEALTH HAZARD</td>
</tr>
</tbody>
</table>

* 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
Sequoia Hall – 2\textsuperscript{nd} Floor
Evacuation Map Legend

Emergency Response Resources

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