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
  o Duck, Cover and Hold On.
  o Get under a desk, table or stairwell. If none are available, move against and interior wall 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.
  o After the shaking has stopped, survey your immediate area for trapped or injured persons and ruptured utilities.
  o Evacuate the building. Move to the Designated Evacuation Area.

Fire Procedures

In Case of Small Fire
  o Pull the fire alarm and call Campus Police at 911 or from a cell phone call 858-534-HELP (4357).
  o Alert people in the area to begin evacuation. Stay upwind from the fire.
  o To use a fire extinguisher:
    ▪ Keep an exit available behind you and bring the extinguisher within six feet of the fire.
    ▪ 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 extinguisher is empty

In Case of Large Fire
  o Pull the fire alarm and call Campus Police at 911 or from a cell phone call 858-534-HELP (4357).
  o Alert people in the area to begin evacuation. Stay upwind from the fire.
  o Close doors and windows to confine the fire.
  o Move to the Designated Evacuation Area. Have persons knowledgeable about the incident and location assist emergency personnel.

Building Evacuation

  o 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.
  o Close and secure all windows and doors as you leave. Take your keys with you.
  o Proceed to the nearest safe stairway.
  o Be certain all persons in the area are evacuated immediately.
  o Help any that need special assistance – disabled, small children, etc.
  o Report immediately to the Designated Evacuation Area to do a headcount.
  o STAY PUT and wait for instructions from emergency response personnel.

Building Lockdown

  o REMAIN CALM. The situation will be dynamic, changing from moment to moment. STOP and THINK about measured and reasonable response given the information known.
  o Close and quickly move away from windows.
  o If possible, move to an area that will allow exit from the building. Close and secure all doors. Take your keys with you.
  o Help any that need special assistance – disabled, small children, etc.
  o 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.
  o STAY PUT and wait for instructions from emergency response personnel.
### 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>ACEVEDO, Rafael</td>
<td>SH-247</td>
<td>858-534-1058</td>
<td>Staff</td>
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<tr>
<td>BACHOFER, Karen</td>
<td>SH-251</td>
<td>858-534-3421</td>
<td>Academic</td>
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<tr>
<td>CERVANTES NGUYEN, Misty</td>
<td>SH-254</td>
<td>858-822-2131</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>DAUGHERTY, Nan</td>
<td>SH-252</td>
<td>858-534-3384</td>
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<tr>
<td>ESCOBEDO, Kelly</td>
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<td>858-534-3385</td>
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<tr>
<td>HABER, Heather</td>
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<tr>
<td>HARLOW, Suzi</td>
<td>SH-243</td>
<td>858-534-1867</td>
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<td>KING, Sue</td>
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<tr>
<td>PERDOMO, Gaby</td>
<td>SH-245</td>
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<tr>
<td>RAMIREZ, Sylvia</td>
<td>SH-245</td>
<td>858-534-4195</td>
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<td>WOLFE, Natalie</td>
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<td>858-534-2299</td>
<td>Staff</td>
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<tr>
<td>ZAU, Andrew</td>
<td>SH-240</td>
<td>858-822-4521</td>
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<td>GILL, Sonam</td>
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<td>TRUJILLO, Emilee</td>
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<tr>
<td>WONG, Anthony</td>
<td>SH-242</td>
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<td>Student Worker</td>
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</table>

### 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:

P ull the pin
A im at the base of the fire
S queeze 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

- **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

<table>
<thead>
<tr>
<th>MATERIALS</th>
<th>WASTE</th>
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<tbody>
<tr>
<td>IMMEDIATE (ACUTE) HEALTH HAZARD</td>
<td>IA</td>
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<tr>
<td>DELAYED (CHRONIC) HEALTH HAZARD</td>
<td>DC</td>
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<tr>
<td>FIRE HAZARD</td>
<td>FH</td>
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<tr>
<td>SUDDEN RELEASE OF PRESSURE</td>
<td>SR</td>
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<tr>
<td>REACTIVE</td>
<td>R</td>
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<tr>
<td>MEDICAL WASTE (Infectious)</td>
<td>IW</td>
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<tr>
<td>RADIOACTIVES</td>
<td>RA</td>
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<tr>
<td>EXTREMELY HAZARDOUS</td>
<td>XH</td>
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</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 – 2nd Floor
Evacuation Map Legend

Emergency Response Resources

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