

# Emergency Action Plan

January 2015

## Engineering Building 2

For more comprehensive UCSD Emergency Information, go to:

<http://blink.ucsd.edu/Blink/External/Topics/Policy/0.1162.15498.00.html>

## Emergency Phone Numbers

Fire..... 911 or 534-HELP  
Police ..... 911 or 534-HELP  
Medical..... 911 or 534-HELP  
Thornton Emergency Room..... 858 657-7600  
Poison Control Center..... 800-876-4766  
UCSD Emergency Status... ..888-308-UCSD  
Environment, Health & Safety..... .858-534-3660  
Facilities Management Trouble Desk 858-534-2930  
CSO Escort Service.....858-534-WALK

### Departmental Emergency Response Team:

**[Maesafety-I@ucsd.edu](mailto:Maesafety-I@ucsd.edu)**

**Mike Watson, Safety Coordinator .....x47357**  
**Nick Busan, Safety Officer.....x26884**  
**Mary Polytaridis, Management Service Officer .....x40112**  
**Chris Cassidy, Design Studio Area Safety Coordinator..... x44170**  
**Tom Chalfant, Machine Shop Area Safety Coordinator..... x42415**  
**Steve Roberts, Electronic Shop Area Safety Coordinator... x42421**

## DESIGNATED ASSEMBLY/EVACUATION AREA

The designated assembly area for the MAE Department in case of an emergency is the *Warren Mall Grassy area- west of EBU 2 by the large palm tree*. Await further instructions from emergency personnel.

The **Catastrophic Evacuation** area is the *Emergency Box at Voight and Justice Lane -North East corner of EBU 2, across the street, near the pool*.

## BASIC EMERGENCY PROCEDURES

**Communicate the Situation** to one of the Departmental Emergency Response Team.

### **Calmly state:**

- Your name
- Building and room location of emergency
- Nature of the emergency: fire, Injuries, etc.
- Hazards present which may affect responding emergency personnel
- A phone number near the scene where you can be reached

In the event of an emergency in the EBU 2 building, the person discovering the incident should make a quick assessment of the situation. If the situation is determined to be a minor incident, control the emergency and report it to one of the Departmental Emergency Response Team.

In the event of a major incident within the EBU 2 building, call 911 from a campus phone or (858) 534-4357 (x4HELP) from an outside phone to alert fire and police. Immediately notify persons in the area to evacuate the building. Pull the nearest fire alarm, then report the incident to one of the members of the Departmental Emergency Response Team.

## FIRST AID KITS

- Administration Area: Located in EBU 2, Room 153, in the cabinet beneath the Puzzle Area, Student Affairs / Chairs Office Area .
- Labs :First Aid Kits are usually located by the sink or entrances of each lab .
- Medical Emergency Personnel (CPR/AED/First Aid Certified): Mike Watson, Christopher Cassidy, and Linda McKamey.

## CATASTROPHIC BUILDING EVACUATION

- Quickly move to the outside of the building.
- Close and secure all doors as you leave. Take your keys and emergency folder (Faculty/Staff 911 Guide- Red Folder) with you. *For labs, take your emergency notebook/folder with phone numbers.*
- DO NOT USE ELEVATOR. Proceed to the nearest safe stairway.
- Be certain all persons in the area are evacuated immediately. If you see students milling about please instruct them to follow you.
- Help those who need special assistance—disabled, small children, etc.
- Report immediately to the designated assembly area – *Emergency Box at Voight and Justice Lane- North East corner of EBU 2, across the street, near the pool* , for a headcount.
- Wait for instructions from the Emergency Response Team personnel.

## FIRE ALARM RESPONSE

When a fire alarm sounds, all personnel must

- Secure office (close windows and doors), leave the building IMMEDIATELY.
- Take your keys with you. For labs, *Take your emergency notebook/folder with phone numbers.*
- Working under the direction of the Emergency Response Team, ensure that all other offices and public areas are cleared and secured before evacuating. If you see students milling about please instruct them to follow you.
- DO NOT USE ELEVATOR. Proceed to the nearest safe stairway.
- Work under the direction of the Departmental Emergency Response Team.
- Report immediately to the designated assembly area *Warren Mall Grassy area- west of EBU 2 – west of the building by the large palm tree.-* for a headcount.

## FIRE PROCEDURES

### In Case of Small Fire

- DO NOT PANIC! Pull the fire alarm and call Campus Police @ 911 or from a cell phone, call 858-354-HELP (x44357)
- Alert people in the area to begin evacuation.
- Use the P-A-S-S procedure to activate the extinguisher:
  - P** – Pull the pin located in the extinguisher's handle ( these are secured by a scored plastic tie, pull the pin hard will break this tie).
  - A** – Aim the nozzle, horn, or hose at the base of the fire.
  - S** – Squeeze or press the handles together.
  - S** – Sweep from side to side at the base of the fire until it is out.

Report the empty extinguisher to Mike Watson, Safety Coordinator x-47357.

### In Case of Large Fire

- Pull the fire alarm and call Campus Police at 911 or from a cell phone, call 858-354-HELP (x44357).
- Alert people in the area to begin evacuation using the stairs--not the elevators.
- Close the door to confine the fire.
- Report to the designated assembly area- *Warren Mall Grassy area- west of EBU 2 by the large palm tree* . If you see students milling about, please instruct them to follow you.
- STAY PUT and wait for instructions from emergency response personnel.

## EARTHQUAKES

### During Heavy Shaking

- Duck, Cover and Hold on.
- Get under a desk, table, door arch 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 shaking has stopped, survey your immediate area for trapped or injured persons and ruptured utilities. Evacuate the building using the stairs—not the elevators. If you see students milling about, please instruct them to follow you. Move to the designated assembly area – – *Emergency Box at Voight and Justice Lane- North East corner of EBU 2, across the street, near the pool.* Await instructions from emergency 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 (x4357). Inform them where you are and how many are present.
- STAY PUT. Instruct any student in your area to do the same, and wait for instructions from emergency response personnel.

## **EMERGENCY ITEMS**

### **Flashlights**

Flash lights/laser pointers, for emergency use, are stored:

- One in front reception area and
- One each in administrative offices.

The Area Safety person is responsible for testing the batteries once a year (first day back in January); replacing them as necessary.

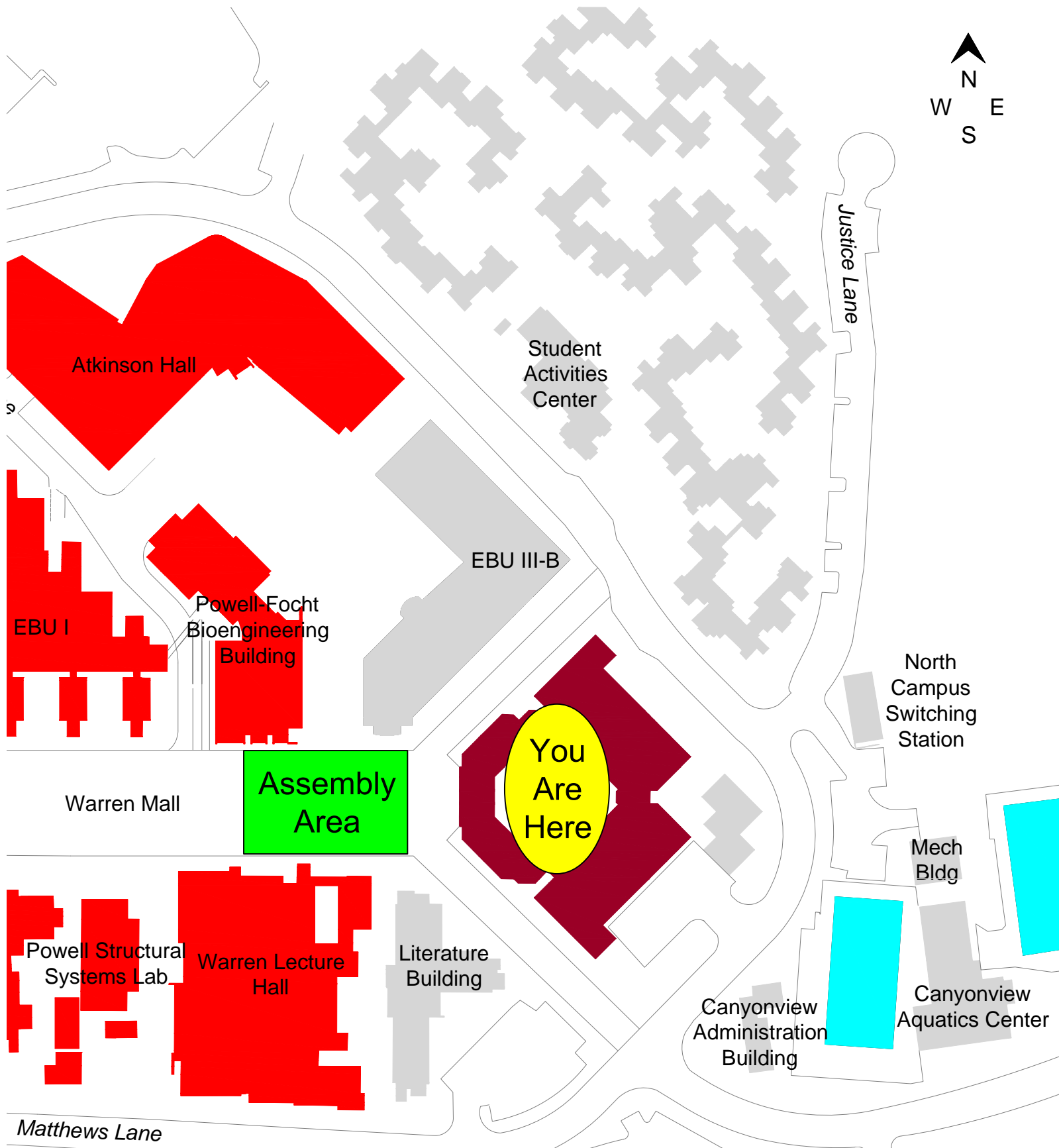
### **Fire Extinguishers**

Generally, fire extinguishers are located near the Exit doors throughout the building. One fire extinguisher is located in the Lunchroom in your building wing. Also, there is one extinguisher inside the East Door of the area occupied by the Student Affairs Office. There is also a Fire extinguisher located at the exit of the Fiscal Office. All extinguishers are on a maintenance contract with PPS for upkeep and recharge. Basic instructions for their use are on the extinguishers themselves:

- Use the P-A-S-S procedure to activate the extinguisher:
  - P** – Pull the pin located in the extinguisher's handle ( these are secured by a scored plastic tie, pull the pin hard will break this tie).
  - A** – Aim the nozzle, horn, or hose at the base of the fire.
  - S** – Squeeze or press the handles together.
  - S** – Sweep from side to side at the base of the fire until it is out.

### **Emergency Notebook/Folders**

All Laboratory personnel and each staff member should maintain an emergency notebook/folder (Faculty/Staff 911 Guide-Red Folder) located in their office and/or in their personal possession for easy access in an emergency. These emergency notebooks/folders, at a minimum have a copy of MAE's Emergency Action Plan, a current list of all staff and student employees, and a copy of this policy.

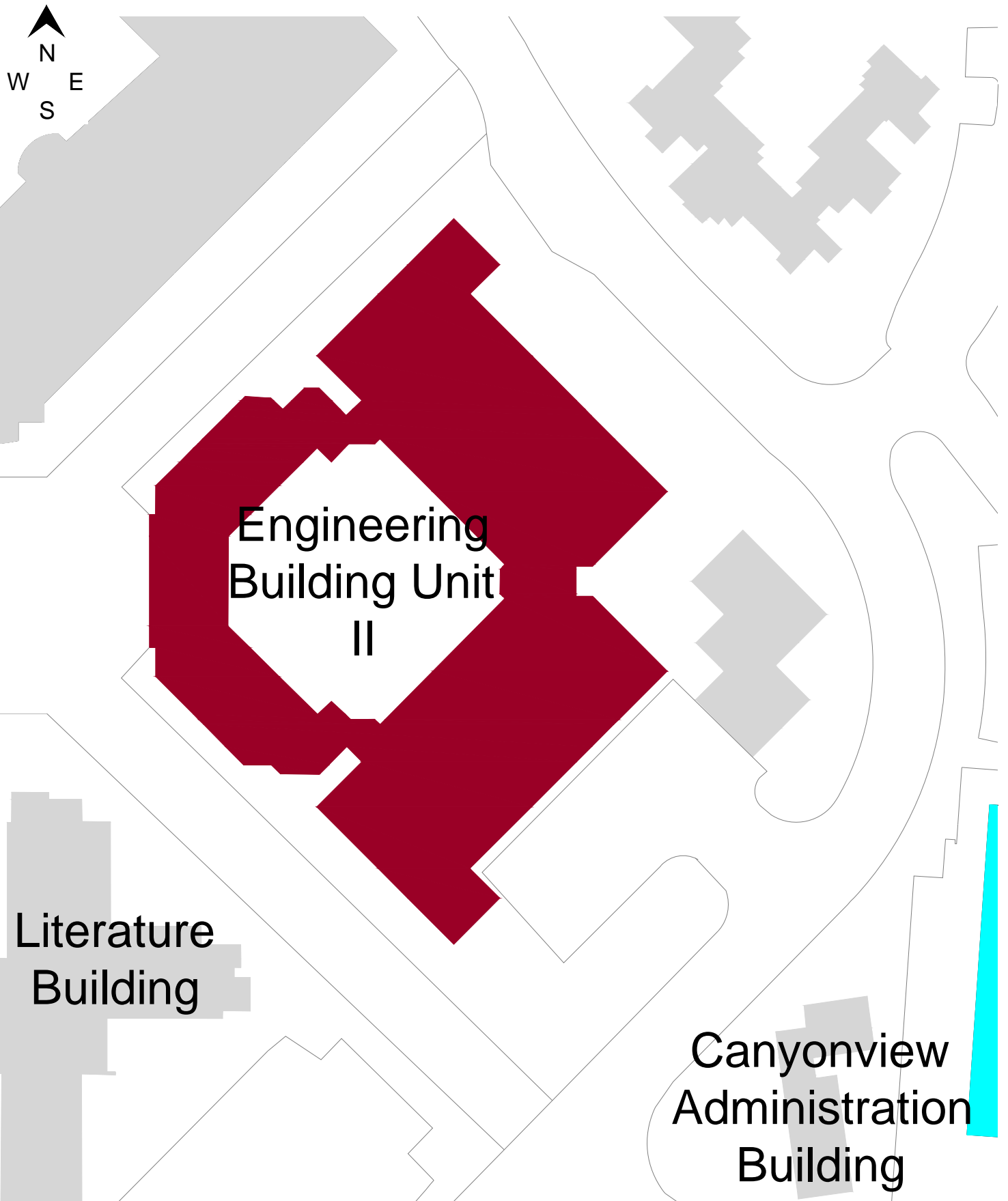


### ENGINEERING BUILDING UNIT II

UCSD NEIGHBORHOOD: Warren College

BUILDING INDEX: 610

DESCRIPTION: Area Map



Engineering  
Building Unit  
II

Literature  
Building

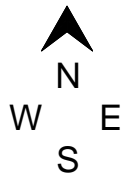
Canyonview  
Administration  
Building

**ENGINEERING BUILDING UNIT II**

UCSD NEIGHBORHOOD: Warren College

BUILDING INDEX: 610

DESCRIPTION: Area Map



## Emergency Response Resources

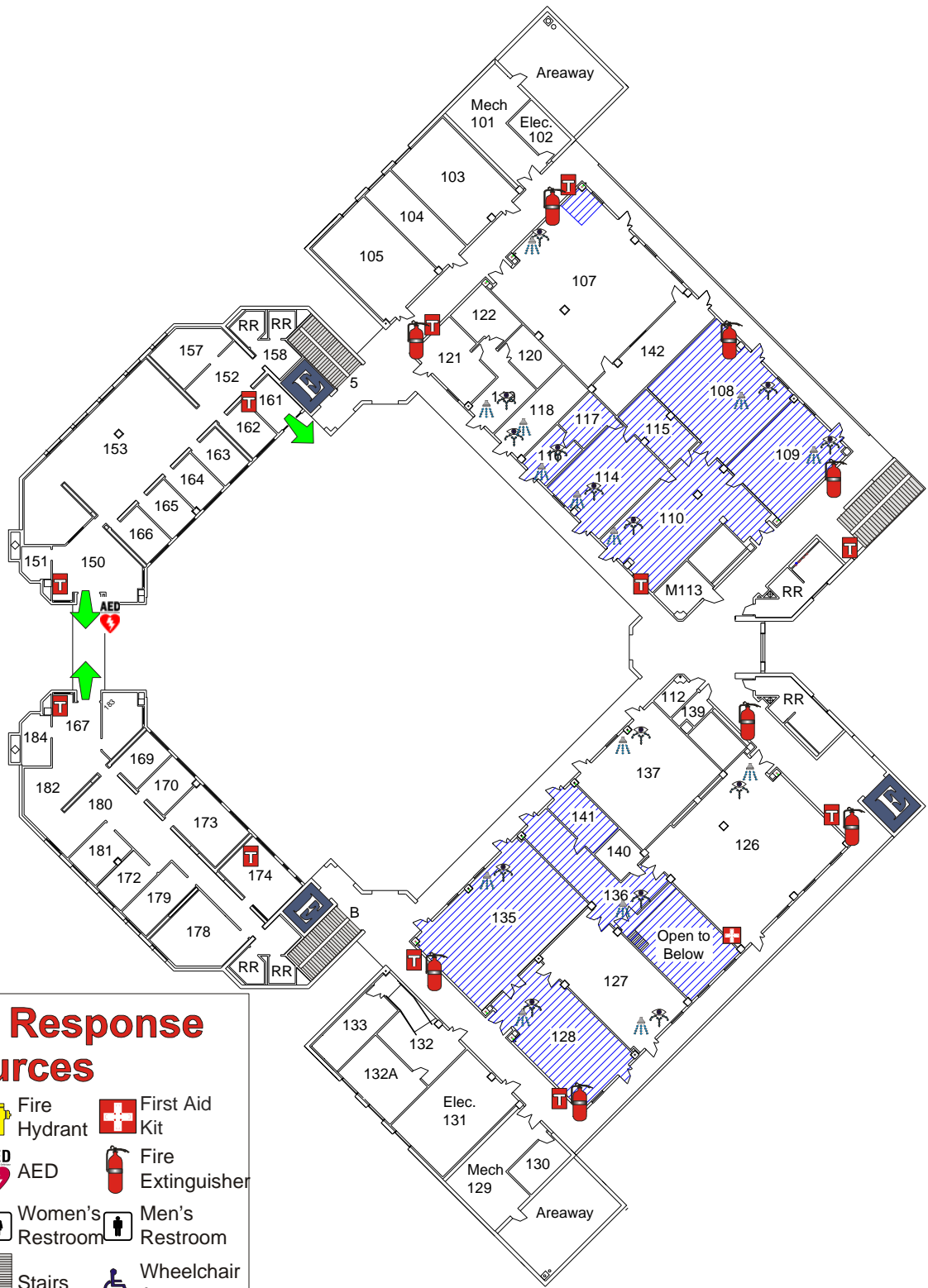
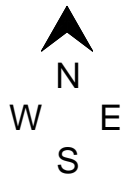
|               |                   |                  |                   |
|---------------|-------------------|------------------|-------------------|
| Fire Alarm    | Fire Hose         | Fire Hydrant     | First Aid Kit     |
| Fume Hood     | Chemical Use Area | AED              | Fire Extinguisher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

### ENGINEERING BUILDING UNIT II - BASEMENT

UCSD NEIGHBORHOOD: Warren College

BUILDING INDEX: 610

DESCRIPTION: Labs, Machine Shop



### Emergency Response Resources

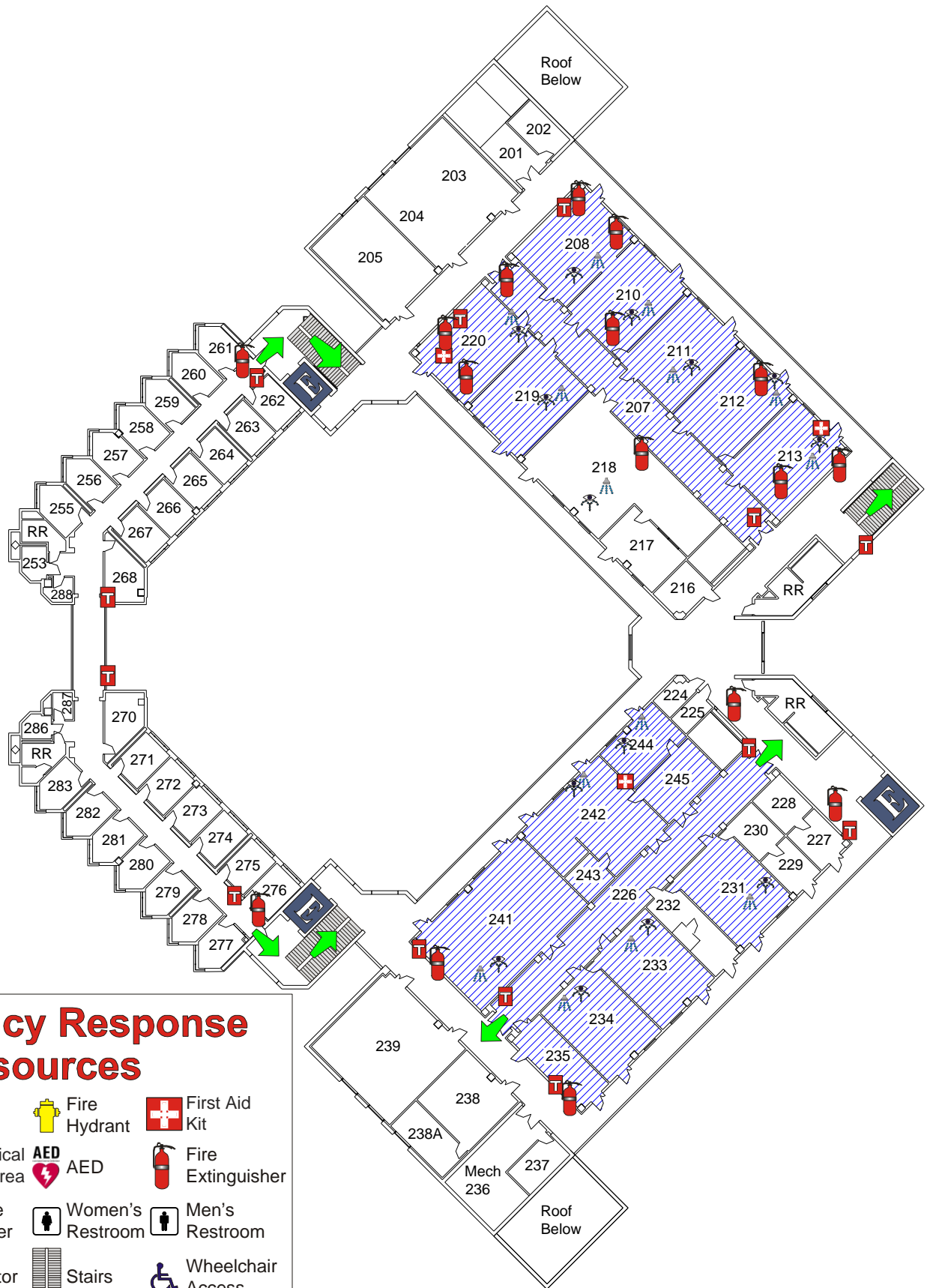
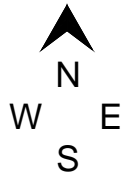
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|--|---------------|--|-------------------|--|------------------|--|-------------------|
|  | Fire Alarm    |  | Fire Hose         |  | Fire Hydrant     |  | First Aid Kit     |
|  | Fume Hood     |  | Chemical Use Area |  | AED              |  | Fire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

## ENGINEERING BUILDING UNIT II – FIRST FLOOR

UCSD NEIGHBORHOOD: Warren College

BUILDING INDEX: 610

DESCRIPTION: Labs, Offices, Classrooms



## 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 |

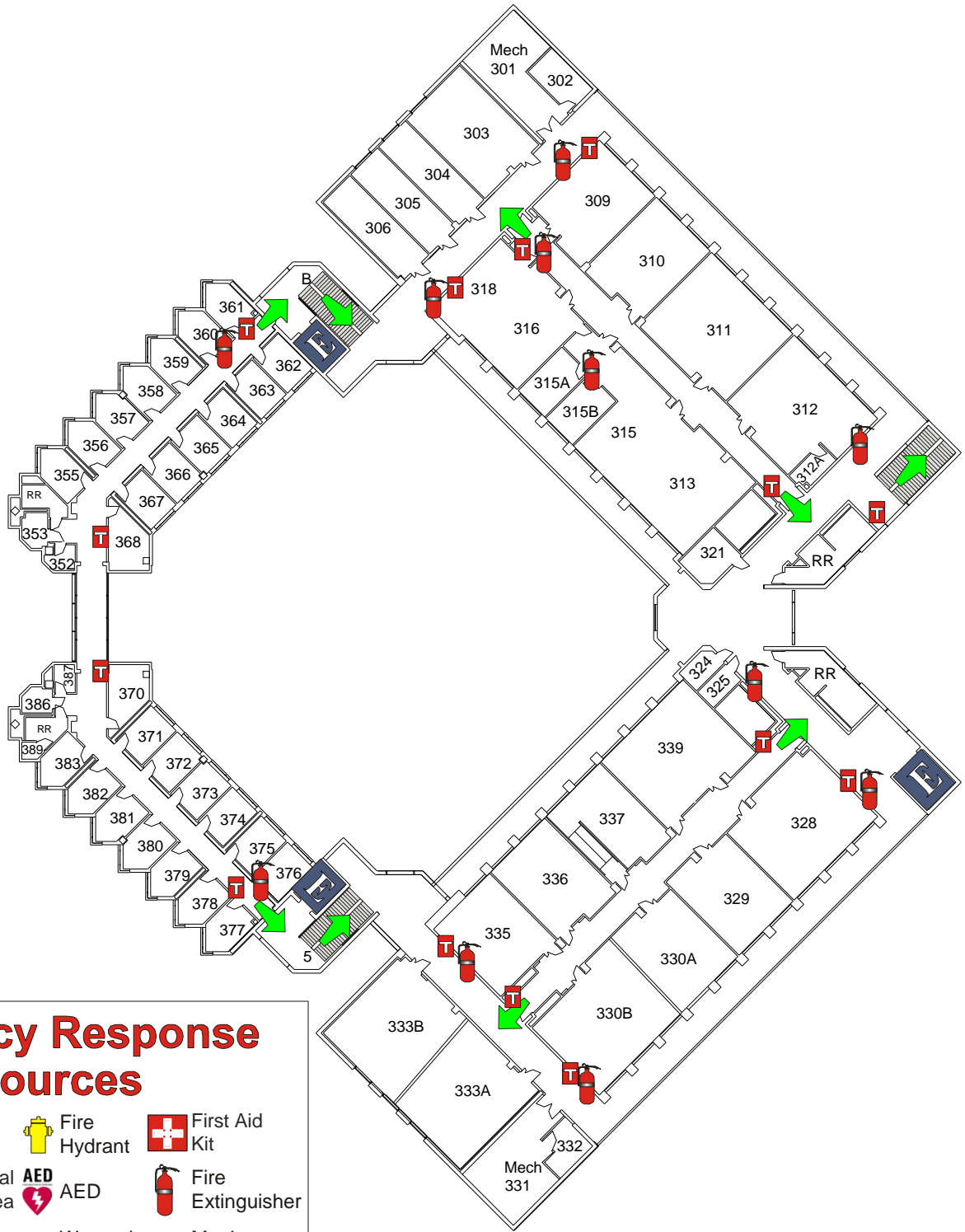
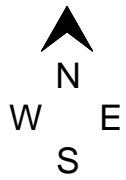
### ENGINEERING BUILDING UNIT II – SECOND FLOOR

UCSD NEIGHBORHOOD: Warren College

BUILDING INDEX: 610

DESCRIPTION: Labs, Offices





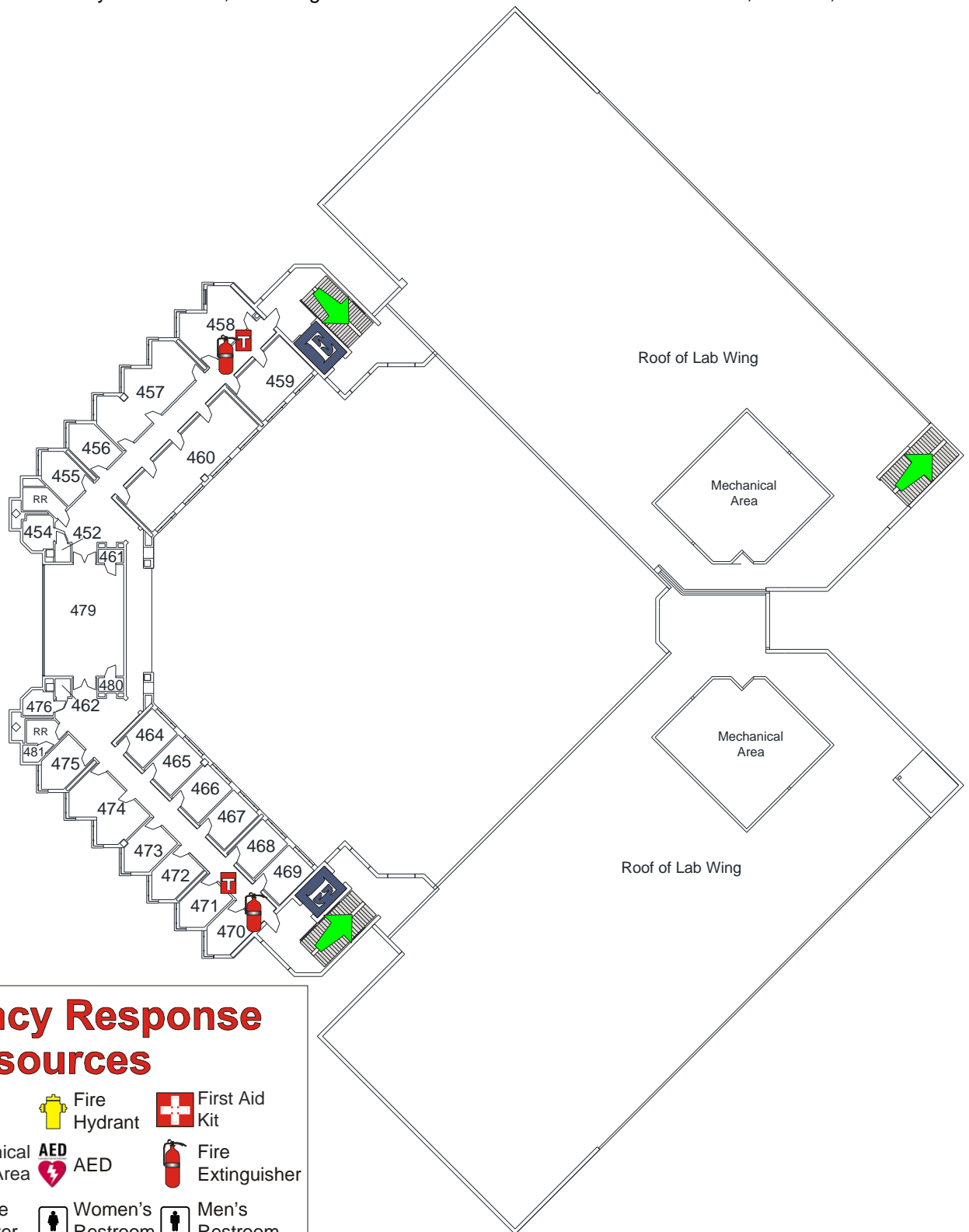
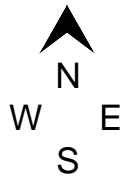
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|---------------|-------------------|------------------|-------------------|
|               |                   |                  |                   |
| Fire Alarm    | Fire Hose         | Fire Hydrant     | First Aid Kit     |
|               |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

### ENGINEERING BUILDING UNIT II – THIRD FLOOR

DESCRIPTION: Labs, Offices

UCSD NEIGHBORHOOD: Warren College

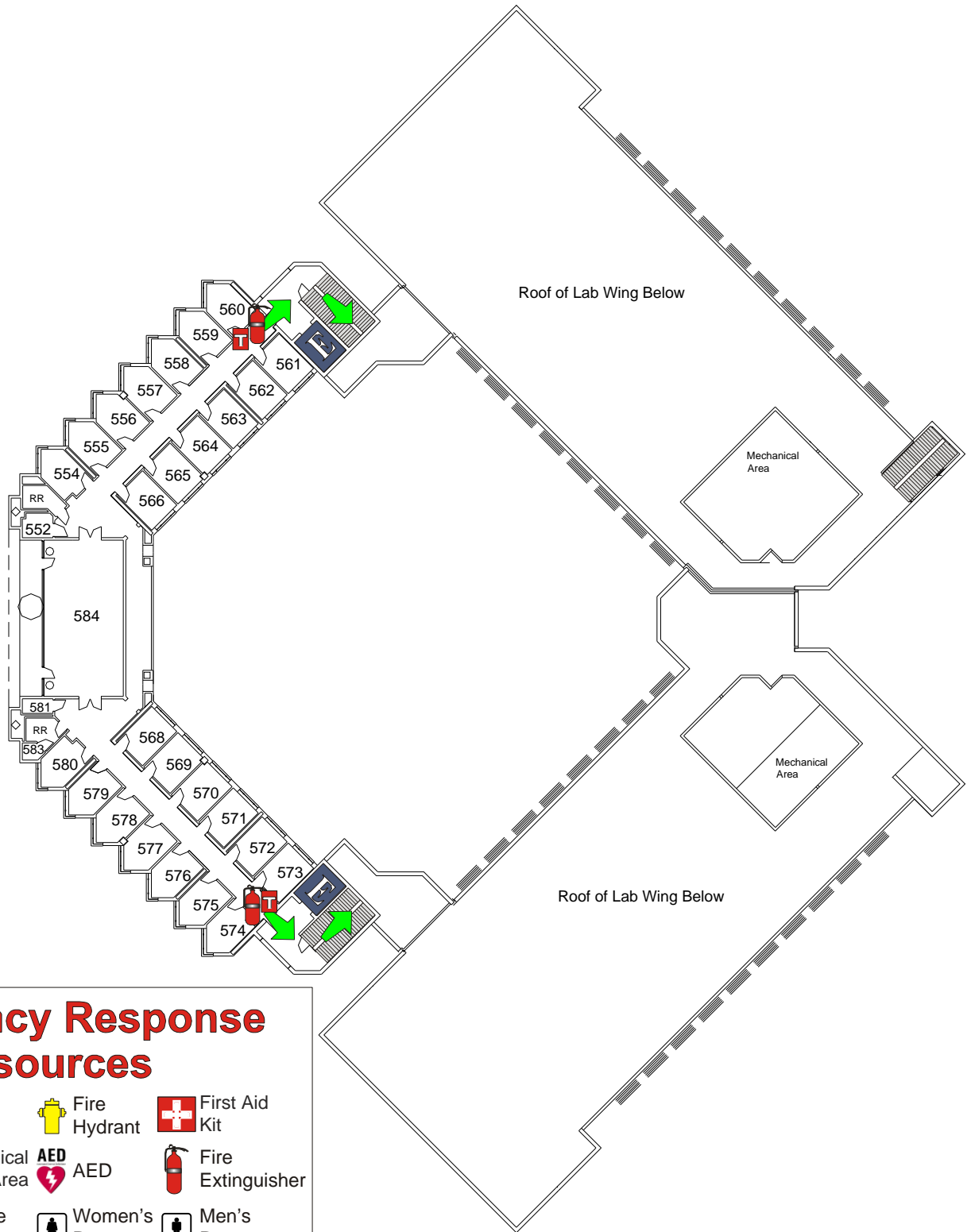
BUILDING INDEX: 610



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|---------------|-------------------|------------------|-------------------|
| 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 |

### ENGINEERING BUILDING UNIT II – FOURTH FLOOR

DESCRIPTION: Offices, Roof



### 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 |

## ENGINEERING BUILDING UNIT II – FIFTH FLOOR

DESCRIPTION: Offices

UCSD NEIGHBORHOOD: Warren College

BUILDING INDEX: 610