



UCSB Department Emergency Operations Plan

Department

Department Safety Rep

Alternate Rep

TABLE OF CONTENTS

Section 1. **INTRODUCTION**

Section 2. **PLANNING** FOR AN EMERGENCY:

✓ Checklists for Department Management

- A. Department Emergency Operations Plan
- B. Recommended Department Emergency Supplies
- C. Campus Emergency Operations Plan

Section 3. **RESPONDING** TO AN EMERGENCY:

✓ Checklists for Department Management

- A. Working-Hours Emergencies
- B. After-Hours Emergencies

Section 4. EMERGENCY RESPONSE GUIDELINES FOR ALL PERSONNEL (copy of wall-mounted flip chart)

Section 1. INTRODUCTION

PURPOSE

The purpose of this **Department Emergency Operations Plan (DEOP)** is to:

- Provide guidelines to facilitate **local emergency planning**
- Provide practical **emergency response guidelines** for common types of incidents

An up-to-date departmental copy of this document should be kept by the Department Safety Representative within their *UCSB Health & Safety Binder*. This DEOP has been designed to meet the requirements of the **Emergency Action/Fire Prevention Plan** required by Cal-OSHA, (Title 8, Sections 3220 and 3221.) In the event of a Cal-OSHA visit, your customized plan should be available to them for review. Likewise, all department personnel have the right to see this document upon request.

DEOP ELEMENTS

- Section 1. Purpose of plan, roles and responsibilities
- Section 2. Emergency **planning** guidelines for department administrators
- Section 3. Emergency **response** guidelines for department administrators
- Section 4. Response guidelines for all University personnel. This information is identical to that on the *UCSB Emergency Information Flip chart* (hereafter referred to as "the flip chart"). The flip chart is widely posted across campus and more copies are available from EH&S upon request.

The **Campus Emergency Operations Plan**, as opposed to your *Department Emergency Operations Plan* (this document), is intended to provide a framework for dealing with campus-wide emergencies. It specifies the composition of the **Emergency Operations Center (EOC)** staff and identifies the basic functions and relationships that certain departments have in a major emergency. If your department is identified in the *Campus Emergency Operations Plan*, you will have to coordinate the development of your emergency response procedures with other departments.

ROLES/RESPONSIBILITIES

Responsibilities for emergency planning/response reside at all levels. The success of this effort is dependent upon good management preplanning and upon all employees becoming familiar with the information that applies to them prior to an actual emergency.

- **Department Chair/Director:** responsible to ensure that this legally mandated program is effectively carried out within their unit.
- **Department Safety Representative (DSR) and Alternate:** Designated by the department/unit to assume key roles in coordinating the department's **emergency planning** activities. They also serve as the **primary contact** to the campus Emergency Operations Center (EOC). The DSR collects and reports information on the department's **status** and also receives information and direction from the EOC. They disseminate information back to their department, providing direction and information on available resources.
- **Management Services Officer/Business Officer:** In many cases this person is also the designated DSR - *it is strongly recommended* that this be the case. The MSO should work closely with the DSR to ensure that, at minimum, all the departmental emergency planning activities on the checklists herein are complete.
- **Other Departmental Personnel:** For those not directly involved in department-level emergency planning, they should be made aware of the location of this document and that they have the right to see it upon request. However, *all* workers should be aware of the location and general content of the associated *UCSB Emergency Information Flip chart* described above. All workers should also make personal/local efforts to be prepared for foreseeable emergencies.

Section 2. PLANNING FOR AN EMERGENCY: Checklist for Departmental Management

A. Department Emergency Operations Plan (DEOP)

- Familiarize yourself with this DEOP. Place your unit's name and other info requested on the front cover and place into your unit's *UCSB Health & Safety Binder*.
- Assist the department head in the development of the DEOP. Do not hesitate to expand upon the basic framework of this plan to incorporate any additional local planning information.
- Have the appropriate department individuals (DSR, Alternate, Department Head, MSO) obtain **Emergency ID badges** – call Police (Lost & Found) at x3843 for appointment.
- Encourage all your personnel to register for Emergency Text Messaging at <http://alert.ucsb.edu>.
- Develop an **internal communications** plan to keep department informed as much as possible (e-mail, emergency call-out instructions, urgent page, etc.). Call Communication Services at x3331 if you need further assistance.
- Distribute for posting around your building the *UCSB Emergency Information Flip chart*. However, before distributing, first complete the information requested on the last tab of the flip chart (**Building Specific Information**) and photocopy enough copies for insertion into everyone's flip chart. Also, post a current copy on your **department's safety bulletin board**.
- Identify local individuals with mobility disabilities (e.g., wheelchair-bound). Designate multiple people to assist them during emergencies.
- Develop a **home/work phone roster** of department personnel to be kept with this document and other handy locations. It may be necessary to contact your personnel regarding return to work issues, etc. If applicable, pre-identify which personnel should/should not return to work in the event of a major incident.
- Keep a copy of all essential emergency information **at home**. Consider developing laminated, wallet-size cards of emergency phone roster.

- Redundancy for critical computer files, notebooks, research papers, etc., is essential. Encourage secondary locations for storage of such materials to be established.
- Participate in the annual State Fire Marshal **drills** as required during building fire alarm testing.

B. Recommended Department Emergency Supplies

The Department Safety Representative and/or MSO should have a small set of emergency supplies available.

Minimum Supplies (recommend these be in one portable carrier)

- Orange vest identifying you as emergency manager (available from EH&S)
- Department home/work phone roster
- First-Aid Kit
- AM/FM battery-powered radio and extra batteries
- Flashlights and extra batteries
- Building floor plans
- Copy of this written plan

Optional Supplies (ideally stored in easy-access area)

- Personal supplies for critical department personnel: hard hats, work gloves, boots, warm clothing, food, water
- Bull-horn
- For detailed suggestions and kits for purchase, see the Red Cross Web site:
<http://www.redcrossstore.org/shopper/ProdList.aspx?LocationId=1>

C. Campus Emergency Operations Plan

- Familiarize yourself with the Campus EOP (see the "Emergency Planning" link on the EH&S Web site - <http://ehs.ucsb.edu>)
- Know the location, function and ways to utilize the Emergency Operations Center

EOC Location: EH&S Training Room #1045 (Mesa Rd.) Phone x3194

(If necessary, an alternate location will be posted at the primary EOC.)

Section 3. RESPONDING TO AN EMERGENCY: Checklist for Departmental Management

A. Working-Hours Emergencies

- Institute the immediate response procedures in Section 4 (or flip chart), for the specific emergency type noted there

If evacuation of your building is necessary:

- Follow the guidelines in Sec. 4 (or flip chart) under the tab titled: *Evacuation of Campus/Buildings/Persons with Disabilities*
- Ensure that your emergency response kit noted in Sec. 2B is brought out of the building.
- Determine if there are unaccounted-for personnel who might need assistance. A departmental roster for this purpose should be on hand.
- Restrict entry to building through verbal instructions and postings. Note that some campus buildings can be locked-down via the card entry system, or via "key blocks" located in the fire department "Knox box" for your building (e.g., for major lab buildings).
- When emergency response personnel arrive, relay any pertinent information regarding injuries, trapped individuals, alarms, etc. Follow their instructions.
- Access emergency information resources (see first page of Sec. 4, or a flip chart). Keep your department informed as much as possible.
- Determine if the Emergency Operations Center (EOC) has been established by checking for e-mail messages, or check the UCSB homepage, or come to the EOC
- If EOC has been established, collect information from within your department. Report your personnel and building status to EOC via runner, or fax (8659). Use the *Department Emergency Status Report* form herein.

- The EOC may provide guidance on road conditions, whether classes are cancelled and whether personnel should go home. After a major quake, flooding, etc. many individuals may choose to leave campus to check on their homes and family members. Ideally, they should first check-in with department management, so that they are not assumed to be trapped/missing and to receive information on safe exiting, etc.

**B. After-Hour Emergencies
(Nights, weekends, holidays, and off-campus meetings)**

If you are off-site, adhere to the following after you've addressed your personal issues:

- If at home, monitor the radio and television for campus and roadway emergency information to determine if safe passage to campus is available.
- If it is safe to do so, adhere to YOUR department 's return-to-work procedure as home situation and traveling conditions permit. As your department's representative during emergencies, report to the EOC for information and direction as soon as you enter the campus.
- After arrival at your department, follow the guidelines above under 3A.

Section 4. Emergency Response Guidelines for All Personnel

- The information in this section is identical to that found on the *UCSB Emergency Information Flip Chart (first edition: 2008)*. The flip chart has been posted in many locations across campus. Departments are encouraged to wall-post the flip chart in key and communal-use locations within their unit. For more copies see your local Department Safety Representative.

EMERGENCY

911
9-911
805-893-3446
888-488-UCSB
(888-488-8272)
888-SB-ROADS
(888-727-6237)
800-427-ROAD
(800-427-7623)
211
(800-400-1572)
1610 AM

91.9 FM (KCSB)
www.ucsb.edu

Emergency
Emergency Campus Telephones
UCSB Police Dispatch (From cell phones)
Campus Emergency Information (Toll Free)

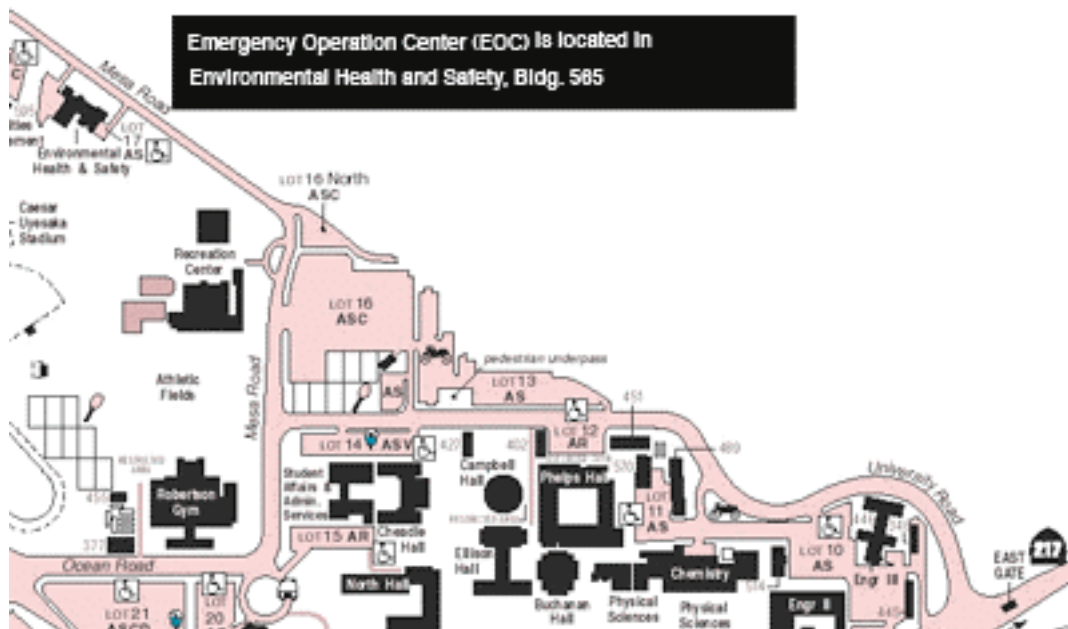
Santa Barbara Road Conditions (Toll Free)

California Road Conditions (Toll Free)

SB County Health & Human Services
(From cell phones)

Parking/Emergency Information
(Within 3 miles of UCSB)

Campus Radio Station
UCSB Campus Web Site



Map to the Emergency Operation Center (EOC)
University of California, Santa Barbara

EMERGENCY MANAGEMENT AT UCSB

Emergencies can come without warning at any time. Being prepared physically and psychologically to handle unexpected accidents or disasters is an individual as well as an organizational responsibility. Your safety is of primary importance. UCSB Environmental Health and Safety (EH&S) has developed this guide to assist in minimizing the effects from such events. It was also designed to complement other emergency planning/response documents, namely, the Campus Emergency Operations Plan (EOP), and the Department Emergency Operations Plan (DEOP).

It is the responsibility of department heads to review, complete and implement the Department EOP. We also encourage all campus personnel to read their Department EOP. Templates for the DEOP are on the EH&S Web site at <http://ehs.ucsb.edu/emplan>.

If you have questions concerning a unique situation not covered in these procedures, or if you would like additional information regarding emergency preparedness, contact EH&S at 893-7534, during normal business hours, or visit <http://ehs.ucsb.edu>.

What can you do now?

- Keep this guide where it will be immediately available for quick reference in an emergency, preferably mounted on your office wall.
- All University personnel are strongly encouraged to register for Emergency Text Messaging at <http://alert.ucsb.edu>.
- Maintain personal emergency supplies at work, home and in your car. The Red Cross Web site, <http://www.redcross.org>, has a detailed list of emergency supplies.
- Review your local DEOP.

CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations will be peaceful and business should continue as usual.

1. Avoid provoking or obstructing the demonstrators.
2. Avoid the area of disturbance.
3. If a class or lecture is disrupted, the offending person(s) should be requested to leave. If they refuse, call Police at 911 (or 9-911 from a campus phone).
4. Continue with your normal routine. Stay away from doors or windows if the disturbance is outside.

EXPOSURE TO BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS

If you are exposed to blood or other potentially infectious materials:

1. Immediately wash area(s) with soap and water and use an emergency eyewash or shower for 15 minutes.
2. Obtain medical help.
3. Notify your supervisor.
4. Notify EH&S at 893-3194 (24 hr phone line).
5. Document the incident by filling out an Incident Report Form located at <http://www.workerscomp.ucsb.edu>.

SHELTER-IN-PLACE

Shelter-in-place means to seek immediate shelter inside a building. This action may be taken during a release of hazardous materials to the outside air, a tsunami or other emergency. For shelter-in-place due to violence in progress, review "Violence/Crime in Progress/Active Shooter."

If you are ever advised to shelter-in-place:

1. Isolate yourself as much as possible from the external environment.
2. Shut all doors and windows.
3. Seal cracks around doors and windows as best as possible (e.g., with duct tape).
4. Notify Police of your status at 911 (or 9-911 from a campus phone).
5. Monitor all available communications.

MEDICAL EMERGENCY

All Personnel

- Call 911 (or 9-911 from a campus phone), if the condition requires immediate medical attention.
- If poisoning is suspected, contact the Poison Control Center at 1-800-222-1222.

Staff and Faculty Work Related Injuries

- It is important that all work related injuries be reported immediately. During regular business hours, contact Workers' Compensation at 893-8050 to report injuries and to obtain an authorization for initial medical treatment. If a work-related injury occurs outside of normal work hours, contact the Workers' Compensation office at 893-8050 within one business day.
- If an employee is hospitalized for 24 hours or more (other than for observation), or has an injury that results in a partial or full loss of limb (amputation), or loss of life, contact EH&S at 893-3194 (24 hr phone line) immediately. The campus must report these injuries to OSHA within 8 hours of the event.

Student Injuries

- Undergraduates and graduate students (not staff/faculty) can be seen at Student Health Services (SHS) at 893-3371. If the victim needs immediate medical assistance call 911 (or 9-911 from a campus phone). There is no charge for having the paramedics (9-911 from a campus phone) come out and evaluate the victim. If the victim needs to be transported to Student Health Services or a hospital emergency room there is a charge.

SEVERE WEATHER

If at work:

1. Monitor media reports, especially 91.9 FM (KCSB) and 1610 AM (audible within 3 miles of campus).
2. Check campus e-mail for pertinent messages.
3. Check UCSB home page at <http://www.ucsb.edu>.
4. Determine if roads are safe before leaving.

If at home:

1. Assess conditions prior to leaving home.
2. Monitor available media for conditions, 1610 AM (audible within 3 miles of campus), 91.9 FM (KCSB).
3. Check UCSB home page at <http://www.ucsb.edu>.
4. Do not take risks in order to return to campus.
5. Contact your department for information.

FIRE

1. Know the location of fire extinguishers in your area and know how to use them. Fire extinguisher training is available for departments by request at 893-7751.
2. For a minor fire that appears to be controllable, activate the building fire alarm system at the nearest manual fire alarm pull box. Immediately call 911 (or 9-911 from a campus phone). Then use the appropriate fire extinguisher to control the flames. Get help if necessary.
3. For a larger fire that is not easily controllable, close all doors to confine the fire and reduce oxygen. Activate the building fire alarm system at the nearest manual fire alarm pull box, then immediately call 911 (or 9-911 from a campus phone). Give all information requested (your name, exact location, size and progress of the fire, etc.).
4. Notify your supervisor or instructor, then evacuate the building by quickly walking to the nearest exit, alerting people as you go, and assisting those with disabilities as necessary. Do not use elevators for evacuation.
5. Once outside, move to a clear area at least 50 feet away from the affected building. Keep the walkways and vehicle access clear for emergency vehicles. Utilize the designated building Emergency Assembly Point if it is free of smoke, and wait for instructions.
6. **DO NOT RETURN TO THE AFFECTED BUILDING UNTIL TOLD IT IS SAFE BY A CAMPUS FIRE OFFICIAL.**
7. Report all fires, regardless of size to Campus Dispatch at 893-3446.
8. Report any fire extinguisher that has been discharged, has lost pressure, or is out-of-date to Physical Facilities/Life Safety Service at 893-2661, ext. 1402 for service.

SUSPICIOUS PACKAGE/MAIL

Suspicious Package/Letter/Object:

1. If you receive or discover a suspicious package, letter or object, do not touch, tamper with, or move it.
2. Report it immediately to Police at 911 (or 9-911 from a campus phone).

Characteristics of suspicious letters and packages:

1. Origin - Postmark doesn't match the city of the return address, name of sender is unusual or unknown, or no return address is given.
2. Postage - Excessive or inadequate postage.
3. Balance - The letter is lopsided, unusually thick, has an unusual amount of tape, has an irregular shape, soft spots or bulges, or the letter or package seems heavy for its size.
4. Contents - Stiffness or springiness of contents; protruding wires or components; oily outer wrapping or envelope; feels like it contains powdery substance; is buzzing, ticking, or has a sloshing sound.
5. Smell - Particularly almond or other suspicious odors.
6. Writing - Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient, or cut-and-paste or rub-on-block letters are used. Common words, names, or titles are misspelled, or special instructions like "fragile," "confidential," or "do not delay" are present.

RADIOACTIVE CONTAMINATION/SPILLS

Call EH&S at 893-3194 (24 hr phone line) for assistance. If medical attention is required also call 911 (9-911 from campus phone).

1. State that assistance is needed from EH&S Radiation Safety related to a radiation emergency.
2. State your name, phone number, location of the radiation emergency and the nature of the emergency (personnel contamination, area contamination, etc.).

Personnel Decontamination*

If a person has been contaminated with radioactive material:

1. Immediately remove all contaminated items of clothing. Place contaminated items in a bag.
2. Wash contaminated skin with cold water and a mild soap.

Containing the Spill/Room Evacuation*

1. Notify people in the immediate area that a spill has occurred.
2. Confine/isolate the spill with absorbent paper or another suitable material.
3. If deemed appropriate, or if directed by EH&S, evacuate all people from the immediate area of the spill to a nearby location where they can be surveyed for contamination.
4. Close all doors to the contaminated room and post signs indicating the hazardous condition.
5. Limit the movement of contaminated people to reduce the spread of contamination.

*Decontamination of personnel and areas must be performed by people who are properly trained and who are wearing appropriate protective clothing. This includes disposable gloves, a lab coat, long pants and fully enclosed shoes (e.g., no shorts or sandals). Persons performing decontamination need to have radiation-monitoring equipment appropriate for the radiation emitted by the radionuclide involved in the spill.

CHEMICAL INCIDENTS

Exposure to Personnel

1. If it is safe to do so, remove contaminated victim(s) from area.
2. Call 911 (or 9-911 from a campus phone) for immediate medical attention, or if chemical release threatens others. In extreme circumstances, activate the fire alarm, and evacuate the building.
3. Remove contaminated clothing and use emergency eyewash/shower.
4. Administer first aid as appropriate.
5. Notify EH&S at 893-3194 (24 hr phone line).
6. Provide information, including Material Safety Data Sheets (MSDS) <http://ehs.ucsb.edu/msds> to emergency responders.

Contamination of Equipment/Facilities

1. If a spill/release is an immediate threat to anyone's health, call 911 (or 9-911 from a campus phone).
2. Restrict access to avoid exposure or spread of contamination.
3. Do cleanup only if you feel it is safe to do so, you are familiar with the material, and you are properly trained and equipped. Some lab buildings have communal spill cleanup supply closets. Inquire locally, or consult EH&S.
4. If needed, request cleanup assistance from EH&S at 893-3194 (24 hr phone line). After business hours, a message will refer you to another phone number.
5. If material is radioactive or biological, review "Radioactive Contamination/Spills" or "Exposure to Blood or Other Potentially Infectious Materials."
6. Bag the waste and use a UCSB Hazardous Waste label. Store waste in a fume hood if material is volatile. Call EH&S at 893-7705 for pick up.

Release to the Environment (Air, Water, Soil)

1. If safe to do so, stop the release. Notify EH&S at 893-3194 (24 hr phone line).
2. Follow procedures above for contamination of equipment/facilities.

VIOLENCE/CRIME IN PROGRESS

1. Do not put yourself at risk.
2. Do not interfere with persons committing the crime or creating the disturbance.
3. If you are the victim of, are involved in, or witness any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, call Police at 911 (or 9-911 from a campus phone) immediately with the following information:
 - Nature of incident
 - Location of incident
 - Description of person(s) involved
 - Location of person(s) involved
 - Your name, location, department and phone number
4. If personal safety allows, try to get a good description of the criminal. Note height, weight, sex, color, approximate age, clothing, method and direction of travel, and name if known.
5. Remain where you are until a police officer arrives.

ACTIVE SHOOTER

In response to a report of a shooting, the following is recommend:

1. Get everyone to lie down away from windows. Lock doors and secure in place.
2. Do not evacuate rooms or buildings if you are safely secured unless told to do so by Police or unless it is absolutely clear that it is safe to do so.
3. If you must flee the immediate area of gunfire, run in a zigzag pattern and try to utilize any obstructions between you and the gunfire. Try not to run down a long hallway.
4. Call 911 (or 9-911 from a campus phone). Try to remain calm.
5. If you are in an open area, move swiftly away from the sound of gunfire and find a safe cover position. Try to get inside or behind a building.
6. Wait and listen for directions from Police.

EARTHQUAKE

Before:

1. Attach all bookcases, cabinets, compressed gas cylinders and other furnishings to a wall or to the floor.
2. Store all heavy items below head level.
3. Restrain chemicals on open shelves with seismic retaining strips (see Administrative Services Policy 5445, Seismic Hazard Reduction at <http://ucsbuxa.ucsb.edu/policies/vcas/ehs/ehs-policies.html> for more information).

Outside:

Get to an open area away from trees, buildings, and power lines.

Vehicle:

1. Pull to the side of the road away from underpasses, bridges and buildings.
2. Remain in the vehicle until the shaking stops. Do not leave the vehicle if a power line has fallen on or near it.

Inside:

1. Stay away from windows and get under a desk or a table.
2. Duck, cover and hold.
3. In a hallway, sit against the wall and protect your head with your arms.
4. In an auditorium, duck between the rows of seats and protect your head.
5. Wait inside until the shaking stops, then evacuate the building and go to your building Emergency Assembly Point.
6. Do not use elevators for evacuation.
7. Designated personnel should assist individuals with mobility disabilities to a safe location, e.g., an enclosed stairwell landing with a ground level exit to the exterior or, if obstructed, an office space with a door. Review "Evacuation of Campus/Buildings/Persons with Disabilities."
8. Report to your Department Safety Representatives (DSR). The DSR will complete a department status report and transmit it to the campus Emergency Operations Center (EOC).
9. Do not re-enter the building until authorized to do so by emergency response personnel.

TSUNAMI

If you feel a strong earthquake, keep calm and quickly move to higher ground away from the coast. Most of the UCSB campus should not be affected by tsunamis, except for the beach and lagoon areas.

A strong earthquake can generate a tsunami within minutes. However, earthquakes that have occurred hundreds or even thousands of miles away form most tsunamis. These earthquakes are not felt locally and thus provide no advanced warning to residents. "Tsunami waves" can travel through the water at speeds of up to 500 mph, and are sometimes preceded by a noticeable rise or fall of coastal waters.

Do not use Hwy 217 to evacuate during a tsunami warning due to its low elevation.

CAMPUS EVACUATION

Evacuation of the entire campus would be an extremely unlikely event. A staggered release of the campus population after a major event, such as a major earthquake, would be the most likely situation to require individuals to leave the campus. Even though UCSB could be subjected to a tsunami, most of the campus is high enough above sea level that a shelter-in-place plan would go into effect.

Localized events, such as a single building fire or a chemical release, would require evacuation of the immediate area. Fire or police personnel in this case would direct the evacuation. During an evacuation, Parking Services and police personnel will direct traffic at major intersections to maintain a smooth flow of vehicles. If residence halls cannot be occupied after a disaster, students will be directed to emergency shelters.

BUILDING EVACUATION

If a building evacuation is necessary, the following steps should be observed:

1. Emergency procedures and State law require that everyone exit a building when the fire alarm is activated.
2. Evacuation procedures should be followed according to your department's plan.
3. Do not use elevators for fire/earthquake evacuation because they may be damaged and unreliable.
4. Proceed toward the nearest safe exit.
5. After exiting your building go directly to your building Emergency Assembly Point. If that area is no longer safe, determine the safest place away from imminent danger. View <http://ehs.ucsb.edu/eap> for the most recent list of Emergency Assembly Points.
6. Wait for instructions from emergency personnel. DO NOT return to your building until notified by emergency personnel.

EVACUATION OF PERSONS WITH DISABILITIES

During emergencies when an elevator is not available for use, the following procedures have been developed to handle situations in multistory buildings for those unable to use the stairs:

1. When the fire alarm is activated, designated personnel should assist/escort individuals with mobility disabilities to a safe location (enclosed stairwell landing that leads to an exterior exit at the ground level).
2. Someone should remain with the individual while another person notifies arriving emergency personnel of the location of anyone who needs assistance.
3. The instructions of the emergency responder should be followed, and no attempt should be made to move the individual to another building level unless there is imminent danger in the safe refuge, e.g., there is heavy smoke in the stairwell.
4. Individuals unable to utilize the stairs and working alone should call 911 (or 9-911 from a campus phone) and report the location of their planned refuge (stairwell landing).
5. Anyone unable to reach a stairwell (for instance due to smoke), should close all doors into their area, call 911 (or 9-911 from a campus phone) and wait for emergency personnel to arrive.

BOMB THREATS

Bomb threats usually come by telephone and generally are made by individuals who want to create an atmosphere of general anxiety or panic. All bomb threats should be taken seriously.

By Telephone:

1. Take the caller seriously, but remain calm.
2. Ask a lot of questions. Use the checklist below as a guide.
3. Take notes on everything said and on your observations about background noise, voice characteristics, etc.
4. If possible, get someone to call Police while you continue talking to the caller.
5. Call Police at 911 (or 9-911 from a campus phone) immediately after the call.
6. Notify your supervisor/department head.
7. Campus Police will determine if evacuation is necessary. If you do evacuate, move to your building Emergency Assembly Point.
8. Do not re-enter the area until instructed to do so.

BOMB THREAT REPORT • Questions to Ask

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. What is your name?
8. What is your address?

Exact wording of the threat: _____

Caller's Voice:

- Calm
- Nasal
- Slow
- Raspy
- Loud
- Angry
- Stutter
- Excited
- Rapid
- Deep
- Soft
- Clearing Throat
- Laughter
- Normal
- Disguised
- Distinct
- Deep Breathing
- Crying
- Accent
- Slurred
- Lisp
- Ragged
- Cracked Voice
- Familiar

If voice is familiar, who did it sound like? _____

Sex of caller: _____ Age: _____ Length of Call: _____

Accent: Local, Foreign, Regional (describe) _____

Number at which call was received: _____ Time: _____ Date: __/__/__

Background Sounds:

- Street Noises • Factory Machinery • Animal Noises • Voices • PA System
- Static • Local • Music • Long Distance • House • Noises • Booth • Motor
- Office Machinery • Other_____

Threat Language:

- Well Spoken (Educated) • Incoherent • Taped • Foul
- Message Read by Threat Maker • Irrational

UTILITY FAILURE

Gas:

1. If you smell gas, and if personal safety allows, turn off the source and evacuate the immediate area.
2. The human nose is extremely sensitive to the odorant placed into natural gas and so it is detectable far below any fire/explosion levels. Therefore, for low-level smells, immediately contact 911 (or 9-911 from a campus phone).
3. If gas odor is strong, evacuate the building using the fire alarm pull station and call 911 (or 9-911 from a campus phone). Evacuate to your building Emergency Assembly Point.
4. Do not turn on/off any electrical equipment or light switches.

Electrical Outage:

1. Unplug sensitive equipment, if not connected to a surge protector.
2. Disconnect hazardous equipment according to your local plan.
3. Check elevators for trapped individuals and call 911 (or 9-911 from a campus phone).
4. Stay away from downed power lines.
5. Emergency exit lighting may only stay on for a short time.
6. During an extended power outage, you may have to leave the building and go to your building Emergency Assembly Point.
7. In order to maximize the emergency generator run time and efficiency, please turn off power to non-essential areas (departmental kitchen, copier room, etc.) and equipment (typewriter, coffee machines, etc.).

Plumbing/Flooding:

1. If personal safety allows, shut off electrical equipment and evacuate area. Do not enter area where live electrical circuits are in contact with water.
2. Do not drink water from any campus system after an earthquake or a flood.
3. Report plumbing breaks to Facilities Management at 893-2661, ext. 4, or after business hours to Police at 893-3446.

Heating and Ventilation:

Report air conditioning or heating problems to Facilities Management at 893-2661, ext. 4, or after business hours to Police at 893-3446.

POWER OUTAGES IN LABORATORIES

Prepare for a Power Outage:

1. Be sure the contact information on your lab door placard is up-to-date. Ideally, contacts should be knowledgeable about all of the lab's sensitive operations.
2. Put essential equipment on emergency power circuits, if available.
3. Hazardous processes that operate unattended should be programmed to shut down safely during a power failure and not restart automatically when power returns.
4. Identify an emergency source of dry ice for items that must be kept cold. Do not use dry ice in small enclosed and occupied areas because hazardous concentrations of CO₂ can accumulate. Unopened refrigerators/freezers will maintain temperature for several hours.

During Power Outage:

1. Shut down experiments that involve hazardous materials or equipment that automatically restart when power is available.
2. Make sure that experiments are stable. Cap all chemical containers that are safe to cap, and then close fume hood sashes.
3. Check equipment on emergency power. In some cases, it may take 20 to 30 seconds for the emergency power to activate after a power failure.
4. Disconnect unattended equipment and turn off unnecessary equipment.
5. When power returns, reset/restart/check equipment. Check the airflow of your fume hood. Often, hoods will not automatically restart.

BUILDING-SPECIFIC EMERGENCY INFORMATION

A copy of this completed document should be posted on departmental safety bulletin boards along with a building floor plan.

Building Name: _____ **Building Number:** _____

Building Exit Routes (Note the general locations of exits, e.g., exit stairwell is located on the north side):



Building Emergency Assembly Point

(View <http://ehs.ucsb.edu/eap> for the most recent list of the Emergency Assembly Points)

Primary Location:

Secondary Location:

Paste Photo Here
(optional)

Paste Photo Here
(optional)

Fire extinguishers and fire alarm pull station

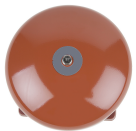


- ↖ Extinguishers are generally located at the **ends of exit hallways** and/or exit doors. Inside labs, they are located **near the exit door**.
- ↖ Pull stations are generally located at regular hallway intervals and at the ends of exit hallways.



Type of fire alarm signal for the building

(Check all that apply. If in doubt, contact the EH&S Fire Safety Division.)



Bells



Horns/Strobes



Strobe Flashes

Department Safety Rep: _____ Phone: _____

Alternate Department Safety Rep: _____ Phone: _____

Building Resources

Location of First Aid Kit(s): _____
(Departmental and/or local work areas)

Location of Automated External Defibrillator (AED), if available:

(Device to restore normal heart rhythm to patients in cardiac arrest)

Location of other Emergency Resources (e.g., food, water, radios, flashlights, spill cleanup supplies, etc.)

For more information on emergency preparedness and fire prevention visit Environmental Health & Safety online <http://ehs.ucsb.edu>.

Date Prepared: _____ (An electronic version is on the EH&S Web site at <http://ehs.ucsb.edu>.)

UCSB EMERGENCY STATUS REPORT

- Use this form to communicate to the Emergency Operations Center (EOC) or your Satellite EOC/DOC.
 Immediately call 911(campus phone 9-911) to report life-threatening emergencies.
 Email to: eoc@ehs.ucsb.edu, Fax to: x8659 Call: x3901 Use Runner Radio Information

Building/Floor/Room #: _____ **Date:** _____
Department: _____
Your Name: _____ **Phone (office & Cell):** _____
Your Location (if different than above): _____
Your department evacuated to: _____

Problems/Urgent Needs	Exact Location / Details
Serious Injuries? <input type="checkbox"/> Yes <input type="checkbox"/> No	
First Aid Station Established? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fire/Explosion? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> In progress <input type="checkbox"/> Threat <input type="checkbox"/> Extinguished	
Building Collapse? <input type="checkbox"/> Yes <input type="checkbox"/> No	
People Trapped/Missing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Disabled Evacuated from Bldg. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Hazardous Materials Spill? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Uncontained <input type="checkbox"/> Contained <input type="checkbox"/> Cleaned Up	
Services Functional? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Electrical <input type="checkbox"/> Yes <input type="checkbox"/> No	
Emergency lighting <input type="checkbox"/> Yes <input type="checkbox"/> No	
Telephones/radio <input type="checkbox"/> Yes <input type="checkbox"/> No	
Water <input type="checkbox"/> Yes <input type="checkbox"/> No	
Elevators <input type="checkbox"/> Yes <input type="checkbox"/> No	
Gas <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Observations/Needs: _____	
<input type="checkbox"/> NO MAJOR PROBLEMS AT THIS TIME	