EMERGENCY ACTION PLAN (EAP)

The Emergency Action Plan (EAP) covers those designated actions employers and employees must take to ensure employee safety from emergencies that arise within the workplace as required by the California Code of Regulations (CCR) Title 8, Section 3220.

UC RIVERSIDE
School of Medicine
School of Medicine

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Emergency Action Plan
University of California Riverside
School of Medicine

Plan Overview

Content

The following elements are included in this plan:

- Evacuation procedures and emergency escape routes.
- Procedures for employees who remain to operate critical plant operations before they evacuate.
- Procedures to account for all employees after an emergency evacuation is completed.
- The preferred means of reporting fires and other emergencies.
- The names, job titles, and departments of persons who can be contacted for further information or explanation of duties under the plan.
- Alerting and Notification.
- Contacts.
- Emergency Procedures.

Summary

Purpose

The purpose of this plan is to establish the operational procedures necessary for campus personnel to respond to, and recover from, a significant emergency event in a timely and organized fashion.

Evacuation Procedures & Emergency Escape Routes

Actions to Take

Many incidents (e.g. building fires, chemical releases, and police responses) could require an evacuation of all or part of the campus. All employees must evacuate the building they are in when notified to do so.

Prior to Exiting

When the building's fire alarm activates, or when notified to evacuate by UCPD, EH&S, Physical Plant, or a department representative:

- Stop all work activities
- If possible to do so without endangering yourself, shut down all operations that could produce hazards if left un-attended, and begin your evacuation immediately.
- Alert others around you that an evacuation is taking place and of their need to exit.
- Close doors behind you as you exit, but do not lock them
- Closed doors help contain fires, locked doors hamper rescue operations.

Unless it creates an unnecessary delay, gather your keys, purse or wallet as you evacuate, keeping in mind you may not be allowed back into the building for an extended time.

Evacuation Routes / Exiting the Building

During a building evacuation, proceed to the nearest exit or stairwell if available. Use an alternate escape route if the stairwell is involved with fire, smoke, or otherwise obstructed. Each employee should be aware of at least two exit routes in their main building in the event one is compromised. ***Walk, do not run, and do not use building elevators during an evacuation under any circumstances.***

Assist those who need assistance, especially physically challenged persons, to evacuate or in relocating them to an area of safe refuge. Do not move injured persons unless it is absolutely necessary. Persons involved with developing the local procedures need to address how to evacuate colleagues with special needs that are unable to evacuate on their own. Contact the Campus Emergency Manager for information and guidance on this topic.

Emergency Assembly Areas (EAAs)

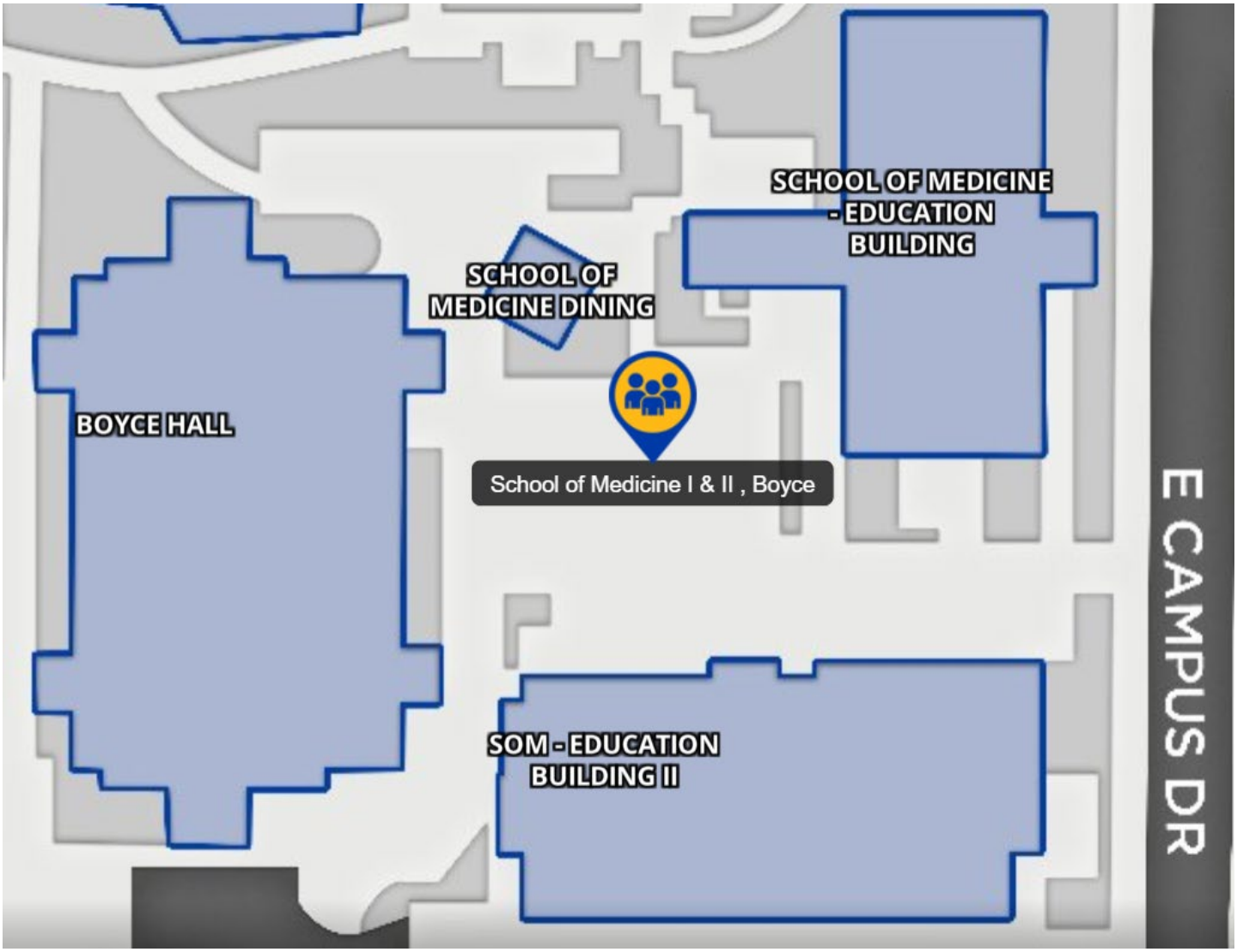
Once outside, move away from the building and towards the building's primary Emergency Assembly Area (EAA). If the primary EAA is unavailable, proceed to the alternate EAA.

A map of UCR campus EAA's can be found at:
University of California, Riverside (ucr.edu)
https://campusmap.ucr.edu/?id=2106#!ce/73042?ct/71304,71297,71247,71305,77399

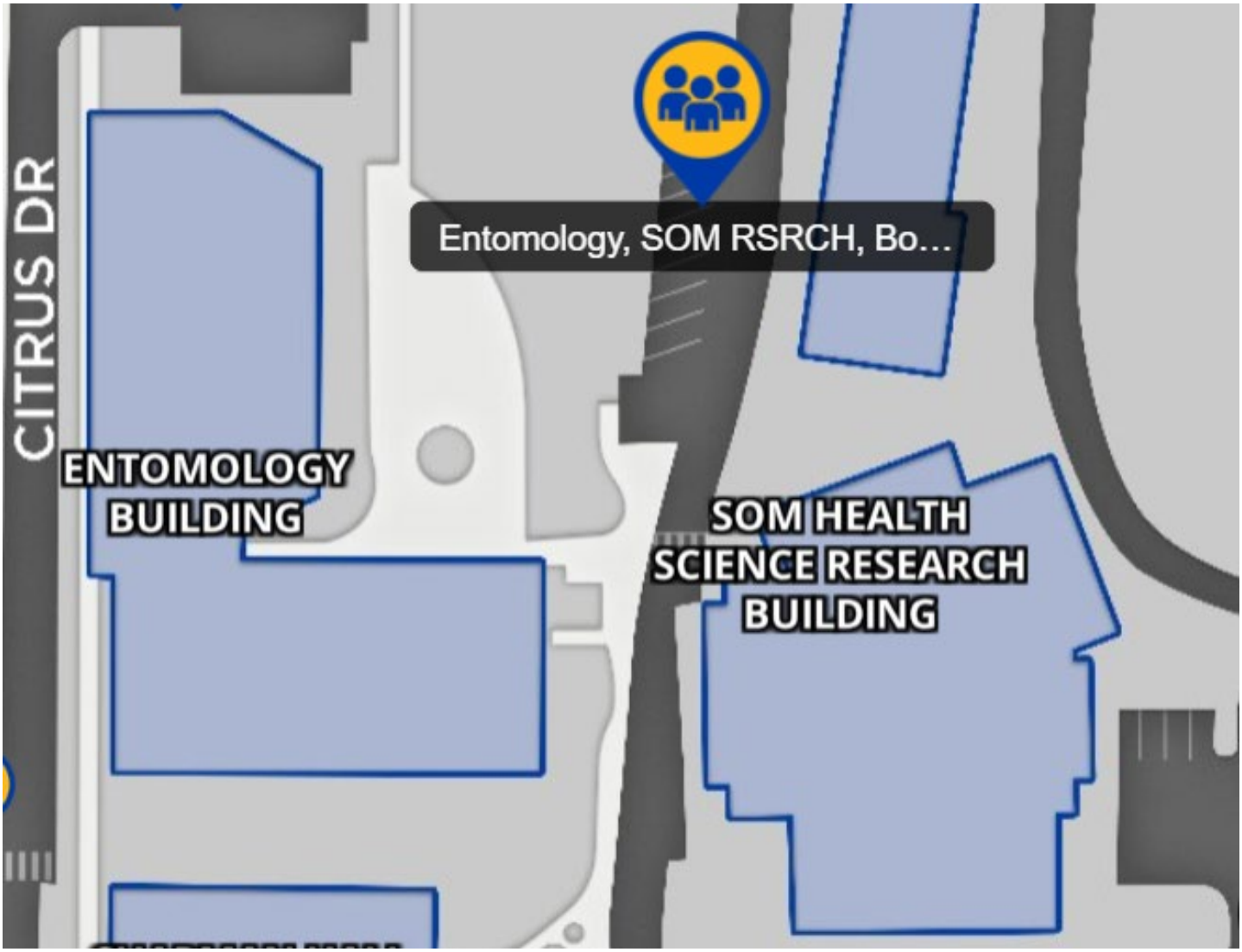
Campus Map
Emergency Assembly Areas (EAAs)



SOM Education I and Education II Buildings



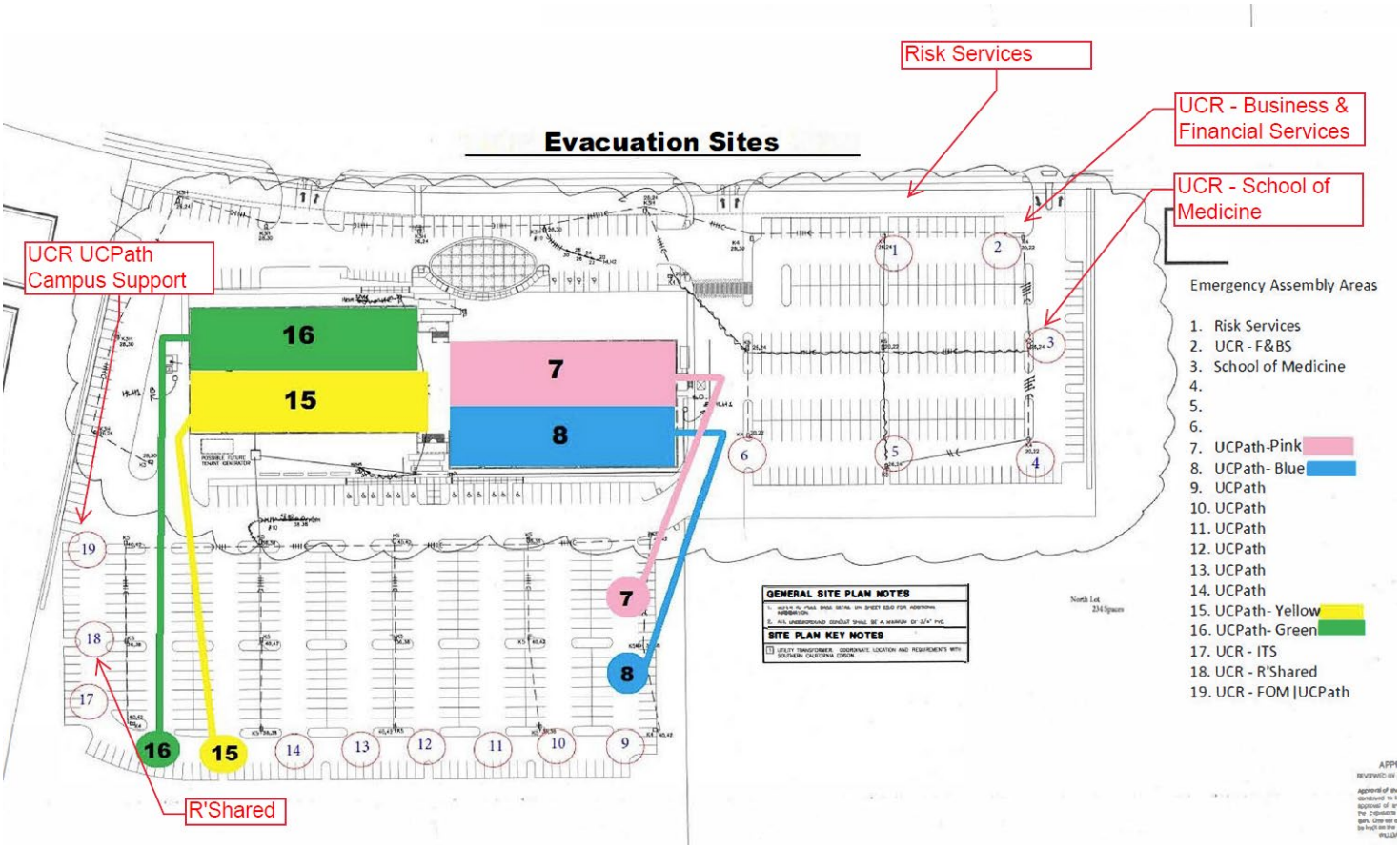
SOM Research Building



SOM SIM Center Building



IntelliCenter UCR UCPath



Accounting for Employees after an Evacuation Procedures

Each campus EAA has a designated Building Supervisor for Emergency Conditions (BSEC) to act as the building's emergency point of contact and to manage EAA activities, along with trained Building Emergency Staff (BES) personnel to manage the evacuation process and assist with EAA activities.

Once you are safely at the EAA, be sure to notify the BSEC or BESs of the following:

- The name (if known) and location of persons you know are still in the building. Indicate the reason for their remaining, i.e. injuries, trapped, monitoring critical processes, etc., if known.
- Any information observed on your way out of the building regarding the emergency condition, e.g. visible flames, smoke, odors, spills, structural collapses, sounds, etc.
- Any existing conditions that remain in your work area that might endanger emergency responders or other personnel.

All evacuees are to remain at the EAA until directed otherwise by the BSEC, BES, UCPD, EH&S or other authorized personnel. Information related to the length of interruption or estimates of re-entry will generally be available from the BSEC once it is available from emergency responders regardless of the nature of the incident.

Do not re-enter the building for any reason, even if the alarm silences, until an all-clear is given by the UCPD, EH&S, the BSEC, BES, or other authorized personnel.

Assigned Responsibilities

Building Supervisor for Emergency Conditions (BSEC)

The BSECs are specific staff members who serve as the lead contact for all emergency program activities within their buildings. The BSEC is responsible for coordinating and managing their building's emergency preparedness activities, participating in emergency preparedness training, initiating a roll call and accounting of building occupants in the Emergency Assembly Area (EAA) during emergency evacuations, and providing information to the campus.

SOM Education I Building

Name	Dept.	Fl.	Space	Off. Phone	Email
Benisi Penaloza	Facilities & Planning	Ground	G603	X29971	benisi.penaloza@medsch.ucr.edu
Scott Robinson	ITS	Ground	G624K	X27658	scott.robinson@medsch.ucr.edu
Manny Contreras	ITS	Ground	G624K	X29973	manny.contreras@medsch.ucr.edu
Tiffany Felton	F&A	Ground	G624E	X23407	tiffany.felton@medsch.ucr.edu
Alexandria Brown	UCR Health	1st Floor	1682C-2	X28693	alexandria.brown@medsch.ucr.edu
Dr. Mark Wolfson	SMPPH	2nd Floor	2619	X20137	mark.wolfson@medsch.ucr.edu

SOM Education II Building

Name	Dept.	Fl.	Space	Off. Phone	Email
Monica Monter	Dean's Suite	5th Floor	503-Q1	X27681	monica.monter@medsch.ucr.edu
Mary Voss	Dean's Suite	5th Floor	503-Q4	X27956	mary.voss@medsch.ucr.edu
Eric Chong	Academic Affairs	5th Floor	536-X19	X22079	eric.chong@medsch.ucr.edu
Lauren Valko	UME	4th Floor	436-X5	X27574	lauren.valko@medsch.ucr.edu
Dawn Dermeritte	UME	4th Floor	436-X7	X27850	dawn.dermeritte@medsch.ucr.edu
Clark Hapeman	Facilities & Planning	1st Floor	Front Desk	X29002	clark.hapeman@medsch.ucr.edu
Carla Lopez	HR	5th Floor	436-X9	X22170	carla.lopez@medsch.ucr.edu
Humberto Santiago	Student Affairs	3rd Floor	308-N8	X23032	humberto.santiago@medsch.ucr.edu

SOM SIM Center Building					
Name	**Dept.**	**Fl.**	**Rm.**	**Off. Phone**	**Email**
Kerensa Peterson	UME	Ground	151	X28014	kerensa.peterson@medsch.ucr.edu
Christopher Gatpandan	UME	Ground	151	X27752	christopher.gatpandan@medsch.ucr.edu

SOM Research Building				
Name	**Dept.**	**Rm.**	**Off. Phone**	**Email**
Dan Delperdang	Biomedical	229	X22911	dan.delperdang@medsch.ucr.edu
Danny Brainard	Mailroom	243	X22540	danny.brainard@medsch.ucr.edu

SOM PATH Building			
Name	**Dept.**	**Off. Phone**	**Email**
Patrick Evans	UCOP	951-787-5576	patrick.evans@ucop.edu
Benisi Penaloza	Facilities & Planning	X29971	benisi.penaloza@medsch.ucr.edu

Contacts

Campus Responsibilities

The following are names, job titles, and departments of persons who can be contacted for further information or explanation of duties under the plan.

Contact	Extension	Phone Number
Emergency		911
Security Dispatch / UCPD	x25222	951-827-5222
Steam Plant	x24677	951-827-4677
Environmental Health and Safety (EH&S)	x25528	951-827-5528
SOM Facilities	x22468	951-827-2468
SOM Education I	X29001	951-827-4568
SOM Education II	X29002	951-827-4568
UCR Emergency Information Line	x29276	951-827-9276
Campus Veterinarian	X26332	951-827-6332
Campus Facility Services	x24214	951-827-4214 After Hours 951-827-4677
UC PATH SOM Facilities Services Planning	X29971	951-827-4568

Fire and Emergency Reporting Procedures

In the event of an emergency, contact University of California Police Department (UCPD) Dispatch by dialing **911** (from a landline phone) or (951) 827-5222 (from a cell phone).

When to call:

- Report a medical emergency
- Report all fire incidents, even if the fire is extinguished
- Report criminal or suspicious behavior

Report any possible situation that you believe may be serious, and that may result in injury, death, loss of property, apprehension of a suspected criminal or prevention of a crime that is about to occur. Call even if you are in doubt about the seriousness of the situation.

What information to provide:

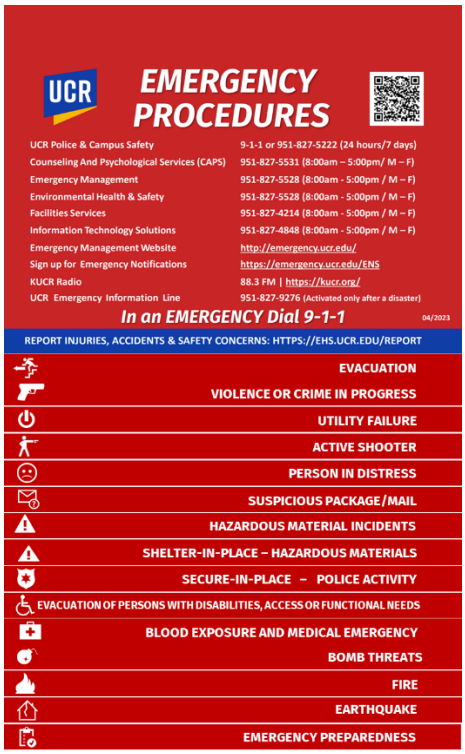
- Your Name
- The nature of the emergency
- The location of the emergency
- When the emergency happened
- How the emergency happened
- Whether or not you are in a safe location

Stay on the phone with the dispatcher until notified by the dispatcher to hang up, or emergency responders arrive on scene.

Emergency Procedures

Emergency Procedures are available online at https://emergency.ucr.edu/document/emergency-flip-chart for the following:

- Bomb Threat
- Earthquakes
- Emergency Communication
- Evacuation
- Exposure Blood or Body Fluids
- Fire or Smoke
- Hazardous Material Exposure / Spill
- Homeland Security Incident
- Radioactive Contamination / Spill
- Suspicious Mail or Packages
- Utility Outages
- Violence or Crime on Campus



Emergency Response Protocol

Bomb Threat

Immediate Actions

If a bomb threat is received by phone:

- Take the caller seriously and remain calm
- Try to keep the caller on the phone by asking questions using the Bomb Threat Checklist
- Listen carefully: don't interrupt the caller or hang up
- If possible, write a note to a coworker asking him/her to "call 911 to report a bomb threat"
- Call 911 immediately once the call has ended to report the details

If a bomb threat is received by mail:

- Stop additional handling of the letter or parcel
- Call 911 immediately
- UCPD or UCR officials will determine if evacuation is necessary
- Secure room/area if possible, allowing entry to emergency responders only
- Advise campus personnel not to use 2-way radios in the area

If a bomb threat is received by email:

- Call 2-5222, or 911 immediately
- Print a copy for UCPD
- Do not delete the message

Additional Information / Follow Up Activities:

- If instructed to do so, initiate building evacuation by activating any fire alarm box (pull alarm)
- Evacuate the building and report to Emergency Assembly Area (EAA)
- Wait for emergency response personnel or the Building Supervisor for Emergency Conditions (**BSEC**) to authorize that it is safe to reenter affected area
- Provide the completed **Bomb Threat Checklist** to UCPD officer-in-charge at the scene
- Notify your supervisor or department head of bomb threat if they were not in the area when it occurred

Earthquake

During an earthquake

If you are indoors:

- Stay indoors!
- DROP, COVER and HOLD ON! Drop to the ground; take cover by getting under a sturdy table, bench or desk and hold on. If there isn't a table or desk near you, cover your face and head with your arms and crouch down into a ball next to an interior wall.* Move away from windows that may break and furniture or large objects that could fall over.
- Be aware that the electricity may go out and fire alarms and sprinkler systems may activate.
- If you are in bed stay there! Hold on and put a pillow over your head for protection.
- If you are in a theater or stadium, stay in your seat or get under it if possible, and protect your head with your arms. Do not try to leave until the shaking is over.
- If you are in a crowded room or public place, do not rush for exits. Move away from display shelves holding objects that could fall on you and "drop, cover and hold."
- Do not use elevators.

If you are outdoors:

- Stay outdoors!
- Move to an open area away from trees, buildings, utility poles and lines, or signs.
- If you are in a downtown area, on a sidewalk near a tall building, get inside the building's lobby to protect yourself from falling bricks, glass or other debris.
- Greatest danger exists directly outside buildings at exits and alongside exterior walls.

Key Earthquake Safety Tips for People with Disabilities or Access and Functional Needs

If you have difficulty getting onto the ground, or cannot get back up again without the help of a caregiver, then follow these recommendations:

- If you use a cane: Drop, Cover, and Hold On or sit on a chair, bed, etc. and cover your head and neck with both hands. Keep your cane near you so it can be used when the shaking stops.
- If you use a walker or wheelchair: LOCK your wheels (if applicable). If using a walker carefully get as low as possible. Bend over and COVER your head/neck with your arms, a book, or a pillow. Then HOLD ON until shaking stops.

After an earthquake:

- Check yourself and those around you for injuries.
- Evaluate for yourself, or wait for instructions from your Building Safety Emergency Coordinator (BSEC), to determine if evacuation is necessary.
    - If the building seems largely unscathed, stay where you are.
    - If there are noticeable cracks in the wall, windows are broken, or you can smell natural gas (rotten eggs), then proceed with evacuation protocols.

- If you need to evacuate, collect all personal belongings to take with you. Look for signs of building damage or for persons who are injured or trapped, on your way out. Watch for falling objects as you leave the building.
- Be prepared for aftershocks.
- Go to your department Evacuation Assembly Point, tell your supervisor or department floor warden that you are out of the building and report injured or trapped persons and any signs of building damage you observed.
- Turn on a battery-powered or vehicle radio if available for information.
- If possible, do not use the phone for local calls, except emergencies, during the first 15-30 minutes after the earthquake. Overloading the phone system with calls may delay the delivery of emergency assistance.

WHEN TO GO HOME

In the event of a major earthquake, be prepared to stay on campus. You should not try and get home until emergency personnel say it is safe, the streets are cleared for travel, and most emergency conditions have been stabilized. The campus is prepared to provide emergency care and shelter in partnership with the American Red Cross.

Emergency Communication

Immediate Actions

For police or medical emergencies:

- Dial 9-1-1 from any campus phone
- Use emergency call boxes, campus emergency phones or elevator emergency phones/intercoms
- If necessary, the campus fire alarm pull-boxes can be used to summon an emergency response from UCPD
- Note: Dialing 911 from a cell phone while on campus will connect you to the nearest California Highway Patrol Dispatch (there may be a delay in answering your call) and they will transfer your call to UCPD

For fire, earthquake, or campus closures:

- Only use phones or cell phones to dial 9-1-1 for emergency situations
- Listen to radio bulletins, watch TV news, and check the campus status

Additional Information / Follow Up Activities

Information concerning emergencies at UCR and related topics will be available to the campus community through the following resources:

- UCR Website at www.ucr.edu
- UCR Campus Status
- UCR Campus Radio KUCR: 88.3 FM or www.KUCR.edu
- Riverside Area News and Information Radio
    - KFRG 95.1 FM or KGGI 99.1 FM
    - KFI 640 AM or KNX 1070 AM
- Riverside Area Emergency Information – Charter Cable Channel 32 or 33

Evacuation

Immediate Actions

- Quickly leave the building when the fire alarm sounds or evacuation is initiated by emergency personnel
- If working with high heat, open flame or a hazardous experiment or procedure, complete safety shutdown procedures if it is safe to do so, and then evacuate the building quickly
- Take personal items or other important materials with you if it is safe to do so. You may not be returning for some time
- Close doors as you leave
- Stay to the right of hallways and stairs; do not use elevators
- Assist the mobility impaired if they request help
- Avoid any smoke-filled area if possible; if you are in a smoke-filled area, stay low to the floor and crawl under the smoke to an exit
- Follow evacuation routes directly to building's Emergency Assembly Area (EAA)
- Notify emergency staff at the Emergency Assembly Area that you have evacuated safely

If mobility impaired:

- Locate and proceed to an area of safe refuge, such as an enclosed stairwell
- Request others evacuating to notify emergency responders of your location
- Wait for emergency responders to arrive

Additional Information / Follow Up Activities

- Remain in the Emergency Assembly Area until directed otherwise
- Never try to re-enter a building until cleared to do so by UCR officials or emergency responders

Exposure to Blood or Bodily Fluids

Definition

Exposure. Direct contact between eye, mouth, mucous membrane, skin cut, or abrasion with blood or any other potentially infectious material

Immediate Actions

- Skin exposure: Thoroughly wash the contact area with soap and water immediately
- Eye exposure: Flush eyes with water for 15 minutes using eyewash
- Needlestick, cut, bite exposure: Thoroughly wash the wound with soap and water
- Call 911 for medical help

Additional Information / Follow Up Activities

- Notify supervisor of exposure to a potentially infectious fluid
- Notify EH&S as soon as possible of potential infection from blood or body fluid due to exposure
    - During business hours contact Environmental Health & Safety (951) 827-5528 to report exposure (Monday through Friday, 8:00 am - 5:00 pm)
    - After hours contact UCPD Dispatch (951) 827-5222 and request they notify EH&S

Fire or Smoke

Immediate Actions

- Alert others nearby of the condition
- Activate the building fire alarm
- Call 2-5222, or 911 to report any fire or smoke condition, if it is safe and possible to do so
- Quickly leave the building when the fire alarm sounds or evacuation is initiated by emergency personnel
- If working with high heat, open flame or a hazardous experiment or procedure, complete safety shutdown procedures if it is safe to do so, and then evacuate the building
- Quickly take personal items or other important materials with you if it is safe to do so. You may not be returning for some time
- Close doors as you leave
- Stay to the right of hallways and stairs; do not use elevators
- Assist people with disabilities if needed
- Avoid any smoke-filled area if possible; if you are in a smoke-filled area, stay low to the floor and crawl under the smoke to an exit
- If your clothing catches fire: Stop, Drop, and Roll to extinguish flames
- Follow evacuation routes directly to building's Emergency Assembly Area (EAA)
- Notify emergency staff at the Emergency Assembly Area that you have evacuated safely

If mobility impaired:

- Locate and proceed to an area of safe refuge such as an enclosed stairwell
- Request others evacuating to notify emergency responders of your location
- Wait for emergency responders to arrive

Additional Information / Follow Up Activities

- Remain in the Emergency Assembly Area until directed otherwise
- Never try to re-enter a building until cleared to do so by UCR officials or emergency responders

Hazardous Material Exposure / Spill

Immediate Actions

For exposures

Skin contact: External exposure or splash:

- Call 2-5222, or 911 and ask for assistance from co-workers if available
- Start shower/eyewash
- Remove contaminated clothing, if appropriate
- Wash for at least 15 minutes
- Seek additional assistance as necessary

Inhalation:

- Leave the area and go to an area with fresh air
- If you have shortness of breath or trouble breathing, call 2-5222, or 911 for help

Ingestion:

- Call 911 for help
- Call the National Capital Poison Center (800) 222-1222 for poison emergencies.

For Spills

If Hazardous Material Spill or Release:

- If you have been trained and have the proper materials, contain or clean up the spill and call EH&S at (951) 827-5528
- If you have not been trained or cannot contain the spill, call 911 for help

Additional Information / Follow Up Activities

- Report all incidents to your supervisor
- Decontaminate all useable equipment
- Properly dispose of hazardous waste through EH&S at (951) 827-5528

Homeland Security Incident

Immediate Actions

National Emergency occurs:

- your radio or TV to a local Emergency Alert System (EAS) station and follow instructions
- Follow directions of emergency response personnel, your Building Supervisor for Emergency Conditions (BSEC), or Building Emergency Staff (BES)

Additional Information / Follow Up Activities

- Information concerning emergencies at UCR and related topics is available to the campus
  community through the following resources:
  - UCR Website at www.ucr.edu
  - UCR Campus Radio KUCR: 88.3 FM or www.KUCR.edu
  - Riverside Area News and Information Radio
    - KFRG 95.1 FM or KGGI 99.1 FM
    - KFI 640 AM or KNX 1070 AM
  - Riverside Area Emergency Information – Charter Cable Channel 32 or 33

Radioactive Contamination / Spill

Immediate Actions

For Exposures

For events that create an immediate danger to life/property or if an injury has already occurred:

- Call 2-5222, or 911 for help and ask for assistance from co-workers if available

For unexpected exposure to radiation or ingestion of radioactive materials

- Call EH&S at (951) 827-5528 for instructions
- Call 2-5222, or 911 if it is after 5PM or a weekend/holiday

For eye contamination

- Call 2-5222, or 911 for help and ask for assistance from co-workers if available
- Use eye wash for at least 15 minutes
- Completely rinse the entire eye area, including eyelid and skin underneath eye

For skin contamination

- Call EH&S at (951) 827-5528 for decontamination instructions and a dose assessment; Call 2-5222, or 911 if it is after 5PM or a weekend/holiday
- Contain area of contamination by proper monitoring techniques
- Wash area several times with soap and warm (not hot) water
- Use a mildly abrasive soap, soft-bristled brush or emery board if detectable contamination is still present
- Resurvey the contaminated area after each decontamination
- Repeat decontamination steps until survey results do not change or if the skin is getting more irritated

For contaminated lab coat, clothing or shoes:

- Remove contaminated items and check skin underneath for contamination
- If skin is contaminated, follow instructions for skin contamination
- Call EH&S at (951) 827-5528 for instructions; Call 2-5222, or 911 if it is after 5:00 pm or a weekend/holiday

For Spills

For radioactive liquid spills:

- If you have been trained and have the proper materials, contain or clean up spill and call EH&S at (951) 827-5528
- If you have not been trained or can't contain the spill, call 2-5222, or 911 for help

For airborne release of radioactive gas, dust, volatile liquid or rupture of a sealed source:

- Call 2-5222, or 911 for help
- Do not attempt to decontaminate anything
- Turn off fans and blowers and close all ventilation
- Evacuate the area, closing and locking doors after leaving the room(s)
- Place warning signs that no one should enter room (s) on every access door
- Any potentially contaminated people should move to a nearby secure area until monitoring can take place

For loss or theft of radioactive materials, sealed sources, or radiation producing machines:

- Call 2-5222, or 911 for help

Additional Information / Follow-up Activities

- Report all incidents to your supervisor
- Decontaminate all useable equipment unless directed otherwise within procedures or by EH&S
- Properly dispose of radioactive waste through EH&S at 827-5528

Suspicious Mail or Package

Definitions

Suspicious Parcel or Object. Anything that is out of place and cannot be accounted for, or any item suspected of
being an explosive device

Immediate Actions

If you receive or discover a suspicious letter or package:

- Do not touch, tamper with, or move it
- Call 2-5222, or 911 and report what you suspect immediately to UCPD
- Campus police will determine if evacuation or other action is necessary
- Notify your supervisor of what you suspect

Additional Information / Follow Up Activities

Indicators that make a letter or package suspicious:

- Powdery substance, oily stains, major discoloration, or crystallization on outside
- An unexpected letter from someone unfamiliar, has no return address, or is postmarked from a foreign country that may or may not match the return address
- Excessive postage, a handwritten or poorly typed address, no name, or misspelled common words
- The unusual weight given size, excessively bulky or lopsided or oddly shaped, or has an unusual amount of tape
- Has a strange odor
- Addressed to someone no longer with your organization, uses a wrong title, or reflects outdated personal information concerning addressee
- Has restrictive endorsements such as "Personal" or "To Be Opened By Addressee Only"

Utility Outages

Immediate Actions

Electricity (power failure)

- Evacuate darkened areas with caution
- If working with high heat, open flame, or a hazardous experiment or procedure, complete safety shutdown procedures *if it is safe to do so*, and then evacuate the building
- Call Facility Services at (951) 827-4214 (8:00 am - 5:00 pm) or Steam Plant at (951) 827-4677 (after 5:00 pm or weekends/holidays), then call UCPD at (951) 827-5222
- Report the location and hazards of machinery or operations that were interrupted
- Report emergencies to UCPD at 911
- Riverside Public Utilities outage map

Public Safety Power Shutoff (PSPS)

- When severe weather and fire conditions threaten a portion of the electric infrastructure or community, Southern California Edison may turn off electricity supply to Riverside Public Utilities in the interest of public safety.
- Public Safety Power Shutoff's may occur with as little as a day's notice and can remain active for days. It is best to be prepared for a power outage at all times.
- In the event of a PSPS, recharging stations will be setup by the University prioritizing students with medical needs or other vital functions.

How to Prepare for a Power Outage in a Laboratory

- 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.
- Put essential equipment on emergency power circuits, if available.
- Hazardous processes that operate unattended should be programmed to shut down safely during a power failure and not restart automatically when power returns.
- 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 CO_2 can accumulate. Unopened refrigerators/ freezers will maintain temperature for several hours.

During Power Outage in a Laboratory

- Shut down experiments that involve hazardous materials or equipment that automatically restart when power is available.
- Make sure that experiments are stable. Cap all chemical containers that are safe to cap, and then close fume hood sashes.
- 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.
- Disconnect unattended equipment and turn off unnecessary equipment.
- When power returns, reset/restart/check equipment. Check the airflow of your fume hood. Often, hoods will not automatically restart.

Learn more about how to prepare before, during and after a power outage

Elevator (failure)

- Report elevator failures to Facility Services at (951) 827-4214 (8:00 am - 5:00 pm) or Steam Plant at (951) 827-4677 (after 5:00 pm or weekends/holidays), then call UCPD at (951) 827-5222
- If outside the elevator, try to communicate to trapped elevator occupants that help is on the way
- If trapped inside the elevator, use the elevator phone to request help, or activate the emergency alarm within the elevator (The elevator phone has no dial tone so do not hang up after picking up the receiver)

Flooding (plumbing failure)

- Do not touch any electrical appliances
- Call Facility Services at (951) 827-4214 (8:00 am - 5:00 pm) or Steam Plant at (951) 827-4677 (after 5:00 pm or weekends/holidays), then call UCPD at (951) 827-5222
- If it is safe to do so, lift valuable, or critical, items above the reach of the water

Gas leak (natural gas)

- Evacuate the building using evacuation routes
- Do not turn "on/off" switches on lights or electrical equipment
- If working with high heat, open flame, or a hazardous experiment or procedure, complete safety shutdown procedures *if it is safe to do so*, and then evacuate the building
- Stay to the right of hallways and stairs; do not use elevators
- Assist people with disabilities if needed
- Once outside, call UCPD at 911
- Go to the building's Emergency Assembly Area (EAA) and notify emergency staff that you have evacuated safely

Steam Line failure

- Leave the immediate area
- Call Facility Services at (951) 827-4214 (8:00 am - 5:00 pm) or Steam Plant at (951) 827-4677 (after 5:00 pm or weekends/holidays), then call UCPD at (951) 827-5222

Ventilation problem (odors)

- Call Facility Services at (951) 827-4214 (8:00 am - 5:00 pm) or Steam Plant at (951) 827-4677 (after 5:00 pm or weekends/holidays), then call UCPD at (951) 827-5222

Violence or Crime on Campus

Immediate Actions

If you are a victim of, or witness any crime or act of violence on campus:

- Call UCPD immediately, using 2-5222, or 911 (by phone, cell phone or payphone), an Emergency Call Box, a campus emergency phone, an elevator emergency phone/intercom; in a dire emergency, use a fire alarm pull station
- Be prepared to give the police dispatcher as much information as possible, including:

    - Nature of incident
    - Location of incident
    - Description of person(s) involved
    - Location or direction of travel of person(s) and/or vehicles involved
    - Any obvious injuries to the victim or object
    - Type of weapon (knife, pistol, rifle, shotgun, club, chain), if used
    - Your name, location, department and extension number

Additional Information / Follow Up Activities

- Do not take unnecessary chances or put yourself at risk
- Never argue with or attack a person committing a crime
- Try to get a good description of the criminal if you can do so without putting yourself at risk, and write it down
- Height, weight, sex, physical appearance, approximate age, clothing, method and direction of travel, perpetrator's name, if known to you or others at the scene
- Note anything that was touched or held by the criminal
- If the criminal leaves the area in a vehicle, note the type: make and model, license number (if possible), color, decals or stickers, or any outstanding characteristics
- If safe to do so, remain where you are until a police officer arrives
- Do not interfere with:
- People who are committing a crime or creating a disturbance
- Individuals behaving in an irrational or bizarre manner
- Law enforcement or medical responders at the scene

Building Emergency Evacuation and Response Plan

This document outlines the step-by-step procedures to be followed in the event of a building emergency, such as a fire or other urgent situation requiring evacuation. It details the roles and responsibilities of staff, students, and emergency responders, covering procedures for alarm activation, evacuation, accountability, communication, and post-incident actions, including the potential activation of continuity plans. The goal is to ensure the safety and well-being of all occupants within the building.

Immediate Response (Upon Alarm/Notification):

1. **Alarm/Notification:** Fire alarm or emergency notification activates.
2. **Evacuation:** Staff and students immediately evacuate the building via designated routes and proceed to the Emergency Assembly Area (EAA). *Do not gather belongings unless it's a grab-and-go situation (e.g., keys, phone, bag). Prioritize speed and safety.*
3. **Emergency Bag Retrieval:** The Building Supervisor for Emergency Coordinators (BSEC) retrieves the emergency bag and radio and proceeds directly to the Emergency Assembly Area (EAA).
4. **Department Manager Responsibilities:** Department Managers (DMs) retrieve the red binder, which contains the employee roster, emergency phone contacts, and emergency protocols, before proceeding to the Emergency Assembly Area (EAA).
5. **Building Evacuation Sweep:** The Building Emergency Staff (BES) thoroughly sweeps each floor, directing remaining individuals to evacuate the building. Individuals unable to evacuate independently are relocated to designated safe areas, including the Breakroom, near the elevator, and the exterior stairwell. The BES team records the location and any injuries these individuals have suffered. *Take a picture of anyone left behind.*
6. **Student Accountability:** Student Representatives and Student Affairs Representatives initiate contact with all students via the RAVE Notification System (email, text, phone), requesting confirmation of their safety and location. *This process should begin as soon as students arrive at the Emergency Assembly Area (EAA).*
7. **BES Report:** The Building Emergency Staff (BES) provides the Building Supervisor Emergency Coordinator (BSEC) with a detailed verbal building report that includes the location and condition of anyone remaining in the building (and why) and any observed hazards.
8. **Check-In.** All staff should check in with their manager or designated point of contact.

II. Accountability and Incident Management in the Emergency Assembly Area (EAA):

9. **Formal Roll Call:** Department Managers (DMs) will conduct a formal roll call at the EAA using the red binder roster. The completed roster must be filled out and returned to the BES Team; an 'Orange' vest identifies the BES personnel.
10. **BSEC Consolidation:** The Building Supervisor Emergency Coordinator (BSEC) compiles all roll call information from the BES report to create a comprehensive accountability list.
11. **First Responder Liaison:** Upon arrival, the BSEC provides the accountability list and all relevant information (locations, injuries, etc.) to the first responders.
12. **Incident Assessment:** First responders assess the situation, prioritize injured individuals, and coordinate with the BSEC and designated leadership.
13. **Communication:** The emergency response team communicates with the Director of Facilities, BSEC, and/or designated leadership representatives, providing updates and receiving instructions as needed.

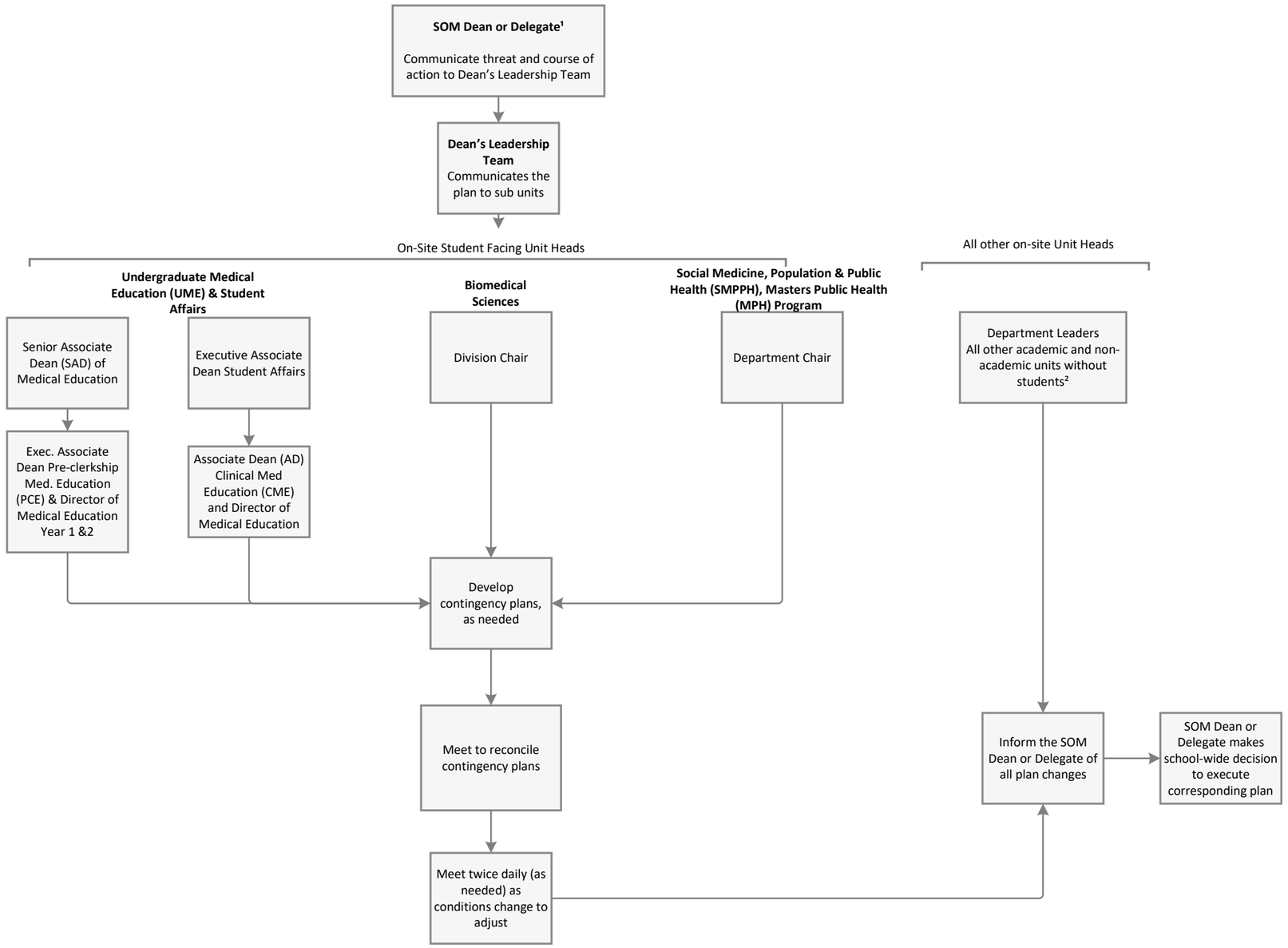
III. Post-Incident Procedures:

14. **All Clear:** a. The campus emergency response team issues the "all clear" to the Director of Facilities, BSEC, and designated leadership. These individuals communicate the "all clear" to staff and students, providing clear instructions for returning to the building, such as specific entry points and staggered return, both verbally and via the RAVE Notification System.
15. **Unsafe Building Conditions:** a. The campus emergency response team provides a building condition report to the Director of Facilities, BSEC, and/or designated leadership, who then informs the Dean about the building's condition. The next step in communication will be discussed with the designated leadership team.
16. **Continuity Plan Activation:** The Dean or Identified Leadership activates the department's continuity plan and online curriculum. This decision is communicated to all staff and students via verbal communication and the RAVE Notification System.
17. **Regular Updates:** Staff and students receive regular updates via the RAVE Notification System at the start and end of each business day. *Additional updates will occur as needed*.
18. **Ongoing Communication:** Updates will continue until the issue is resolved and the return to normal operations is announced via the RAVE Notification System and/or an official email.

Emergency Communication Plan- Known Threats

Version Release Date: 04/30/2025
Origin Release Date: 04/30/2025

Purpose: This Emergency Communication Plan for the School of Medicine (SOM) outlines the procedures for disseminating critical information and coordinating responses in case of an immediate threat impacting onsite working conditions and educational operations. Its purpose is to ensure the safety and well-being of all faculty, staff, and students through clear, consistent and timely communication.



Notes:
[1]Chief Finance and Administrative Officer (CFAO): In absence of CFAO, Assistant Dean/Chief of Staff will serve as back-up.
[2] A separate emergency plan is documented for residents and other offsite departments.

UC RIVERSIDE | School of Medicine

EMERGENCY PLANNING PROCEDURES – UNKNOWN THREAT

This document outlines an emergency preparedness plan to ensure safety and operational continuity during a crisis. It covers risk assessment, emergency response, communication, coordination with authorities, and the necessity of training and drills. The goal is to minimize emergency impacts and establish clear protocols.

1. **Risk Assessment:**
    a. Identify potential risks, including fire (high probability, high impact), earthquake (moderate probability, high impact), active shooters (low probability, high impact), power outage (moderate probability, moderate impact), and gas leak (low probability, high impact).
    b. For each risk, assess the impact on essential systems: IT infrastructure (data centers, servers, network), security systems (alarms, access control, cameras), medical equipment (if applicable), and critical operations (classes, research, administrative functions).
    c. Document vulnerabilities, such as a lack of backup power for certain systems or insufficient fire suppression in specific areas.

2. **Emergency Response Plan:**
    a. **Fire:** Evacuate the building via designated fire exits to the primary assembly point. BSEC team members will sweep assigned areas to ensure everyone has evacuated. Department managers and student affairs representatives are to use a phone tree to account for all students and staff at the assembly point. Contact emergency services (911 /or UCPD). Do not re-enter the building until authorized by emergency personnel.

    b. **Earthquake:** Drop, cover, and hold under a sturdy desk or table. Remain indoors until the shaking stops. Evacuate the building cautiously after the shaking stops, watching for falling debris. Proceed to the designated assembly point. Check for injuries and administer first aid as needed.

    c. **Active Shooter:** Run, hide, or fight. If possible, evacuate the building immediately. If evacuation is impossible, hide in a secure location and barricade the door. As a last resort, if confronted by the shooter, fight back aggressively.

    d. **Power Outage:** Activate backup power systems. If backup power is unavailable, implement procedures to minimize disruption to essential services. Communicate the situation to stakeholders. If the outage is prolonged, consider early work-from-home and online curricula.

    e. **Medical Emergency:** Call 911 or UCPD. Provide first aid until medical personnel arrive. Ensure clear access for emergency vehicles.

EMERGENCY PLANNING PROCEDURES – UNKNOWN THREAT

3. **Communication Plan:**
    a. Before an Emergency: Review emergency procedures with employees and students regularly. Conduct regular drills (fire drills, earthquake drills, lockdown drills)
    b. During an Emergency: Initial communication within 20 minutes of the confirmed emergency. Updates every hour or as needed. Use the RAVE Notification System (push notifications, text messages, email) as the primary communication tool. If the RAVE Notification System is unavailable, use phone calls, Zoom, and in-person announcements
    c. After an Emergency: Communicate the status of the situation, any damage, and the plan for resuming normal operations. Provide resources for support and counseling.
    d. Message Templates: Develop pre-written messages for common scenarios (e.g., Building evacuation in progress., Please remain in your designated safe area, Power outage affecting campus)

4. **Coordination with Authorities:**
    a. The Director of Facilities or the designated leadership representative will be the primary point of contact with campus facilities and emergency services (police, fire department, etc.). They will provide regular updates to the designated leadership representative.
    b. The BSEC team leader will coordinate with the emergency response team on-site.

5. **Training and Drills:** Conduct regular training and emergency drills to ensure preparedness and familiarity with the emergency plan.

EMERGENCY COMMUNICATION PLAN – KNOWN THREAT

Purpose:

This emergency Communication Plan for the School of Medicine (SOM) outlines the process for disseminating critical information and coordinating responses in case of an immediate threat impacting onsite working conditions and educational operations. The goal is to ensure the safety and well-being of all faculty, staff, and students through clear, consistent, and timely communication.

- **Communication Sources:**
    - **RAVE Notification System:** The *RAVE Notification System* will alert all SOM employees and students via phone, text, and email to ensure everyone can be accounted for.
    - **SOM Listserv:** Listserv that enables messaging via email to all SOM faculty, students, and staff.
    - **UCR SOM Website:** A main page will only be set up if the threat lasts longer than one week. If so, a temporary banner with a hyperlink to a centrally dedicated web page with updated comprehensive information for all faculty, administration, students, and affiliates will be made available.
- **Communication Plan:**
    - **Regular Updates:** Once a known threat is communicated, the Dean or delegate who is the Chief Financial and Administrative Officer (CFAO)[i] will gather the most recent updates on the threat at hand and lead the regular communication updates to all SOM employees and students via available communication sources noted above. If the threat is prolonged for more than 1 week, a SOM dedicated page will be set up and maintained with regular updates through the end of the threat.
- **Communication about Status and SOM Uniform Action:** The Dean or delegate will communicate with all the members of the SOM leadership team daily via a meeting on Zoom, in-person, and/or email, as conditions change, to update contingency plans. The Dean or delegate will then communicate updates to all employees and students via the RAVE Notification System and the SOM listserv to provide information on alternative work, class, or clinical training arrangements if the building and/or conditions for travel to clinical affiliates are deemed unsafe. Departments will follow uniform guidance provided by the department manager and/or their respective unit heads; employees and students will be referred to their business continuity plans.

  For student-facing units, each unit head will be responsible for providing students with directions on alternative curriculum locations, such as online curricula, etc., per the table below.

EMERGENCY COMMUNICATION PLAN – KNOWN THREAT

Student Body Group	Responsible Unit Head
Undergraduate Medical Education (UME)	Senior Associate Dean
Biomedical Sciences	Chair
Master of Public Health (MPH) Program	Chair

- **Communication Notification Process:**
    - RAVE Notification System – All SOM personnel and students will receive notifications through the RAVE Notification System (phone call, text messages, email), the primary communication tool. If the system is unavailable, communication will occur through standard phone calls, Zoom, via the SOM listserv, and/or in-person announcements (if applicable).
    - Uniform decisions to activate the department's continuity plan will be communicated via the Dean or a designated spokesperson
    - Dean or Dean's delegate will communicate daily notifications through the RAVE Notification System and SOM listserv.
    - Daily communication will continue until the emergency incident has been resolved or it is safe to return to on-site work.
- **Phased Re-entry (If Applicable):** Critical areas and departments will be prioritized if a phased re-entry is necessary. The Dean or delegate will communicate the re-entry plan and specific instructions to the leadership group and the overall SOM community.

[i] *Dean's delegate is the CFAO; in absence of the CFAO, the Assistant Dean/Chief of Staff will serve as a backup.*



ACTIVE SHOOTER
Safety Tips

Cynthia Carolina- Director of Facilities

11/2024

An active shooter is an individual engaged in attempting to kill people in a confined space or populated area. Active shooters typically use firearms and have no pattern in their selection of victims.

IF YOU ARE INVOLVED IN AN ACTIVE SHOOTER INCIDENT

If you see something, say something.®





Learn first aid skills so you can help others.

Before you run, know the exits.





Help law enforcement.

Find a place to hide.





Seek help to cope with trauma.



Can happen anytime



Can happen anywhere

RUN HIDE FIGHT

Prepare

Prepare NOW

- If you see suspicious activity, let an authority know right away.
- Become familiar with The School of Medicine (SOM) emergency plans in place to help you respond safely.
- Participate in active shooter drills that are conducted annually.
- Take time to identify two nearby exits. Map out places to hide. In rooms without windows, behind solid doors with locks, under desks, or behind heavy furniture such as large filing cabinets can make good hiding places.

Survive

Survive DURING

- Run - Getting away from the shooter is the top priority. Leave your things behind and run away. If it is safe to do so, warn others nearby. Call 911 when you are safe. Describe each shooter, their locations, and their weapons.
- HIDE- If you cannot escape safely, find a hiding place. Get out of the shooter's view and stay very quiet. Silence your devices. Lock and block doors and turn off the lights. Hide separately to make it more difficult for the shooter. Stay in place until law enforcement says all immediate danger is clear.
- FIGHT -When you are in immediate danger, defend yourself. Commit to your actions and act aggressively to stop the shooter. Ambushing the shooter together with makeshift weapons such as chairs, fire extinguishers, scissors, and books can distract and disarm the shooter.

Be

Be Safe AFTER

- Keep hands visible and empty
- Know that law enforcement's first task is to end the incident. They may have to pass injured persons along the way.
- Follow law enforcement's instructions and evacuate in the direction they tell you to.
- Consider seeking professional help. UCR offers assistance and resources to cope with the long-term effects of trauma

SOM Emergency Evacuation Communication Plan

1. Pre-Incident Planning & Communication:

- **Roles and Responsibilities:**
    - Evacuation Coordinator – BSEC Team, Department Manager, SOM Facilities Team
    - Communication Lead during an Emergency - Director of Facilities, Strategic Initiatives, Designated Leadership
    - Communication Notifications – Designated Strategic Initiatives Representative, SOM Facilities
    - Safety Officers - BSEC Team
- **Emergency Procedures Manual:**
    - Evacuation routes – See Floor Plans
    - Assembly points – See Emergency Action Plan (EAP)
    - Communication protocols – Communication will be sent at the start of business and the end of the day via the RAVE Notification System (text, emails, and phone). Updates will be sent when applicable.
    - Return-to-work procedures – Departments are to follow their continuity plan until it is safe to return to onsite work. Student curriculum to move to online curriculum until it is safe to return to campus
- **Training and Drills:**
    - Active shooter training will be conducted annually
    - Emergency drills and exercises (Fire, Evacuation, Earthquake) will be conducted regularly. Drills will be coordinated with the Campus Emergency Response Team
- **Communication System Redundancy:**
    - RAVE Notification System – Communication application to send messages via email, text, phone
    - UCR Safe App – Communication application for campus notifications via personal phone
    - Campus Emergency Notification System – used to notify the campus about emergencies involving an immediate threat to health and safety

  - Two-Way Radio – Used via the BSEC Leads to communicate between the building and/or with the campus emergency response team

- **Accessibility Considerations:** Individuals with disabilities should inform Human Resources. If an individual cannot evacuate the building, the individual should shelter in place and alert the BSEC Team, or a co-worker should be notified. The individual's name, location, and injuries must be reported to the BSEC Lead, Leadership, or the SOM Facilities team.
  - Individuals who remain in the building will be reported to the Campus Emergency Response Team or First responders.
- **External Communication Plan:**
  - RAVE Notification System – Primary communication source to send information to all SOM Personnel
  - The Director of facilities will communicate with the Campus Emergency Response Team for building and campus updates. Designated SOM Leadership will provide communication
  - Designated SOM Leadership will communicate notifications through the RAVE Notification System. Notifications are to be sent daily or as needed
  - Designated Strategic Initiatives or Leadership representatives will communicate notifications and updates to the media and parents.

2. During the Incident:

- **Evacuation:**
  - **Alarm Signals:** Fire Alam, RAVE Notification System, and Campus Notification System will alert SOM employees and students to evacuate the building.
  - **Designated Evacuation Routes:** Employees and students are to safely exit the building and report to the Emergency Assembly Area (see Emergency Action Plan)
  - **Evacuation Teams:** The BSEC Team will assist with the evacuation. Once SOM employees and students are in the Emergency Assembly Area (EAA), the BSEC team will communicate with the Department Managers to ensure everyone is accounted for.

- **Real-time Headcount:** Department Managers must take attendance for their department's teams. Unaccounted personnel or disabled employees left inside the building must be reported to the BSEC Lead. The BSEC Lead will communicate with the Director of Facilities and/or the Campus Emergency Response Team.
- **Real-time Student Headcount:** Student Affairs representatives or classroom instructors are responsible for taking attendance for all classroom attendees. Student Representatives should send group notifications, along with individual student notifications, via the RAVE Notification System. Additionally, email notifications should be distributed to ensure an accurate onsite student headcount. Any unaccounted personnel or disabled employees remaining in the building must be reported to the BSEC Lead. The BSEC Lead will then communicate with the Director of Facilities and/or the Campus Emergency Response Team.

- **Communication:**
  - **Notification Tools:** The RAVE Notification System, Text, or Phone call will alert all SOM employees and students. I to ensure everyone can be accounted for.
  - **Regular Updates:** Leadership will send regular updates to all SOM employees and students via all available communication channels.
  - **Emergency App:** The RAVE Notification System for real-time communication, location tracking, and emergency notifications.
  - **Designated Spokesperson:** Designate a spokesperson to communicate with media and external stakeholders.

3. Post-Incident Assessment & Return-to-Work:

- **Safety Assessment:** The Campus Emergency Response Team (including the Fire Marshal, Building Safety, Designated Campus facility, SOM Facilities, and potentially external experts) will conduct a thorough assessment of the building and surrounding area to ensure it is safe for re-entry. This includes structural integrity, utilities, air quality, and potential hazards.
- **Communication about Building Status:** The Campus Emergency Response Team will communicate the building's status (safe or unsafe) to the Director of Facilities and/ or Designated Leadership. The Designated Leadership will initially communicate with all employees and students verbally and then via the RAVE Notification System. If the building is unsafe to return, the Designated Leadership should communicate alternative work arrangements or curriculum locations.

- **Phased Re-entry (If Applicable):** Critical areas and departments will be prioritized if a phased re-entry is necessary. Designated Leadership will communicate the re-entry plan and specific instructions to each group.
- **Department Check-in:** All employees and students must check in with their department manager to confirm their safety. Unreported employees and students must be reported to the SOM Facilities Team, BSEC Lead, or Designated Leadership Team.
- **Debriefing:** An emergency town hall will be announced for the Dean to address the emergency.
- **Employee and Student Support:** Human Resources and Student Affairs to provide resources. They will offer employee assistance programs to address the psychological and emotional impact of the emergency. This includes counseling, stress management resources, and support groups.

4. Plan Maintenance and Review:

- **Regular Review:** The emergency and communication plan will be reviewed and updated annually or after any significant incident.