

Emergency Planning Procedures Quick Guide

This guide outlines the procedures to follow in an emergency. Please familiarize yourself with these procedures and be prepared to act quickly and calmly.

1. Emergency Red Binder Information:

Department managers (or their designated representative) must retrieve the red emergency binder during the building evacuations. This binder contains team rosters and emergency protocols to assist in accounting for all personnel and guiding evacuation procedures.

2. Emergency Procedures:

All employees and students should familiarize themselves with the emergency evacuation protocols.

- **During an Emergency:**
 - Safely exit the building.
 - Proceed to the designated emergency assembly area.
 - Employees check in with their department manager.
 - Students check in with their student affairs representative.
 - Assess yourself and others for injuries. Report any injuries to your department manager or student affairs representative.

3. Evacuation Procedures / Emergency Assembly Area:

- **Emergency Assembly Area:**
 - Education building I/II: Courtyard near Scotty's
 - Simulation Center: Orbach Library Lawn
 - SOMR: Parking lot between buildings (Entomology, Boyden Lab, SPI, SOMR)
- **Evacuation Procedures:** Detailed evacuation maps and procedures are available via the QR code below:





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4. Communication Plan:

- **Before an Emergency:**
 - Emergency procedures will be reviewed with employees and students regularly (e.g., during onboarding, staff meetings, and student orientations).
 - Regular drills (fire drills, earthquake drills, lockdown drills) will be conducted. Participation is mandatory.
- **During an Emergency:**
 - Initial communication will occur within 20 minutes of the confirmed emergency.
 - Updates will be provided frequently or as needed.
 - The RAVE Notification System (push notifications, text messages, email) will be the primary communication tool. Ensure you have the RAVE Notification System installed and notifications enabled.
 - If the RAVE Notification System is unavailable, secondary communication methods will be used: phone calls, Zoom, and in-person announcements.
- **After an Emergency:**
 - Communication will include the status of the situation, any damage, and the plan for resuming normal operations.
 - Resources for support and counseling will be provided.

5. Emergency Supplies:

Essential emergency supplies, such as first aid kits and flashlights, are located in the emergency bags in the breakroom. Familiarize yourself with the location of the nearest emergency bag.

6. Backup Power Sources:

- Backup power systems will be activated as needed. If backup power is unavailable, procedures will be implemented to minimize disruption to essential services.
- The situation will be communicated to stakeholders. Early work-from-home and online curricula options will be considered if the outage is prolonged.

7. Responsibilities:

- **Evacuation Coordinator:** BSEC Team, Department Manager
- **Communication Lead (During an Emergency):** Chief Financial and Administrative Officer (CFAO), Director of Facilities, Strategic Initiatives Representative, Designated Leadership



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- **Communication Notifications:** Chief Financial and Administrative Officer (CFAO), Strategic Initiatives Representative, SOM Facilities Team
- **Safety Officers:** BSEC Team

8. Training and Drills:

All employees and students must attend regular training sessions and emergency drills to ensure preparedness and familiarity with the emergency plan.

9. Reporting Concerns:

If you have emergency preparedness or safety concerns, please contact the SOM Facilities Planning Department. planning@medsch.ucr.edu