

# 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.

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## 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.