



School of Medicine ED I Building Emergency Plan

Version 1.1

Date: September 2025

For Official Use Only

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Building Emergency Plan
University of California Riverside
Main Campus

I. Plan Overview

Introduction

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.
- Rescue and medical duties for those employees who are to perform them.
- 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 Notifications.
- Contacts.
- Emergency Procedures.

Summary

It is the responsibility of the Campus Emergency Manager to oversee the creation and maintenance of the Building Emergency Plans, which are intended to guide the emergency response actions of all building occupants during an event that threatens life, safety, or daily operations. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices.

Date of last revision: **July 2026**

Authority

The UC Riverside Building Emergency Plan is created and distributed in accordance with UCR Campus Policy 425-24.

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. The University EAP also serves as the baseline by which all organizational and unit-level Emergency Action Plans are developed. This plan and organization are subordinate to State and Federal plans during a disaster declaration by those authorities.

Approvals

This University of California Riverside Building Emergency Plan has been reviewed and approved by:

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Director of SOM Facilities & Operations
(951) 827-2468

Andrew Flores

Emergency Manager
(951) 827-4255

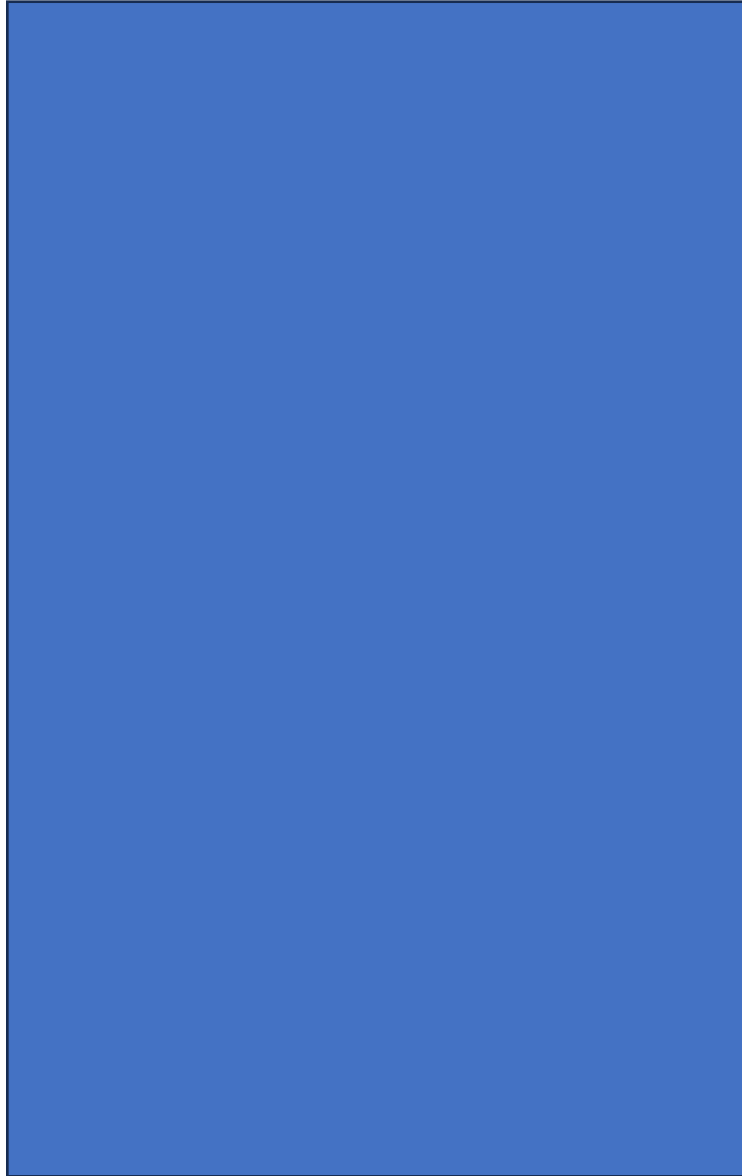
Gavin Ketcheside

Designated Campus Fire Marshall
(951) 827-6309

II. Building Specific Information

Evacuation Plan

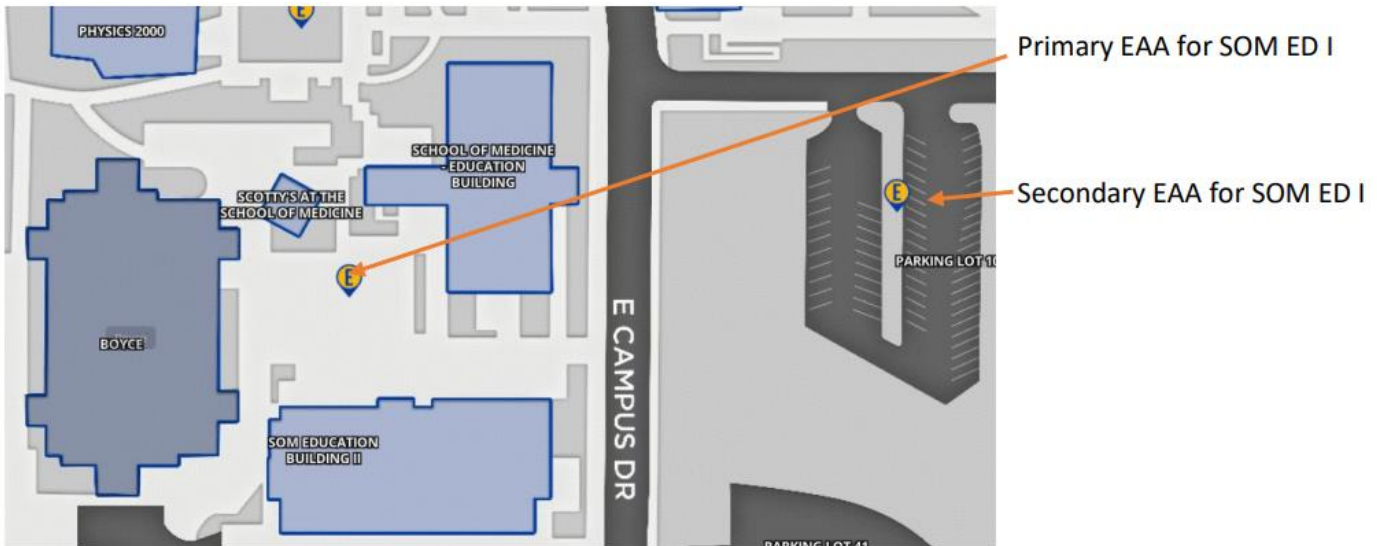
UCR School of Medicine Education I Building is occupied by students, faculty and staff. All SOM students, staff and faculty have 24-hour access to the building. ED I consists of Reception/Lobby area, Classrooms on Ground and 1st floors, Administration Offices on Ground, 1st and 2nd floors and Conference rooms on Ground, 1st and 2nd floors.







Emergency Assembly Area (EAA) Location



[Emergency Assembly Areas | Campus Map \(ucr.edu\)](https://www.ucr.edu/campus-map)

Rescue Areas of Assistance (RAA)

Rescue Areas of Assistance (RAA's) are locations where people who need assistance or who cannot self-evacuate in multi-floor buildings can wait until help arrives. These areas are usually near stairwells or near emergency call box locations.

Floor #	Description of Location
Ground	Ground floor exit; East and West Stairwells to 1 st Floor access
1	1 st floor exits off lobby and elevator
2	East and west Stairwells to 1 st floor access

Key Personnel

BUILDING SUPERVISORS FOR EMERGENCY CONDITIONS (BSEC)

NAME	DEPT.	ROOM	OFFICE PHONE#	MOBILE #	EMAIL
Benisi Penaloza	Facilities Planning	G603	951-827-9971		benisi.penaloz@medsch.ucr.edu
Cynthia Carolina	Facilities Planning	G603	951-827-2468		cynthia.carolina@medsch.ucr.edu

BUILDING EMERGENCY STAFF (BES)

NAME	FLOOR #	ZOOM PHONE#	EXTENSION	EMAIL	ON SITE DAYS
Manny Contreras	GROUND	951-827-9973	29973	manny.contreras@medsch.ucr.edu	T, W, TH
Scott Robinson	GROUND	951-827-7658	27658	Scott.Robinson@medsch.ucr.edu	M, T, W, TH
Tiffany Felton	GROUND	951-827-3407	23407	tiffany.felton@medsch.ucr.edu	T, W, TH
Alexandria Brown	1ST	951-827-8693	28693	alexandria.brown@medsch.ucr.edu	T, TH, F
Dr. Mark Wolfson	2ND	951-827-0137	20137	mark.wolfson@medsch.ucr.edu	M, T, TH

LAB SAFETY OFFICERS

NAME	DEPT.	ROOM	OFFICE PHONE#	MOBILE #	EMAIL
Ariel DeGuzman	Anatomy	Anatomy Lab			

Emergency Notification

All EMERGENCIES	911
University Police Department	(951) 827-5222
Fire Marshal	(951) 827-2433
Hazardous Material Spills – EH&S Incident Response Team	(951) 827-5528 (Day) (951) 333-8983 (Eve/Weekends/Holidays)
Facilities (Utilities outages, Flooding, Fire equipment/alarms maintenance)	(951) 827-4214 (Day) (951) 827-4677 (Evenings/Weekends/Holidays)
Telephone outages	(951) 827-3939

Hazardous Materials

Type of Hazardous Materials	Location
Formaldehyde	Anatomy Lab
Glutaraldehyde	Anatomy Lab
Ethanol	Anatomy Lab
Methanol	Anatomy Lab
Phenol	Anatomy Lab
Descaler (phosphoric and acetic acid)	Anatomy Lab

Safety Systems

Fire and life safety equipment are located throughout the building in common areas. These may include, AED's, First Aid Kits, eye wash stations, showers, spill kits etc. (if not applicable location should be N/A). Add equipment as necessary

Type of safety equipment	Location
AED	Ground Floor
Trauma Kit	N/A
First Aid Kit	Ground, 1 st and 2 nd Floors
Spill Kits	N/A
Eye Wash Station(s)	N/A
Evacuation Chair(s)	N/A
Emergency Red Phones	Reception, Hallways – Ground and 2 nd Floors
Panic Button	Reception

Emergency Supplies

Type and amount of Emergency Supplies	Location
BSEC Bag, vest, radio	Facilities Office G0603
Emergency bag	Staff lounges
Food, water, blankets, other supplies	N/A

III. Evacuation Procedures and 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 unattended, 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.***

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.

The designated Emergency Assembly Area for the (LOCATION)
A map of UCR campus EAA's can be found at:
<http://ehs.ucr.edu/emergency/ea.pdf>

Evacuations for Special Populations

- UCR faculty and staff who are mobility impaired should let the BSEC know the location of their usual work area and special needs.
- Whenever possible, mobility-impaired individuals should arrange in advance with several specific co-workers or associates, for their assistance in the event of an evacuation or other emergency.
- Mobility-impaired individuals should also be aware of exit routes, Rescue Assistance Areas, and the designated Emergency Assembly Areas (EAA) for the building. This information is available through the BSEC and is contained in the Building Emergency Plan.
- The BSEC can also facilitate the development of a "buddy system" in support of special evacuation needs within the building.
- Before assisting anyone, who is mobility impaired during an emergency, UCR personnel should always ask what aid the individual needs provided. Helpers should ascertain if the person they are aiding requires any items that need to stay with them in a place of refuge, Emergency Assembly Area, or campus care and shelter location.
- If a helper must leave a mobility-impaired person in an Area of Rescue Assistance (ARA), that individual is responsible for notifying the BSEC or emergency responders in the EAA where they left the person they were aiding.
- Area

IV. Critical Plant Operations Employees

Safety is a top priority at UCR, and there are no critical operations worth risking one's welfare to perform. If you believe your department has critical operations requiring one or more employees to remain in the building during an evacuation (this should be a rare occurrence), you must contact the Campus Emergency Manager to develop a specific plan of action.

If you are unable to leave a building that is being evacuated to maintain critical processes that will create an increased hazard if left unattended, or you are injured or trapped, attempt to alert someone evacuating the building of your inability to leave.

Advise them of your name, department, and room number or location. Make sure they understand to advise the Building Supervisor for Emergency Conditions (BSEC) of the situation.

Take steps to reduce your exposure to additional risks posed by remaining in the building. If you can shut down or control critical processes, and subsequently evacuate, do so immediately. If you are injured or trapped remain where you are, unless you are in life-threatening danger, so that rescue can be attempted by emergency responders alerted to your location.

No one can require anyone to remain inside a building that is being evacuated. Classes in session must evacuate as directed above. Your individual choice to remain in the building is only allowed for specific cases as indicated above.

V. Accounting for Employees after an Evacuation

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 people you know are still in the building. Indicate the reason for their remaining, i.e. injuries, traps, 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.

VI. Building Supervisor for Emergency Conditions (BSEC)

Assigned Job Responsibilities

The Building Supervisor for Emergency Conditions (BSEC) is responsible for identifying and recruiting alternate building BSEC (ABSEC) and Building Emergency Staff (BES) members in sufficient quantity for their building. The BSEC is also responsible for creating, updating, collecting, and maintaining building-specific contact lists (calling trees) and building specific accountability rosters, emergency equipment, and supplies.

Once the evacuation process is complete and building occupants gather at the EAA, the BSEC is responsible for taking roll calls. The BSEC should, prior to an emergency, ensure an updated building occupant roster sheet is available and accessible for this process at the time of the evacuation. The BSEC is also responsible for informing the Emergency Operations Center (EOC) by or on-scene Incident Commander of the status of faculty, staff, students, visitors, and guests gathered within the EAA.

If needed, the BSEC can recruit volunteers to help BESs direct and manage evacuees in the Assembly Area

BSECs should be prepared to provide the following information:

- Nature of the emergency (e.g., fire)
- Location of the emergency
- Number of people trapped.
- Number of people injured.
- Number of people unaccounted for.

The BSEC should report any injuries in need of immediate care that are reported to them to the on-scene Incident Commander. Any other minor injuries should be documented and reported to the on-scene Incident Commander or the campus EOC by utilizing their assigned 800MHz radio, phone

call, or written notice. The BSEC ensures all important communication and information is exchanged between the on-scene Incident Commander or the EOC, and for sharing information as it becomes available with the evacuated personnel in the EAA.

The BSEC should not leave the assembly area until the emergency is cleared or if directed to do so by UCPD, EH&S, or other authorized personnel. The BSEC may assign a BES, or volunteer(s) from the assembled evacuees, to act as liaisons and assist with the collection and dissemination of information.

Building Emergency Staff (BES)

BES members initiate and manage the evacuation process. They accomplish this by:

- Directing occupants to the nearest building exit or stairwell
- Assisting personnel in exiting or relocating to an area of safe refuge
- Preventing personnel from using elevators during the evacuation process
- Conducting initial damage assessments during the evacuation process
- Identifying building conditions and hazards important to emergency responders
- Directing evacuated personnel to the building's assigned EAA

Upon arrival at the EAA, the BES is responsible for reporting to the BSEC that the evacuation of their designated area is complete, and reporting all physically challenged, trapped, or injured personnel remaining in the building. The BES is to assist the BSEC with the completion of the Building Accountability Roster (see attachment A) and with any other assigned duties. The BES should also complete a Building Damage Assessment & Utility Status form (see attachment B).

VII. Rescue and Medical Duties

First Responders

UCR relies on the City of Riverside Fire Department and partnering agencies to provide fire suppression, rescue, and medical response duties. It is recommended that departments document any employees who have specialized medical training in the Business Continuity Plan. These identified

individuals should not practice outside the scope of their training and are not required or expected to assist in any emergency or medical situation but may come forth to offer or render aid and assistance as covered under “Good Samaritan” regulations.

VIII. Fire and Emergency Reporting Procedures

Reporting Emergencies

In the event of an emergency, contact the 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 an 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

IX. Emergency Alerts and Notifications

Emergency Communications

If an emergency requires an evacuation of the building or for employees to take action, there are systems in place to provide notification. UCR’s emergency alert and notification of employees is multilayered for the purpose of redundancy. A variety of methods are available, though not all systems are available within each building on the UCR campus, nor are all systems deployed for every incident.

These notification systems include:

- Building fire alarms

- Text, voice and email messaging from Emergency Notification System
- Verbal notification from UCPD, EH&S, Physical Plant, or a department representative
- Email (Rave or Listserv)
- Website (<http://campusstatus.ucr.edu>, <http://rspace.ucr.edu>, <http://rweb.ucr.edu>)
- Voicemail systems
- Belltower / Campus Warning Siren
- 800 MHz Radio

Other examples of notification methods include Loud verbal commands, handheld & vehicle PA systems, phone trees, bullhorns, even just flashing the lights can be a way to get people's attention so they know there is an emergency/evacuation taking place.

Additional Information / Follow-up Activities

Information concerning emergencies affecting UCR and the Riverside County region will be available to the campus community through the following resources:

- Campus Status website <http://campusstatus.ucr.edu>
- EH&S Emergency Management website <https://emergency.ucr.edu/>
- Campus Radio KUCR: 88.3 FM or <http://kucr.org>
- Riverside Area News and Radio Stations
[KFRG 95.1 FM](#) or [KGGI 99.1 FM](#)
[KFI 640 AM](#) or [KNX 1070 AM](#)
- Emergency Alert System (EAS) Broadcasts

X. Emergency Procedures

Emergency Procedures are available online at <https://emergency.ucr.edu/emergency-preparedness> for the following:

- Blood and Body Fluid Exposure
- Bomb Threat
- Civil Disturbance or Demonstration
- Earthquakes
- Fire and Smoke Conditions
- Hazardous Material Exposure / Spill
- Homeland Security Incident
- Medical Emergencies and First Aid
- Radioactive Contamination / Spill
- Suspicious Mail or Packages
- Utility Failure
- Violence or Crime on Campus



Shelter in Place – Hazardous Materials Exposure

You may receive a text, voice mail, or e-mail to Shelter-In-Place via the campus emergency alert system. Shelter-In-Place simply means seeking immediate shelter inside a building. This action may be taken during the release of toxic chemicals, biological or radioactive materials to the outside air, or other emergencies. If the outside air quality is threatened or compromised, sheltering in place keeps you inside an area offering more protection. Although rarely called for, Shelter-In-Place events usually last only a few hours. Emergency supply kits of food, water, and other items can be used during Shelter-In-Place events.

IMMEDIATE SHELTER-IN-PLACE:

- When the release is nearby and the need to seek shelter is immediate.
- Stay inside a building. • If outside, enter the nearest building.
- Remain in place until advised by emergency personnel that it is safe to leave.

DELAYED SHELTER-IN-PLACE:

- When a release occurs off campus and there is time (30 minutes or more) to move people to large, enclosed areas.
- Follow directions of emergency personnel to move quickly to a delayed Shelter-In-Place location.
- Remain in place until advised by emergency personnel that it is safe to leave.

INFORMATION SOURCES INCLUDE BUT ARE NOT LIMITED TO:

- Designated BSEC/BES members will receive phone notifications.
- Emergency Notifications (email/text) messages will be sent campus wide.

ADDITIONAL PROCEDURES:

- Move to floors above ground level. Shelter-In-Place in an interior room without windows or with the least number of windows.
- Shut and lock all windows. Shut exterior and interior doors. Limit the use of telephones to emergency calls only.
- If in a laboratory, reduce all operations to a safe condition as quickly as possible. Follow instructions of the Lab Manager or Principal Investigator (PI).
- Do not use elevators. The movement of elevators pumps significant amounts of air in and out of the building.
- Many buildings' ventilation systems are remotely controlled by Facilities Services. If necessary, locally turn off heat, fans, air conditioning, or ventilation systems. Close vents if you are able.
- Follow instructions of BSEC/BES members.
- Make yourself comfortable. Look after one another.

ALL-CLEAR:

- BSEC/BES members will be advised of the all-clear.
- Open doors and windows. • Return the ventilation system to normal operations.

Secure in Place – Police Activity

A Secure-In-Place notification may be issued when the UCR Police & Campus Safety determines that there is a potential threat to the campus. When notified to Secure-In-Place, initiate action immediately. Take ALL Emergency Notifications seriously. You will be safest by placing a locked door or other barricade between you and the associated violence or danger.

HOW DO I SECURE-IN-PLACE?

- REMAIN CALM! • Find an interior room and lock or barricade the doors.
- If there are other employees, students/visitors with you or in the vicinity, tell them to go to the closest office/classroom/lab/residence hall.
- To minimize vulnerability, turn off lights, silence phones, and draw blinds.
- Move away from doors and windows.
- Move/use furniture to provide added protection.
- Follow instructions from Police, Fire, BSEC/BES team members, and other first responders.
- DO NOT leave until an all-clear message is received.

WHAT IF I AM OUTSIDE?

- If you are outside during a Secure-In-Place emergency, you should seek shelter in a nearby building.

- If you are unable to get inside a building, seek nearby shelter, e.g., large trees, walls, cars in a parking lot/garage, away from the danger area (if known).
- Follow instructions from Police, Fire, BSEC/BES team members, and other first responders.
- Stay sheltered until an all-clear message is received.

WHAT IF I AM IN A CLASSROOM OR LECTURE HALL?

- Notify class of “Secure-In-Place” order (students, if your professor or TA does not see the alert – notify them).
- Lock or barricade the doors. • Turn off lights, silence phones, and draw blinds.
- Move away from doors and windows.
- Move/use furniture to barricade doors to provide added protection.
- Follow instructions from Police, Fire, BSEC/BES team members, and other first responders.
- DO NOT leave until an all-clear message is received.

Emergency Planning Procedures

This section 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:

- 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).
- For each risk, assess the impact on essential systems: IT infrastructure (data centers, servers, network), security systems (alarms, access control, cameras), medical equipment, and critical operations.
- Document vulnerabilities, such as a lack of backup power for certain systems or insufficient fire suppression in specific areas.

2. Emergency Response Plan:

- Emergency Bag:** The Building Supervisor for Emergency Coordinators (BSEC) retrieves the emergency bag and radio proceeds directly to the EAA.
- Fire:** Evacuate the building via designated fire exits to the primary assembly point. Assigned team members will sweep assigned areas to ensure everyone has evacuated. Department manager to use a phone tree to account for all students and staff at the assembly point. Contact emergency services 911. Do not re-enter the building until authorized by emergency personnel.
- 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.
- 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.
- Power Outage:** Activate backup power systems. If backup power is unavailable, implement procedures to minimize disruption to essential services. Communicate the situation to stakeholders.
- Medical Emergency:** Call 911. Provide first aid until medical personnel arrive. Ensure clear access for emergency vehicles.

EMERGENCY PLANNING PROCEDURES – UNKNOWN THREAT

3. Communication Plan:

- Before an Emergency:** Review emergency procedures with employees regularly. Conduct regular drills (fire drills, earthquake drills, lockdown drills)
- During an Emergency:** Initial communication within 20 minutes of the confirmed emergency. Updates every hour or as needed. Use RAVE as the primary communication tool. If RAVE is unavailable, use phone calls, Zoom, and in-person announcements
- After an Emergency:** Communicate the status of the situation, any damage, and the plan for resuming normal operations. Provide resources for support and counseling.
- 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) Designated leadership or representative will be the primary point of contact with emergency services (police, fire department, etc.). They will provide regular updates to the designated leadership representative.
- b) The BES 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.

After an Emergency

“All Clear” – After coordinating with authorities, the designated person to issue Verbal or RAVE Communication / Notifications or Email; All clear notification to come from the Facilities Director, BSEC Lead, or designated leadership

Emergency Communication Plan

Purpose: This emergency Communication Plan for 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:** Will be used to alert all employees and students via text 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, SOM Dean or delegate 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:** SOM 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. SOM Dean or delegate will then communicate updates to all employees and students via **RAVE** and the SOM listserv to provide information on alternative work or class if the building and/or conditions for travel 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.

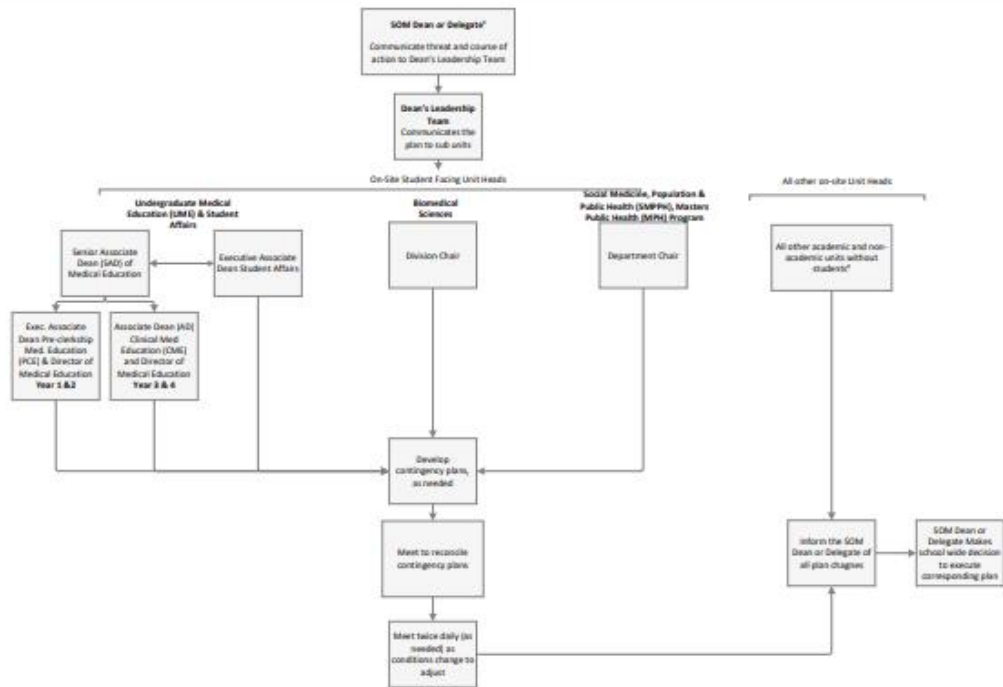
EMERGENCY COMMUNICATION PLAN – KNOWN THREAT

<https://medsch2.sharepoint.com/sites/PID/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FPID%2FShared%20Documents%2FDean%27s%20Office%2FBusiness%20Continuity%2FEmergency%20Communication%20Plan%2DKnown%20Threats%2DFinal%2Epdf&parent=%2Fsites%2FPID%2FShared%20Documents%2FDean%27s%20Office%2FBusiness%20Continuity>

Known Threats Diagram

Review Date: 06/24/2025

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 work 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:
*Chief Finance & Administration Officer (CFAO): In the absence of CFAD, Assistant
Dean/Chief of Staff will serve as back-up
*A separate emergency plan is documented for clinical faculty, residents, and other
office personnel/departments. Also, a separate process may apply to lab personnel.

Communication Notification Process:

- **RAVE** – SOM personnel and students will receive notifications RAVE messages, which is the primary communication tool for UCR SOM. 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 SOM Dean or a designated spokesperson
- SOM Dean or Dean's delegate will communicate daily notifications through **RAVE** and SOM listserv.
- Daily communication will continue until the emergency incident has been resolved or it is safe to return to on-site work.

XI. Contacts

Campus Responsibilities

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

Department	Names / Job Title(s)	
Environmental Health & Safety http://ehs.ucr.edu Phone: (951) 827-5528 Fax: (951) 827-5122 Email: ehs@ucr.edu	Andrew Flores <i>Campus Emergency Manager</i> andrew.flores1@ucr.edu (951) 827-5528	Shelia Hedayati <i>Executive Director</i> Shelia.hedayati@ucr.edu (951) 827-5119
	Gavin Ketcheside <i>Campus Fire Marshal</i> Scott.jackson@ucr.edu (951) 827-6309	Jason Delaney <i>Campus Fire Inspector</i> Jason.delany@ucr.edu (951) 827-5874
University of California Police Department (UCPD) http://police.ucr.edu Phone: (951) 827-5222 Fax: (951) 827-1639 Email: ucpdgeneralmail@ucr.edu	Jeffrey Talbott <i>Chief of Police</i> Jeffrey.talbott@ucr.edu (951) 827-3848	Jason Day <i>Police Lieutenant</i> jason.day@ucr.edu (951) 827-6188

Department Head / Chair Director Responsibilities

The Department is responsible for implementing essential elements of the BEP; planning, employee awareness training, the assignment of department personnel responsibilities (BSEC & BES positions), and annual Department EAP evaluation and maintenance.

The following duties must be performed to maintain an effective BEP:

- Develop, review, and update the Department BEP annually or as needed.
- Train all employees on the location of all emergency exits, fire extinguishers, manual pull stations, first aid kits, and Automated External Defibrillators (where applicable) within their assigned building/workspace.
- Ensure each person assigned space by the department creates and updates the Emergency Contact information for each room placard at <http://econtact.ucr.edu>.

XII. Additional Information

Additional UC Riverside Resources

- UC Riverside Office of Emergency Management <https://emergency.ucr.edu/>
- UC Riverside Environmental Health & Safety <https://ehs.ucr.edu/>
- UC Riverside Emergency Operations Plan & Emergency Response Procedures <https://emergency.ucr.edu/emergency-preparedness>
- UC Riverside Emergency Action Plan https://ehs.ucr.edu/emergency/emergency_action_plan.pdf

Additional Local Resources

- County of Riverside Department of Public Health Director (951) 358-7036
- Western Riverside Emergency Council (WREC) Emergency Operations Center of the Riverside Fire Department (951) 826-5550
- County of Riverside Department of Public Health Director of Disease Control (951) 358-5107
- Riverside Community Hospital Infection Disease Officer (951) 788-3000

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 o KFRG 95.1 FM or KGGI 99.1 FM o KFI 640 AM or KNX 1070 AM
- Riverside Area Emergency Information – Charter Cable Channel 32 or 33

Additional Information / Follow Up Activities

- Notify supervisor of exposure to a potential 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

Appendix:

Attachment A

UC RIVERSIDE - Building Evacuation Roster												
BUILDING/LOCATION: _____												
	LAST NAME	FIRST NAME	EVACUATED	FACULTY	STAFF	STUDENT	VISITOR	INJURED	TRAPPED	LEFT EAA	DATE	TIME
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												

INSTRUCTIONS

Place an "X" in the box to indicate affiliation to the campus. Complete all boxes. Total columns in the boxes below.

TOTAL EVACUATED

TOTAL FACULTY

TOTAL STAFF

TOTAL STUDENTS

TOTAL VISITORS

TOTAL INJURED

TOTAL TRAPPED

TOTAL LEFT EAA

TOTAL UNKNOWN

BSEC BUILDING EVACUATION ROSTER
2023

