

Building Emergency Plan

December 9, 2019 – 1.3

BUILDING NAME _____

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Building Emergency Plan for Administrative and Residential Units

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Annex

Attached to this plan:

- A) Building-specific emergency response procedures.
- B) Floor plans with Floor Marshal Zones indicated.
- C) Evacuation Roster (if applicable)
- D) Call Tree (if applicable)

UCSC Building Emergency Plan for Administrative and Residential Units

BUILDING EMERGENCY PLAN

This Building Emergency Plan synchronizes emergency information and planning for all departments within a single building or a residential pod. This plan coordinates Floor Marshals response from units indicated within the plan.

In addition to this plan, individual departments should have an Emergency Action Plan and a Business Continuity Plan.

Distribute this plan annually to building occupants and post a copy at an accessible location, ideally near the entrance of the building.

Building Emergency Coordinators and department liaisons are responsible for the annual review and update of this plan.



BUILDING IDENTIFICATION AND EMERGENCY CONTACTS

List occupants with emergency roles. Print additional pages for multiple buildings. Attach your Floor Marshal roster to this plan.

| | | | | | |
|----------------------------------|-------------|-----------------------|---------------------|--------------|--------------------------------|
| Building | | | | | |
| Address | | | | | |
| Emergency Roles / Titles | Name | Phone (office) | Phone (cell) | Email | Availability (Schedule) |
| Building Emergency Coordinator 1 | | | | | |
| Building Emergency Coordinator 2 | | | | | |
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INSTRUCTIONS FOR REPORTING EMERGENCIES

For emergencies, call the UCSC Police Department by dialing 9-1-1.

Provide as much information about the emergency as possible, including locations affected, any health and safety issues, missing persons, or other pertinent information. Dialing 9-1-1 from a campus telephone allows campus police to identify the location of the caller.

UCSC Police, non-emergency number: (831) 459-2231.

Emergency procedures are recommended courses of action. When experiencing a critical incident, each individual must observe, assess, plan, and act based on their own confrontation of the events as they unfold.

SEE, SAY, DO SOMETHING

UC Santa Cruz is committed to a safe, supportive learning and working environment for all members of the campus community. Campus safety is our top priority, and we take all threats of violence seriously to protect everyone's health and well-being.

Preventing violence on campus depends on UCSC community members identifying and communicating behaviors of concern—early identification of concerns allows administrators and staff to provide resources to students in distress to minimize harm to self or others. You can help by being aware of your surroundings on campus and reporting any unusual activity from people. We are all responsible for safety. If you see something, say and do something about it—report any concerning behavior and suspicious activity.



The poster features a red background with the text "See Say Something DO" in yellow and white. It includes three icons: an eye, a hand holding a phone, and two people. Below the icons are three columns of text: "See Something" (Recognize indicators of distress), "Say Something" (Support a student in distress), and "Do Something" (Encourage a student to seek help). At the bottom, a white box contains "Contact Slug Support" information, including phone numbers for Slug Support, After Hours Crisis Service, and 911. The UCSC logo and online resources are at the bottom.

See Say Something DO

See Something:
Recognize indicators of distress

- Signs of depression
- Unusual behavior
- Isolation and social withdrawal
- Problems with academics

Say Something:
Support a student in distress

- Initiate contact
- Listen sensitively and carefully
- Offer assistance

Do Something:
Encourage a student to seek help

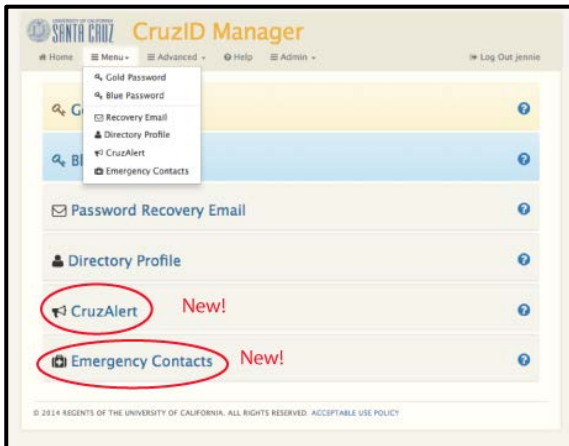
- Give the student resources
- Make a referral to Slug Support
- Follow up with the student

Contact Slug Support
You can help students in distress.
Slug Support: **(831) 459-4446**
After Hours Crisis Service: **(831) 459-2628** (evenings/weekends)
Call: **911** for any emergency

UNIVERSITY OF CALIFORNIA
SANTA CRUZ

Online resources: deanofstudents.ucsc.edu

ALERT NOTIFICATION SYSTEMS

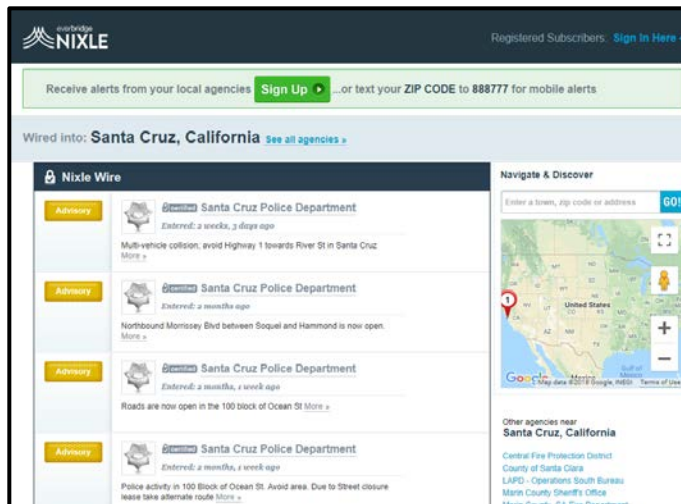


UCSC'S CRUZALERT: In [CruzID Manager](https://cruzid.ucsc.edu/), register your phone to receive campus alert notifications. <https://cruzid.ucsc.edu/>

In addition to CruzAlert, the Office of Emergency Services encourages campus affiliates to utilize community alerts for regional events, such as floods, fires, and human threats. Register your phone for these applications.



CODE RED: Provides alert notification based on geographical information systems (GIS). Register your phone to receive emergency warnings throughout the United States. www.scr911.org.



NIXLE: Provides local emergency alert notifications. <https://local.nixle.com/county/ca/santa-cruz/>

EMERGENCY INFORMATION SPECIFIC TO THIS BUILDING

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for providing emergency information specific to the building.

UCSC AND COMMUNITY EMERGENCY RESOURCES

| Agency | District / Area / System | Number / Resource |
|-----------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Police / Fire | Santa Cruz | 911 |
| Police Non-emergency | UCSC Campus Police Department | (931) 459-2231 ext. 1 |
| CruzAlert | UCSC employees & students emergency alerts | https://oes.ucsc.edu/cruzalert/fac-staff-signup.html |
| Police Scotts Valley, Non-emergency | Scotts Valley | (831) 440-5670 |
| Emergency Services, UCSC | Campus emergency services | (831) 459-3828, oes@ucsc.edu , https://oes.ucsc.edu/index.html |
| Environmental Health and Safety | UCSC Campus | (831) 459-2553 |
| Fire Department, Scotts Valley, Non-emergency | Scotts Valley Glenwood Station | (831) 438-0211 |
| Santa Clara Police, Non-emergency | Santa Clara | (408) 615-4700 |
| Santa Clara Fire Dept, Non-emergency | Santa Clara | (408) 615-4900 |
| Santa Cruz city/County Emergency Notice | Nixle community text alert system | www.nixle.com |
| Santa Cruz Radio | Santa Cruz - Emergency Broadcast Station | KSCO, AM 1080 |
| Santa Cruz Radio | Santa Cruz Region | KZSC, 88.1 FM |
| San Jose Radio | San Jose | KSOL, 98.9 Spanish |
| Bay Area Radio | San Francisco Bay Area | KCBS, 740 AM |
| Santa Cruz Radio | | KUSP, FM 88.9 |
| Santa Cruz Radio | | KPIG, FM 107.5 |
| Santa Cruz Code Red | Santa Cruz Region | https://public.coderedweb.com/cne/en-US/218A80E36F49 |
| ALERTSCC | Santa Clara County Emergency Alert System | https://www.sccgov.org/sites/alertscc/Pages/home.aspx |
| Code Red | National emergency notification system | https://play.google.com/store/apps/details?id=com.ecnetwork.crma |

BUILDING OCCUPANT RESPONSIBILITIES

- ❖ Review this Building Emergency Plan.
- ❖ State law requires you to evacuate to a safe location when a fire alarm sounds.
- ❖ Be familiar with your building's emergency resources:
 - Evacuation routes
 - Secure rooms
 - Emergency assembly areas.
 - Fire pull alarms
 - Fire extinguishers
- ❖ Upon evacuation, check in with a Floor Marshal, Building Emergency Coordinator or other designated individual (Building Emergency Coordinators wear an orange vest).
- ❖ Review all applicable emergency plans
 - **Employees:** Review this Building Emergency Plan and your Department-specific Emergency Action Plan.
 - **Students:** Review Building Emergency Plan
 - Visit [Office of Emergency Services](https://www.oes.ucsc.edu) for a list of emergency procedures (www.oes.ucsc.edu).
- ❖ Register for Cruz Alert, <https://oes.ucsc.edu/cruzalert/>.
- ❖ Keep your contact information up to date in CruzAlert. Verify or edit contact information here: <https://atyourserviceonline.ucop.edu/ayso/>
- ❖ Know methods for locking or securing doors.
- ❖ Know how to make an emergency call.
 - UCSC main campus office phones dial direct to 911 (no prefix is needed)
 - Scotts Valley office phones dial direct to 911 (No prefix needed)
 - UCSC Institute of Marine Sciences and Long Marine Lab phones dial direct to 911 (No prefix needed)

BUILDING ALARMS

ALARMS

| System | Indicate Yes or No |
|-----------------------------------------------|--------------------|
| Building has audible fire horns. | |
| Building has visible alarms (i.e. strobe) | |
| Building has manual pull fire alarm triggers. | |
| Building has Emergency Exit signs. | |
| Other | |

EVACUATION AND ASSEMBLY

WHEN A FIRE ALARM SOUNDS - EVACUATE

- ❖ Follow the overhead evacuation signage to the nearest and safest exit.
- ❖ Close and lock doors behind you.
- ❖ Do not use elevators.
- ❖ Check doors for heat before opening and if the door is hot, do not open it.
- ❖ Walk, do not run, push, or crowd. Use handrails in stairwells, and stay to right.
- ❖ Keep noise to a minimum so you can hear emergency instructions.
- ❖ Assist people with disabilities (if they desire assistance).
- ❖ Inform emergency personnel of the location of anyone still in the building.
- ❖ Unless otherwise instructed, move 50-75' feet away from the building and convene at the emergency assembly area. If it is not safe to assemble at the primary location, move to the next closest point of safety.
- ❖ Evacuees should check in with Floor Marshals, Building Emergency Coordinator, or Resident Assistant (students).
- ❖ Remain at least 50 feet away from the building
- ❖ Do not stand in roadways or block emergency access routes.
- ❖ Do not re-enter until first responders have provided official notice.

Persons with Disabilities, Access or Functional Needs Evacuation

- ❖ If you need egress assistance, pair up with an Evacuation Assistant.
- ❖ Practice using all evacuation routes in building you visit. If egress obstacles exist (e.g. stacked boxes, furniture), report concerns to the Campus Fire Marshal. Remember, smoke, debris, flooding, loss of electricity, or other impediments may be present.
- ❖ Do not use elevators.
- ❖ If stairs are not passable, assemble at a point of refuge and call 911 for evacuation assistance. If you cannot make the 911 call, ask another evacuee to call for you. Pick a refuge area that is nearest an exit. Shelter yourself as needed from smoke or harm.
- ❖ When vacated, check in with a Building Emergency Coordinator, a Floor Marshal, or a Resident Assistant.

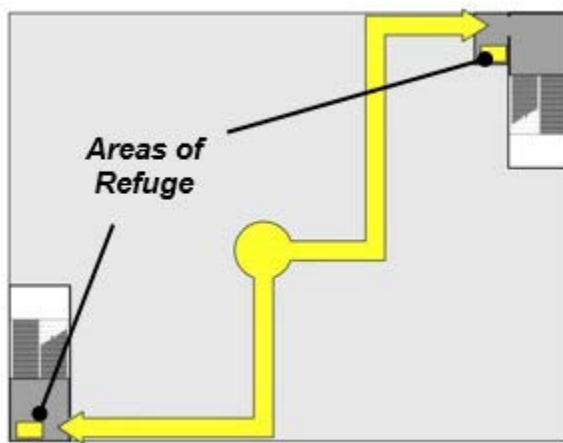



FIGURE 1: COMPLIANT AREAS OF REFUGE ARE IDENTIFIED BY EMERGENCY SIGNAGE

EMERGENCY ASSEMBLY AREAS FOR THIS BUILDING OR UNIT

| Building / Unit / Department | Emergency Assembly Locations and Descriptions | Is Assembly Location ADA accessible?  | Is Location Outside or Sheltered? |
|------------------------------|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| | | | |
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 **EMERGENCY REFUGE OR SAFETY AREAS**

Areas of Refuge are spaces where people who are unable to evacuate due to mobility or injury, may shelter until rescue arrives. Designated refuge areas may have signage stating that the location can be used for refuge. Potential refuge locations will not have signs.

Not all buildings are equipped or required to have *refuge areas*. In these instances, it is possible to select the best possible safety area to shelter until rescue arrives.

DESIGNATED AND POTENTIAL REFUGE AREAS

| Location | Description |
|----------|-------------|
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Potential Refuge Areas

- An area that does not block the egress path of others.
- An area that offers a circulation path for wheelchair users. A circulation path is an open and unobstructed route through and out of the building.
- A location near a stairwell or hallway that does not have risks of falling debris or shattering glass.
- TEST COMMUNICATIONS: At the location, test cell phone reception.
- A location away from windows or open visibility (especially for violent events).
- An area with adequate emergency exit lighting.
- An enclosed stairwell that will not impede the evacuation of others.
- An adjoining building behind fire doors.
- An office with a door, located a safe distance from the hazard.
- Exit balcony or corridor.

EVACUATION PLANNING FOR INDIVIDUALS WITH A DISABILITY

To receive emergency evacuation planning assistance, contact your Building Emergency Coordinator or the Office of Emergency Services, oes@ucsc.edu.

- Contact Emergency Services to request evacuation assistance planning, oes@ucsc.edu.
- Practice utilizing evacuation routes and assembly areas, report access concerns to oes@ucsc.edu.
- Notify the campus if you cannot hear or see fire alarms.
- Review campus and regional disaster planning resources.
- Develop a personal emergency kit.
- Prepare a service pet emergency kit.

DISASTER PLANNING RESOURCES AT OES.UCSC.EDU

- *[American Red Cross, Preparing for Disaster for People with Disabilities and Other Special Needs.](#)*
- ADA National Network, <https://adata.org/emergency-preparedness>
- *[FEMA, Preparing Makes Sense for People with Disabilities, Others with Access and Functional Needs and the Whole Community.](#)*
- *[UCSC Evacuation and Emergency Preparedness for People with Disabilities](#)*

EMERGENCY EQUIPMENT

An Automated External Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. An AED is only to be applied to victims who are unconscious, not breathing normally, and show no signs of circulation such as normal breathing, coughing or movement. An AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock. Persons performing rescue should perform aid within the scope of their training.

UCSC's AED locations are listed on the [OES AED](#) web site and available through the Pulse Point phone App.

AED, FIRST AID AND EMERGENCY EQUIPMENT IN THIS BUILDING OR UNIT

| Item | Location | Point of Contact (if applicable) |
|---------------------------------------------------------------|----------|----------------------------------|
| Automated External Defibrillator (AED) 1 | | |
| Automated External Defibrillator (AED) 2 | | |
| Building First Aid Kit | | |
| Building Emergency Response Kit (optional for some locations) | | |
| Notes | | |

BUILDING FIRE HAZARDS

| Known hazards | If yes, location. If not indicate N/A |
|--------------------------------|---------------------------------------|
| Combustible paper / cardboard? | |
| Combustible plant materials? | |
| Combustible plastics? | |
| Flammables? | |
| Other? | |

NOTES

CRITICAL OPERATING EQUIPMENT AND DUTIES

Indicate here any critical processes that are necessary before and after an evacuation.

| Critical operating duties BEFORE evacuation | Person(s) responsible | Mobile Phone Number |
|------------------------------------------------|-----------------------|---------------------|
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| Critical Operating Duties AFTER Evacuation | Person(s) responsible | Mobile Phone Number |
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EMERGENCY PROCEDURES

UCSC's emergency procedures.

BOMB THREAT

- If you receive a bomb threat via the telephone:
- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
 - Write down the date and time of the call.
 - Take notes. Pay attention to details. Ask as many questions as possible:
 - When will it explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - Where did you leave it?
 - Did you place the bomb?
 - Who is the target?
 - Why did you plant it?
 - What is your address?
 - What is your name?
- Listen to the caller's voice. See if you can identify speech patterns (accent, tone).
- Emotional state (angry, agitated, calm, etc.)?
- Background noise (traffic, people talking and accents, music and type, etc.)?
- Age and gender?
- For all types of bomb threats:
- Write down:
 - The date and time the threat was received
 - How the threat was received (letter, note, telephone)
- Call the police and relay the information from the bomb threat. Follow their instructions.
- Check your work area for unfamiliar items. Do not touch suspicious items, report them to the police.

If conditions are unsafe, or you are instructed by emergency responders to evacuate the building, immediately evacuate.

-CRIMINAL OR VIOLENT INTRUDER / ACTIVE SHOOTER / SUSPICIOUS PERSON

Report suspicious situations or persons to campus police.

- Familiarize yourself with your building.
 - Which rooms provide the most security? Seek rooms that can be locked, have no windows and have cell phone reception.
 - If possible, select rooms with a landline phone (note: cell towers may be overwhelmed or damaged during emergencies).
- When in danger, prepare to Run, Hide, or Fight. **RUN** if you can. If you cannot **RUN**, then **HIDE**. If you cannot **HIDE**, then **FIGHT**.
- **RUN**: Escape as soon as a threat is apparent.
- **HIDE**: Locate a secure room:
 - Lock all doors.
 - Barricade doors with furniture.

- Silence cell phones.
- Do not congregate in one portion of the room.
- Avoid areas that are visible from outside the room.
- Familiarize yourself with the buildings you frequent:
 - Which rooms provide the most security? Seek rooms that can be locked, have no windows and have cell phone reception.
- **FIGHT:** Use any object that will serve to stop the attacker. If the doorway cannot be secured, quickly plan with others to stage an ambush near the entry. Tackle and pin the attacker when they pass through. Grab the weapon and push it to the ground. Protect yourselves!
- Before opening a door for first responders, verify who they are. You might ask that they slip an ID under the door or make a radio call that you can hear. Once verified, follow their instructions and keep your hands visible.
- If you are the victim of, are involved in, or are a witness to any violation of the law such as assault, robbery, theft, overt sexual behavior, etc. call the police as soon as possible. If it is safe, wait for police in order to provide them with more information.

Report suspicious situations or persons to campus police.

DEMONSTRATION, PROTESTS AND CIVIL DISOBEDIENCE

USCS is committed to assuring that all persons may exercise their constitutionally protected rights of free expression, speech and assembly. Protests shall not infringe upon public safety or cause a disruption to university operations. If a protest is disruptive -

- In the event of a building occupation, for safety purposes, employees are expected to leave the building and, to the degree possible, secure office areas behind them. Do not wait for instructions to evacuate. If it is not safe to exit, secure in place and call 911.
- When it is safe to do so, employees should meet at the building's designated Emergency Assembly Areas.
- Check in with your Floor Marshal, Building Emergency Coordinator and/or supervisor for further instructions.
- If the assembly area is not safe, seek shelter and safety at an alternative location, then check in via phone or email with your Floor Marshal, Building Emergency Coordinator and/or supervisor.
- While exiting, if it is safe to do so, employees should:
 - Secure confidential and sensitive information
 - Lock and close all doors
 - Take your laptop
 - Take other personal items that you will need
- If imminent danger exists, call 911.

EARTHQUAKE

While You Are Inside the Building:

- Duck under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.

- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other obstruction.
- Avoid windows, filing cabinets, bookcases, and other heavy objects that could fall or shatter.
- Stay under cover until the shaking stops, then leave the building and go to the emergency assembly area or another designated location. Check in with a Floor Marshal, Building Emergency Coordinator and/or your supervisor.
- If it is safe before evacuating, stabilize any laboratory procedures or equipment that could create further hazards (e.g., turn off Bunsen burners and electrical equipment).

While You Are Outside the Building:

- Move away from trees, signs, buildings, electrical poles, wires, fires, and smoke.
- Protect your head with your arms from falling debris.
- Proceed to the emergency assembly area or a pre-designated alternate assembly area. Report to your roll taker.
- Stay alert for further instructions.

ELEVATOR FAILURE

If you are trapped in an elevator, use the emergency telephone inside the elevator to call for assistance or press the elevator alarm inside the elevator to summon help.

EVACUATION FOR CAMPUSWIDE WILDLAND FIRE INCIDENT

ALERT NOTIFICATION:

The alert notification may direct you to - Evacuate, shelter in place, or relocate.

Upon conclusion of the incident, an alert notification will indicate when the situation is “all-clear” and when access to the campus is restored.

MESSAGING: Emergency notifications may indicate:

- Identification or location of the hazard or threat
- The timeliness requested of your response so that you may achieve safety
- Recommended courses of action (e.g. evacuate, shelter in place, re-locate)
- Where to access emergency shuttle, disability transit pickup sites, or road closures
- Emergency assembly or shelter locations

WHEN TO ACT:

If you are not safe, DO NOT WAIT for an official evacuation order, flee from the fire or smoke threat immediately. When an evacuation order is given, respond immediately. Do not return to your residence or office to pick up personal items. Stay tuned to the alert notification systems listed above. University officials, police, or fire will provide evacuation orders.

METHODS FOR ACHIEVING SAFETY:

Emergency responders may direct you to evacuate, to shelter in place, or to move to another location of the campus. Your cooperation with these procedures will contribute to everyone’s safety. Assembly locations will be provided within the alert notification.

- Evacuate when directed to do so. Use any means possible to seek safety: flee by car, foot, bike, mass transit. Continue moving away from the threat until you are safe. Evacuate by personal vehicles when traffic is moving quickly enough to egress. Provide emergency carpooling to colleagues and friends.
- If you cannot access your car or if traffic is moving too slowly, abandoned your car and evacuate by foot.

Shuttles and buses will only operate when conditions are safe to operate. Do not wait at bus stops during an evacuation; continue moving away from the fire.



If you need mobility assistance, call Disability Van Services for pickup (831) 459-2829. Van drivers are not emergency rescue personnel. If emergency rescue is needed, call 911. When possible, move near the road so drivers or rescuers can quickly locate you.

Shelter in Place: If ordered to shelter in place, stay where you are. Remain calm. The building or open space that you are sent to will be chosen by first responders. If the direction of the hazard changes, respond as needed to seek safety.

Relocate and Shelter in Place: First responders or notifications may direct you to move, proceed quickly to the new location.

Short Term Shelter: If you are directed to or transported to an off-campus shelter, register at the site to report that you are safe. If the campus must close due to fire, begin arrangements to return home or see shelter staff to request extended shelter assistance.

Long Term Shelter: If directed or transported to a long-term shelter, check in and follow directions provided at the shelter. If the campus closes, begin arrangements return home or see shelter staff to request extended shelter assistance.

Once you are safe, notify family and your campus contacts (Parents, Residential Assistants, Supervisor, or Manager).

EXPLOSION

If there is an explosion:

- Take cover under sturdy furniture, or leave the building if it is safe to do so. Follow directions provided by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move away from the hazard site to a safe location.

If instructed to evacuate, use the stairs only; do not use the elevators.

FIRE EVACUATION (BUILDING)

When a fire alarm sounds, you must evacuate.

- It is illegal to remain in a building when a fire alarm sounds.
- Evacuate using your closest and safest emergency exit (follow evacuation signage).
- If you see a fire and the alarm is not sounding, immediately notify the fire department by pulling the hand pull at the alarm station upon evacuating. Call 911 from a safe location to provide details of the situation.
- If you are trained and able and it is safe to do so (with a sure and safe exit), use a portable fire extinguisher to extinguish the fire. Attempt no more than 5 seconds of extinguisher use to put out the fire. If the fire continues to burn, evacuate immediately.
- On your way out, warn others, and close doors behind you.
- Use stairs only; do not use elevators.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors with the back of your hand to check for heat. If cool, open slowly. Do not open doors if they are hot; seek an alternative exit.
- Re-enter the building only when instructed to do so by emergency responders.



If you have a disability, which prohibits you from egressing down stairs, move to the safest location near an exit and call 911. This may be the doorway near a stairwell, a classroom or an office near the exit.

FLOOD OR PLUMBING FAILURE

- Cease using electrical equipment.
- Evacuate the building if necessary.
- Call Physical Plant (see contact list at the beginning of the plan).

GAS SMELL

If you smell natural gas:

- Cease all operations immediately.
- Do not operate light switches.
- Evacuate as soon as possible.
- Call 911.

For leased locations, call the building manager / owner after evacuating.

HAZARDOUS MATERIAL RELEASE

For Non-Users of the Hazardous Material:

- If a hazardous material is released or spilled near you and you are not a user or knowledgeable about hazardous materials, call 911 immediately and move away from the release area.

For Users of the Hazardous Material:

If you are a hazardous material user and you caused the release of a hazardous material, follow the department's hazardous materials spill emergency procedures for cleaning up the spill. All hazardous materials users should be trained on proper use and storage of hazardous materials, including proper procedures for preventing spills and emergency procedures when a spill occurs.

If you have not been trained and do not know what to do, leave the area and warn others. When you are at a safe location, call 911 immediately.

MEDICAL EMERGENCIES

- If you are injured or have a medical emergency in the workplace, call 911. If you are unable to use the phone, verbally call for help.
- If you witness an injury where emergency assistance is needed, call 911 as soon as possible from a safe location.
- Providing Emergency Assistance: Certified first aid, CPR and AED rescuers may provide emergency assistance within the scope of their training.
- Be safe -
 - First, ensure the scene is safe.
 - If the person is alert, obtain consent.
 - If the person is a child, obtain parental consent. If the parent is not present, consent is implied.
 - If the person is unconscious, consent is implied, render aid.

STEAM LINE FAILURE

- Avoid live steam; serious burns can result.
- Call Physical Plant (see contacts on page 1). If the space is leased, contact the building owner/manager immediately.

SUSPICIOUS PACKAGE

Be observant of suspicious boxes, objects, or packages. Do not handle or touch the object. Move to a safe area and call the police immediately. Use a telephone in a safe area. Do not operate any power switches, and do not activate the fire alarm.

UTILITY LOSS (SHORT TERM)

Weather and other influences cause utility loss at UCSC. When the campus receives details that an outage may be several hours, a CruzAlert may provide a campus advisory. The timeliness of outage notifications will vary depending on how quickly the cause, effect and repair can be investigated.

- If the building fire alarm sounds, and/or upon notification by police or CruzAlert, evacuate your building.
- Use a cell phone or flashlight to guide your way. Use only battery operated candles. Open flames and burning are prohibited on UCSC property.
- In laboratory buildings, fume hoods do not operate during a power outage. Many laboratories should not be used until ventilation is properly restored.
- If your work location is leased, contact the owner or property manager for utility updates.

UTILITY LOSS FOR PUBLIC SAFETY POWER SHUT DOWN (LONG TERM – MORE THAN 24 HOURS)

Public Safety Power Shutdowns are forced electric utility shutdowns, which are enacted to mitigate wildland fire risks.

- If your building fire alarm sounds, and/or upon notification by police or CruzAlert, evacuate your building.
- Use a cell phone or flashlight to guide your way. Use only battery operated candles. Open flames and burning is prohibited on UCSC property.
- In laboratory buildings, fume hoods do not operate during a power outage. Many laboratories should not be used until ventilation is properly restored.
- If your work location is leased, contact the owner or property manager for utility updates.

Plan and Prepare

- Put electronics in power saving mode
- Stock enough non-perishable and non-cook items for the anticipated duration of the outage
- Purchase or order your emergency resources before the power shutdown occurs
- Unplug electronic devices to avoid power surge damage when the power is restored
- Have emergency lighting (flashlight, headlamp)
- Build an [emergency preparedness kit](#)
- Fuel your car
- Have 3 gallons of backup water (covers 1 person for 3 days)
- Make ice to chill medicine or foods

Safety

- During high wind weather events, stay inside when possible. Large falling branches can cause serious injury and driving hazards.
- Prevent spoiled foods by keeping refrigerators closed, check food for bad odor/color and throw out as needed.
- Areas of the UCSC campus may be extremely dark. Be cautious of motor traffic, drivers may have a difficult time seeing you.

Medical

- In advance, purchase redundant power systems for medical devices (battery backup).
- Establish a phone check-in system with a friend or family member.

VENTILATION PROBLEM

If you smell odors coming from the ventilation system:

- Immediately notify Physical Plant. If the space is leased, notify the building owner or contact person.
- If an odor is causing headaches, lightheadedness or upset stomach, cease all operations and evacuate immediately to the Emergency Assembly Area.
- If smoke or cloudy air is present, pull the fire alarm, then call police from a safe location.

ADDITIONAL PROCEDURES SPECIFIC TO THIS BUILDING OR UNIT

The following are specific emergency procedures for this building or population.

RESOURCES

OFFICE OF EMERGENCY PROCEDURES

Visit the Office of Emergency Services web page for links to emergency preparedness information.

FLOOR MARSHAL ZONES

If Floor Marshal zones are used for this location, attach them the Building Emergency Plan. At some locations, Floor Marshal zones may only be available during standard business hours.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Visit the Office of Emergency Services web page for a map of AED locations.

ADDITIONAL SOURCES:

FEMA, <https://www.ready.gov/>

OSHA Emergency Action Plan, Evacuation Elements.

<https://www.osha.gov/SLTC/etools/evacuation/evac.html>

Standardized Emergency Management <http://www.caloes.ca.gov/cal-oes-divisions/planning-preparedness/standardized-emergency-management-system>

VISIT THESE SITES FOR ADDITIONAL INFORMATION

| Topic | Source |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Campus Emergency Procedures• Fire Extinguisher Training• Personal Emergency Procedures• Emergency Training Videos• Campus Emergency Procedures• Department Resiliency Planning | For emergency preparedness training and resources visit the Office of Emergency Services at https://oes.ucsc.edu/ UCSC Police Department https://police.ucsc.edu/ |
| To Register for CruzAlert | https://oes.ucsc.edu/cruzalert/ |
| For additional department or resident information | Contact your supervisor or Residential Advisor |