HSSEAS EMERGENCY PROCEDURES

FIRE
- **ACTIVATE** a fire alarm.
- **CALL 911.**
- Never use an elevator during a fire evacuation.
- Evacuate down stairs.

EARTHQUAKE
- **TAKE COVER** under a table or desk to avoid falling objects.
- Do not attempt to evacuate from the building until it is safe to do so.
- Stay away from windows or tall cabinets that could fall.
- Move cautiously.

POWER OUTAGE/ FAILURE
- **CALL 310.825.9236 (X59236)**
- If inside an elevator, press the phone button.
- Wait for instructions, be patient.

FLOODING, SPILLS, HAZARDOUS MATERIALS
- Major spills in the lab:
  - Call 911 or EHS&S at 310.825.9797 (x59797)
  - Identify yourself, the location/phone, material spilled and possible injuries
  - Assist injured persons. Isolate contaminated persons
  - Avoid contamination or chemical exposure of yourself and others
  - Close doors or control access to spill site
  - Communicate critical spill information to first responders
  - Follow evacuation instructions

DEPT. EMERGENCY ASSEMBLY AREAS
- Bus Stop: EE MAE Portola Plaza: BE MSE Court of Sciences: CBE CEE CS DU

EVACUATION
- **Remain Calm**
- Assist persons with disabilities
- Do not use elevators
- Take emergency supplies, rosters
- Close doors, but **DO NOT LOCK THEM**
- Floor wardens should lock the building or monitor any open entrances if it does not jeopardize their own safety.
- Floor wardens account for evacuating personnel
- Do not re-enter the building

FLOODING
- Call #36 from campus phones or 310.825.9236 (X59236).
- Major spills in the lab:
  - Call 911 or EHS&S at 310.825.9797 (x59797)
  - Identify yourself, the location/phone, material spilled and possible injuries
  - Assist injured persons. Isolate contaminated persons
  - Avoid contamination or chemical exposure of yourself and others
  - Close doors or control access to spill site
  - Communicate critical spill information to first responders
  - Follow evacuation instructions

BOMB THREATS, SUSPICIOUS ACTIVITY
- If you receive a bomb threat call, **REPORT TO POLICE**:
  - Caller’s gender, age, unique speech attributes.
  - Indications about where the device is, when it is set to go off, what it looks like, why it was placed.
  - If a threat was delivered, describe messenger or any suspicious persons in the area.
  - Evacuation decisions rest with UCPD or the University Administration.
  - Follow instructions precisely as evacuation may be to an alternate site.