



UNIVERSITY *of* CALIFORNIA, SAN DIEGO
SCHOOL OF MEDICINE

MEDICAL EDUCATION

Emergency Action Plan

Division of Medical Education, School of Medicine

EMERGENCY PHONE NUMBERS

Fire **911**
Police **911**
Medical **911**

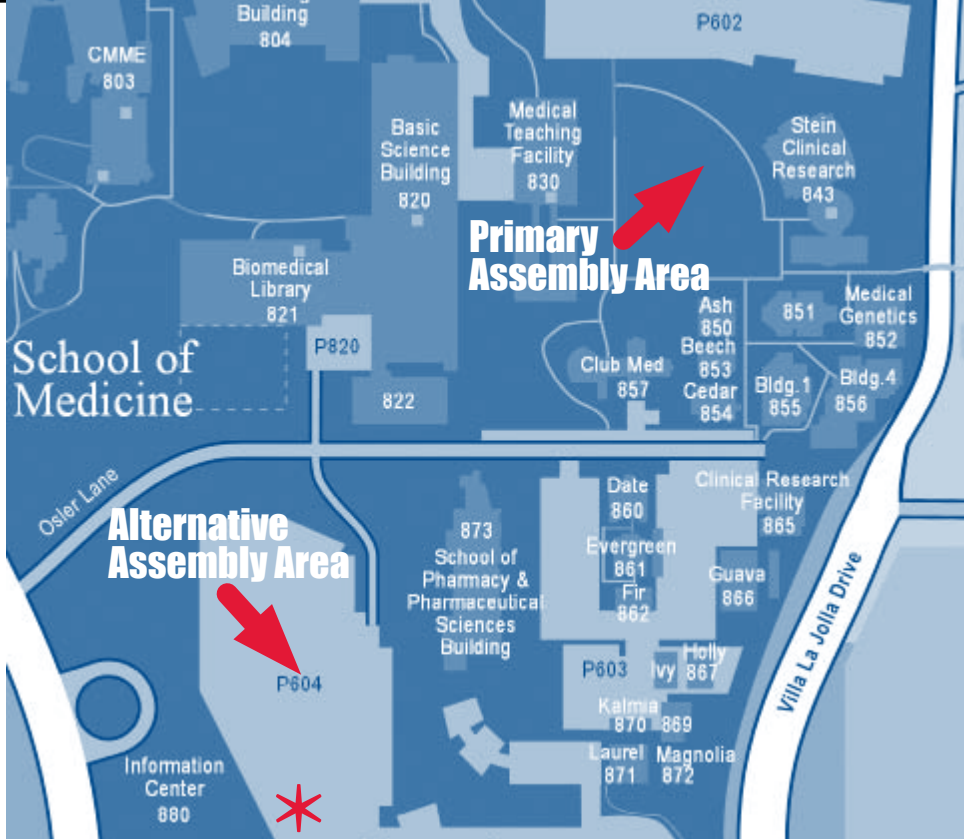
From campus phone, call 911

From non-campus or cell phones, call (858) 534-HELP (4357)

| | |
|--|--|
| Thornton Emergency Room | 77600 or (858-657-7600 from cell phone) |
| Poison Control Center | (800) 876-4766 |
| UCSD Emergency Status Info | (888) 308-8273 |
| Medical Education (only): Emergency Update Info | (877) 534-NEWS (6397) |

CALMLY STATE:

- Your name
- Building and Room location of the emergency
- Nature of the emergency: fire, chemical spill, etc.
- Injuries
- Hazards present: broken glass, blocked doorway, chemical spills, etc.
- A phone number near the scene where you can be reached (or your cell phone)



ALL BUILDING OCCUPANTS are to evacuate immediately and go to designated assembly area until the building has been searched and campus police have declared it safe for re-entry.

EMERGENCY SUPPLY CONTAINERS are located throughout the UCSD campus and contain medical supplies, hazardous spill cleanup materials, search and rescue equipment, etc. Keys for these containers reside with Campus Police and designated emergency response staff. The Division of Medical Education is located in Region 4 (see red star on map above *).

MED-ED SAFETY TEAM

| AREA | EXT | EMAIL |
|---|-------------------------|---|
| Basic Science Building - Offices Cindi Pittroff-Martinez | 44703 | cpittroff@ucsd.edu |
| Basic Science Building – MD Labs Chris Hopkins Lisa Krenzer | 44125 44125 | chopkins@ucsd.edu lkrenzer@ucsd.edu |
| Basic Science Building – AP Labs Rick Wilson Mark Gary | 48627 44126 | rwilson@ucsd.edu mdgary@ucsd.edu |
| MTF Lower Level Brian Zeglen Natalie Price Catherine Doran | 41515 25631 22014 | bzeglen@ucsd.edu neprice@ucsd.edu cdoran@ucsd.edu |
| MTF Upper Level Todd Porteous Josh Breslow | 45816 43288 | tporteous@ucsd.edu jbreslow@ucsd.edu |
| Evergreen & Date Buildings Jill Collier Ana Nastich | 24770 41535 | jcollier@ucsd.edu anastich@ucsd.edu |
| Professional Development Center Vivien Hercules Anita Richards | 21387 21389 | vhercules@ucsd.edu ajrichards@ucsd.edu |
| SAFETY COORDINATOR Andrea Mondragon | 26530 | amondragon@ucsd.edu |
| SECONDARY CONTACT Brian Webb | 44123 | cwebb@ucsd.edu |

BUILDING EVACUATION PROCEDURES

- STAY CALM, and quickly move to the outside of the building using the nearest door marked with an EXIT sign.
- Close and secure all doors as you leave. Take your keys with you.
- DO NOT USE ELEVATORS. Proceed to the nearest safe stairway.
- Be certain all persons in the area are evacuated immediately to the designated assembly area (see map)
- Help those who need special assistance – disabled, small children, etc.
- Wait for instructions from emergency response personnel.

FIRE PROCEDURES

Small Fire

- Pull fire alarm and call Campus Police at 9-1-1.
- Locate fire extinguisher and use it IF TRAINED to do so.
- Make sure you have an unobstructed exit available to you.
- Pull the finger pin located in the extinguisher's handle.
- Aim nozzle at the BASE of the fire.
- Squeeze handles and sweep from side to side until fire is out.
- Notify UCSD Fire Marshal at (858) 534-1062.

Safety Precaution: Keep thick-soled shoes at desk in the event of broken glass.
(Many shoes have thin soles and are unsafe for walking over shattered glass.)

Large Fire

- Pull fire alarm and call Campus Police at 9-1-1.
- IMMEDIATELY evacuate the building, using stairway.
- Close door behind you to confine the fire.
- Assist those with disabilities, children, etc.
- Go to designated assembly area (see map)
- Remain outside, upwind from any smoke until fire department personnel have arrived, contained the fire and turned off alarm.
- Re-enter building AFTER emergency response personnel have given clearance.

Earthquake Procedures

- Quickly take cover under a desk or table, arch or stairwell. If none available, move against an interior wall and cover your head with your arms.
- Stay away from large windows and shelving systems.
- After shaking has subsided, survey immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.).
- Evacuate the building using the stairway.
- Go to designated assembly area (see map)
- Personnel will not be allowed to return to their work area until the building has been structurally inspected and declared safe.

Bomb Threat Procedures

- Get as much information from the caller as possible.
- Record the time of the call
- Ask the following questions:
 - When will the bomb go off?
 - Where is it?
 - What does it look like?
 - Why was it placed in the building?
 - Who is calling?
- Take note of the following:
 - Caller's gender
 - Approximate age
 - Is the voice familiar?
 - Does the person have an accent or unique speech attribute?
 - Are there any unique background noises?

If the bomb threat was hand delivered:

- Try to recall a description of the messenger or other suspicious persons in the area.



University of California, San Diego
School of Medicine
Division of Medical Education
9500 Gilman Drive
La Jolla, CA 92093-0602
(858) 822-6530
e-mail: amondragon@ucsd.edu