

UCSB *EMERGENCY* *GUIDE*

UCSB Emergency 9-1-1

www.ucsb.edu

91.9 FM (KCSB)

**888-488-UCSB
(888-488-8272)**

1610 AM

**211
or 800-400-1572**

**888-SB-ROADS
(888-727-6237)**

**800-427-ROAD
(800-427-7623)**

UCSB Web Site

UCSB Radio Station

Emergency Information (Recording)

Parking/Emergency Information (Recording)

Helpline SB County Health & Human Services

Santa Barbara Road Conditions

CALTRANS Road Conditions

EMERGENCY PREPAREDNESS AT UCSB

Emergencies can come without warning at any time. Being prepared to handle unexpected emergency events is an individual as well as an organizational responsibility, and your safety is of primary importance. This emergency information flipchart was developed to assist you in preparing for potential emergencies, and in taking appropriate actions to protect yourself and others in an emergency situation.

Visit the UCSB emergency preparedness website, <http://emergency.ucsb.edu> for more preparedness information. In the event of an actual emergency, up-to-date information will be posted on the main campus website, <http://www.ucsb.edu>.

The UCSB Emergency Operations Plan (EOP) establishes policies, procedures, and an organizational structure for the preparedness, response and recovery of emergency events impacting the UCSB campus. In addition to the UCSB EOP, departments are required to complete and update a Department Emergency Action Plan (DEAP). DEAP templates are on the UCSB emergency preparedness website.

What can you do now?

- Read this flipchart and familiarize yourself with it before an emergency; keep it available for quick reference
- Familiarize yourself with the Building Specific Emergency Information found on your department safety bulletin board, which describes locations of exits, fire extinguishers, emergency resources, and building emergency assembly points
- Review your Department Emergency Operations Plan, and be familiar with your Department Safety Representative and their role in an emergency
- If you haven't done so already, register for UCSB Alert, an emergency notification service at <http://alert.ucsb.edu>
- Maintain personal emergency supplies at work, home, and in your car

EMERGENCY PREPAREDNESS AT UCSB

CIVIL DISOBEDIENCE OR DEMONSTRATION

Most campus demonstrations will be peaceful and business should continue as usual.

- Avoid the area of the demonstration or protest
- Avoid provoking or obstructing the demonstrators
- If a class or event is disrupted, the offending person(s) should be requested to leave. If they refuse, call Police at 911
- Continue with your normal routine. If a building is occupied by demonstrators, you may want to consider exiting the facility and staying away from doors and windows until the scene is stabilized
- Listen to any directions given to you by police or a University official

EXPOSURE TO BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS

To prevent exposure:

- Post-doctoral researchers, graduate students, and undergraduates generating medical waste are required to attend bloodborne pathogens training annually
- Review and follow your lab's *Bloodborne Pathogens Exposure Control Plan*
- Review and follow your lab's *Aerosol Transmittable Disease Biosafety and Exposure Control Plan*
- Contact the EH&S Biosafety Officer for more information

If you are exposed to blood or other potentially infectious materials:

- Immediately wash area(s) with soap and water and use an emergency eyewash or shower for 15 minutes
- If medical assistance is required, follow the guidance in the *Medical Emergency* tab in this flipchart

SHELTER-IN-PLACE

'Shelter-in-place' means seeking immediate shelter inside a building. This action may be taken during a release of chemical, biological or radiological contaminants into the environment in such a quantity and/or proximity to a location that it is safer to remain indoors rather than to evacuate.

Preparing to Stay or Go

Use available information to assess the situation and determine if there is immediate danger. In any emergency, local authorities may or may not immediately be able to provide information on what is happening and what you should do. If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to 'shelter-in-place.'

Shelter-in-Place Procedures

- Select an interior room within your facility, and take refuge there.
- Shut and seal all doors, windows, and air vents as best as possible to prevent outside air from coming in
- Isolate yourself as much as possible from the external environment
- Monitor all available communications
- If you are specifically told to evacuate or seek medical treatment, do so immediately

MEDICAL EMERGENCY

If the situation is threatening to life or limb, emergency medical care should be sought immediately

- Call 911 for paramedic assistance
- If poisoning is suspected, contact the Poison Control Center at 800-222-1222

Staff and Faculty Work-Related Injuries and Illnesses

- Notify your supervisor
- Call the Workers' Compensation Incident Reporting Line immediately: 877-682-7778 (toll-free, 24 hours a day)
- If medical treatment is required please contact your supervisor (or the Workers' Compensation office at 805-893-3145) for authorization. Further information can be found at <http://www.workcomp.ucsb.edu/mtaf.htm>
- Complete an Incident Report form, and fax it to the UCSB Workers' Compensation Office at 805-893-8521 within 24 hours of the University's first notice of incident. Incident Reporting procedures can be found at <http://www.workcomp.ucsb.edu/reportingprocedure.htm>

Immediately contact EH&S at 805-893-3194 if an employee is expected to be hospitalized for 24 hours or longer, or has an injury that results in a loss of limb (amputation) or loss of life. These incidents must be reported to OSHA within 8 hours of the event.

Student Injuries and Illnesses

- If immediate medical assistance is required, call 911. There is no charge for the paramedics to evaluate a victim. If transport is required to the emergency room, standard charges apply
- Undergraduate and Graduate Students can be treated at Student Health Services. Call 805-893-3371 for more information

MEDICAL EMERGENCY

SEVERE WEATHER

If at work:

- Monitor media reports, especially 91.9 FM (KCSB) and 1610 AM (audible within 3 miles of campus)
- Check the UCSB home page at <http://www.ucsb.edu>
- Check campus e-mail for pertinent messages
- Determine if roads are safe before leaving

If at home:

- Assess conditions and determine if roads are safe before leaving home
- For information on road conditions in Santa Barbara County, visit <http://SBRoads.com> or call 888-SB ROADS (1-888-727-6237) for recorded information
- Monitor media reports for conditions including 91.9 FM (KCSB) and 1610 AM
- Check the UCSB home page at <http://www.ucsb.edu>
- Do not take risks in order to return to campus
- Contact your department for information

FIRE

- Know the location of fire extinguishers in your area and know how to use them. Fire extinguisher training is available for departments by request at 805-893-7751
- For a minor fire that appears to be controllable, activate the building fire alarm system at the nearest manual fire alarm pull box. Immediately call 911. Use the appropriate fire extinguisher to control the flames. Get help if necessary
- For a larger fire that is not easily controllable, close all doors to confine the fire and to reduce oxygen. Activate the building fire alarm system at the nearest manual fire alarm pull box, then immediately call 911. Give all information requested (your name, exact location, size and progress of the fire, etc.)
- Notify your supervisor or instructor, then evacuate the building by quickly walking to the nearest exit, alerting people as you go and assisting those with disabilities as necessary. Do not use elevators for evacuation
- Once outside, move to a clear area at least 50 feet away from the affected building. Keep the walkways and vehicle access lanes clear for emergency vehicles. Utilize the designated building Emergency Assembly Point if it is free of smoke, and wait for instructions
- **DO NOT RETURN TO THE AFFECTED BUILDING UNTIL TOLD IT IS SAFE BY A FIRE OFFICIAL**
- Report all fires, regardless of size to Campus Police at 805-893-3446
- Report any fire extinguisher that has been discharged, has lost pressure, or is out-of-date to Physical Facilities - Life Safety Services at 805-893-8300

SUSPICIOUS PACKAGE/LETTER/OBJECT

First, be suspicious if you come across mail or packages with:

- Protruding wires or strange odors
- Excessive tape or string
- Oily spots, discolorations, or crystallization on the wrapper
- Excessive postage
- Addressing mistakes and issues, including misspelled words, badly typed or written addresses, wrong titles with names, no return addresses, etc.

Second, if you do see one or more of these tell-tale signs, you should:

- Stop...don't handle the item
- Isolate it immediately
- Don't open, smell, or taste it
- Call 911 and notify your supervisor

SUSPICIOUS PACKAGE/LETTER/OBJECT

RADIOACTIVE CONTAMINATION/SPILLS

Call EH&S at 805-893-3194 (24 hr phone line) for assistance.

- State that assistance is needed from EH&S Radiation Safety related to a radiation emergency
- State your name, phone number, location, and nature of the radiation emergency (personnel or area contamination)

Personnel Decontamination*

If a person has been contaminated with radioactive material:

- Immediately remove all contaminated items of clothing. Place contaminated items in a bag
- Wash contaminated skin with cold water and a mild soap
- If medical assistance is required, follow the guidance in the Medical Emergency tab in this flipchart

Containing the Spill/Room Evacuation*

- Notify people in the immediate area that a spill has occurred
- Confine/isolate the spill with absorbent paper or another suitable material
- If deemed appropriate, or if directed by EH&S, evacuate all people from the immediate area of the spill to a nearby location where they can be surveyed for contamination
- Close all doors to the contaminated room and post signs indicating the hazardous condition
- Limit the movement of contaminated people to reduce the spread of contamination

* Decontamination of personnel and areas must be performed by people who are properly trained and who are wearing appropriate protective clothing, including disposable gloves, a lab coat, long pants and fully enclosed shoes (e.g., no shorts or sandals). Persons performing decontamination must have radiation-monitoring equipment appropriate for the radiation emitted by the radionuclide involved in the spill.

CHEMICAL INCIDENTS

Exposure to Personnel

- If it is safe to do so, remove contaminated victim(s) from area
- Call 911 for immediate medical attention or if chemical release threatens others. (Refer to the *Medical Emergency* tab in the flipchart)
- If necessary, activate the fire alarm, and evacuate the building
- Remove contaminated clothing and use emergency eyewash/shower
- Administer first aid as appropriate
- Notify EH&S at 805-893-3194 (24 hr phone line)
- Provide information, including Safety Data Sheets (SDSs) <http://ehs.ucsb.edu/msds> to emergency responders

Contamination of Equipment/Facilities

- If a spill/release is a threat to health or safety, call 911
- Restrict access to avoid exposure and spread of contamination
- Perform cleanup only if you feel it is safe to do so, you are familiar with the material, and you are properly trained and equipped. Some lab buildings have communal spill cleanup supply closets. Inquire locally, or consult EH&S
- If needed, request cleanup assistance from EH&S at 805-893-3194 (24 hr phone line). After business hours, a message will refer you to another phone number
- If material is radioactive or biological, see the *Radioactive Contamination/Spills* or *Exposure to Blood or Other Potentially Infectious Materials* tabs in the flipchart
- Bag the waste and use a UCSB Hazardous Waste label. Store waste in a fume hood if material is volatile. Call EH&S at 805-893-7705 for pick up

Release to the Environment (Air, Water, Soil)

- If safe to do so, stop the release
- If a spill/release is a threat to health or safety, call 911
- Notify EH&S at 805-893-3194 (24 hr phone line)
- Follow procedures above for contamination of equipment/facilities

CRIME IN PROGRESS

- If you are the victim of, are involved in, or witness any crime on campus, such as assault, robbery, theft, threatening behavior, overt sexual behavior, call the police at 911 immediately with the following information:
 - Nature and location of incident
 - Description and location of person(s) involved
 - Any weapons seen
 - Your name, location, department and phone number
- If personal safety allows, try to get a good description of the criminal(s). Note height, weight, gender, race, approximate age, clothing, method and direction of travel if known.

ACTIVE SHOOTER

If you are involved in an active shooter situation, immediately focus on your own survival. Remember, be alert, listen to your instincts, and try to quickly decide on your best course of action. Can you safely escape? If you can, **GET OUT**. Leave quickly and warn others as you are departing. When it is safe to do so, call 911 and tell police who you are, where you are calling from and what you know about the situation.

If escape is not immediately possible, then your second course of action may be to **HIDE OUT**. Act quickly and find a space or room that locks, barricade the door, silence electronic devices, and remain silent until the police arrive. When possible, get behind something that will provide you with cover to serve as a barrier between you and a projectile.

If you can't get out or hide out and you determine that you are in imminent peril, take immediate action and make a plan to **FIGHT IT OUT!** Remain committed to neutralizing the attacker by any means necessary!

Cooperate with responding police by remaining calm, displaying empty hands with open palms, and following their directions. For Active Shooter safety training in your work unit, please contact the UCSB Police Department at 805-893-3446.

PERSON OF CONCERN

If you have a concern about someone on campus whose behavior is potentially violent, contact a member of the Threat Management Team <http://www.tmt.ucsb.edu>.

If you know that the person of concern is a student, refer to the Distressed Students Response Protocol <http://www.sa.ucsb.edu/distressedstudentsguide/Protocol/index.aspx>.

EARTHQUAKE

Before:

- Attach all bookcases, cabinets, compressed gas cylinders and other furnishings to a wall or to the floor
- Store all heavy items below head level
- Restrain chemicals that are on open shelves with seismic retaining strips

Inside:

- Stay away from windows and get under a desk or a table
- Drop, cover and hold on
- In a hallway, sit against the wall and protect your head with your arms
- In an auditorium, duck between the rows of seats and protect your head
- Take cover until the shaking stops, then evacuate the building and go to the nearest Emergency Assembly Point
- See the flipchart tab *Emergency Evacuation* for more information

Outside:

- Get to an open area away from trees, buildings, and power lines

Vehicle:

- Pull to the side of the road away from underpasses, bridges and buildings
- Remain in the vehicle until the shaking stops. Do not leave the vehicle if a power line has fallen on or near it

TSUNAMI

Most of the UCSB campus and surrounding areas should not be affected by a tsunami, except for the beach and lagoon areas. If you are in those areas, and you feel a strong earthquake, keep calm and quickly move to higher ground away from the coast. Do not use Hwy 217 to evacuate during a tsunami warning due to its low elevation.

Most tsunamis are formed by earthquakes that have occurred hundreds or even thousands of miles away, so several hours advanced warning will be provided to residents if these tsunamis will affect our coast. The exception to this is a strong local earthquake in the Santa Barbara Channel, which can generate a tsunami within minutes.

Witnesses have reported that an approaching tsunami is sometimes preceded by a noticeable fall or rise in the water level. If you see the ocean receding unusually rapidly, it's a good sign that a big wave is on its way. Go to high ground immediately.

EVACUATION

An evacuation is defined as the emptying of an occupied area and the transference of its occupants to a safe location. A critical element of any evacuation is transportation. The dense urban population, high number of resident students, and use of transportation alternatives at UCSB must be taken into account when planning the steps necessary to evacuate all campus occupants, whether they arrived by public transit, single-occupant auto, carpool, vanpool, or bicycle.

In a major emergency, the decision to implement evacuation procedures generally rests with the members of the UCSB EOC Executive Policy Group. In situations requiring immediate action, emergency responders (Police, Fire) can also order an evacuation. When evaluating the possible evacuation, several considerations will be made, including the specific threat (bomb, fire, storm, earthquake, explosion, hazardous materials incident, power outages etc.), its context (time of day, likelihood, etc.), and the recommendation of public safety officials.

After a major disaster many people may choose to leave campus to check on their family members and homes. Ideally, individuals should first check-in with their department safety representative, so that they are not assumed to be trapped or missing, and they can learn information about the emergency.

BUILDING EVACUATION

Emergency procedures and State law require that everyone exit a building when a fire alarm is activated. In a building evacuation Department Safety Representatives will try to make sure that all members of their department/unit (and any related students or visitors) are proceeding to the Emergency Assembly Area for their building. The Department Safety Representative, without re-entering the building, will then assure as best they can that the building is secured and that all personnel are accounted for. When evacuating a building:

- Proceed toward the nearest safe exit
- Do not use elevators for evacuation because they may be damaged and unreliable
- After exiting the building go directly to your building Emergency Assembly Point. If that area is no longer safe, determine the safest place away from imminent danger
- DO NOT return to your building until notified by emergency personnel

EVACUATION OF PERSONS WITH IMPAIRED MOBILITY

During emergencies when an elevator is not available or safe for use, the following procedures have been developed for those unable to use the stairs in multi-story buildings:

- Designated personnel should escort individuals with impaired mobility to a refuge such as an enclosed stairwell landing that leads to an exterior exit at the ground level
- Someone should remain with the individual while another person notifies arriving emergency personnel of the location of the person who needs assistance
- The instructions of the emergency responder should be followed, and no attempt should be made to move the individual to another building level unless there is imminent danger in the refuge
- Individuals unable to utilize the stairs and who are alone should call 911 and report the location of their planned refuge
- Anyone unable to reach a refuge location (for instance due to smoke), should close all doors into the area, call 911 and wait for emergency personnel to arrive

BOMB THREATS

Bomb threats usually come by telephone and generally are made by individuals who want to create an atmosphere of general anxiety or panic. All bomb threats should be taken seriously.

Telephone Bomb Threat:

- Take the caller seriously, and remain calm
- Ask a lot of questions. Use the checklist below as a guide.
- If possible, get a co-worker to call UCSB Police while you continue talking to the caller. Otherwise, call UCSB Police at 911 immediately after the call
- Notify your supervisor or department head
- Campus Police will determine if evacuation is necessary. If you do evacuate, move to your building Emergency Assembly Point and do not re-enter the area until instructed to do so by Police

BOMB THREAT REPORT • Questions to Ask

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. What is your name? _____
8. What is your address? _____

Exact wording of the threat: _____

Caller's Voice:

- Calm
- Nasal
- Slow
- Raspy
- Loud
- Angry
- Stutter
- Excited
- Rapid
- Deep
- Soft
- Clearing Throat
- Laughter
- Normal
- Disguised
- Distinct
- Deep Breathing
- Crying
- Accent
- Slurred
- Lisp
- Ragged
- Cracked Voice
- Familiar

If voice is familiar, who did it sound like? _____

Gender of caller: _____ Age: _____ Length of Call: _____

Accent: Local, Foreign, Regional (describe) _____

Number at which call was received: _____ Time: _____ Date: ____ / ____ / ____

Background Sounds:

- Street Noises
- Factory Machinery
- Animal Noises
- Voices
- PA System
- Static
- Local
- Music
- Long Distance
- House
- Noises
- Booth
- Motor
- Office Machinery
- Other _____

Threat Language:

- Well Spoken (Educated)
- Incoherent
- Taped
- Foul
- Message Read by Threat Maker
- Irrational

UTILITY FAILURE

Gas:

- If you smell gas, and if personal safety allows, turn off the source and evacuate the immediate area
- The human nose is extremely sensitive to the odorant placed into natural gas and so it is detectable far below any fire/explosion levels. Therefore, for low-level smells, immediately call 911
- If gas odor is strong, evacuate the building using the fire alarm pull station and call 911. Evacuate to your building Emergency Assembly Point
- Do not turn on/off any electrical equipment or light switches

Electrical Outage:

- Unplug sensitive equipment, if not connected to a surge protector
- Disconnect hazardous equipment according to your local plan
- Check elevators for trapped individuals and call 911
- Stay away from downed power lines
- Emergency exit lighting may only stay on for a short time
- During an extended power outage, you may have to leave the building and go to your building Emergency Assembly Point
- In order to maximize the emergency generator run time and efficiency, please turn off power to non-essential areas and equipment

Plumbing/Flooding:

- If personal safety allows, shut off electrical equipment and evacuate area. Do not enter area where live electrical circuits are in contact with water
- Do not drink water from any campus system after an earthquake or a flood
- Report plumbing breaks to Facilities Management at 805-893-8300, or after business hours to Police at 805-893-3446

Heating and Ventilation:

- Report air conditioning or heating problems to Facilities Management at 805-893-8300, or after business hours to Police at 805-893-3446

POWER OUTAGES IN LABORATORIES

Prepare for a Power Outage:

- Be sure the contact information on your lab door placard is up-to-date. Ideally, contacts should be knowledgeable about all of the lab's sensitive operations
- Put essential equipment on emergency power circuits, if available
- Hazardous processes that operate unattended should be programmed to shut down safely during a power failure and not restart automatically when power returns
- Identify an emergency source of dry ice for items that must be kept cold. Do not use dry ice in small enclosed and occupied areas because hazardous concentrations of CO₂ can accumulate. Unopened refrigerators/freezers will maintain temperature for several hours

During Power Outage:

- Shut down experiments that involve hazardous materials or equipment that automatically restarts when power is available
- Make sure that experiments are stable. Cap all chemical containers that are safe to cap, and then close fume hood sashes
- Check equipment that is on emergency power. In some cases, it may take 20 to 30 seconds for the emergency power to activate after a power failure
- Disconnect unattended equipment and turn off unnecessary equipment
- When power returns, check and restart equipment. Check the airflow of your fume hood; often hoods will not restart automatically

BUILDING-SPECIFIC EMERGENCY INFORMATION

A copy of this completed document should be posted on departmental safety bulletin boards along with a building floor plan.

Building Name: _____ **Building Number:** _____

Building Exit Routes (Note the general locations of exits, e.g., exit stairwell is located on the north side):



Building Emergency Assembly Point

(View <http://ehs.ucsb.edu/eap> for the most recent list of the Emergency Assembly Points)

Primary Location:

Secondary Location:

Paste Photo Here
(optional)

Paste Photo Here
(optional)

Fire extinguishers and fire alarm pull station



- Extinguishers are generally located at the **ends of exit hallways** and/or exit doors. Inside labs, they are located **near the exit door**.
- Pull stations are generally located at regular hallway intervals and at the ends of exit hallways.



Type of fire alarm signal for the building

(Check all that apply. If in doubt, contact the EH&S Fire Safety Division.)



Bells



Horns/Strobes



Strobe Flashes

Department Safety Rep: _____ Phone: _____

Alternate Department Safety Rep: _____ Phone: _____

Building Resources

Location of First Aid Kit(s): _____
(Departmental and/or local work areas)

Location of Automated External Defibrillator (AED), if available:

(Device to restore normal heart rhythm to patients in cardiac arrest)

Location of other Emergency Resources (e.g., food, water, radios, flashlights, spill cleanup supplies, etc.)

For more information on emergency preparedness and fire prevention visit Environmental Health & Safety online <http://ehs.ucsb.edu>.

Date Prepared: _____ (An electronic version is on the EH&S Web site at <http://ehs.ucsb.edu>.)