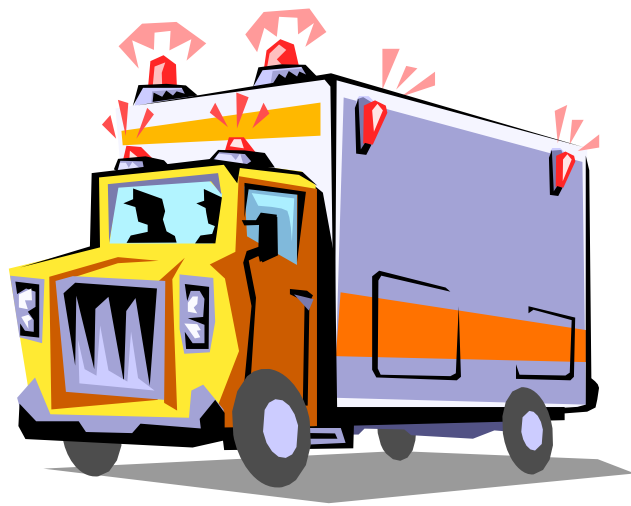


EMERGENCY AC+ION PLAN



Warren College

**CSE/EBU3B – ACADEMIC ADVISING, BUSINESS
OFFICE, PROVOST’S OFFICE, STUDENT AFFAIRS,
AND WARREN WRITING PROGRAM
LITERATURE – AIP AND COMPUTER UNIT
CANYON VIEW – RESIDENTIAL LIFE**

WARREN COLLEGE EMERGENCY ACTION PLAN

Emergency Phone Numbers

Fire, Police, Medical (From Campus phone)	911 (will route to campus police)
Fire, Police, Medical (From Cell phone)	858-534-4357
Thornton Emergency Room	77600
Poison Center	543-6000
Main Emergency Operations Center (EOC)	43609/43053
Main EOC FAX	43514
Environment, Health & Safety (EH&S)	42390
Campus Emergency Status Info	888-308-8273

When Calling 911, calmly state:

- Your name, the building and room locations of the emergency
- The nature of the emergency - fire, chemical, etc.
- Whether injuries have occurred
- Hazards present, which may affect responding emergency personnel
- A phone number near the scene where you can be reached

BUILDING EVACUATION PROCEDURES

Keep Yourself and Others Calm

- Shut down equipment that could become unstable or present a hazard.
- Gather your personal belongings such as glasses, prescription medicine, keys, purse.
- Touch closed doors before opening. If the surface is hot, do not open -- use another exit route.
- Quickly move to the outside of the building using the nearest door marked with an "EXIT" sign. Please follow these links for the floor layouts for the CSE and Literature and buildings <http://cse.ucsd.edu/pageimages/EBU3B1.jpg>; http://warren.ucsd.edu/aboutwarren/college_overview/images/Litbldg.floorplan.png
- Close, but DO NOT LOCK, all doors as you leave. Take your keys with you.

- **DO NOT USE THE ELEVATORS.** Proceed to the nearest safe stairway.
- Be certain all persons in the area are evacuated immediately. Advise emergency response personnel of any missing individuals.
- Help those who need special assistance - disabled, small children, etc.

Report immediately to the designated "safe area" located near the building.
 CSE/Literature Building occupants report to the Warren Recreational Field and Res Life Staff report to Parking Lot 205 (please refer to the following link):
http://warren.ucsd.edu/aboutwarren/college_overview/images/emergency_map.jpg.

SAFE AREAS

- Report immediately to the designated **"safe area"**. For CSE EBU3B and Literature staff the safe area is the **WARREN FIELD, across from Canyon View pool**. Person taking "HEAD COUNT": Rosalee Kitaen and/or Beth Jackson.
- Res Life safe area is parking lot 502. Head count will be done by the Warren College Resident Dean.

FIRE PROCEDURES- DO NOT PANIC

- Make sure anyone near you is safe and clear of immediate danger.
- Sound the fire alarm by pulling the nearest pull station and then call 911.
- Confine the fire by ensuring all doors in and around the fire area are closed.
- Extinguish the fire by using the correct fire extinguisher. Only use an extinguisher if you have been trained (unless extreme circumstances exist) and it is safe to do so. Evacuate the building and report to the designated "safe area." Our designated safe area is the Warren Field across from Canyon View pool.
- Assist arriving Fire Department or emergency personnel with information regarding anyone not accounted for in your area.

USE OF THE FIRE EXTINGUISHER

- Use a fire extinguisher only if the fire is small **and you have been trained**.
- Check the label on the extinguisher to make certain the extinguisher type can be safely used on the type of burning material. The extinguishers we have at Warren are B, C, D & F and can be used for burning liquids (chemicals, grease, etc.) and energized electrical equipment fires.

HOW TO USE A FIRE EXTINGUISHER

PULL the pin located in the extinguisher handle.

AIM the nozzle or hose at the base of the fire.

SQUEEZE (press) the handle.

SWEEP from side to side at the base of the fire until it is out.

Report the empty extinguisher to Auxiliary & Plant Services for replacement or repair at x43944.

EARTHQUAKE PROCEDURES

WHEN SHAKING BEGINS:

- **DUCK OR DROP** down to the floor away from glass windows or doors
- **TAKE COVER** under a desk, sturdy table, doorjamb, stairwell, or in a corner of the room away from glass. Hallways are among the safest areas; kitchens and parking garages are the most dangerous. Expect, at least, 30 seconds of strong shaking.
- **HOLD** on securely to furniture during the shaking. If the furniture moves, move with it to maintain protection. Remain in that position until shaking stops. After the shaking subsides, immediately evacuate the building to the designated “safe area,” Warren Field, across from Canyon View pool.

PERSONAL INJURY

- **Emergency First-Aid**

In any circumstance in which the victim is unconscious or appears to otherwise have serious medical problems, call 911 or x44357 (4-HELP). Apply CPR and first-aid techniques, if you have been trained. Stay with the victim until medical personnel arrives.
- **Clothing on Fire**
 - Drop the person to the floor and roll to smother the flames or
 - Drench with water if possible
 - Obtain medical help—call 911 or x44367 (4-HELP).

Violence on Campus: Terrorist Attack, gunfire, physical assault, robbery and hostage situations

- If you witness violent behavior—immediately move to a safe area and report the threat to the UCSD police.
 - From a land line: 911
 - From a cell phone: (858) 534-HELP (4357)
 - Provide as much information as you can, including:
 - Location of incident
 - Type of violence
 - Description of person(s) involved (gender, approximate age, clothing, appearance)
 - Any information about victims (number of victims, appearance, condition)
 - Direction of travel (where were the suspects last seen, where were they going)

- If you hear about a violent incident on campus:
 - Stay away from the area and warn others to do the same.
 - Check for UCSD status updates using one of the methods below:
 - Consult the UCSD Emergency Status site on blink:
<http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,2907,00.html>
 - or call the UCSD Emergency Status phone number (888) 308-8273

In the event of a UCSD emergency, UCSD has initiated a reverse 911 system that will leave messages on office phones, home phones and cell phones in addition to text messaging. All staff should sign up for this service:

http://blink.ucsd.edu/Blink/External/Topics/How_To/0,1260,22756,00.html

In addition, a PA warning system (blue poles around campus) has also been installed to alert people who are outside during an emergency.

For more detailed campuswide emergency information please visit:

<http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,3882,00.html>

Emergency Kit Supplies

Each unit of the college has an emergency supply kit to take care of each staff member in the unit for up to 3 days. The kits are located:

- Provost/Business office---located in room 1107, CSE
- Academic Advising—located in room 1137 CSE
- Student Affairs—located in room 1146, CSE
- Writing Program—located in room 1122, CSE
- AIP—located in room 210 Literature building
- Computer unit—located in room 245, Literature building