



Department of Psychiatry



Neuropsychiatric Hospital



Semel Institute, Department of Psychiatry, Resnick Hospital, Partial Programs

Department Emergency Response and Continuity Plan

Employee Emergency Action Plan –
760 Westwood Blvd

May 2025

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IMPORTANT TELEPHONE NUMBERS

(Last updated: February 4, 2013)

ON-CAMPUS TELEPHONE NUMBERS

Emergency: Fire/Medical/Police

All emergencies **9-1-1** (on-campus landline phone)
 Backup 9-1-1 (ONLY in the event the primary number is not functioning) 310-825-1491

Non-Emergency

Assistance Programs/Counseling

- Employee Assistance Program/Staff and Faculty Counseling Center.... (310) 794-0245
- Student Counseling Center (CAPS) (24/7)..... (310) 825-0768

DGSOM Emergency Management Office (310) 206-0623

Department Emergency Coordinator (310) 869-9441

Environmental, Health & Safety (EH&S) (Monday – Friday, 8:00 a.m. – 5:00 p.m.)

- Hazardous Waste Pickup (310) 206-1887
- Hazard Reporting (310) 206-7994
- EH&S Injury Hotline (24/7) (310) 825-9797
- Non-emergency large spill clean-up (24/7)..... (310) 825-9797
- Safety concerns: Business hours (310) 825-5689
- After-hours, weekends, and holidays..... (310) 825-9797

Facilities Management Trouble Call Desk (310) 825-9236

UCLA Fire Marshal's Office (310) 825-5689

Medical/Health

Students

- Arthur Ashe Student Health & Wellness Center: 221 Westwood (Bruin) Plaza
 (Monday – Friday, 1:00 p.m. - 6:30 p.m.) (310) 825-4073
- 24/7 NurseLine (after-hours, weekends, and holidays) (877) 351-3457

Employees

- Occupational Health Facility: Center for Health Sciences (CHS): Room 67-120
 (Monday – Friday, 7:00 a.m. - 4:30 p.m.)..... (310) 825-6771

Ronald Reagan Medical Center Emergency Department (24/7) (310) 825-2111

Radiation Safety Office (Monday – Friday, 7:30 a.m. – 5:00 p.m.)..... (310) 825-5689

Security (Ronald Reagan Medical Center/Center for Health Sciences) (310) 267-7100

UC Police Department (UCPD) (310) 825-1491

- Evening Walking Escorts (Dusk – 1 a.m.) (310) 784-9255

UCLA Health Sciences Media Relations Office (for all media inquiries) ... (310) 794-0777

Wardens (Facility, Floor and Area).....Refer to Attachment C

EMPLOYEE EMERGENCY INFORMATION HOTLINES**For Campus-wide information:**

Campus Disaster Hotline 1-800-900-UCLA (8252)
..... 310-825-1234

For Department-specific information:

DGSOM Disaster Hotline 310-825-9292
Health System Disaster Hotline
Westwood 310-206-3232
Santa Monica 424-259-9999

My assigned:

Facility Warden is: **Xiaoyu Wu** 310-267-5603

Team Runner is: **Efrain Solares** 310-267-0093

Assembly Area Monitor is: **Steven Fulton** 310-206-8819

Floor Wardens are: (name) (number)

** Refer to Attachment C for a complete listing of Wardens for your building.*

EMPLOYEE EMERGENCY ACTION PLAN VERIFICATION FORM

The Psychiatry Department, Semel Institute, and Resnick Neuropsychiatric Hospital developed this Employee Emergency Action Plan (EEAP) in accordance with the requirements outlined in Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1910.38. The Department Emergency Coordinator, in coordination with Facility Warden, the Building Manager, and other key personnel, provided building-specific information contained in this document.

Department Emergency Coordinator:

Name: Xiaoyu Wu C floor; Efrain Solares C floor; Steven Fulton C floor

Facility Warden:

Name: Xiaoyu Wu

Building Manager:

Name: Efrain Solares; Steven Fulton

This plan is expressly for the address of: **PSYCHIATRY 760 Westwood Blvd**

Facility Warden

By signing below, I understand my obligation to implement and maintain this Employee Emergency Action Plan (EEAP) in its entirety.

This plan includes (but may not be limited to):

- Building occupant emergency actions and instructions
- Training program

I further acknowledge I have verified this document accurately reflects information, emergency procedures, and all systems and equipment pertinent to this building.

Signature:

Date: _____

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FOREWORD

This volume outlines the Psychiatry Department, Semel Institute, and Resnick Neuropsychiatric Hospital Employee Emergency Action Plan developed for the protection of its faculty, staff, students, volunteers, and visitors. This plan consists of several essential parts organized to provide guidance in the following:

- Roles and responsibilities for the administration of the Department's policy regarding emergency and evacuation planning and implementation
- Emergency alert and warning systems
- Procedures for assisting people with access and functional needs
- Actions to be taken by employees in preparation for and in response to evacuations and specific types of emergencies
- Training and drill requirements
- Building evacuation plans/map(s) identifying evacuation routes and assembly, rescue assistance and shelter-in-place areas

The contents and procedures contained in this Emergency Action Plan meet the requirements outlined in:

- National Fire Protection Association's Standard on Disaster/Emergency Management and Business Continuity Programs (NFPA 1600, 2010 Edition); <http://www.nfpa.org/aboutthecodes/AboutTheCodes.asp?DocNum=1600>.
- Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1910.38, Emergency Action Plans; http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9726.
- United States Department of Homeland Security's National Incident Management System (NIMS); http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf.

This plan is not meant to stand alone, but is intended to be used in support of, and in conjunction with the UCLA Campus' and UCLA Health System's policies, plans, and procedures.

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SECTION 1: INTRODUCTION

1.1 OVERVIEW

The Psychiatry department, Semel Institute, and Resnick Neuropsychiatric Hospital department developed this Employee Emergency Action Plan for the protection of its faculty, staff, students, volunteers, and visitors in the event of an emergency. The Department recognizes that reasonable precautions against incidents (e.g., fire, medical emergency) may not prevent their occurrence. For this reason, the Department developed this plan to communicate its policy in regards to employee actions necessary to mitigate the effects of such incidents on building occupants.

This plan shall be made available to all Department employees, students and visitors. Copies of this plan are located in the Human Resources office in the Semel building, 760 Westwood Blvd, room B7-370—and/or in the offices of the Psychiatry Department Administrative Directors/Managers within the Semel building, Program Director's offices. Copies shall also be made available to the David Geffen School of Medicine (DGSOM) Emergency Management Office and to outside responding public agencies upon request.

1.2 STATEMENT OF POLICY

The Employee Emergency Action Plan is designed to provide an organized and managed response to natural and man-made incidents that are not a part of everyday work activities. This plan identifies actions taken by employees to ensure personal safety and the safety of others during emergencies.

It is the Department's policy that the information contained within this plan is distributed to all employees (including all faculty, staff, volunteers, student researchers, etc.), for their use and that employees are trained and exercised annually on its contents. All personnel are required to understand the contents of this document and to abide by the roles and responsibilities delegated herein.

1.3 ROLES AND RESPONSIBILITIES

1.3.1 Department Emergency and Evacuation Planning

The Director of Facilities and Space Planning is responsible for the Department's overall Emergency Management Program, including the development and implementation of emergency and evacuation policies as outlined in this plan. The CAO delegates the responsibility of developing and implementing the Employee Emergency Action Plan to the Department's Emergency Coordinator, in coordination with personnel appointed as Facility Wardens.

The DGSOM Emergency Management Office shall provide planning and operational guidance and support to Department Emergency Coordinators.

1.3.2 Plan Maintenance and Implementation

The Department Emergency Coordinator is responsible for the maintenance of this plan and administration of the Department's policies regarding emergency and evacuation planning.

The Department Emergency Coordinator is also responsible for reviewing and, in coordination with the DGSOM Emergency Management Officer, updating the Employee Emergency Action Plan annually and as necessary to ensure the information contained herein is current and relevant.

All supervisors, in coordination with the Department Emergency Coordinator and Facility Wardens, are responsible for conducting, tracking and documenting initial and annual refresher training on the Employee Emergency Action Plan with their employees. All new permanent employees must complete the training within ten (10) days of starting employment.

All employees shall be responsible for:

- Identifying their Facility, Floor and/or Area Warden(s), and their alternate(s). (This information is listed in Attachment C: Facility Warden Roster; all Wardens should also introduce themselves to employees within their area of responsibility.)
- Completing the initial and annual Employee Emergency Action Plan Awareness Training to familiarize themselves with the contents of this plan.
- Participating in annual evacuation and earthquake drills.
- Preparing themselves and their families for an emergency (e.g., developing a family emergency plan, maintaining a personal emergency go-kit in their home, office and/or vehicle).
- Carrying out the activities as outlined in Section 5: Employee Emergency Action Plan and, if applicable, the Critical Operations Evacuation Procedures (Attachment D), before, during and after emergencies.
- Performs duties as assigned to them by their supervisor in support of emergency operations in the event of a major emergency or disaster (e.g., supporting the DGSOM Department Operations Center and continuity personnel).
- Serving as a Disaster Service Worker, upon request. (See Attachment A for additional information on the Disaster Service Worker program for all State employees).

SECTION 2: EMERGENCY COMMUNICATIONS

The following systems or devices may be used by emergency response personnel, Facility, Floor and Area Wardens, the campus Office of Emergency Management, and the Department to communicate emergency information and warnings to employees and building occupants during an emergency or disaster.

2.1 EMERGENCY NOTIFICATION SYSTEMS

2.1.1 BruinAlert™

BruinAlert is the official campus mass emergency notification system for UCLA and is the official means by which the UCLA campus community will be alerted during a major emergency or disaster. BruinAlert™ is comprised of many independent systems using audible, visual, and electronic technologies. Each component is unique and is designed to reach a certain segment of the UCLA community.

This system will only be used during quarterly testing and for emergency purposes. It will never be used for non-emergency notifications. An alert on a non-testing day means that there is an emergency on campus, a potentially dangerous condition, or impending threat.

If you hear a warning siren, alarm or receive an emergency notification:

- Follow the instructions in the alert or as indicated by the siren or alarm.
- DO NOT respond to the area of the emergency. Public Safety personnel will be responding to and taking care of the incident. Please do not jeopardize your own safety!
- Share the information! Let others know that an alert has been issued.

BruinAlert complements other tools used by University Communications to advise the campus community during emergencies. Examples include:

Text Messaging/SMS (Registration required: Use your UCLA Bruin OnLine (BOL) Logon information to access the BruinAlert Registration Web Page at: <https://www.transportation.ucla.edu/bruinalert>)

- Mass E-mail alerts
- Desktop (Network) “Pop-Up” warning banners
- Outdoor Siren & Voice Warning Systems. (Note: Outdoor Warning Sirens are located on the north campus areas: along BruinWalk, Intramural Field, Residence Halls, and Dickson Court; off-campus buildings or satellite facilities may not have outdoor warning sirens. You will still receive alerts through the other components

listed in this section.)

- Cable Television Emergency Alert System (EAS) Scrolling Banner
- AM 1630 Radio Station (also simulcast on UCLA TV Channel 3)
- www.ucla.edu
- 1-800-900-UCLA (8252) or (310) 825-1234 [Campus Disaster Hotline]
- Social Media*
 - Twitter: [www.twitter.com/UCLABruinAlert](https://twitter.com/UCLABruinAlert)
 - Facebook: search UCLA BruinAlert and press “Like”

*Twitter and Facebook are secondary means for parents, friends, family, and others to receive validated information from campus officials.

2.1.2 Emergency Public Address Systems

The Emergency Public Address System is also used to alert and warn personnel during emergencies. This system is comprised of: 5 on 1st Floor, North, South, East and West and CHS Bridge near room 1194. 3 C Floor, West, 2 on East corridor.

- [Indoor (Audible Voice Messaging & Visual) Warning Systems (Note: This system cannot be used inside buildings while the Fire Alarm System is activated.)]

2.1.3 Alarm Systems

- **Evacuation/Fire Alarm System:** Manual pull stations are located throughout the buildings for use by building occupants during an emergency where building evacuation is required. These alarms will sound as a rhythmic “gonging” alert, a pulsing horn, or loud “clanging” bells; each system augmented by a bright strobe light for the hearing impaired. The system is continuously monitored for alarm by the UC Police Department.
- **Local Hazard Alarm:** Many areas are equipped with local hazard alarms. These alarms will typically sound as a continuous loud buzzer. A local hazard alarm indicates that an unsafe condition is developing and needs to be investigated by persons familiar with the area and operations. Local hazard alarms are usually activated by smoke detectors but may also be associated with chemical detection systems and special processing equipment. Employees should familiarize themselves with local alarms in their work areas, if applicable, as alarm styles vary throughout the campus.

There may be personnel who are unable to hear, see and/or receive these emergency notifications; we ask ALL employees to ensure everyone in their area is aware of the notification.

2.1.4 Backup Systems

In the event any of the above listed emergency notification systems fail during an emergency, or if redundant methods of communication and warning are necessary, emergency response personnel will use backup systems (e.g., portable loudspeakers; vehicle public address (PA) systems; verbal notification; and/or whistles), to alert and/or inform employees.

2.1.5 DGSOM-Specific Communications

The DGSOM, in coordination with University Administration, University Communications, Marketing, and the UCLA Health Sciences Media Relations Office, will provide general, campus-wide emergency-related information and updates for the DGSOM, including information on the campus' operating status, via the following methods:

- Mass E-mail alerts
- DGSOM Disaster Hotline: 310-825-9292
- Internet website: <http://disaster.dgsom.ucla.edu>
- Social Media [future]

*Note: The UCLA Health System has its own emergency notification systems in addition to those listed above.

- Mass E-mail alerts
- Internet website: <http://www.uclahealth.org>
- Social Media
 - Twitter: <http://www.twitter.com/uclahealth>
 - Facebook: <http://www.facebook.com/uclahealthsystem>

2.1.6 Department-Specific Communications

Department Chairs and CAOs, in coordination with the Dean's Office, will provide department-specific information and guidance to its employees via:

- Call-tree communications (via cell phone, home phone on record, work/home e-mail, or texting device)
- Mass E-mail alerts: NPI Everyone, Distribution List
- Internet website:

Refer all **media inquiries** to the UCLA Health Sciences Media Relations Office:
(310) 794-0777.

SECTION 3: ANNUAL EMPLOYEE TRAINING

Emergency and evacuation training required for all employees is provided on an annual basis. Training sessions and drills allow employees to develop and maintain the skills necessary during an emergency. Annual training requirements include:

- Employee Emergency Action Plan Awareness Training - Online
- Annual Evacuation Drill
- Annual Earthquake Drill -Great Shakeout

3.1 EMPLOYEE EMERGENCY ACTION PLAN AWARENESS TRAINING

All supervisors, in coordination with the Department Emergency Coordinator and Facility, Floor and Area Wardens, are responsible for conducting initial and annual refresher training on the Employee Emergency Action Plan with their employees. All new permanent employees must complete the training within ten (10) days of starting employment.

Supervisors may have employees complete the training in one of two ways – by having employees:

1. Complete the online training at: <https://compliance.ucla.edu/training>. For those who do not have access to the internet, computer workstations are available at the Building Management office and Neurology Human Resources office for employee use.
2. Attend a classroom session conducted by the department safety Office.

The DGSOM Emergency Management Office shall periodically provide train-the-trainer sessions for supervisors, Department Emergency Coordinators and Facility, Floor and Area Wardens.

Supervisors will track and document all personnel completing the training. Supervisors will maintain training records for a period of two (2) years.

3.2 ANNUAL EVACUATION AND EARTHQUAKE DRILLS

All employees are required to participate in annual Evacuation and Earthquake Drills. The DGSOM Emergency Management Office, in coordination with the Department Emergency Coordinator and Facility Wardens, will schedule and conduct the drills. Evacuation and Earthquake drills may be conducted concurrently.

The DGSOM Emergency Management Office, through the Department Emergency Coordinator, will notify employees about the drill through a general distribution memo. Supervisors and Facility, Floor and Area Wardens will be given advance notice to prepare them for questions employees may have regarding the drills. These drills are important components of emergency planning and should be taken seriously.

Prior to the drill, the department Emergency Coordinator shall distribute, or make available, emergency evacuation and/or earthquake procedures to employees. These procedures, as outlined in this plan, must be followed to ensure the drills are as effective as possible. Please note the method for initiating these drills may differ, depending on the building. Drill personnel may use audible alarms, the Emergency Public Address System, or whistles to signal the start of the drill.

Immediately following the drill, Facility, Floor and Area Wardens are to evaluate the drill with participants to identify strengths, areas for improvement, lessons learned, and best practices. Facility, Floor and Area Wardens are required to complete a Drill Evaluation Form located in the Facility Warden Manual and submit completed forms to the Department Emergency Coordinator within five (2) business days of the drill.

The Department Emergency Coordinator will review and submit completed forms to the DGSOM Emergency Management Office, CHS/BR-219 within five (5) business days of the drill.

SECTION 4: EVACUATING PERSONS WITH ACCESS AND FUNCTIONAL NEEDS

4.1 IDENTIFYING OCCUPANTS REQUIRING ASSISTANCE

Any person with a disability, temporary or permanent, or other condition that would require them to need assistance during an evacuation is considered to have “access and functional needs”. Access and functional needs are further defined as anyone who, without the assistance of another person, would have difficulty evacuating or relocating to a safe location, or would slow down evacuation of other occupants within the building. This may include, but not be limited to:

- Persons with a mobility impairment who use a wheelchair, walker, cane, crutches, or other mobility device
- Persons recovering from surgery or medical procedure
- Persons with a hearing or sight impairment
- Pregnancy

4.2 PROGRAM GUIDELINES

4.2.1 Request for Evacuation Assistance

The privacy and confidentiality of persons with access and functional needs during an evacuation must be respected. As such, individuals **cannot** be required to disclose they have access and functional needs. Therefore, planning emergency evacuation of persons with access and functional needs must be predicated on **self-disclosure**. Occupants who have access and functional needs during an evacuation must request assistance from the DGSOM Emergency Management Office in writing, using the **Self-Certification of Access and Functional Needs** form (made available by the DGSOM Emergency Management Office upon request), so that advance arrangements can be made to meet their needs. This information will only be used to assist emergency response personnel in locating and assisting persons with access and functional needs during an emergency.

Mobility Assistants, or “buddies”, shall be recruited from within the same building as the self-identified person with access and functional needs, in advance, to assist them during an evacuation.

There may be instances where no assistance is requested in advance, visitors may have access and functional needs, or persons may develop specific needs during an emergency/disaster. We ask all employees to help others who may need assistance during any emergency or notify emergency responders that assistance is needed. **In all cases Mobility Assistants, or “buddies”, must be recruited with a ratio of at least two**

Assistants for every individual who requires evacuation assistance. In assisting persons with access and functional needs during an evacuation, always consult with the person regarding how best to be of assistance.

Building Evacuation Plans will identify the location of Rescue Assistance Area(s) in the building, where people, because of stairs, are unable to exit and may await evacuation assistance from assigned Mobility Assistants or emergency response personnel.

4.2.2 Access and Functional Needs Roster

The list of self-identified individuals requiring evacuation assistance and their access and functional needs is located in the files of the DGSOM Emergency Management Office and Security. This list is **NOT** made available to the general public. This information is for emergency use only and will only be used to prepare for safe and quick evacuation of personnel in emergency situations.

***If you have questions regarding the DGSOM Access and Functional Needs Self-Certification Program, please contact your Facility, Floor or Area Warden (refer to Attachment C for a listing of Facility, Floor and or Area Wardens).*

SECTION 5: EMPLOYEE EMERGENCY ACTION PLAN

This section discusses the actions to be taken by employees in preparation for and in response to evacuations and specific types of emergencies. For emergencies not specifically addressed here, employees should follow the direction of emergency response personnel, their Facility, Floor and Area Warden(s), and/or supervisor.

Each employee has a responsibility when an emergency occurs to:

1. Assess the situation to determine the nature of the emergency.
2. Immediately notify appropriate emergency and campus personnel, including **9-1-1**, their Facility, Floor, and/or Area Warden(s), Department Emergency Coordinator, and/or supervisor.
3. Take the actions outlined in this Employee Emergency Action Plan and follow all instructions of emergency response personnel.

Depending on the circumstances and the type of emergency, the first important decision is whether to stay put (or “shelter-in-place”), or evacuate the area. Understand and plan for both possibilities and the rationale for each. Use common sense and available information, including the guidelines outlined in this plan, to assess the situation and determine if there is immediate danger. In some situations, such as hazardous materials spills or police actions, it may be safer to remain where you are and shelter-in-place. In other situations, such as fire or earthquake, it may be advisable to evacuate your location to a safer area. In any situation, if you are specifically told to evacuate, do so immediately.

5.1 BEFORE THE EMERGENCY

Prepare for Emergency Evacuations

- ☐ Locate your primary and secondary exits (refer to the Emergency Evacuation Plan at the end of this document).
- ☐ Locate your Assembly and Rescue Assistance Areas.
- ☐ Keep halls and emergency exits clear of boxes/other items.
- ☐ Report hazardous conditions.
- ☐ Know who your Facility, Floor and/or Area Warden(s) are.
- ☐ Identify people in your area who may require assistance in an evacuation.
- ☐ Know your emergency phone numbers.

Prevent Fires

- ☐ Avoid the “electrical octopus” (too many plugs in a multi-plug outlet).
- ☐ Do not run cords under carpeting.
- ☐ Replace broken or frayed cords.
- ☐ Maintain appliances (no toasters/toaster ovens).
- ☐ Do not allow trash and boxes to accumulate, especially near heating elements and electrical equipment.
- ☐ Store flammable liquids and other combustible materials in approved containers.

For electrical safety concerns, contact Facilities Management Trouble Call Desk at **(310) 825-9236**, and notify your Facility Warden (refer to Attachment C).

Prepare for Shelter-In-Place (SIP)

- ☐ Know where your Shelter-in-Place area(s) are.
- ☐ Be prepared to perform shelter-in-place tasks if pre-designated to do so by your Floor/Area Warden.

Prepare for Earthquakes

- ☐ Determine the safest place to take cover.
- ☐ Assess personal work areas as follows:
 - Window glass: If your workstation is near a window or glass partition, decide where you will take cover to avoid being injured by flying glass.
 - Heavy objects: Anchor heavy objects (e.g., tall filing cabinets/shelves) to the wall. (Note: Furnishings over 5 feet 9 inches must be anchored; for healthcare facilities, furnishings over 4 feet must be anchored).
 - Loose objects: If you have materials stored on top of cabinets or shelves, determine if these items should be secured or moved to lower shelves.

NOTE: Remember, most injuries sustained in an earthquake are caused by flying, loose objects.

Additional information on family and personal preparedness may be found on the DGSOM Employee Disaster Preparedness website at:

<http://disaster.dgsom.ucla.edu>.

Recommended Personal Emergency Go Kit items are found in Attachment F.

5.2 CALLING 9-1-1

**For all emergencies:
Dial 9-1-1**

- ☐ Be prepared to answer the following questions:
 - ✓ Nature of the emergency (e.g. fire, smell of smoke, medical emergency)
 - ✓ Location/address
 - ✓ Building name or number, floor/room or area
 - ✓ Your name and call back number
 - ✓ Describe the situation
- ☐ For medical emergencies, the dispatcher will request additional information:
 - ✓ Nature of the medical emergency (e.g., conscious/unconscious, breathing/not breathing)
 - ✓ Victim's age (approximate if uncertain) and sex
 - ✓ What help, if any, is being given
- ☐ **DO NOT HANG UP UNTIL THE DISPATCHER DOES!**
- ☐ Send someone to meet and escort emergency response personnel to the incident location, if available.
- ☐ If you are the person who called **9-1-1**, identify yourself to emergency response personnel upon their arrival and be prepared to provide additional details regarding the incident. If the area, floor or building has been evacuated – notify your Floor/Area Warden – he/she will direct you to the Incident Command Post and be prepared to provide additional details to emergency response personnel.
- ☐ Provide assistance to responding emergency personnel, if requested; do not get in their way.

5.3 EARTHQUAKE

Actions

- ☐ If inside, stay inside; if outside, stay outside. **DO NOT RUN OUTDOORS** – You will be in danger from falling glass and other debris.
- ☐ If indoors:
 - ✓ **Drop** to the ground.
 - ✓ Take **cover** immediately under a sturdy object, such as a desk, table or chair; if no cover is available, drop to the floor next to an interior wall and cover your head and neck with your arms; stay away from windows/glass, tall furniture, masonry walls, hanging objects, and other potential falling objects; if you use a wheelchair, lock the wheels and cover your head.
 - ✓ **Hold** onto the desk/other – be ready to move with it until the shaking stops.
- ☐ If outdoors: Move to a clear, open area away from buildings, trees and overhead power lines if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards, and drop to the ground. If you are driving, pull to the side of the road and stop; avoid stopping under overhead hazards or near buildings.
- ☐ Wait for the shaking to stop.

After the Shaking Stops

- ☐ Remain calm. When the shaking stops, look around to make sure it is safe to move.
- ☐ Evacuate the building and follow EMERGENCY EVACUATION procedures if:
 - ✓ It was a major earthquake (violent shaking, that is, items falling over and/or you are concerned for your personal safety).
 - ✓ There is immediate danger from fire, gas leak, signs of structural damage, or other conditions where it is unsafe to remain indoors.
 - ✓ Instructed to do so by the emergency response personnel or a Facility/Floor/Area Warden, or if evacuation/fire alarms are sounding.

NOTE: For major earthquakes you may be instructed to move to designated campus regional evacuation areas (Attachment B) and wait for further instructions.

- ☐ **DO NOT use elevators!**
- ☐ Check for injured, missing or trapped persons. Give aid to those in need. Do not attempt to move injured persons unless there is a danger of further injury from a collapsing structure, fire, etc.
- ☐ Check for building damage and any hazards (e.g., utility disruption, broken pipes, chemical spills, broken glass), and isolate area. If you are evacuating a building,

check for damage and any hazards as you exit. If there is a fire, follow FIRE procedures.

- ☐ Call **9-1-1** for life-threatening or medical emergencies, fire, gas leak, flooding, hazardous material spills, or any other situation that may threaten personnel, property or the environment.
- ☐ Provide a report to your Warden and supervisor. Report if there are any injured, missing or trapped persons; report if there is any building damage and/or hazards. (If the building is evacuated, Warden(s) will be at the Assembly Area(s).)
- ☐ Refrain from using landline and cell phones, except to report life-threatening emergencies; hang-up phones that have shaken off the hook.
- ☐ Prepare for aftershocks (refer to Section: BEFORE THE EMERGENCY - PREPARE FOR EARTHQUAKES). If the stability of the building is in doubt, leave the area. Avoid potential falling hazards. Review your Employee Emergency Action Plan; inspect your workplace emergency kits.

Precautions and Guidance

- Be aware of surroundings following an earthquake. Gas lines may have been damaged and may be leaking. If natural gas odors are present, follow EMERGENCY EVACUATION procedures, evacuate the area and notify **9-1-1** immediately.
- When evacuating, take emergency kits **ONLY** if safe to do so.
- When moving through the building, move cautiously to avoid damaged stairways and doors, exposed electrical lines, potential/actual falling objects, and other hazards. Open doors carefully.
- Never use an open flame for light following an earthquake. This includes the use of matches or lighters.
- Shutdown systems which may be damaged from the surge of power if power has been lost or is unstable.
- Do not touch any damaged or downed electrical power lines.
- Look around the work area following an earthquake; return the work area to a normal condition by returning phones to their cradle, pushing in open drawers, etc.
- If personnel in your building or Assembly area need assistance, notify your Warden or emergency personnel.
- When safe, security should conduct a search of the building for anyone who might be trapped or otherwise need assistance.
- If you are trapped in debris: move as little as possible so that you do not kick up dust; cover your nose and mouth with a handkerchief or clothing; tap on a pipe or wall so that rescuers can hear where you are; and use a whistle if one is available - shout only as a last resort.
- **BE PATIENT** - if an earthquake has occurred, there will be a delayed response by emergency responders as they may be attending to more critical situations. Emergency response personnel will make every effort to respond to emergency situations as rapidly as possible and to keep personnel informed on the status of the emergency.

5.4 EMERGENCY EVACUATIONS

All employees should know of at least two (2) routes to exit the building in the event of an emergency evacuation. In addition, some departments may have specialized evacuation procedures for employees working in specialized areas, such as patient care clinics or laboratories. These specialized procedures, called “critical operation evacuation procedures”, provide unique guidance for employees during evacuations; these procedures are listed as an attachment to this plan, within the specialized area.

Actions

- ☐ If a condition is identified which requires evacuation, remain calm, immediately alert others in the area, sound an alarm (if not already present), and begin to exit; begin evacuation any time you:
 - ✓ Hear or see an alarm
 - ✓ See flames or smoke
 - ✓ Smell smoke or natural gas
 - ✓ Witness a sprinkler activation
 - ✓ Witness (see or hear) an explosion

- ☐ Proceed to the nearest safe emergency exit. Call **9-1-1** from a safe location.

NOTE: NEVER USE THE ELEVATOR!

- ☐ Provide help to those who need assistance; non-ambulatory people may require special attention.
- ☐ Floor/Area Wardens will check areas to ensure that all personnel have been notified and have evacuated, and will report any persons remaining in the building to response personnel.
- ☐ Exit the building and go to the identified Assembly Area listed in your building emergency evacuation plan (Attachment B), and STAY with your group – DO NOT leave the area unless instructed to do so by your Warden, supervisor or emergency response personnel.
- ☐ Check in with your Floor/Area Warden.
- ☐ Wait for instructions at the Assembly Area from your Floor/Area Warden – DO NOT GO BACK INTO THE BUILDING UNTIL INSTRUCTED TO DO SO BY YOUR WARDEN OR EMERGENCY RESPONSE PERSONNEL.

Precautions and Guidance

- Evacuations should always be performed in a calm manner; running, pushing, shouting, and other aggressive behavior should be avoided.

- Personnel are responsible for the safe evacuation of students and visitors under their charge; common sense should dictate the level of effort required to accommodate an orderly evacuation of students and visitors.
 - Evacuation should be accomplished without stopping to retrieve emergency supply kits unless safe to do so; take only the necessary steps to:
 - ✓ Secure critical operations and hazardous materials.
 - ✓ De-energize or move equipment left in an unsafe position - this also applies to any conditions within the building such as cooking, stacking of materials, etc.
 - The Warden is responsible to account for personnel in their charge at the Assembly Area.
 - On stairs, ascend/descend in a single file line on the right-hand side of the stairwell, grasping the hand rail. Remove high-heeled shoes, if possible.
 - If injuries occur in the stairwell during evacuation and must be treated immediately, treat any injured on the nearest stairwell landing, not on the stairs, if possible; otherwise, assist the injured to the Assembly Area for treatment.
 - If a full campus evacuation is announced, follow instructions precisely to avoid gridlock.
-

Assisting People with Access and Functional Needs during an Evacuation

- To alert **visually impaired** persons:
 - ☐ Announce the type of emergency. Offer your arm for guidance to lead them. Do not push or pull them. Tell the person where you are going. Alert them to obstacles you encounter. When you reach the Assembly Area, ask if further help is needed.
- To alert people with **hearing limitations**:
 - ☐ Turn lights on/off to gain person's attention. Indicate directions with gestures and/or write a note with evacuation directions.
- To evacuate persons using **crutches, canes or walkers**:
 - ☐ Evacuate these individuals as injured persons. Assist and accompany them to the Assembly Area, if possible. If necessary and safe to do so, use a sturdy chair (or one with wheels) to move the person or help carry the individual to safety.
- To evacuate **wheelchair** users:
 - ☐ Non-ambulatory persons' needs and preferences vary; consult with the person to determine the best carry options. Individuals at ground floor locations may exit without help, while others have minimal ability to evacuate. Lifting may be dangerous. If necessary and safe to do so, use a sturdy chair (or one with wheels) to move the person or help carry the individual to safety.
 - ☐ Non-ambulatory wheelchair users may be put in rescue assistance areas or stairwells. Alert emergency responders of their location. The Fire Department will evacuate them.
 - ☐ Some non-ambulatory persons have respiratory complications. Remove them from smoke and vapors immediately.
 - ☐ Wheelchair users with electrical respirators get priority assistance.
 - ☐ Wheelchairs too heavy to take down stairs may be left behind. Reunite person with the chair as soon as it is safe to do so.

5.5 SHELTER-IN-PLACE

In emergency situations you may be directed to: (1) evacuate; (2) shelter-in-place in your office/current location; or (3) shelter-in-place in a pre-designated location. (Pre-designated shelter-in-place locations are identified in Attachment B: Emergency Evacuation Maps.)

Sheltering-in-place is used for hazardous materials incidents, sustained police action, active shooter events, or other situations where it is safer to remain indoors than to go outside. Sheltering-in-place actions means you should remain indoors until authorities tell you it is safe or you are told to evacuate.

Actions (Pre-designated shelter-in-place locations)

- ☐ Close and lock your office windows.
- ☐ Close your office door.
- ☐ Go to your pre-designated “shelter-in-place area” as directed.
- ☐ Wait for further instructions or an “all-clear” message. Follow EMERGENCY EVACUATION procedures if instructed to do so.

NOTE: For certain situations, such as hazardous chemical spills, occupants may be notified to shelter-in-place in their pre-designated shelter-in-place location and “seal the room”. Three minutes after a shelter-in-place notification, all exterior doors will be locked, and will remain locked until an “all clear” announcement is made. Wardens will direct pre-designated trained personnel to lock windows/doors, seal windows/vents/doors, and turn off air conditioning/fans.

Actions (Offices, other locations)

- ☐ Select a small, interior room, with no or few windows and a hard-wired telephone, if possible.
- ☐ Close and lock all windows and exterior doors.
- ☐ Turn off all fans, heating and air conditioning systems.
- ☐ If instructed, use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- ☐ If you are in your car, close windows and turn off vents and air conditioning.
- ☐ Review your Employee Emergency Action Plan, inspect your workplace emergency kits, and listen to the radio (UCLA 1630 AM/other) or television for further instructions or an “all-clear” message.

5.6 FIRE, VISIBLE SMOKE, SPRINKLER ACTIVATION

Whenever a fire alarm is activated on your floor, immediately evacuate the building by the nearest emergency exit.

Actions

Use the **R-A-C-E** method:

- ☐ **REMOVE/ALARM:** If an alarm or other notification is heard, alert others in your area to evacuate using the nearest safe stairwell or exit – activate the nearest building alarm if not already present (use the manual pull station, or if not functioning, shout). Call **9-1-1** from a safe location.
- ☐ **CONTAIN:** Confine the fire, if possible (i.e., close as many doors as possible as you leave the area, but **DO NOT LOCK** or prop doors open).
- ☐ **EXTINGUISH or EVACUATE:**
 - ✓ If the fire is small, attempt to put it out with a fire extinguisher **ONLY** if you have been trained and can do so safely.
 - ✓ Proceed to the nearest safe exit.

NOTE: Never use the elevator!

- ☐ If smoke is present, stay low.
Check doors for heat before opening (use back of your hand, start at bottom of door); if the door is hot or if smoke is visible under the door, do not open and seek another exit path; if cool, exit carefully.
NOTE: Heat and toxic products of combustion (smoke) are the primary dangers of a fire - Smoke and hot gases will accumulate near the ceiling.
- ☐ If people refuse to evacuate, move on and report them to your Warden.
- ☐ Exit the building and go to the identified Assembly Area listed on the posted building Emergency Evacuation Plan and **STAY** with your group – **DO NOT** leave the area unless instructed to do so by your Warden or emergency response personnel.
- ☐ Check in with your Warden.
- ☐ Wait for instructions at the Assembly Area from your Warden – **DO NOT GO BACK INTO THE BUILDING UNTIL INSTRUCTED TO DO SO BY YOUR FLOOR/AREA WARDEN OR EMERGENCY RESPONSE PERSONNEL.**

Precautions and Guidance

- Actions taken on an employee's part to use a fire extinguisher should be done so only after local notification has been given, evacuation has begun, and **9-1-1** has been

notified. If you use a fire extinguisher, remember to always leave a “safe exit” - never exit through a fire. Never allow the fire to come between you and an exit path. Use the **P-A-S-S** method (pull-aim-squeeze-sweep) to extinguish small fires. If you are unable to put the fire out, evacuate by the nearest safe emergency exit.



- If the fire involves electrical equipment that is active, attempt to unplug the device if safe to do so.
- Be prepared to provide information to emergency response personnel as to the location of the fire and possible location of occupants.
- If your clothes catch on fire, **STOP** where you are, **DROP** to the ground and **ROLL** over and over to smother the flames.
- Evacuate down stairs, or as a last resort, if no other exit is available, evacuate to the roof. If you are trapped inside a room or area:
 - ✓ Confine the fire or smoke by closing as many doors as possible between you and the fire – stay or move to a safe location.
 - ✓ If smoke is present, stay low. Wedge a wet towel or cloth material along the bottom of the door to keep out smoke from entering the area.
 - ✓ If windows are operable and you must have air, open the window; break the window as a last resort, as it will become impossible to close it if necessary.
 - ✓ Leave a signal, such as a towel out the window, to get the Fire Department's attention - if there is a phone dial **9-1-1**.
- High-rise buildings (greater than 75 feet): Certain buildings are not intended to have a total evacuation of building occupants upon alarm unless necessary. Horizontal or vertical partial building evacuations may be permitted (refer to Attachment B: Emergency Evacuation Plan to determine if partial building evacuations are permitted for your building):
 - Horizontal: Occupants move to a pre-designated area on the same floor away from the fire.
 - Vertical: Occupants on the fire floor and floor immediately above and below are evacuated.

5.7 FLOODING

IF A WATER LEAK OCCURS:

- ☐ Notify Facilities Management Trouble Call Desk at **(310) 825-9236** to report the exact location of the leak and if any property is in imminent danger.
- ☐ If safe to do so:
 - ✓ Turn off or disconnect electrical devices in the vicinity of the leak to reduce the risk of electrical shocks. If there are submerged electrical appliances or outlets in the vicinity of the leak, evacuate all personnel from the area.
 - ✓ Stop the source of the leak - do so cautiously.
 - ✓ Protect or remove valuable property that is susceptible to damage.
- ☐ Alert occupants on floors beneath the water leak of the potential flooding of their areas.

IF FLOODING OCCURS:

- ☐ Call Facilities Management Trouble Call Desk at **(310) 825-9236** and provide the following information:
 - Building name, floor, corridor, room number, and/or area
 - Source (if known), and/or color, odor, and texture of the liquid
 - Nature and extent of flood
- ☐ If safe to do so:
 - ✓ Turn off or disconnect electrical devices/appliances in the flood area to reduce risk of electrical shocks. If there are submerged electrical appliances or outlets in the water, evacuate all personnel from the area.
 - ✓ Stop the source of the flooding - do so cautiously.
 - ✓ Protect or remove valuable property that is susceptible to damage.
- ☐ Close doors and seal openings to minimize the spread of water.
- ☐ Remain in a safe adjacent area to direct response personnel to the site and keep others away from the area. Do not walk through standing water, especially if water has entered a parking garage or basement, or other areas where water may accumulate - it may contain hazardous materials.
- ☐ If liquid is contaminated with a hazardous material, follow HAZARDOUS MATERIAL SPILL/RELEASE procedures and secure the area.
- ☐ Alert occupants on floors adjacent to and beneath the flood of the potential flooding of their areas.
- ☐ Follow EMERGENCY EVACUATION procedures as directed by emergency response personnel.
- ☐ If driving, do not try to drive over a flooded road. If your car stalls, abandon it immediately. Attempting to move a stalled vehicle in flood conditions can be fatal.

5.8 HAZARDOUS MATERIAL SPILL/RELEASE (INCLUDING BIOHAZARDS)

Personnel using hazardous materials in the workplace must know storage, handling and emergency procedures of all materials they use (refer to Safety Data Sheets/Material Safety Data Sheets (SDS/MSDS) for this information). If a spill/release should occur, all personnel aware of the situation must take the necessary steps to prevent injuries and damage to property or the environment. Hazardous material spills/releases may require the evacuation of an area and/or building(s).

For hazardous material safety concerns or for assistance in classifying waste as hazardous or non-hazardous, contact [Environmental, Health & Safety] at **[(310) 825-5689]** (Monday – Friday, 8:00 a.m. – 5:00 p.m.); for non-emergency large spill clean-up or after-hours safety concerns, contact **(310) 825-9797**.

Actions

- ☐ Alert others in the area and begin to evacuate the area where the release has occurred. Turn off all electrical and spark-producing equipment, if possible.
- ☐ Activate the building alarm and follow EMERGENCY EVACUATION procedures according to Material Safety Data Sheet protocols and if the spill/release:
 - May cause immediate threat to human life
 - Contaminates more than one room
 - Has a very toxic or flammable vapor
- ☐ Call **9-1-1** for all volatile, toxic or flammable hazardous spills/releases that may threaten personnel, property or the environment.

NOTE: For non-emergency spills/releases during normal business hours (Monday – Friday, 8:00 a.m. – 5:00 p.m.), contact Environmental, Health & Safety at **(310) 825-5689**; if afterhours, call **9-1-1**.

- ☐ Take appropriate steps to ensure no one evacuates through the contaminated area – secure the area by closing doors, controlling access to spill site, and/or posting danger signs.
- ☐ Assist injured or contaminated individuals:
 - ✓ Start any required first aid immediately - follow Material Safety Data Sheet protocols.
 - ✓ Avoid contact, contamination, and/or chemical exposure as much as possible; isolate contaminated persons. Use appropriate personal protective equipment (e.g., gowns, goggles, gloves).
 - ✓ If you perceive a life-threatening or medical emergency, call **9-1-1**.

- ✓ For non-emergency medical assistance, call the Occupational Health Facility] at **(310) 825-6771** (employees) or the Arthur Ashe Student Health & Wellness Center at **(310) 825-4073** (students).
- ☐ If possible, obtain the Safety Data Sheets/Material Safety Data Sheets (SDS/MSDS) or other hazardous material information (product name, manufacturer, phone number, etc.), and provide to emergency response personnel.
- ☐ Notify the lab manager, department administrator, and/or building manager and report the location of the spill and type of chemical involved.

Precautions and Guidance

- DO NOT attempt to contain or clean up the spill/release - ONLY personnel trained to respond to hazardous material spills/releases and have the appropriate equipment are allowed to do so. Trained personnel shall: (1) refer to the Material Safety Data Sheets prior to attempting any containment or clean-up; and (2) use personal protective equipment (goggles, gloves, shoe covers) when cleaning up the spill. Spill kits are available in each lab - use the appropriate kit to neutralize and absorb the hazardous material. Collect waste and seal in a proper container and label it clearly. Call Environmental, Health & Safety at **(310) 206-1887** for waste pickup.
- Turn off heat or ignition sources, if appropriate.
- For situations where first aid is required and the Material Safety Data Sheet is unavailable (general guidelines), remove any clothing and immediately flush the affected area with clear water for fifteen (15) minutes. If hazardous material splashes in the eye, immediately flush it with water for fifteen (15) minutes in the nearest emergency eyewash station.
- Be prepared to provide information to responding agencies as to the location of the spill/release and the material(s) involved.
- For outdoor/external hazardous material releases (e.g., toxic cloud; campus- or community-wide incidents), follow the instructions provided by emergency response personnel. You may be asked to shelter-in-place or evacuate to your Assembly Area or to an alternate location. If so, follow SHELTER-IN-PLACE or EMERGENCY EVACUATION procedures.

5.9 MEDICAL EMERGENCIES

Injuries may be defined as minor and serious. Minor injuries are those such as routine bumps, bruises, cuts, and scrapes that, if work related, are reportable to a supervisor and the Occupational Health Facility at **(310) 825-6771**. Minor injuries require only basic first aid to prevent further injuries or infections. Serious injuries are defined as illness or other medical emergencies that may be life-threatening and/or require immediate transport of a person to an emergency medical facility.

Actions

- ☐ Survey the scene to determine if it is safe for you to help.
- ☐ Confirm if airway is open and victim is breathing.

NOTE: If the condition is life-threatening, provide immediate care ONLY if trained to do so - ALWAYS use appropriate barriers (e.g., gloves, pocket mask/shield).

- ☐ For serious injuries, call or direct someone to call **9-1-1** immediately.

NOTE: For minor injuries and non-emergency medical assistance:

- *Employees:* Employees injured on the job will be referred by their supervisor to go to the Occupational Health Facility during work hours (Monday – Friday, 7:00 a.m. – 4:30 p.m.), or to the Ronald Reagan UCLA Medical Center Emergency Room after hours, weekends, and holidays.
- *Students:* Call the Arthur Ashe Student Health & Wellness Center at **(310) 825-4073** (Monday – Friday, 1:00 p.m. – 6:30 p.m.), or the *24/7 Nurseline* at **(877) 351-3457** after hours, weekends, and holidays.

- ☐ Stay with the victim until emergency response personnel arrive.
- ☐ Direct someone to meet the responding emergency personnel and assist them by leading them to the victim - hold an elevator in the Lobby for use by emergency response personnel, if applicable.
- ☐ Be prepared to provide information regarding the situation to emergency responders upon arrival.
- ☐ Notify the employee's supervisor as soon as possible.

Precautions and Guidance

- Never give anything to eat or drink to personnel who are injured or ill.
- Make the victim as comfortable as possible - NEVER move anyone seriously injured or who is suspected of having a head, neck or back injury UNLESS he/she is in immediate danger.
- Take the necessary steps to protect yourself and the victim against the transmission of communicable diseases.
- If a situation occurs that necessitates an evacuation to save a life, immediately remove the injured victim regardless of his/her injury.

5.10 POWER OUTAGE

Some rooms are equipped with red light switches. These are emergency lights that will not go off in the event of a power outage. Always keep the red switches in the on position.

Actions

- ☐ Remain calm - use emergency lighting.
- ☐ Report power outages to Facilities Management Trouble Call Desk at **(310) 825-9236**.
- ☐ Turn off all light switches, except one (so you know when power is restored).
- ☐ Turn off and unplug computers and other equipment sensitive to power spikes and surges.
- ☐ Turn off coffee pots and other sources which produce heat.
- ☐ Stay near your area and await further instructions from your Warden; do not leave the campus unless instructed to do so by your supervisor. Evacuation is unlikely.

Precautions and Guidance

- Keep a flashlight in your desk; never use a candle or an open flame to produce light.
- If you are in an area with no lights, proceed cautiously to an area that has emergency lights. If no emergency lighting is available, evacuate to an Assembly Area.
- Provide assistance to students, visitors and other staff members in your area.
- Use flashlights to search for employees, students, visitors or others caught in unlit areas and escort them to an exit.
- If you are in an elevator, remain calm and press the emergency call button or phone.
- Stand-by for instructions from emergency personnel to evacuate the building in the event that the power cannot be restored in a timely manner. While most power outages are resolved quickly, if the power outage is expected to be of a long duration, cancellation of the day's activities may be necessary.
- Do not plug additional equipment into the red outlets – they have been designated for existing loads. Additional loads may cause further problems.
- Do not open the doors of refrigerators and freezers unless absolutely necessary so that they will maintain their temperature for longer periods. Follow food safety guidelines when your refrigerator's power is off.
- Do not use a gas stove for heating or operate generators indoors; both could cause carbon monoxide poisoning.
- If a traffic signal is not working, treat it as a stop sign.

5.11 BOMB THREAT

Employee response to a bomb threat is mainly that of data collection to provide to law enforcement agencies. Once a bomb threat is reported, law enforcement officers will take control of the situation. University Administration, following the advice of law enforcement agencies, will determine if evacuation is necessary.

Actions

- ☐ Remain calm. If possible, transfer the call to UC Police Department's Communication Center at (310) 825-1491.
- ☐ Keep the caller on the line as long as possible; be courteous and do not interrupt the caller. Take all bomb threats seriously.
- ☐ If possible, signal a co-worker to indicate that you have received a bomb threat.
- ☐ Complete a Bomb Threat Form or write down as much information as possible to provide to Security. Try to note:
 - Caller's gender, age, unique speech attributes.
 - Indications about where the device is, when it is set to go off, what it looks like, and why it was placed.

NOTE: If a threat was delivered, describe the messenger, direction of travel and any suspicious persons in the area.

- ☐ Call **9-1-1** immediately from a hard-wired telephone once the call has been completed if no one else has called to report the threat; follow EMERGENCY EVACUATION procedures as directed by emergency response personnel. Follow evacuation instructions precisely as you may be instructed to evacuate to an alternate site.
- ☐ Notify your supervisor and the Facility Warden as soon as possible.

Precautions and Guidance

- Do not search for a device or touch suspicious devices.
- Call **9-1-1** from a hard-wired telephone – do not use cell phones or a radio to report a bomb threat as cell phones and radio signals could trigger detonation of the bomb.



David Geffen School of Medicine

Bomb Threat

Communications Data Form

FBI Bomb Data Form — *Place this card under your telephone*

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. Why?
8. What is your address?
9. What is your name?

Exact wording of the threat:

Sex of the caller: _____

Race: _____ Age: _____

Length of call: _____

Number at which call was received: _____

Time: _____ Date: _____

Caller's Voice

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lip |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Voice disguised |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Distinct |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Familiar | |

If the voice is familiar, who does it sound like? _____

Background Sounds

- | | |
|--|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Animal noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> PA System |
| <input type="checkbox"/> Static | <input type="checkbox"/> Music |
| <input type="checkbox"/> Local | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> House noises | <input type="checkbox"/> Motor |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Other: | |

Threat Language

- | |
|---|
| <input type="checkbox"/> Well spoken (educated) |
| <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul |
| <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Message read by threat maker |

Remarks: _____

Report call immediately to: 9-1-1

Name: _____ Position/Title: _____

Phone: _____ Building/Room: _____

Semel Institute, Department of Psychiatry, Resnick Hospital, Partial Programs

5.12 SUSPICIOUS PACKAGE/MAIL/DEVICE

Actions

- ☐ Do not touch, move or cover the object.
- ☐ Alert others in the area and evacuate the immediate area.
- ☐ Report the incident to **9-1-1**.
- ☐ Get a good description (i.e., size, color, markings, noises made, e.g., ticking); provide exact location (i.e., floor, room number, location in room).
- ☐ Do not use a radio, cell phone or battery operated bullhorn in the area (this may detonate the device).
- ☐ Evacuate the floor or entire building only if instructed to do so by emergency response personnel and follow EMERGENCY EVACUATION procedures.
- ☐ If directions are not given to evacuate the building, control entry to the area until relieved of responsibility or given further instructions from emergency response personnel.

5.13 WORKPLACE VIOLENCE

Actions

- ☐ If you witness a workplace violence incident or if you encounter a person behaving in a manner that causes you to fear for your own or another's safety, you should immediately call **9-1-1**, or have someone call for you. This includes:
 - Crimes in progress, violent incidents or specific threats of imminent violence
 - Suspicious activity
 - If an individual:
 - o Makes threats of physical harm toward you, others, or him/herself
 - o Has a weapon
- ☐ Use a phone out of sight/hearing of the individual; law enforcement officers will respond and take appropriate action.
- ☐ Do not attempt to intervene physically or deal with the situation yourself; law enforcement officers will take charge of any incident that can or does involve physical harm. Do not confront the suspect or block their exit. Do not take unnecessary chances.
- ☐ If it is an ongoing situation (e.g., hostage, person with a weapon), employees should immediately evacuate the area of the incident; supervisors are responsible for accounting for their employees. Evacuate the building if instructed to do so by emergency response personnel and follow EMERGENCY EVACUATION procedures.
- ☐ The area of the incident should be secured and left undisturbed; employees who witnessed the incident should be available to be interviewed by law enforcement officers.

Workplace Violence: Active Shooter

- ☐ The Department of Homeland Security recommends the following guidelines: evacuate, hide out or take action against the active shooter (**RUN, HIDE, FIGHT**):
 - ✓ Whenever possible **RUN**. Get away from the gunshots first then call **9-1-1** if no one else has called to report what is happening. **DO NOT LINGER IN THE AREA; DO NOT GO TO THE ASSEMBLY AREA.**
 - ✓ If unable to evacuate and get out of the area then **HIDE**. Lock or barricade yourself to shelter-in-place in your current location, if possible, to prevent entry from the shooter. Silence your cell phone then call **9-1-1**.
 - ✓ If you cannot barricade yourself inside and the suspect comes in then work as a team with others, and make a plan to **FIGHT** the shooter(s). Do whatever you can to prevent the shooter from achieving the goal of shooting people.

Precautions and Guidance

- **If you are in a classroom, room or office:**
 - STAY THERE, secure the door and turn off the lights. Remain silent. If sheltering in place, silence your cell phone. Call **9-1-1** if possible.
 - If the door has no lock and the door opens in, a heavy door wedge can be kept on hand and used, otherwise look for heavy furniture to barricade the door. If the door has a window, cover it.
 - Depending on the gunman's location, you may also exit through the windows. Have someone watch as you get as many students out through windows as calmly and as quietly as possible.
 - If the windows do not open, or you cannot break them, or you are not on a ground floor, get out of sight from the door and stay low and quiet.
 - If no police units are on scene, move well away from the incident and find safe cover positions (not the parking lots) and wait for the police to arrive.
 - When police officers arrive, while keeping your hands up and palms spread, do exactly what the police tell you to do.
- **If you are in a hallway or corridor:**
 - Get in a room that is not already secured and secure it.
 - Unless you are very close to an exit, do not run through a long hall to get to one, as you may encounter the gunman or hostage taker.
- **If you are in a large room, gym, theater, or auditorium:**
 - If the gunman is not present, move to and out the external exits and move toward any police unit. Drop all bags and keep your hands up and palms spread. Do what the police tell you to do.
- **If you are outdoors or in an open space:**
 - Stay alert and look for appropriate cover locations. Hard cover, such as brick walls, large trees, retaining walls, parked vehicles, and any other object that may stop bullets, may be utilized as cover.
- **If you are trapped with the gunman:**
 - Do not do anything to provoke him/her. If he/she is not shooting, do what he/she says and do not move suddenly.
 - If possible call **9-1-1** and talk with a police dispatcher. If you cannot speak, leave the phone line open so the police can hear what is going on.
 - If he/she is shooting, you need to make a choice: stay still and play dead, run for an exit while zigzagging, or attack the shooter.
- **What to expect from police:**
 - Regardless of how officers appear, remain calm. Do as the officers tell you, and do not be afraid of them. Put down any bags or packages that you are carrying and keep your hands visible at all times.
 - If you know where the shooter is, or know the shooter's description, tell the officers.
 - The first officers to arrive will not stop to aid injured victims. Rescue teams will follow shortly after the first responding officers enter the area. They will attend to the injured and remove everyone safely from the area.

ATTACHMENTS

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ATTACHMENT A: Public Employee Disaster Service Worker (DSW) Designation

Public Employees as Disaster Service Workers (DSW)

Who is considered a Disaster Service Worker?

All public employees, including UCLA employees, are, by law, Disaster Service Workers. Public employees are assigned disaster service activities by their superiors or by law to assist their agency in carrying out its responsibilities during times of disaster. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Code (California Government Code 3100-3102; Labor Code 3211.92(b)).

What does that mean?

If a Local Emergency is declared during normal work hours, employees will be expected to remain at work to respond to the emergency needs of their agency. If a Local Emergency is declared outside of normal work hours, employees may be called back to work.

Any public employees performing duties as a disaster service worker shall be considered to be acting within the scope of disaster service duties while assisting any unit of the organization or performing any act contributing to the protection of life or property or mitigating the effects of an emergency. Claims sustained by public employees while performing disaster services shall be filed as worker compensation claims under the same authorities and guidelines as with all employees within their agency.

It also means...

In order for public employees to be effective Disaster Service Workers, it is important to be assured that their family members are safe and secure. The best way to have this assurance is to be prepared for a possible emergency by having personal/family emergency plans.

How will I know when a Local Emergency is declared?

The declaration will be announced by a Press Release on radio and television. If the emergency is declared while you are at work, your supervisor will inform you. If you are at home and **do not** have a pre-assigned emergency duty, listen and wait for notification to respond. **Do not self-deploy to a location.** If you have a pre-assigned emergency duty at your workplace, follow up with your supervisor on when and where

to respond. ***First take actions to protect you and your family and then report for your assigned duty.***

What are some assignments I might be given during an emergency?

In all probability, you may be assigned a task within your organization you may be accustomed to; however, you may also be assigned a task you do not generally perform in a normal day's work. For example, if you are bilingual, you may be asked to translate for non-English speaking individuals. Other typical tasks may involve: providing logistical support, acting as a messenger at a designated site, serving food to emergency staff, or answering phones.

Source: California Government Code 3100-3109

3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance ... in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

3101. For the purpose of this chapter the term "disaster service worker" includes all public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

... All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation...

ATTACHMENT B: Emergency Evacuation Maps

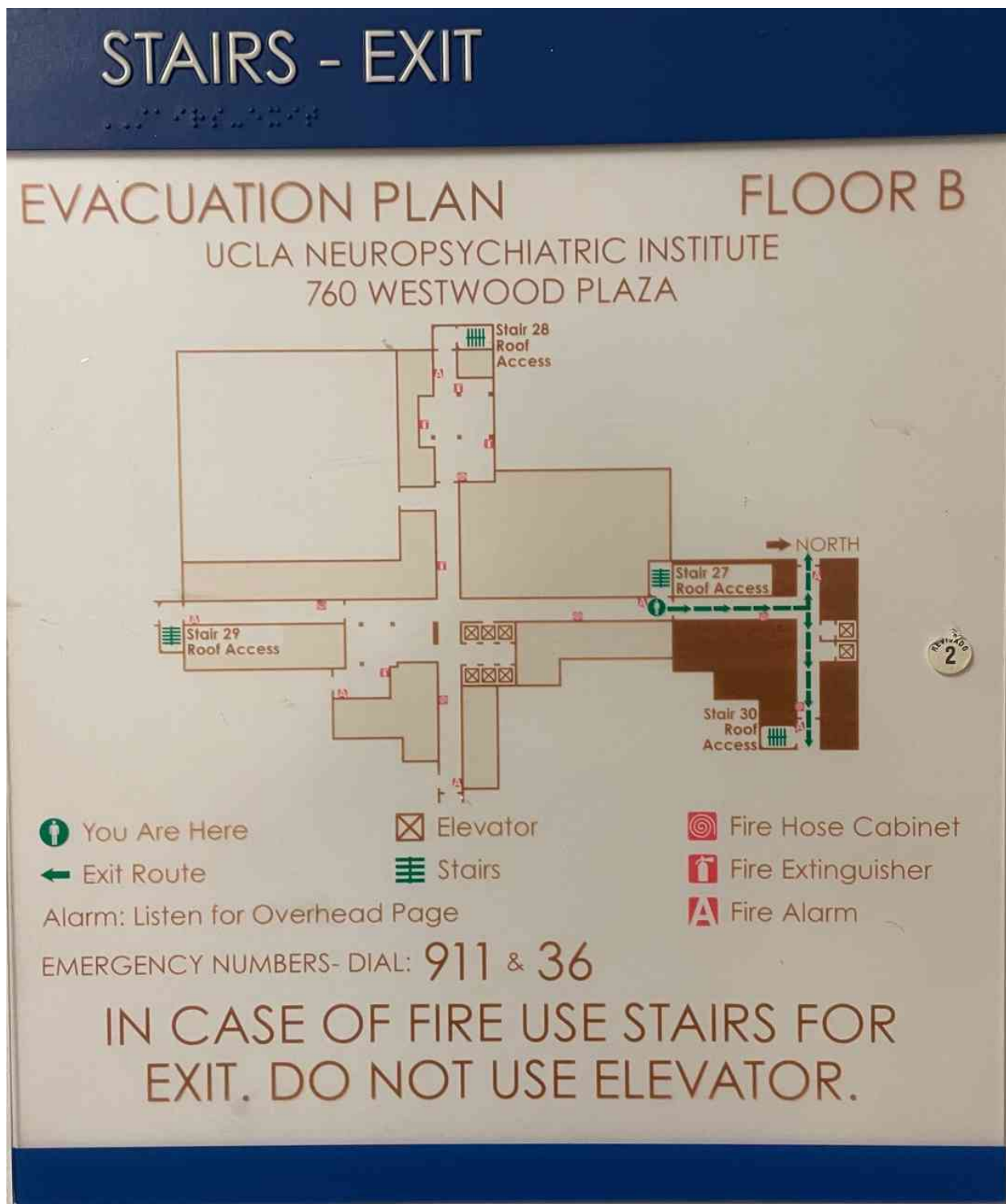
Semel: C Floor	B-2
Semel: B Floor	B-5
Semel: A Floor	B-8
Semel: 1 th Floor	B-12
Semel: 2 th Floor	B-13
Semel: 3 th Level	B-17
Semel: 4 th Level	B-21
Semel: 5 th Level	B-26
Semel: 6 th Level	B-30
Semel: 7 th Level	B-34
Semel: 8 st Floor.....	B-38
CHS Complex: Assembly Areas	B-40
300 MP: 1 th Level	B-44
300 MP: 2 th Level	B-46
300 MP: 3 st Level.....	B-47
300 MP: Assembly Areas	B-48
UCLA Campus Regional Evacuation Areas for Major Emergencies	B-49























































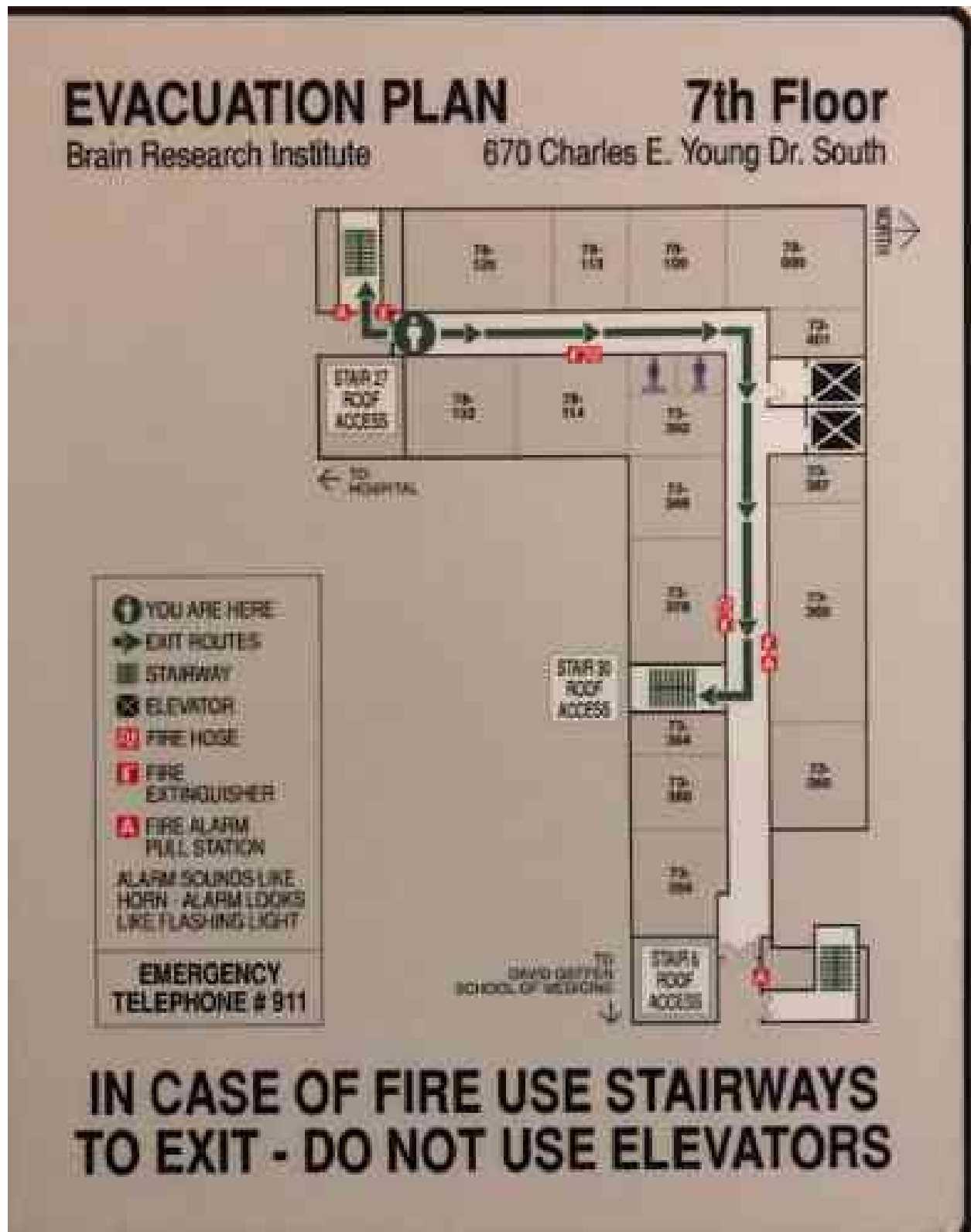










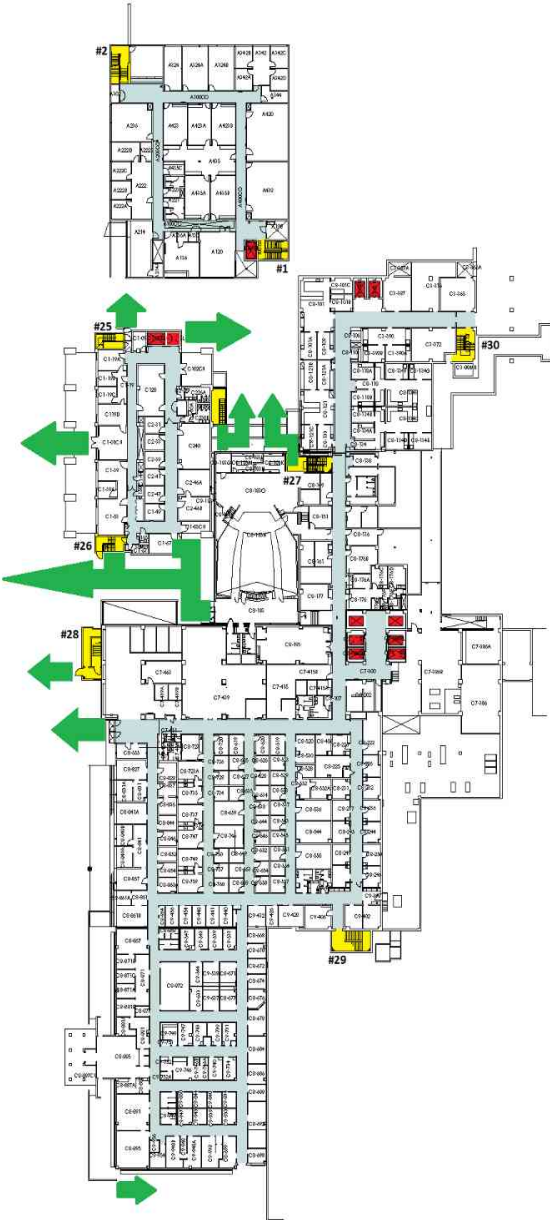








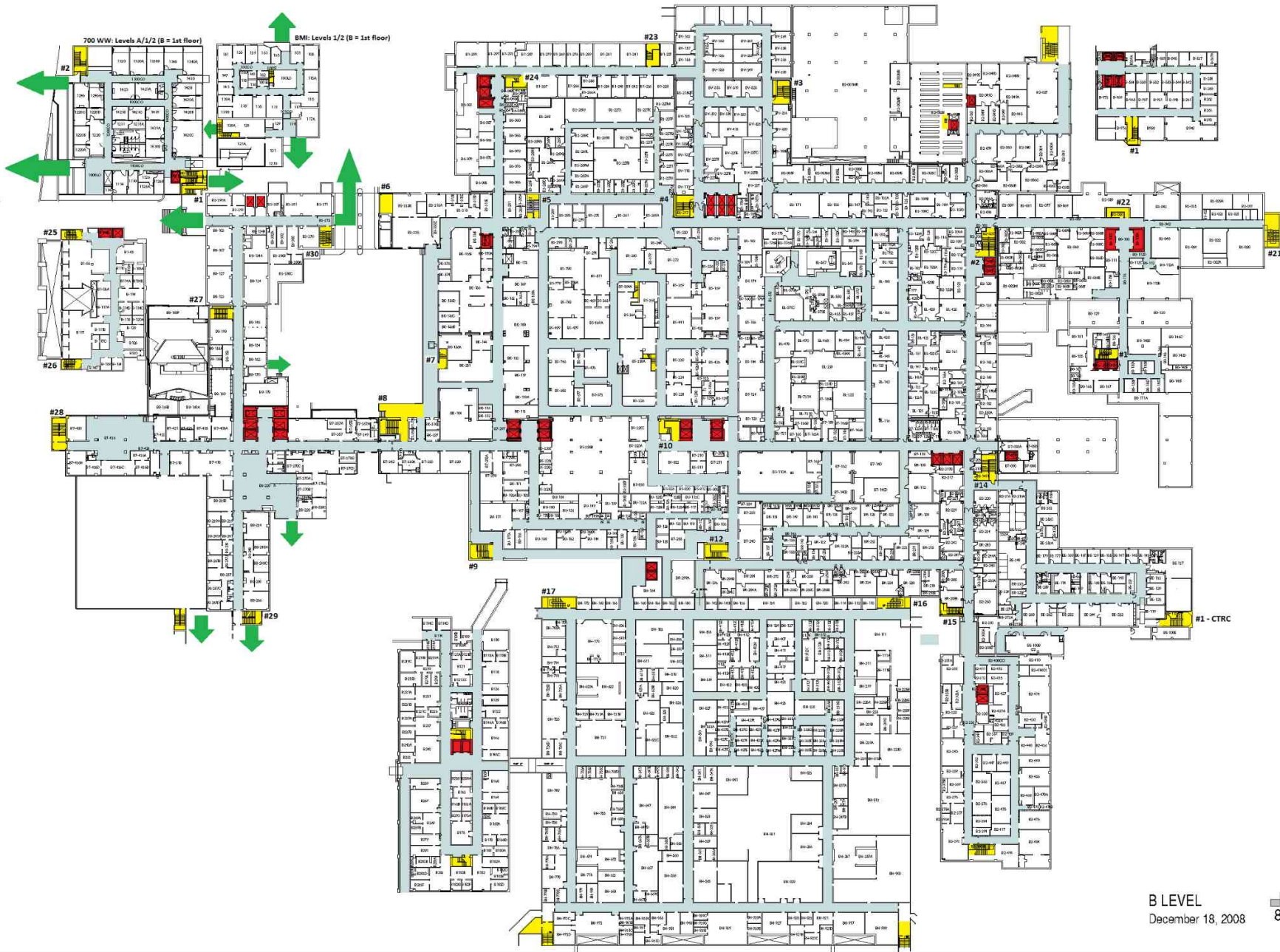




LEGEND

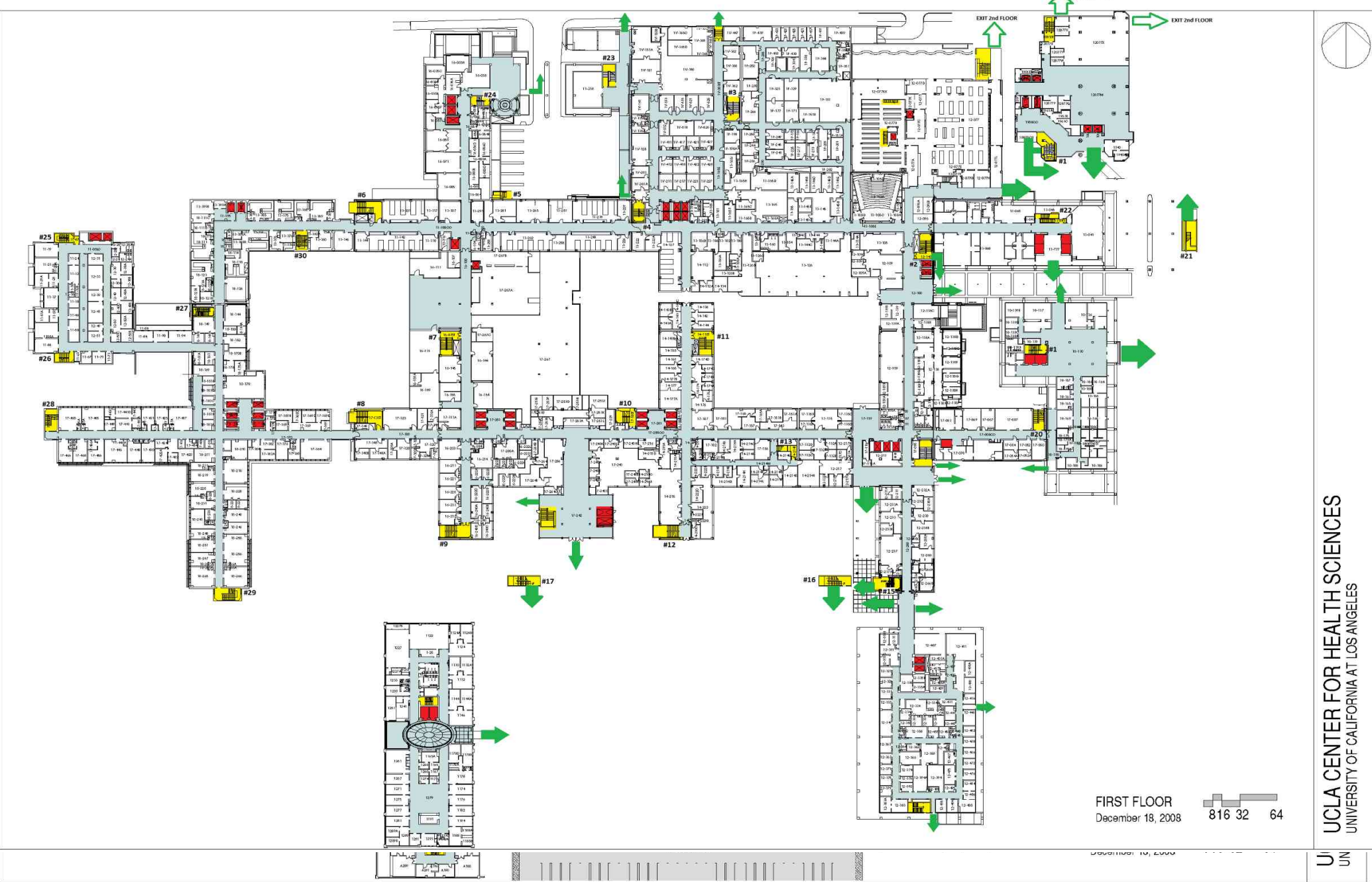
-  Emergency Exit
-  Stairwell
-  Elevator

C LEVEL
December 18, 2008 816 32 64



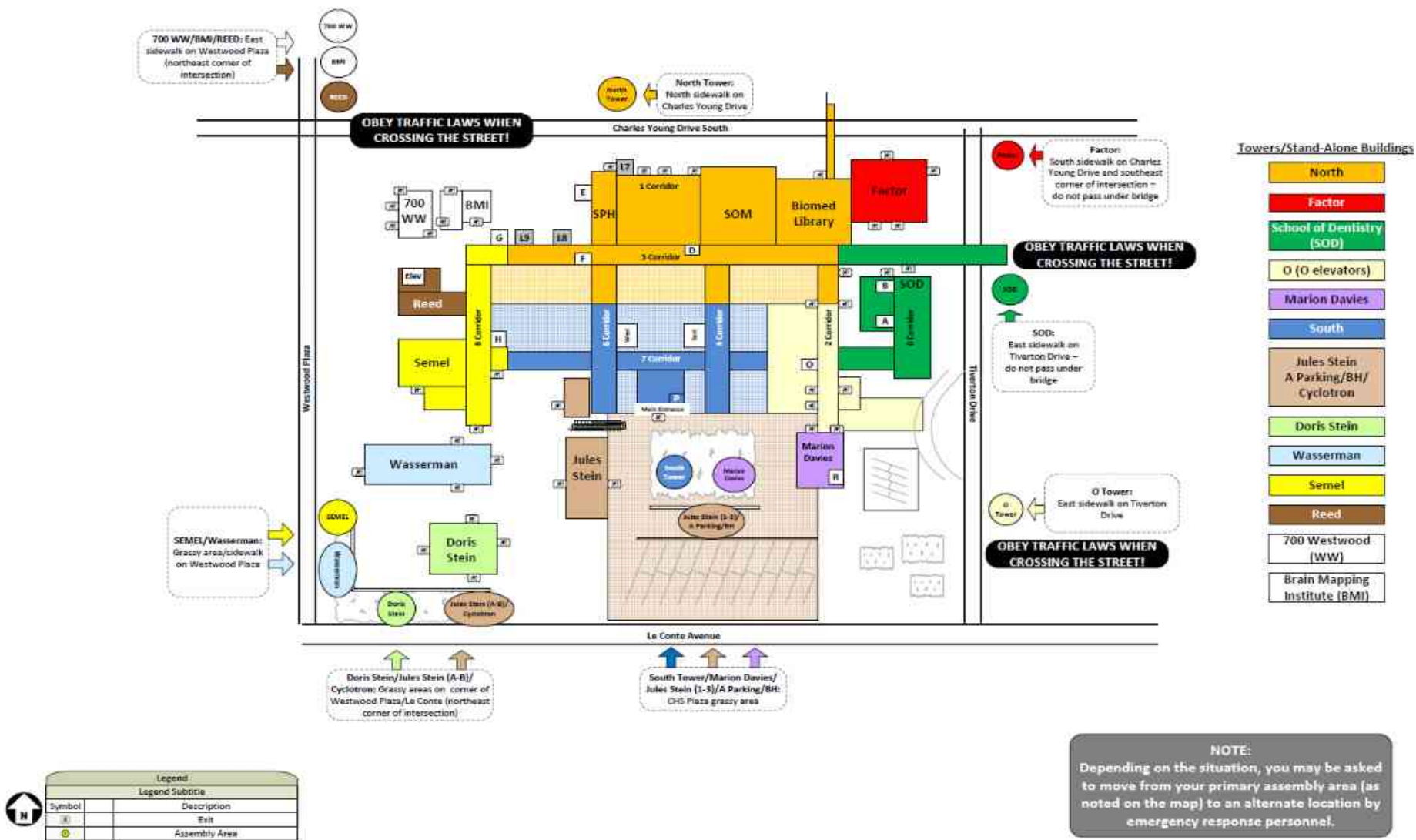
B LEVEL
December 18, 2008
816 32 64

Employee Emergency Action Plan



FIRST FLOOR
December 18, 2008
816 32 64

CHS Complex Assembly Areas - Evacuation Plan



300 MP : 1st Level



300 MP : 1st Level



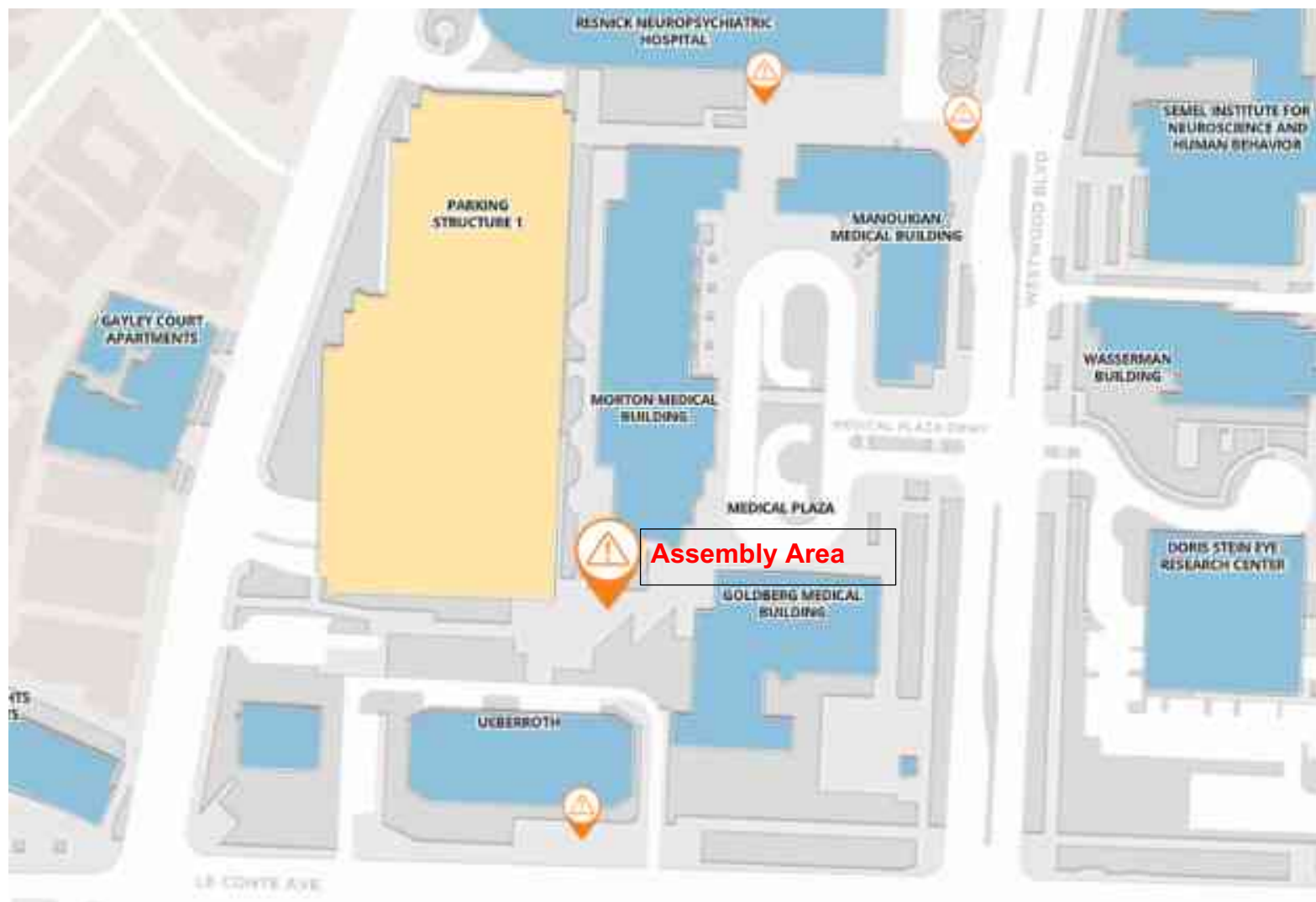
300 MP : 2nd Level



300 MP : 3rd Level

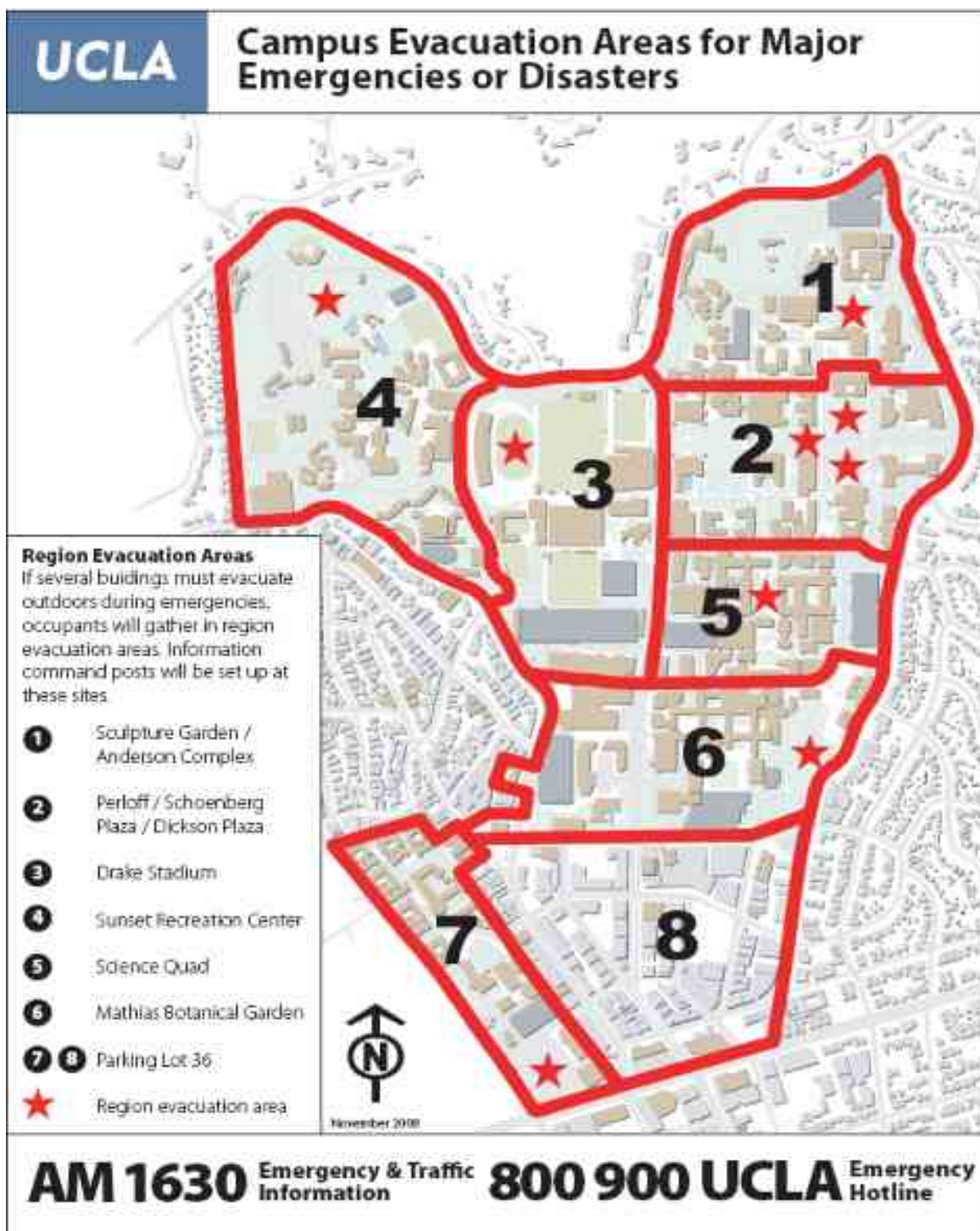


300 Medical Plaza: Assembly Area: Courtyard south of 200 Medical Plaza; east of 300 Medical Plaza



UCLA CAMPUS REGIONAL EVACUATION AREAS FOR MAJOR EMERGENCIES

(For campus- or area-wide evacuations only; NOT single building evacuations. Emergency response personnel will direct building occupants to proceed to these areas, if appropriate and as the situation warrants.)



Semel Drill Assignments and Role Instructions

Name	Office	Assignment	Assigned Area	Evacuating
Fulton, Steven		Department warden	Building	Review and submit completed forms to Emergency Management Office
Wu, Xiaoyu	C7-464	Facility Warden	Building	Coordinate with Floor Wardens to ensure evacuation procedures are in place on your assigned floor. Assign Traffic Monitors. To Assembly Area to Incident Commander.
Fulton, Steven		Floor warden	C	Office (Labs) to Door to Assembly Area
Walter, Cabrera	B7-435	Floor warden	B	Office (Labs) to Stair to Assembly Area
Dominguez, Oscar	C8-150A	Floor warden	A	Office (Labs) to Stair to Assembly Area
Cederbaum, Evelyn		Floor warden	1	Office (Labs) to Stair to Assembly Area
Ayala, Barry	28-229	Floor warden	2	Office (Labs) to Stair to Assembly Area
Acebo, Vincent	38-145	Floor warden	3	Office (Labs) to Stair to Assembly Area
Yang, Amy	48-268	Floor warden	4	Office (Labs) to Stair to Assembly Area
Holley, Sandra	58-258	Floor warden	5	Office (Labs) to Stair to Assembly Area
Solares, Efrain	C8-151	Floor warden	6	Office (Labs) to Stair to Assembly Area
Wu, Xiaoyu	C8-221	Floor warden	7	Office (Labs) to Stair to Assembly Area
Bromley, Elizabeth	88-201D	Floor warden	8	Office (Labs) to Stair to Assembly Area

D.1 Radiation Emergency

A radiation emergency may be any of the following:

- An over-exposure from a radiation producing machine or from radioactive materials.
- Personal contamination from radioactive materials.
- Possible inhalation or ingestion of radioactive materials.
- A spill of radioactive materials. The RSD is available to assist or advise for minor spills. A major spill is one which occurs in a public or uncontrolled area, or a spill in which you do not have the necessary resources to contain and clean up. A major spill requires Radiation Safety Division involvement, so it must be reported.

In the case of any emergency with injuries, manage the injury first - radiation health concerns are secondary to the first-aid of an injured person.

For radiation concerns or questions, contact the **[Radiation Safety Office]** at **[(310) 825-5689]** (Monday – Friday, 7:30 a.m. – 5:00 p.m.).

Actions

Use the **S.W.I.M.** method for all radiation emergencies:

- ☐ **Stop the spill.** Take actions to prevent the further spread of radioactive contamination.
- ☐ **Warn others in the area.**
 - ✓ Call **9-1-1**. Indicate that you have a radiation emergency, give the location of the emergency and provide your name and a call-back number. (The **9-1-1** dispatcher will notify the Radiation Safety Office).
 - ✓ Inform the **9-1-1** dispatcher if there is a medical emergency, including contaminated and/or injured personnel. Treatment of life-threatening injuries is a priority over spill actions.
 - ✓ Document all spill actions.
- ☐ **Isolate the spill area.** Use physical boundaries if possible. Verify contamination boundaries by scanning with the appropriate radiation detection instrument. Note that some isotopes (e.g., Tritium, H-3) cannot be detected using portable instrumentation. A liquid scintillation counter must be used in this case.
- ☐ **Minimize your exposure** by following the principles of time, distance and shielding. Wear necessary protective clothing. Avoid contact with the skin, ingestion and inhalation of radioactivity.

D.2 Laboratory 1A: Critical Operations Evacuation Plan

Available within each specialized area's location.

I. Purpose

This procedure supplements the emergency evacuation procedures, so as to allow xxx personnel to remain on station during critical testing of the subsystem if an evacuation alarm activates in the facility. Critical testing is defined as periods when sudden shut down could damage the subsystem, and personnel are required to secure the critical activities before evacuating. The xxx understands the importance of not placing employees at increased risk unless it is warranted.

The following is a list of areas that may require delayed evacuation if an evacuation alarm activates because of critical testing of the xxx subsystem.

- CHS/Room xx-xxxx

II. Responsibility

The lab manager, acting as the Area Warden, is responsible for the implementation of this plan. In the absence of the lab manager, research personnel will serve as the Area Warden and be responsible for the implementation of this plan as designated in the table below.

If in doubt regarding points-of-contact, xxx should be contacted.

III. Instructions

The following is a list of instructions that shall be followed in the event of an emergency to ensure both personnel and hardware are protected to the highest extent possible.

- If smoke or flames are evident, all personnel must evacuate immediately.
- If no smoke or flames are evident and an evacuation is required due to an emergency, all non-essential personnel will evacuate immediately. Essential personnel will start preparing to shut down. The Area Warden shall appoint the personnel required to remain on station, ensuring that the buddy system is used. The Area Warden shall appoint at least two evacuating employees to locate the Incident Commander or Fire Warden and notify him of the names and exact

- location of remaining personnel and reason for leaving personnel on station. If during normal business hours, the xxx Lead (xxx) and/or xxx Lead (xxx) or designee shall also report to the Incident Commander to determine if evacuation is required and to answer any questions as to the importance of an orderly power down, if required.
- If employees are located adjacent to personnel remaining on station (e.g., the shift leader's station in CHS on the lab floor), personnel shall coordinate their location and reason for not evacuating with that group.
- One person remaining on station shall be the designated fire watch for the area. If at any time there is an imminent hazard (e.g., fire or smoke encroaching on their designated area or exit paths), all employees shall immediately evacuate.
- Once safe evacuation and local notification has occurred, the personnel identified in the table below shall be notified.

Shutdown Procedures Specific to xxx

In case of an emergency, the two designees that stay behind should perform the following steps as quickly as possible.

1. Close all helium K-bottles.
2. Close valve V1 and V3 on the low-pressure panel (LPP).
3. Close valves V_G and V_L.
4. Evacuate the building.

EVACUATION PROCESS (RED, YELLOW, GREEN)

GREEN EVACUATION (Normal Evacuation)

- Green evacuation occurs immediately when a fire or critical support system alarm occurs. Laboratory staff are asked to secure their work (pathogens and animals) and exit the facility using normal exiting processes.
- Containment is maintained through normal evacuation process

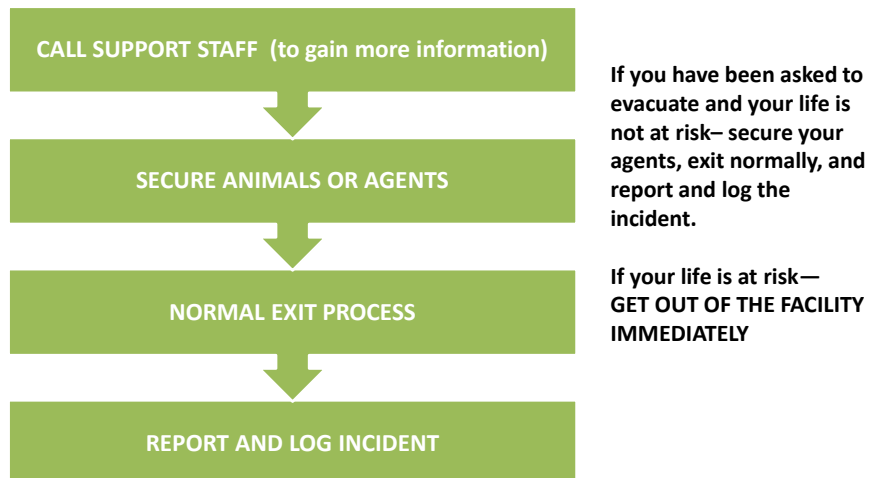
YELLOW EVACUATION (Modified Evacuation)

- Yellow evacuation occurs immediately when there is an unconscious or injured staff prohibiting the abilities of staff to adhere to normal evacuation procedures. Staff are asked to evacuate immediately using modified exiting processes
- Containment is maintained through modified evacuation process

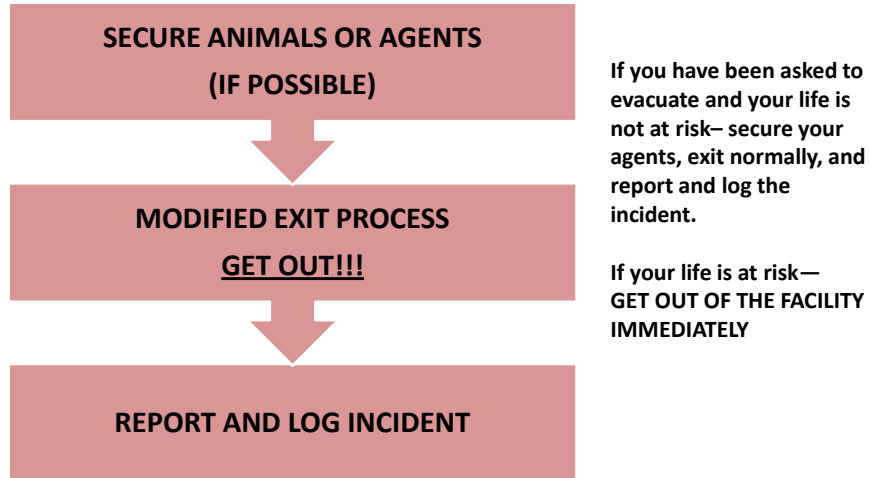
RED EVACUATION (Rapid Evacuation)

- Red evacuation occurs immediately when life is at risk. Staff are asked to immediately evacuate the facility using whatever means necessary.
- Containment is not maintained-risk to life was substantial

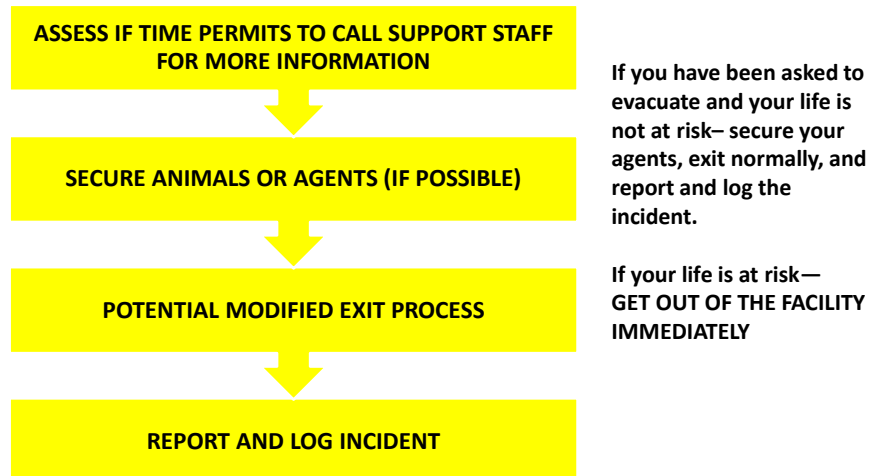
GREEN NORMAL EVACUATION (NON-EMERGENCY)



RED RAPID EVACUATION (KNOWN EMERGENCY)



YELLOW MODIFIED EVACUATION (UNKNOWN EMERGENCY)



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ATTACHMENT F: Personal Emergency Go Kit

Employees are encouraged to assemble personal emergency go kits and have them accessible at all times. Go Kits should be available at home, in the car and at work. Work and car emergency kits typically contain fewer items than home kits. Suggested items to include in your personal emergency supply go kit at home are listed in the table below. Kits should be checked routinely and prior to expiration date(s) if the kit contains items that expire or are perishable.

Personal Go Kit (Home)

Clothing
<input type="checkbox"/> Underwear (5)
<input type="checkbox"/> Socks (5)
<input type="checkbox"/> Comfortable shoes
<input type="checkbox"/> Casual shirts or blouses (5)
<input type="checkbox"/> Casual pants/skirts (khakis and jeans are fine-2 pair)
<input type="checkbox"/> Sweater or light jacket (1)
<input type="checkbox"/> Pajamas (1)
<input type="checkbox"/> Exercise clothes
<input type="checkbox"/> Business clothes (1 set if involved with other agencies or media)
<input type="checkbox"/> Dress shoes and belt (if involved with other agencies or media)
<input type="checkbox"/> Seasonal outerwear (coat, hat, gloves, rain gear)

Essentials	Expiration Date
<input type="checkbox"/> Two weeks supply of non-perishable/special dietary foods	
<input type="checkbox"/> Eating utensils	
<input type="checkbox"/> Drinking water/containers -1 gallon per person/per day (minimum 3 days)	
<input type="checkbox"/> Personal identification/driver's license	
<input type="checkbox"/> Insurance card(s)	
<input type="checkbox"/> Government Emergency Telecommunications Services (GETS) Card, if applicable	
<input type="checkbox"/> Credit cards, check book, cash (at least \$50), including coins for vending machines	
<input type="checkbox"/> Photocopies of credit and identification cards	
<input type="checkbox"/> Personal hygiene items (toothpaste/toothbrush, soap, brush, razor, shampoo, deodorant, etc.)	
<input type="checkbox"/> Toilet paper and pre-moistened towelettes	

<input type="checkbox"/> Medications (At least 14 day - preferably a 30 day - supply)	
<input type="checkbox"/> Flashlight/batteries	
<input type="checkbox"/> Emergency contact phone numbers (including out-of-area) and important documents	
<input type="checkbox"/> Contact lenses and solution/extra pair of glasses	

Miscellaneous Items	Expiration Date
<input type="checkbox"/> Laundry Bag	
<input type="checkbox"/> Laundry Soap (for 3-6 loads)	
<input type="checkbox"/> First aid book and kit	
<input type="checkbox"/> Sewing Kit (Thread, Needles, Safety Pins, Buttons)	
<input type="checkbox"/> Personal Reading	
<input type="checkbox"/> Camera and film	
<input type="checkbox"/> Extra batteries for cameral flashlights, radio, portable TV & lamps/ etc.	
<input type="checkbox"/> 5-6 Trash Bags	
<input type="checkbox"/> Favorite packaged snacks or candy (7 days)	
<input type="checkbox"/> Stamps, envelopes, and paper	
<input type="checkbox"/> Personal address book	
<input type="checkbox"/> Instant tire sealer	
<input type="checkbox"/> Games/ books, playing cards, etc.	
<input type="checkbox"/> Portable radio with batteries	
<input type="checkbox"/> Sleeping bag/blankets, pillow	

ATTACHMENT G: Employee Acknowledgement of Receipt Form

I hereby acknowledge receipt of the Neurology Employee Emergency Action Plan. I understand it is my personal responsibility to read and become familiar with its content, and to carry out the employee responsibilities outlined therein.

Name (Print)

Date

Signature