

Emergency Action Plan Center for Neural Circuits and Behavior – Region 4

This document is a detailed procedure of actions to be taken in the event of an emergency. It is to be used concurrently with the UCSD Emergency Response Guide. Whether responding to a small incident or large emergency, **building occupants** should follow these important steps to prevent injury and minimize the loss of research equipment and infrastructure:

In the event of a **MINOR incident** affecting the Division of Biological Sciences, assess the situation and notify your immediate supervisor (lab manager and/or PI). If the situation is area-specific, alert the corresponding *Center for Neural Circuits and Behavior contacts* if the incident occurs during normal business hours:

CNCB Contacts

<i>Facilities</i>	Trevor Thiessen Biology Shops Supervisor	c: 858-245-5068
<i>Research Safety</i>	L. Ashley Miller Divisional Safety Officer	c: 858-333-9791

In the event of a **MAJOR incident** affecting the Division of Biological Sciences, **call campus police at 911** (using a campus phone) or **(858) 534-4357** (non-campus phone). Report emergency details and location.

Emergency Phone Numbers

UCSD POLICE	911 or 858-534-4357 (534-HELP)
UCSD EMERGENCY STATUS	888-308-8273
UCSD POISON CENTER	800-867-4766
BIOLOGICAL, CHEMICAL, OR RADIOACTIVE SPILL	911 or 858-534-4357 (534-HELP)

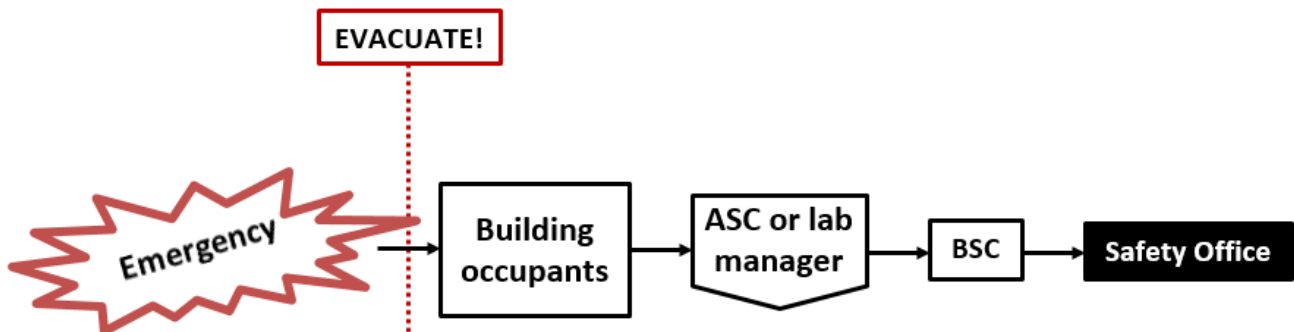
If a **MAJOR incident** requires a building evacuation, take your keys, personal or emergency bag, a first-aid kit, and evacuate the building using the nearest exit. *On your way out*, close but do not lock all doors, pull the fire alarm, and alert others to evacuate. Help small children and those who need special assistance to evacuate. Remember, always **use the stairs** and **not the elevators!** Elevator units may be damaged and could trap evacuees. Once outside, regroup at the **ASSEMBLY AREA** (map on page 3).

Area Safety Coordinators (ASC) & lab managers: always keep a few copies of the *Emergency Report Form*, the building EAP, and a current lab roster attached to a clipboard with pen or marker ready to go. Make sure to grab your ‘emergency clipboard’, along with keys and safety whistle, before you evacuate the building. If the fire alarm has not been pulled, blow your whistle until you reach and pull the nearest fire alarm while exiting the building. Regroup with building occupants and your lab personnel at the building’s **ASSEMBLY AREA** (map of page 3).

Once at the **ASSEMBLY AREA**, find your *Area Safety Coordinator* (ASC) or lab manager. They will complete the *Division of Biological Sciences’ Emergency Report* and record the names of all present and missing lab personnel, along with a damage assessment of the lab. ASCs or lab managers will deliver the report to the **Building Safety Contact (BSC)**. The *Building Safety Contact* is a volunteer staff member that is responsible for gathering information from ASCs and lab managers.

CNCB BSC: **L. Ashley Miller (c: 858-333-9791)**

The BSC will forward the reports to the *Division of Biological Sciences’ Safety Office*. The Safety Office will ensure all emergency reports reach the campus **Emergency Operations Center** and the appropriate aid is dispatched. To help visualize the breakdown of safety communications, see the figure below:



Once you report to your ASC, **do not re-enter the building!** Do not return to search for missing people or personal items. Doing so might put yourself and emergency responders at risk, especially when they are already focused on finding missing people inside the building. Stay in the **ASSEMBLY AREA** unless directed to leave by emergency personnel. Keep yourself and others around you calm – panic will only make an emergency worse.

AED-trained personnel: if needed, **Automated External Defibrillator** (AED) units are located in the Main Gym (locker room lobby, behind the facility access desk) and NSB (1st floor lobby, next to elevators).

EMERGENCY ASSEMBLY AREA

