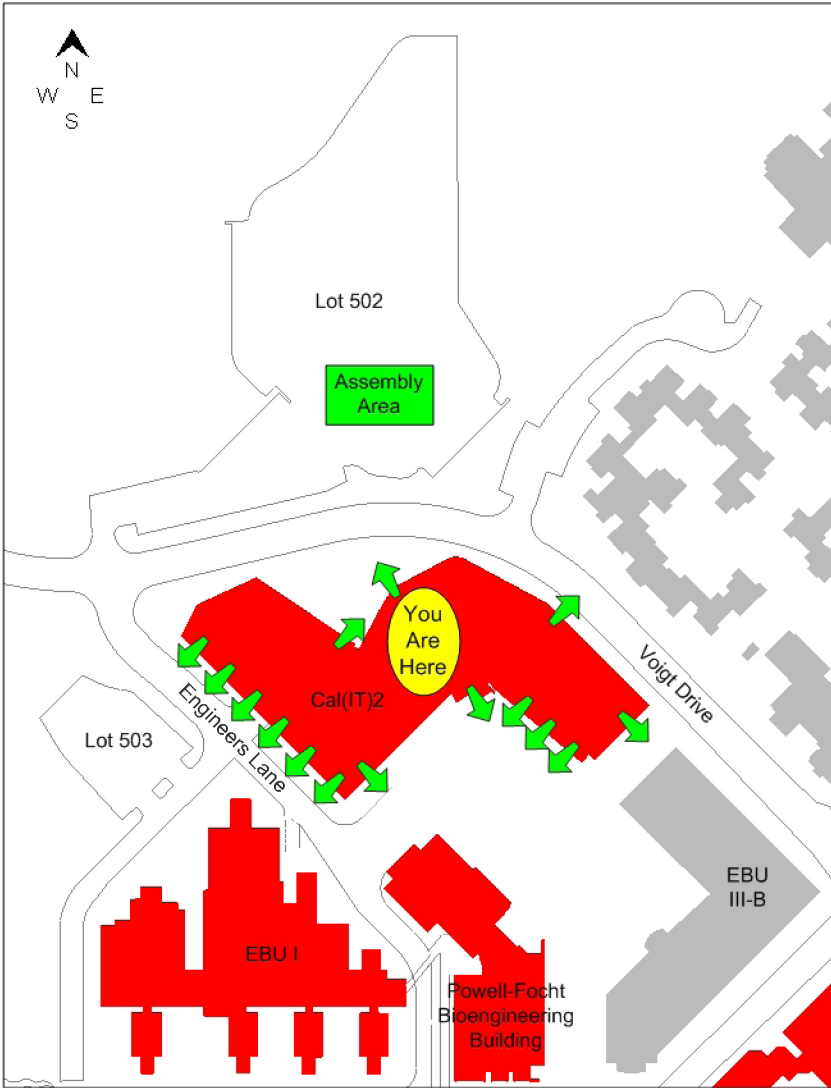


Emergency Action Plan



Atkinson Hall



Emergency Evacuation Plan

Emergency Phone Numbers

Fire	911
Police.....	911
Medical (Paramedics)	911
Thornton Emergency Room.....	77600
Poison Control Center.....	800-876-4766
UCSD Emergency Status Phone No.....	888-308-8273
EH&S	43660
Tim Beach.....	858-967-8884
Tad Reynales.....	858-699-6271

Calmly state:

- Your name
- Building and room location of emergency
- Nature of the emergency: fire, chemical spill, etc.
- Injuries?
- Hazards present which may affect responding emergency personnel
- A phone number near the scene where you can be reached

Building Evacuation

KEEP YOURSELF AND OTHERS CALM

- Quickly move to the outside of the building using the nearest door marked with an EXIT sign.
- Close and secure all doors as you leave. Take your keys with you.
- **DO NOT USE ELEVATORS.** Proceed to the nearest safe stairway.
- Be certain all persons in the area are evacuated immediately.
- Help those who need special assistance—disabled, small children, etc.
- Report immediately to the designated assembly area (see map on back page) to do a headcount.
- Wait for instructions from emergency response personnel. Do not re-enter the building

Bomb Threats

ALL BOMB THREATS WILL BE TAKEN SERIOUSLY!

If a bomb threat notice is received:

- DO NOT SEARCH FOR AN EXPLOSIVE DEVICE
- DO NOT TOUCH ANY UNUSUAL OR SUSPICIOUS OBJECTS

REPORT THE THREAT IMMEDIATELY TO UCSD POLICE

If you receive a bomb threat call, try to get as much information from the caller as possible. Record the time of the call, take notes, and ask these questions:

- When will the bomb go off?
- Where is it?
- What does it look like?
- Why was it placed in the building?
- Who is calling?

Try to notice any of the following information:

- Caller's gender and approximate age
- Was the voice familiar?
- Did the person have an accent or unique speech attribute?
- Any unique background noises?
- If the bomb threat was hand delivered, try to recall a description of the messenger or other suspicious persons in the area.

Evacuate all building occupants immediately.

Remain outside in designated assembly areas until the building has been searched by UCSD Police and declared safe to enter.

Fire Procedures

IN CASE OF SMALL FIRE

- Pull the fire alarm and call Campus Police at 911.
- **IF YOU HAVE BEEN TRAINED** to use a fire extinguisher, while keeping an exit available behind you, bring the extinguisher within six feet of the fire.
- Pull the pin located in the extinguisher's handle, aim the nozzle at the base of the fire.
- Squeeze the handles and sweep from side to side at the base of the fire until it is out.

IN CASE OF LARGE FIRE

- Pull the fire alarm and call Campus Police at 911. Alert people in the area to begin evacuation using the stairs--not the elevators.
- Close door to confine the fire.
- Move to your designated assembly area upwind from the building.
- Have persons knowledgeable about the incident and location assist emergency personnel.

Earthquakes

DURING HEAVY SHAKING

- Get under a desk, table, door arch or stairwell. If none are available, move against an interior wall and cover your head with your arms. Remain under cover until the movement subsides.
- Stay away from large windows, shelving systems or tall room partitions.
- After shaking has stopped, survey your immediate area for trapped or injured persons and ruptured utilities. Evacuate the building using the stairs—not the elevators. Move to your designated assembly area and await further instructions from emergency personnel. (see map on back)

FIRST AID KITS ARE LOCATED IN THE KITCHEN AREAS.