



Document #: EHS003-01
Issue: 0
Orig. Doc #: None
Page: 1 of 22

UCR

Emergency Procedures



For Emergencies Dial 9-1-1

EH&S Contacts

A. Biosafety:	827-2648	www.ehs.ucr.edu/programs/p2.aspx?id=46
B. Emergency Management:	827-2609	www.ehs.ucr.edu/programs/p2.aspx?id=49
C. Environmental Health:	827-2648	www.ehs.ucr.edu/programs/p2.aspx?id=48
D. EH&S Training	827-6311	www.ehs.ucr.edu/programs/p2.aspx?id=58
E. Environmental Programs:	827-6303	www.ehs.ucr.edu/programs/p2.aspx?id=50
F. Fire Safety:	827-6309	www.ehs.ucr.edu/programs/p2.aspx?id=51
G. Hazardous Materials:	827-6303	www.ehs.ucr.edu/programs/p2.aspx?id=52
H. Laboratory/Research Safety:	827-5119	www.ehs.ucr.edu/programs/p2.aspx?id=55
I. Radiation Safety:	827-5529	www.ehs.ucr.edu/programs/p2.aspx?id=56
J. Safety & Industrial Hygiene	827-4412	www.ehs.ucr.edu/programs/p2.aspx?id=109
K. Waste Management:	827-5419	www.ehs.ucr.edu/programs/p2.aspx?id=54
L. Physical Plant:	827-3924	www.pplant.ucr.edu
M. EH&S Main Office:	827-5528	www.ehs.ucr.edu
N. EH&S Director:	827-6324	



Table of Contents

Blood and Body Fluid Exposure.....	4
Bomb Threat.....	5
Civil Disturbance or Demonstration	7
Earthquakes: If you're inside	8
Earthquakes: If you're outside	9
Earthquakes: For people with disabilities	10
Emergency Communication.....	11
Evacuation of Workplace	12
Fire and Smoke Conditions	13
Hazardous Material Exposure/Spill.....	14
Homeland Security Incident.....	15
Medical Emergencies and First Aid	16
Radioactive Contamination/ Spill	17
Suspicious Mail or Packages.....	19
Utility Failure	20
Violence or Crime on Campus.....	22



Blood and Body Fluid Exposure

Definitions

Exposure	Direct contact between eye, mouth, mucous membrane, skin cut or abrasion with blood or any other potentially infectious material
----------	--

Actions to Take

- Skin exposure: gently wash contact area with soap and water immediately
- Eye exposure: flush eyes with water for 15 minutes using eye wash if available
- Call 9-1-1 for medical help

Additional Information/Follow-Up Activities

- Notify supervisor of exposure to a potentially infectious fluid
- Notify EH&S as soon as possible of potential infection from blood or body fluid due to exposure
 - Call EH&S at 827-5528 to report exposure (Monday - Friday 8AM – 5PM)
 - If after hours, call UCPD Dispatch at 827-5222 and request that they notify an EH&S representative



Bomb Threat

Actions to Take

If bomb threat is received by phone:

- Take the caller seriously and remain calm
- Try to keep caller on the phone by asking questions using the UCR Bomb Threat Checklist
- Listen carefully: don't interrupt the caller or hang up
- If possible, write a note to a coworker asking him/her to "call 9-1-1 to report a bomb threat"
- Call 9-1-1 immediately once the call has ended to report the details
- UCPD or UCR officials will determine if evacuation is necessary

If bomb threat is received by mail:

- Stop additional handling of the letter or parcel
- Call 9-1-1 immediately
- UCPD or UCR officials will determine if evacuation is necessary
- Secure room/area if possible, allowing entry to emergency responders only
- Advise campus personnel not to use 2-way radios in the area

If bomb threat is received by email:

- Call 9-1-1 immediately
- Print a copy for UCPD
- Do not delete the message
- UCPD or UCR officials will determine if evacuation is necessary

Additional Information/Follow-Up Activities

- If instructed to do so, initiate building evacuation by activating any fire alarm box (pull alarm)
- Evacuate building and report to Emergency Assembly Area (EAA)
- Wait for emergency response personnel or the Building Supervisor for Emergency Conditions (BSEC) to authorize that it is safe to reenter affected area
- Provide the completed UCR Bomb Threat Checklist to UCPD officer-in-charge at the scene
- Notify your supervisor or department head of bomb threat if they were not in the area when it occurred



Bomb Threat Checklist (Please Print)

Today's Date ____/____/____

Information on call

Date of call	Time of call <input type="checkbox"/> AM <input type="checkbox"/> PM	Duration of call ____ hr ____ min	Phone number called: (____) _____
Name of person called:			Phone number to call for follow up: (____) _____

Questions for caller (Try to ask these questions and document responses)

When will bomb explode?	What kind of bomb is it?	What will cause the bomb to explode?
Where is the bomb located?	What does the bomb look like?	What is your name?
Did you place the bomb? If so, why?	Where are you calling from?	

Document exact wording of the threat:

Information on caller

Gender of caller: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown	Approximate age of caller:	Does voice sound familiar?	If yes, who does it sound like?
---	----------------------------	----------------------------	---------------------------------

Description of caller (check all that apply)

Voice	Speech	Language	Behavior	Background Noises	Background Noises – cont'd
<input type="checkbox"/> Clear	<input type="checkbox"/> Accented*	<input type="checkbox"/> Educated	<input type="checkbox"/> Agitated	<input type="checkbox"/> Airport	<input type="checkbox"/> Tavern/Bar
<input type="checkbox"/> Distorted	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Foreign	<input type="checkbox"/> Angry	<input type="checkbox"/> Animals	<input type="checkbox"/> Television
<input type="checkbox"/> Hoarse	<input type="checkbox"/> Distinct	<input type="checkbox"/> Foul	<input type="checkbox"/> Blaming	<input type="checkbox"/> Baby	<input type="checkbox"/> Traffic
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Intelligent	<input type="checkbox"/> Calm	<input type="checkbox"/> Birds	<input type="checkbox"/> Train
<input type="checkbox"/> Muffled	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Irrational	<input type="checkbox"/> Clearing Throat	<input type="checkbox"/> General Noise	<input type="checkbox"/> Typing
<input type="checkbox"/> Nasal	<input type="checkbox"/> Lisp	<input type="checkbox"/> Rational	<input type="checkbox"/> Crying	<input type="checkbox"/> Guns Firing	<input type="checkbox"/> Water/Wind
<input type="checkbox"/> Pitch- High	<input type="checkbox"/> Slow	<input type="checkbox"/> Slang	<input type="checkbox"/> Fearful	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Other*
<input type="checkbox"/> Pitch - Med	<input type="checkbox"/> Slurred	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Machinery	
<input type="checkbox"/> Pitch - Low	<input type="checkbox"/> Stuttered	<input type="checkbox"/> Unintelligible	<input type="checkbox"/> Laughing	<input type="checkbox"/> Music	
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Other*	<input type="checkbox"/> Other*	<input type="checkbox"/> Nervous	<input type="checkbox"/> Party	
<input type="checkbox"/> Raspy			<input type="checkbox"/> Self-righteous	<input type="checkbox"/> PA System	
<input type="checkbox"/> Smooth			<input type="checkbox"/> Other*	<input type="checkbox"/> Quiet	
<input type="checkbox"/> Soft				<input type="checkbox"/> Restaurant	
<input type="checkbox"/> Squeaky				<input type="checkbox"/> Static	
<input type="checkbox"/> Unclear				<input type="checkbox"/> Street Noises	
<input type="checkbox"/> Other*				<input type="checkbox"/> Talking	

Other* - Provide any additional details or information: _____



Civil Disturbance or Demonstration

Actions to Take

Civil Disturbance:

- If anyone at a meeting, class or lecture becomes disruptive, ask that person(s) to leave
- If disrupter refuses to leave, call UCPD at 9-1-1 if it is an emergency or 827-5222 if not
- If phone is unavailable send someone to notify UCPD
- Provide UCPD with your name, location, and nature of the problem
- Follow instructions of campus and law enforcement officials

Demonstration:

- Call UCPD to report the incident/activity (9-1-1 if emergency, 827-5222 if not)
- Continue with your normal routine
- Avoid provoking or obstructing demonstrators
- If possible, stay away from demonstration area

Additional Information/Follow-Up Activities

- Stay away from doors or windows if the disturbance is outside
- Close and lock doors and windows if noise is disruptive
- If necessary, secure valuable resources and research to protect them from damage



Earthquakes: If you're inside

Actions to Take

During shaking:

- Remember to **duck, cover and hold**
- **Duck** or drop to the ground
- Take **cover** under a sturdy desk, between rows of auditorium seats or against an interior wall, and protect your head and neck with your arms
- Stay clear of windows, hanging objects, mirrors, or shelves where objects may fall
- **Hold** on to furniture that covers you and protect your head and neck until the shaking stops

After shaking stops:

- Be prepared for aftershocks
- Do not run outside or immediately evacuate as falling debris can cause major injuries
- Quickly gather personal items and critical work or research that needs to be saved
- Follow evacuation routes directly to building's Emergency Assembly Area (EAA); do not attempt to use an elevator for evacuation
- Assist evacuating people with disabilities if they need help
- Check in with emergency staff at the Emergency Assembly Area and notify them of injured people, hazards or damages observed
- Stay at the Emergency Assembly Area and follow directions of emergency response personnel

Additional Information/Follow-Up Activities

- Report emergencies to UCPD at 9-1-1

Determining when to go home:

- Do not try to leave the campus until campus authorities say it is safe
- Be prepared to assist with campus response and recovery operations if asked to do so
- If you leave the Emergency Assembly Area for any reason, notify building emergency staff

If an earthquake occurs when you are not at work:

- Follow your department's "reporting to work" requirements
- If possible, monitor KUCR or <http://www.ucr.edu> for updates



Earthquakes: If you're outside

Actions to Take

During shaking:

- Move away from buildings, trees, power-lines, walls and chimneys
- Take the "**duck, cover and hold**" position until shaking stops

After shaking stops:

- Go to the Emergency Assembly Area (EAA) of the closest building
- Check in with emergency staff at the Emergency Assembly Area and notify them of injured people, hazards or damages observed
- Stay at the Emergency Assembly Area and follow directions of emergency response personnel

Additional Information/Follow-Up Activities

- Report emergencies to UCPD at 9-1-1

Determining when to go home:

- Do not try to leave the campus until campus authorities say it is safe
- Be prepared to assist with campus response and recovery operations if asked to do so
- If you leave the Emergency Assembly Area for any reason, notify building emergency staff



Earthquakes: For people with disabilities

Actions to Take

During shaking:

- Move away from windows and get next to an inside wall or clear, safe area
- Cover head and face with arms

After shaking stops:

- Evacuate to the Emergency Assembly Area; ask for assistance if needed
- Check in with emergency staff at the Emergency Assembly Area and notify them of injured people, hazards or damages observed
- Stay at the Emergency Assembly Area and follow directions of emergency response personnel

Additional Information/Follow-Up Activities

- Report emergencies to UCPD at 9-1-1

Determining when to go home:

- Do not try to leave the campus until campus authorities say it is safe
- If you leave the Emergency Assembly Area for any reason, notify building emergency staff



Emergency Communication

Actions to Take

For police or medical emergencies:

- Dial 9-1-1 from any campus phone, pay phone or cell phone
- Use Emergency Call Boxes, campus emergency phones or elevator emergency phones/intercoms
- If necessary, the campus fire alarm pull-boxes can be used to summon an emergency response from UCPD
- **Note:** There is no charge for calling 9-1-1 from a pay phone
- **Note:** Dialing 9-1-1 from a cell phone will contact the nearest California Highway Patrol Dispatch (there may be a delay in answering your call) and they will transfer your call to UCPD

For fire, earthquake, or campus closures:

- Only use phones or cell phones to dial 9-1-1 for emergency situations
- Listen to radio bulletins, watch TV news, and check the UCR homepage

Additional Information/Follow-up Activities

- Information concerning emergencies at UCR and related topics will be available to the campus community through the following resources:
 - UCR Website at www.ucr.edu
 - UCR EH&S Emergency Management Website at www.ehs.ucr.edu/programs/p2.aspx?id=49
 - UCR Campus Radio KUCR: 88.3 FM or www.KUCR.edu
 - Riverside Area News and Information Radio
 - KFRG 95.1 FM or KGGI 99.1 FM
 - KFI 640 AM or KNX 1070 AM
 - Riverside Area Emergency Information – Charter Cable Channel 32 or 33



Evacuation of Workplace

Actions to Take

- Quickly leave the building when the fire alarm sounds or evacuation is initiated by emergency personnel
 - If working with high heat, open flame or a hazardous experiment or procedure, complete safety shutdown procedures *if it is safe to do so*, and then evacuate the building
 - Quickly take personal items or other important materials with you if it is safe to do so. You may not be returning for some time
 - Close doors as you leave
- Stay to the right of hallways and stairs; do not use elevators
- Assist the mobility impaired if they request help
- Avoid any smoke-filled area if possible; if you are in a smoke-filled area, stay low to the floor and crawl under smoke
- Follow evacuation routes directly to building's Emergency Assembly Area (EAA)
- Notify emergency staff at the Emergency Assembly Area that you have evacuated safely

If mobility impaired:

- Proceed to an area of safe refuge, such as an enclosed stairwell
- Request others evacuating to notify emergency responders of your location
- Wait for emergency responders to arrive

Additional Information/Follow-up Activities

- Remain in the Emergency Assembly Area until directed otherwise
- Never try to reenter a building until cleared to do so by UCR officials or emergency responders



Fire and Smoke Conditions

Actions to Take

- Alert others nearby of the condition
- Activate the building fire alarm
- Call 9-1-1 to report any fire or smoke condition, if it is safe and possible to do so
- Quickly leave the building when the fire alarm sounds or evacuation is initiated by emergency personnel
 - If working with high heat, open flame or a hazardous experiment or procedure, complete safety shutdown procedures if it is safe to do so, and then evacuate the building
 - Quickly take personal items or other important materials with you if it is safe to do so. You may not be returning for some time
 - Close doors as you leave
- Stay to the right of hallways and stairs; do not use elevators
- Assist people with disabilities if needed
- Avoid any smoke-filled area if possible; if you are in a smoke-filled area, stay low to the floor and crawl under smoke
- If clothing catches fire: **Stop, Drop, and Roll** to extinguish flames
- Follow evacuation routes directly to building's Emergency Assembly Area (EAA)
- Notify emergency staff at the Emergency Assembly Area that you have evacuated safely

If mobility impaired:

- Proceed to an area of safe refuge such as an enclosed stairwell
- Request others evacuating to notify emergency responders of your location
- Wait for emergency responders to arrive

Additional Information/Follow-up Activities

- Remain in the Emergency Assembly Area until directed otherwise
- Never try to reenter a building until cleared to do so by UCR officials or emergency responders



Hazardous Material Exposure/Spill

Actions to Take

For exposures

Skin contact – external exposure (Splash):

- Call 9-1-1, and ask for assistance from co-workers if available
- Start shower/eye wash
- Remove contaminated clothing, if appropriate
- Wash for at least 15 minutes
- Seek additional assistance as necessary

Inhalation:

- Leave the area and go to an area with fresh air
- If you have shortness of breath or trouble breathing, call 9-1-1 for help

Ingestion:

- Call 9-1-1 for help

For spills

If Hazardous Material Spill or Release:

- If you have been trained and have the proper materials, contain or clean up spill and call EH&S at 827-5528
- If you have not been trained or cannot contain the spill, call 9-1-1 for help

Additional Information/Follow-up Activities

- Report all incidents to your supervisor
- Decontaminate all useable equipment
- Properly dispose of hazardous waste through EH&S at 827-5528



Homeland Security Incident

Actions to Take

National Emergency occurs:

- Tune your radio or TV to a local Emergency Alert System (EAS) station and follow instructions
- Follow directions of emergency response personnel, your Building Supervisor for Emergency Conditions (BSEC), or Building Emergency Staff (BES)

Additional Information/Follow-up Activities

- Information concerning emergencies at UCR and related topics is available to the campus community through the following resources:
 - UCR Website at www.ucr.edu
 - UCR EH&S Emergency Management Website at www.ehs.ucr.edu/programs/p2.aspx?id=49
 - UCR Campus Radio KUCR: 88.3 FM or www.KUCR.edu
 - Riverside Area News and Information Radio
 - KFRG 95.1 FM or KGGI 99.1 FM
 - KFI 640 AM or KNX 1070 AM
 - Riverside Area Emergency Information – Charter Cable Channel 32 or 33



Medical Emergencies and First Aid

Actions to Take

General steps in medical emergencies:

- Check the scene to see that it is safe, that you and victim are not in danger
- Call 9-1-1 (or ask someone to call 9-1-1) to request medical assistance; state the type of medical emergency it appears to be (cut, head injury, heart attack, etc.)
- Get office First Aid Kit and use needed supplies as directed or to the level of your first aid training
- Retrieve and use any other appropriate and available emergency medical equipment (e.g., automatic external defibrillator (AED))
- Calm and reassure the victim while waiting for emergency personnel

Additional Information/Follow-up Activities

- Report any injury to your immediate supervisor
- Replace any materials used from the First Aid Kit



Radioactive Contamination/ Spill

Actions to Take

For exposures

For events that create immediate danger to life/ property or if an injury has already occurred:

- Call 9-1-1 for help and ask for assistance from co-workers if available

For unexpected exposure to radiation:

- Call EH&S at 827-5528 for instructions; Call 9-1-1 if it is after 5PM or a weekend/holiday

For ingestion of radioactive materials:

- Call EH&S at 827-5528 for instructions; Call 9-1-1 if it is after 5PM or a weekend/holiday

For eye contamination:

- Call 9-1-1 for help and ask for assistance from co-workers if available
- Use eye wash for at least 15 minutes
- Completely rinse entire eye area, including eyelid and skin underneath eye

For skin contamination:

- Call EH&S at 827-5528 for decontamination instructions and a dose assessment; Call 9-1-1 if it is after 5PM or a weekend/holiday
- Contain area of contamination by proper monitoring techniques
- Wash area several times with soap and warm (not hot) water
- Use a mildly abrasive soap, soft bristled brush or emery board if detectable contamination is still present
- Resurvey the contaminated area after each decontamination
- Repeat decontamination steps until survey results do not change or if skin is getting more irritated



Radioactive Contamination/ Spill – continued

For contaminated lab coat, clothing or shoes:

- Remove contaminated items and check skin underneath for contamination
- If skin is contaminated, follow instructions for skin contamination
- Call EH&S at 827-5528 for instructions; Call 9-1-1 if it is after 5PM or a weekend/holiday

For spills

For radioactive liquid spills:

- If you have been trained and have the proper materials, contain or clean up spill and call EH&S at 827-5528
- If you have not been trained or can't contain the spill, call 9-1-1 for help

For airborne release of radioactive gas, dust, volatile liquid or rupture of a sealed source:

- Call 9-1-1 for help
- Do not attempt to decontaminate anything
- Turn off fans and blowers and close all ventilation
- Evacuate the area, closing and locking doors after leaving room(s)
- Place warning signs that no one should enter room (s) on every access door
- Any potentially contaminated people should move to a nearby secure area until monitoring can take place

For loss or theft of radioactive materials, sealed sources, or radiation producing machines:

- Call 9-1-1 for help

Additional Information/Follow-up Activities

- Report all incidents to your supervisor
- Decontaminate all useable equipment unless directed otherwise within procedures or by EH&S
- Properly dispose of radioactive waste through EH&S at 827-5528



Suspicious Mail or Packages

Definitions

Suspicious Parcel or Object	Anything that is out of place and cannot be accounted for, or any item suspected of being an explosive device
-----------------------------	---

Actions to Take

If you receive or discover a suspicious letter or package:

- Do not touch, tamper with, or move it
- Call 9-1-1 and report what you suspect immediately to UCPD
- Campus police will determine if evacuation or other action is necessary
- Notify your supervisor of what you suspect

Additional Information/Follow-up Activities

Indicators that make a letter or package suspicious:

- Powdery substance, oily stains, major discoloration, or crystallization on outside
- Unexpected letter from someone unfamiliar, has no return address, or is postmarked from a foreign country that may or may not match the return address
- Excessive postage, a handwritten or poorly typed address, no name, or misspelled common words
- Unusual weight given size, excessively bulky or lopsided or oddly shaped, or has an unusual amount of tape
- Has a strange odor
- Addressed to someone no longer with your organization, uses a wrong title, or reflects outdated personal information concerning addressee
- Has restrictive endorsements such as "Personal" or "To Be Opened By Addressee Only"



Utility Failure

Actions to Take

Natural gas leak detected:

- Evacuate the building using evacuation routes
- Do not turn "on/off" switches on lights or electrical equipment
- Stay to the right of hallways and stairs; do not use elevators
- Assist people with disabilities if needed
- Once outside, call UCPD at 9-1-1
- Go to the building's Emergency Assembly Area (EAA) and notify emergency staff that you have evacuated safely

Electrical Power Failure:

- Evacuate darkened areas with caution
- Call Physical Plant at 827-4214 (8AM - 5PM) or Steam Plant at 827-4677 (after 5PM or weekends/holidays), then call UCPD at 827-5222
- Report the location and hazards of machinery or operations that were interrupted

Elevator Failure:

- Report elevator failures to Physical Plant at 827-4214 (8AM - 5PM) or Steam Plant at 827-4677 (after 5PM or weekends/holidays), then call UCPD at 827-5222
- If outside the elevator, try to communicate to trapped elevator occupants that help is on the way
- If trapped inside the elevator, use the elevator phone to request help, or activate the emergency alarm within the elevator (The elevator phone has no dial tone so do not hang up after picking up receiver)

Flooding/Plumbing Failure:

- Do not touch any electrical appliances
- Call Physical Plant at 827-4214 (8AM - 5PM) or Steam Plant at 827-4677 (after 5PM or weekends/holidays), then call UCPD at 827-5222
- If it is safe to do so, lift valuable items above the reach of the water



Utility Failure - continued

Steam Line Failure:

- Leave the immediate area
- Call Physical Plant at 827-4214 (8AM - 5PM) or Steam Plant at 827-4677 (after 5PM or weekends/holidays), then call UCPD at 827-5222

Ventilation Problem (odors):

- Call Physical Plant at 827-4214 (8AM - 5PM) or Steam Plant at 827-4677 (after 5PM or weekends/holidays), then call UCPD at 827-5222 or Environmental Health and Safety at 827-5528



Violence or Crime on Campus

Actions to Take

If you are the victim of, or witness any crime or act of violence on campus:

- Call UCPD immediately, using 9-1-1 (by phone, cell phone or pay phone), an Emergency Call Box, a campus emergency phone, an elevator emergency phone/intercom; in a dire emergency, use a fire alarm pull station
- Be prepared to give the police dispatcher as much information as possible, including:
 1. Nature of incident
 2. Location of incident
 3. Description of person(s) involved
 4. Location or direction of travel of person(s) and/or vehicles involved
 5. Any obvious injuries to the victim or object
 6. Type of weapon (knife, pistol, rifle, shotgun, club, chain), if used
 7. Your name, location, department and extension number

Additional Information/Follow-up Activities

- Do not take unnecessary chances or put yourself at risk
- Never argue with or attack a person committing a crime
- Try to get a good description of the criminal if you can do so without putting yourself at risk, and write it down
 - Height, weight, sex, physical appearance, approximate age, clothing, method and direction of travel, perpetrator's name, if known to you or others at the scene
 - Note anything that was touched or held by the criminal
 - If the criminal leaves the area in a vehicle, note the type: make and model, license number (if possible), color, decals or stickers, or any outstanding characteristics
- If safe to do so, remain where you are until a police officer arrives
- Do not interfere with:
 - People who are committing a crime or creating a disturbance
 - Individuals behaving in an irrational or bizarre manner
 - Law enforcement or medical responders at the scene