

## Emergency Action Plan for Mission Hall - 6th Floor

### Contact Persons For This Plan

	Name	Email	Work Phone
<b>Primary</b>	MIKEAL LEVI	mikeal.levi@ucsf.edu	4155140552
<b>Alternate</b>	JEANETTE M. BROERING	jenny.broering@ucsf.edu	4155140203

### Emergency Assembly Areas Post-Evacuation

Primary	Alternate	Designated Waiting Area(s) If In Need Of Assistance To Evacuate
<p>Surface parking lot behind Mission Hall facing 3rd Street (between 16th Street and Campus Way). Assemble in the LAST parking row - facing 3rd Street.</p> <p>Each department will need to determine what area of the parking lot they will meet - please be easily identifiable to your staff, i.e., red or orange "tour guide" telescoping flag, neon vests, text messaging, cell phone exchange, etc.</p>		<p>Emergency exit stairwell located in front lobby next to storage room 6420 - persons needing assistance wait for authorized emergency personnel.</p>

### Occupants With Emergency Roles

Name	Emergency Role	Home Workgroup
ANNE MICHELLE CROSTHWAITE	Floor Warden	RMS
MINA H LEE	Floor Warden	HDFCCC
GIANNA D CALABRO	Floor Warden;Emergency Coordinator;Other/Special	HDFCCC
Michael Caton	Floor Warden	Pathology
ALAN M. TANIGUCHI	Floor Warden	Radiation Oncology
RITA ANN MACCHELLO	Floor Warden	Surgery
ARUNEE ANN CHANG	Floor Warden	WHCRC
MIKEAL LEVI	Floor Warden;Emergency Coordinator	CTSI
ARICELI A ALFARO	Floor Warden	HDFCCC
MEREDITH P DONNELLY	Floor Warden	HDFCCC
JENNIFER LUAN	Floor Warden	HDFCCC
KIMBERLY A SILVERIO	Floor Warden	HDFCCC
CHARLES TOOHEY	Floor Warden	Memory & Aging
RICHARD EUGENE CAPRA	Floor Warden	Ortho Oncology
JEANETTE M. BROERING	Emergency Coordinator	Urology
BRIAN MA	Floor Warden	HDFCCC

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**Occupants With Emergency Roles**

<b>Name</b>	<b>Emergency Role</b>	<b>Home Workgroup</b>
TIMOTHY JAMES ADAMICH	Floor Warden	Hem/Onc
MARY GRACE GO ACEBO	Floor Warden	Otolaryngology
MAH JABEEN	Floor Warden	HDFCCC
ANGELA MARIE SUTKAITIS	Floor Warden	Osher Center
NACIACIEN ALFAJA BAMBILLA	Floor Warden	Anesthesia
JIEMI-LEE G. MANAOIS	Floor Warden	Urology
NATHANIEL PROROK	Floor Warden	CTSI
MALORI T. MINDO	Floor Warden	HDFCCC
KELLY E BAUER	Floor Warden	HDFCCC
SARA E BARAJAS	Floor Warden	HDFCCC

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Plan Status	
<b>Current Plan Status</b>	
<b>Date This Status Became Current</b>	
<b>Next Annual Review Due By</b>	

### A. Purpose Of The Emergency Action Plan

The Emergency Action Plan (EAP) is a way for your workplace to prepare and plan for a variety of emergency situations, e.g., medical emergencies, citywide disasters; power outages, hazardous chemical spills, fires, bomb threats, a civil disturbance, and earthquakes.

An Emergency Action Plan is required for each Administrative and Academic work space, and should be considered a part of every Department's basic health and safety responsibility. EAPs may be developed for an entire floor or area occupied by multiple departments, divisions, units, or labs; or may be written for a single unit/lab worksite.

It is important for staff to read and understand their work site Emergency Action Plan BEFORE an emergency occurs. Managers should share safety information with faculty, staff, and students; brief all new personnel as they join the department; and POST copies of the Emergency Action Plan in accessible locations. Department Managers are responsible for the annual review and update of their Emergency Action Plan(s).

The Emergency Action Plan can be organized by worksite (office, lab), by Division or Department, and by floor or building. Collaboration between neighboring workspaces on the same floor to develop a single "Neighborhood" EAP is encouraged.

For additional information regarding the Emergency Action Plan requirement, please review the Emergency Action Plan Team Manual at <http://police.ucsf.edu/emergency-management/emergency-action-plan-eap>.

Last Update: May 11, 2017

### B. Buildings Covered (in Whole or Part)

Building Name	Address Line 1	Address Line 2	Building Coordinator (or Equiv)	Alternate Bldg Coordinator (or Equiv)	Comment
Mission Hall	550 16th Street		DARRICK M LO		

### C. Specific Work Area (Within the Above Buildings) Covered By This Plan

<b>Work Area Covered By This Plan</b>	6th Floor Anesthesia CTSI Division of Palliative Medicine HDFCCC Hem Oncology Memory & Aging Ortho Oncology Osher Center Otolaryngology Pathology Radiation Oncology Radiology RMS Surgery Urology WHCRC
<b>Additional Description of Work Area</b>	Open floor workstation
<b>Location Tag</b>	Mission Bay
<b>Other Location Tag</b>	East Zone Status Collection Point
<b>Animal Facilities In This Work Area?</b>	No
<b>Animal Facilities Location/Details</b>	

### D. Instructions For Reporting Emergencies

**EMERGENCY:**

**9+911**

To reach UCSF police, dial 9+911 from any campus phone or 415/476-6911 from a non-campus phone.

Non-Emergency:

415/476-1414

The caller should provide as much information about the emergency as possible, including locations affected, any health and safety issues, missing persons, or other pertinent information.

For large scale or regional disasters where communications are impeded, such as a significant earthquake, please report situation status to the Status Collection Point (East Zone - Koret Quad, West Zone - Emergency Shed at LPPI ).

Last Update: May 11, 2017

### E. Instructions For Evacuation

- Cease all work immediately upon notification of the event (by alarm or direct notification)
- Shut down critical equipment in the area, if possible, without placing yourself or your work or research at risk
- Take essential personal belongings, if safe to retrieve items
- Close doors but do not lock them
- Proceed to the nearest stairwell (noting any injuries, hazards or personnel remaining in the building) - DO NOT attempt to use elevators
- Go to the floor of the building that exits to street level and exit the building immediately
- For high rise buildings, evacuate 4 floors down or until you no longer hear fire alarms
- Report to your Emergency Assembly Area
- Check in with your Floor Warden to be accounted for and to report any issues
- Keep entrances, sidewalks, driveways and fire lanes clear
- Do not re-enter the building until you have been notified by Security, emergency response personnel, or Floor Wardens that it is safe to do so – DO NOT enter the building simply because the alarm has been silenced!
- If you are unsure it is safe to re-enter a building, ask emergency response personnel or call 415-476-1414

Last Update: May 11, 2017

<b>Evacuation Route</b>	<p><b>Primary:</b> Three (3) emergency exit stairwell locations on the 6th Floor:</p> <ol style="list-style-type: none"> <li>1. Front lobby next to storage room 6420 (Section A)</li> <li>2. East side of building facing 3rd street, near conference room 6600 (Section B)</li> <li>3. South side of building facing 16th street, near focus room 6208 (Section C)</li> </ol> <p>**Departments should use the closest evacuation route possible - see attached Emergency Action Map for guidance.</p> <p>An Emergency Evacuation Map is posted in the main lobby.</p>
	<p><b>Secondary:</b></p>
<b>Emergency Assembly Area</b>	<p><b>Primary:</b> Surface parking lot behind Mission Hall facing 3rd Street (between 16th Street and Campus Way). Assemble in the LAST parking row - facing 3rd Street.</p> <p>Each department will need to determine what area of the parking lot they will meet - please be easily identifiable to your staff, i.e., red or orange "tour guide" telescoping flag, neon vests, text messaging, cell phone exchange, etc.</p>
	<p><b>Secondary:</b></p>
<b>Designated Waiting Area(s)</b>	<p>Emergency exit stairwell located in front lobby next to storage room 6420 - persons needing assistance wait for authorized emergency personnel.</p>

### F. Instructions For Sheltering In Place

There may be situations when it is safest to stay where you are and avoid any uncertainty outside. This can be due to hazardous material releases, fires, explosions, or chemical spills. If a shelter in place order is given employees should follow these procedures to ensure their safety.

## F. Instructions For Sheltering In Place

### How to choose a room to shelter in place:

- Select a small, interior room, with no or few windows
- Choose a room where exterior doors and windows close completely and can be locked
- It is ideal to have a hard-wired telephone in the room you select (cell phone equipment may be overwhelmed or damaged in an emergency)

### Additional Notes:

- Lock all available doors
- Turn off all fans, heating and air conditioning systems, if feasible
- Inspect emergency kits and supplies
- Updates on the situation and the 'all-clear' message may be communicated via WarnMe, overhead paging system, or by emergency response personnel
- Be prepared to improvise and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination

Last Update: May 11, 2017

## G. Instructions For Securing In Place

There may be situations when a location should be secured to prevent entry. This will usually be due to the possible presence of a violent intruder. If a secure in place order is given, employees should follow these procedures to ensure their safety.

### How to choose a room to secure in place:

- Select a small, interior room, with no or few windows
- Choose a room where exterior doors and windows close completely and can be locked
- It is ideal to have a hard-wired telephone in the room you select (cell phone equipment may be overwhelmed or damaged in an emergency)

### Additional Notes:

- Lock all available doors
- Silence cell phones
- Do not congregate in one portion of the room
- Avoid areas that can be seen from outside the room
- When first responders arrive, follow instructions and keep hands visible

Last Update: May 11, 2017

## H. Procedures For Specific Scenarios

### (1) MEDICAL EMERGENCY

- If you are injured or have a medical emergency in the workplace, call 9+911 or 415/476-6911 immediately if you are able. If you are unable to use the phone, verbally call for help. Anyone who hears you should summon help by calling 9+911 or 415/476-6911.
- If you witness an injury or medical emergency in the workplace, immediately assist the injured if it is safe for you to do so. Then call 9+911 or 415/476-6911 as soon as possible from a safe location. Become familiar with emergency notification procedures.

### (2) FIRE

A building occupant is required by law to evacuate the building when the fire alarm sounds.

- If you see a fire and the alarm is not sounding, immediately notify the fire department by activating the nearest manual alarm pull station. Call 9+911 or 415/476-6911 from a safe location to provide details of the situation.
- If trained, able and safe (with a sure and safe exit), use a portable fire extinguisher to extinguish the fire. Evacuate if one extinguisher does not put out the fire.
- Otherwise, evacuate the building as soon as the alarm sounds and proceed to the EAA.
- On your way out, warn others.
- Use stairs only; do not use elevators.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- Enter the building only when instructed to do so by emergency responders.

### (3) EARTHQUAKE

#### **(a) Inside the Building:**

## H. Procedures For Specific Scenarios

- Duck under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other obstruction.
- Avoid windows, filing cabinets, bookcases, and other heavy objects that could fall or shatter.
- Stay under cover until the shaking stops, then leave the building and go to the EAA or another designated location. Report to your roll taker.
- If safe, before evacuating, stabilize any laboratory procedure that could lead to further danger. (Example: turn off gas valves or electrical equipment.)

### (b) Outside the Building:

- Move away from trees, signs, buildings, electrical poles and wires, fires, and smoke.
- Protect your head with your arms from falling debris.
- Proceed to the EAA or a pre-designated alternate assembly area. Report to your roll taker.
- Stay alert for further instructions.

### (4) DEMONSTRATION OR CIVIL DISTURBANCE

- Most demonstrations are peaceful and if one is conducted near or in your building, carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call Police for assistance.
- If protestors enter your building, let them. Try to carry on business as usual. If the noise becomes too great, or the crowd too large, feel free to close and lock your office doors and/or windows - this is a departmental decision.
- Do not close your buildings unless the Police advise you to. If it becomes necessary to evacuate, follow directions from Police. Proceed to the EAA and wait for additional instructions.

### (5) CRIMINAL OR VIOLENT BEHAVIOR

- Assist in making your work location a safe place by being alert to suspicious situations or persons and reporting them as outlined below.
- If you are the victim of, are involved in, or a witness to any violation of the law such as assault, robbery, theft, overt sexual behavior, etc. call Police as soon as possible. If safe, wait for Police in order to provide them with more information.

### (6) SUSPICIOUS PACKAGE

- A suspicious-looking box, package, object, or container in or near your work area may be a bomb or explosive material.
- Do not handle or touch the object.
- Move to a safe area and call the Police immediately at 9+911 or 416/476-6911. Use a telephone in a safe area.
- Do not operate any power switches, and do not activate the fire alarm.

### (7) EXPLOSION

If there is an explosion:

- Take cover under sturdy furniture, or leave the building if safe and directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches.
- Move away from the hazard site to a safe location.
- If instructed to evacuate, use the stairs only; do not use the elevators.

### (8) BOMB THREAT

If you receive a bomb threat (via the telephone):

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Write down the date and time of the call.
- Take notes. Pay attention to details. Ask as many questions as possible:
  - When will it explode?
  - Where is it right now?
  - What does it look like?
  - What kind of bomb is it?
  - Where did you leave it?
  - Did you place the bomb?
  - Who is the target?
  - Why did you plant it?
  - What is your address?
  - What is your name?

Listen to the caller's voice. See if you can identify

- Speech patterns (accent, tone)
- Emotional state (angry, agitated, calm, etc.)
- Background noise (traffic, people talking and accents, music and type, etc.)
- Age and gender

**H. Procedures For Specific Scenarios**

Write down other data:

- Date and time of call
- How threat was received (letter, note, telephone)

Call the Police and relay the information from the bomb threat telephone call or bomb threat letter. Follow the Police's instructions.

Check your work area for unfamiliar items. Do not touch suspicious items; report them to the Police at 9+911 or 415/476-6911. If you are told by emergency responders to evacuate the building, evacuate immediately.

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**(9) HAZARDOUS MATERIAL RELEASE**

**(a) For Non-Users Of The Hazardous Material:** If a hazardous material is released or spilled near you and you are not a user nor knowledgeable about hazardous materials, call Police immediately and move away from the release area.

**(b) For Users Of The Hazardous Material:** If you are a hazardous material user and you cause a release of a hazardous material, you should know the emergency procedures for cleaning up a hazardous spill. All hazardous materials users should be trained on proper use and storage of hazardous materials, including proper procedures for preventing spills and emergency procedures when a spill occurs. If you have not been trained and don't know what to do, leave the area and warn others. When you are at a safe location, call Police immediately.

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**(10) UTILITY FAILURE**

- In the event of a major utility failure, notify Facilities Services Customer Call Center at 415/476-2021 (or the building owner, if you are off-campus in a leased space).
- Evacuate the building if the fire alarm sounds and/or upon notification by Police.
- In laboratory buildings, fume hoods do not operate during a power outage and many laboratories should not be used until ventilation is properly restored.

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**(11) ELEVATOR FAILURE**

If you are trapped in an elevator, use the emergency telephone inside the elevator to call for assistance or press the elevator alarm inside the elevator to signal for help.

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**(12) FLOOD OR PLUMBING FAILURE**

- Cease using electrical equipment.
- Evacuate the building if necessary and proceed to the EAA.
- Call Facilities Services Customer Call Center at 415/476-2021 if necessary.

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**(13) STEAM LINE FAILURE**

- Avoid live steam. Serious burns can result.
- Call Facilities Services Customer Call Center at 415/476-2021. If leased space, call the building owner or contact person.

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**(14) GAS SMELL**

If you smell natural gas:

- Cease all operations immediately.
- Do not operate light switches.
- Evacuate as soon as possible.
- Call Police at 9+911 or 415/476-6911.
- Call Facilities Services Customer Call Center at 415/476-2021. If your space is leased, call the building owner or contact person.

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**(15) VENTILATION PROBLEM**

If you smell odors coming from the ventilation system:

- Immediately notify Facilities Services Customer Call Center at 415/476-2021. If in leased space, notify the building owner or contact person.
- If necessary, cease all operations immediately.
- If necessary, evacuate the building and proceed to the EAA.
- If smoke is present, pull the fire alarm, then call Police at 9+911 or 415/476-6911 from a safe location.

Last Update: May 11, 2017

**I. Occupants With Special Duties During Emergencies**

Name	Department	Organizer Duties	Duties Pre-Evacuation	Duties Post-Evacuation	Rescue Or Medical Duties
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<b>I. Occupants With Special Duties During Emergencies</b>					
<b>Name</b>	<b>Department</b>	<b>Organizer Duties</b>	<b>Duties Pre-Evacuation</b>	<b>Duties Post-Evacuation</b>	<b>Rescue Or Medical Duties</b>
ANNE MICHELLE CROSTHWAITE	E_Rsch Mngt Serv Admin	Floor Warden			
MINA H LEE	M_HDF Comprehensive Cancer Ctr	Floor Warden			
GIANNA D CALABRO	M_HDF Comprehensive Cancer Ctr	Floor Warden;Emergency Coordinator;Other/Special			
Michael Caton	M_Path-Central Admin	Floor Warden			
ALAN M. TANIGUCHI	M_Radiation Oncology	Floor Warden			
RITA ANN MACCHELLO	M_Surgery	Floor Warden			
ARUNEE ANN CHANG	M_ObGyn-Gyn-Core	Floor Warden			
MIKEAL LEVI	M_CTSI	Floor Warden;Emergency Coordinator			
ARICELI A ALFARO	M_HDF Comprehensive Cancer Ctr	Floor Warden			
MEREDITH P DONNELLY	M_HDF Comprehensive Cancer Ctr	Floor Warden			
JENNIFER LUAN	M_HDF Comprehensive Cancer Ctr	Floor Warden			
KIMBERLY A SILVERIO	M_HDF Comprehensive Cancer Ctr	Floor Warden			
CHARLES TOOHEY	M_Neurology	Floor Warden			
RICHARD EUGENE CAPRA	M_Orthopaedic Surgery	Floor Warden			
JEANETTE M. BROERING	M_Urology	Emergency Coordinator			
BRIAN MA	M_HDF Comprehensive Cancer Ctr	Floor Warden			
TIMOTHY JAMES ADAMICH	M_MED-CORE-HMON-ONCO-GEN	Floor Warden			
MARY GRACE GO ACEBO	M_Oto-General OHNS	Floor Warden			
MAH JABEEN	M_HDF Comprehensive Cancer Ctr	Floor Warden			
ANGELA MARIE SUTKAITIS	M_Osher Center	Floor Warden			
NACIACIEN ALFAJA BAMBILLA	M_Anesthesia	Floor Warden			
JIEMI-LEE G. MANAOIS	PEDIATRIC ACCESS CENTER	Floor Warden			
NATHANIEL PROROK	F_HR Temp Employment Program	Floor Warden			

<b>I. Occupants With Special Duties During Emergencies</b>					
<b>Name</b>	<b>Department</b>	<b>Organizer Duties</b>	<b>Duties Pre-Evacuation</b>	<b>Duties Post-Evacuation</b>	<b>Rescue Or Medical Duties</b>
MALORI T. MINDO	M_HDF Comprehensive Cancer Ctr	Floor Warden			
KELLY E BAUER	M_HDF Comprehensive Cancer Ctr	Floor Warden			
SARA E BARAJAS	M_HDF Comprehensive Cancer Ctr	Floor Warden			

<b>J. Other Important Information</b>
<p>Fire Extinguisher Locations:</p> <ul style="list-style-type: none"> <li>&gt;&gt;Three Stairway Exits</li> <li>&gt;&gt;Copy rooms: 6303, 6421, 6606</li> <li>&gt;&gt;Conference Rooms: 6400, 6600, 6800</li> <li>&gt;&gt;Huddle Rooms: 6509, 6306</li> <li>&gt;&gt;Focus Rooms: 6205, 6702</li> <li>&gt;&gt;Outside bathrooms, main hall</li> </ul> <p>&gt;Primary first aid kits located in mailroom 6100A - next to front lobby desk</p> <p>&gt;Departments should have additional first aid kits and emergency supplies (water, non-perishable food, LED headlamps, floor warden kits, etc. available for their staff)</p> <p>&gt;Automated External Defibrillator</p> <ul style="list-style-type: none"> <li>- 1st Floor - main lobby adjacent to security desk</li> <li>- 2nd Floor - conference room 2700</li> </ul>

## Appendices

<b>Appendix 1: Alarm Systems</b>	
<b>Details Of Building Fire Alarm System</b>	Audible fire alarms throughout the 6th floor and building. Electronic alarms are installed in the ceiling. There are NO manual alarms.
<b>Other Employee Alarm Systems In Building</b>	Elevator Alarm;Public Address System
<b>Details Of Other Employee Alarm Systems</b>	

<b>Appendix 2: Org Units That Have Staff In This Work Area</b>
E_Assoc VC Research
M_Anesthesia
M_CTSI
M_HDF Comprehensive Cancer Ctr
M_MED-HMON
M_MEDICINE
M_ObGyn, Reproductive Sciences
M_Orthopaedic Surgery
M_Osher Center
M_Otolaryngology
M_Pathology
M_Radiation Oncology
M_Radiology
M_Surgery
M_Urology

<b>Appendix 3: Training Requirements</b>
<p>Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.</p> <p>The employer shall advise each employee of his/her responsibility under the plan at the following times:</p> <ul style="list-style-type: none"> <li>• Initially when the plan is developed,</li> <li>• Whenever the employee's responsibilities or designated actions under the plan change, and</li> <li>• Whenever the plan is changed.</li> </ul> <p>The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review.</p> <p>Last Update: May 11, 2017</p>

#### Appendix 4: Record-Keeping Requirements

The written Emergency Action Plan shall be posted in the workplace, made available for employee review, and onboarding of new employees shall include review of current EAP.

A written training record shall be kept in the workplace and include, at minimum, a list of employees trained in the EAP, the date of training for each, and the employee's signature as confirmation. Training records shall be kept and available for a minimum of **one** year.

Last Update: May 30, 2017

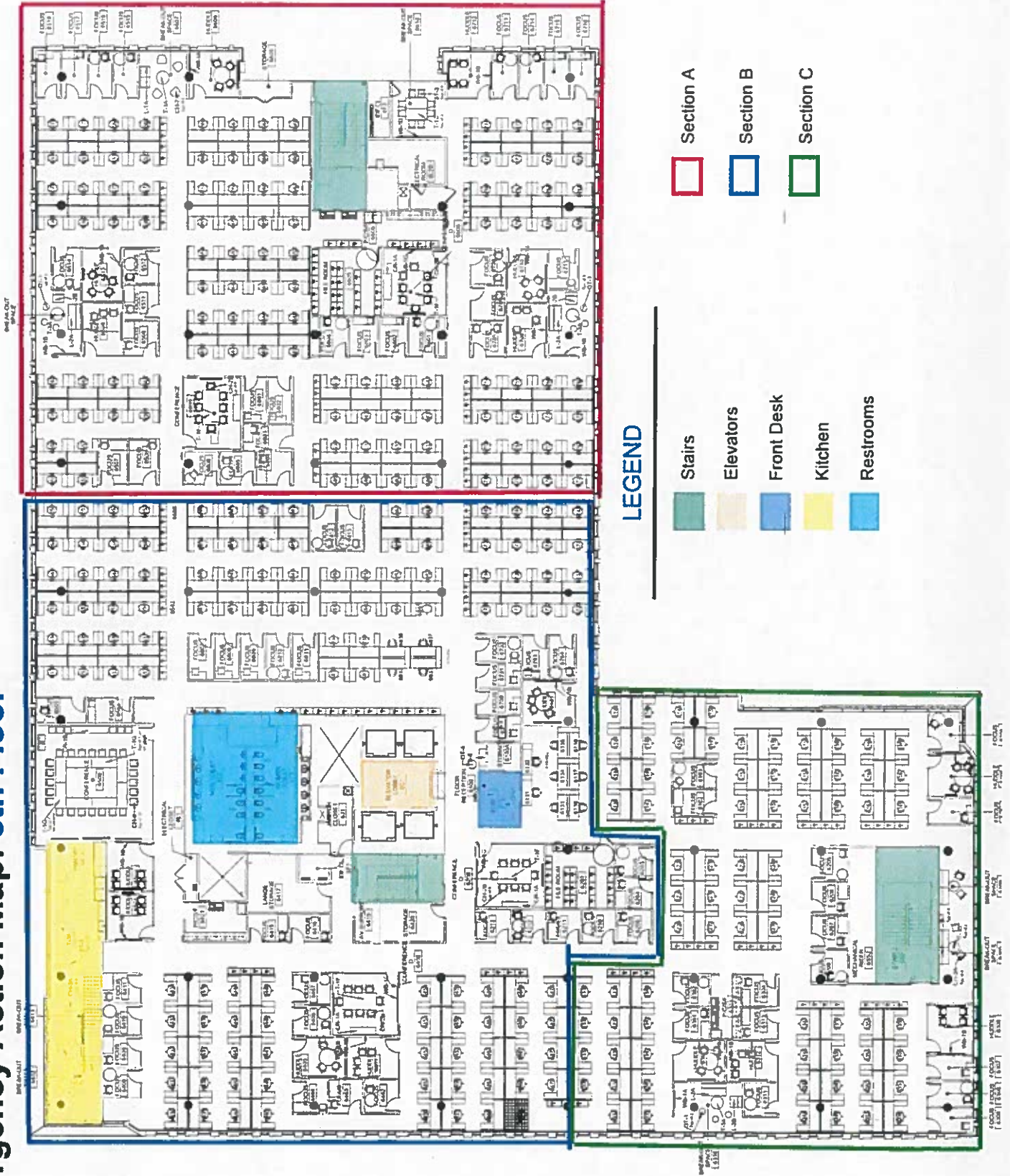
#### Appendix 5: Contact Persons For This Plan

	Name	Email	Work Phone	Cell Phone
<b>Primary</b>	MIKEAL LEVI	mikeal.levi@ucsf.edu	4155140552	
<b>Alternate</b>	JEANETTE M. BROERING	jenny.broering@ucsf.edu	4155140203	

#### Appendix 6: Attachments

Attachment Name	Description
6th floor map.pdf	
Emergency Poster _2018.docx	
MB Map.pdf	

# Emergency Action Map: 6th Floor



## LEGEND

- Section A
- Section B
- Section C
- Stairs
- Elevators
- Front Desk
- Kitchen
- Restrooms

# MISSION HALL Sixth Floor Emergency Guidelines

## FIRE

### IF THE FIRE ALARM IN THE BUILDING SOUNDS:

- **Leave your workstation immediately.** If you are in a focus, huddle or conference room, be sure to close the door behind you (doing so may help contain the fire). If you do not hear the fire alarm, but someone from the Emergency Response Team tells you to leave, please follow his or her instructions.
- **Evacuate the building using one of the stairwells.** Do not take the elevator.
- **Emergency assembly area is Koret Quad.**

### IF THE AREA FILLS WITH SMOKE:

- Stay calm
- Drop to hands and knees
- Crawl along wall to nearest exit
- Check door frame and knob for heat prior to opening door. If cool, proceed to stairwell. If hot, use an alternate exit.

## EARTHQUAKE

### EARTHQUAKE EMERGENCY GUIDELINES

- **Duck** down under a sturdy structure, such as a desk or table, or kneel down against the wall.
- **Cover** your head with arms and tuck down to knees.
- **Hold** the position until the earthquake stops.
- Move away from windows, shelves, cabinets or hanging objects.
- Assess yourself for injury and your area for imminent danger.
- Do not turn on or off any lighting or electrical devices.
- Do not use elevators.
- Listen for further instructions from ERT members, PA system, *Floor Wardens* or security personnel.

### It is suggested each department store the following items in a central location known to employees:

1. Food & water for three (3) days minimum (7-day supply is ideal)
  2. Earthquake or emergency survival kits
  3. Employee prescribed medication and extra eyewear
  4. Heavy-duty shoes and extra clothing
  5. Flashlight and batteries
  6. List of emergency phone numbers of family members
- Mission Hall Security: 415.476.5190
  - UCSF Police: 9+911 (from any campus phone)
  - UCSF Police, Mission Bay: 41.476.8871
  - UCSF Police: 415.476.6911 (non-campus phone)  
UCSF Police-non-emergency: 415.476.1414

## ACTIVE SHOOTER

### IF YOU HEAR GUNSHOTS DECIDE YOUR BEST COURSE OF ACTION

- Can you safely escape?
- Is there a good place to hide?
- Be mindful, not fearful.
- Trust your instincts.
- Leave belongings behind.

### Hide Out

- Find a hidden location.
- Avoid places that trap or restrict movement.
- Find a room that locks and blockade the door.
- Be silent. Turn off the lights.
- Silence cell phones but don't turn them off.

### Help Out

- Help others stay calm.
- Help the injured.
- Call police for help. Don't assume someone else is calling.

### Take Out (last resort)

- Act as a team. Commit completely to your action plan.
- Do whatever is necessary to neutralize the situation.

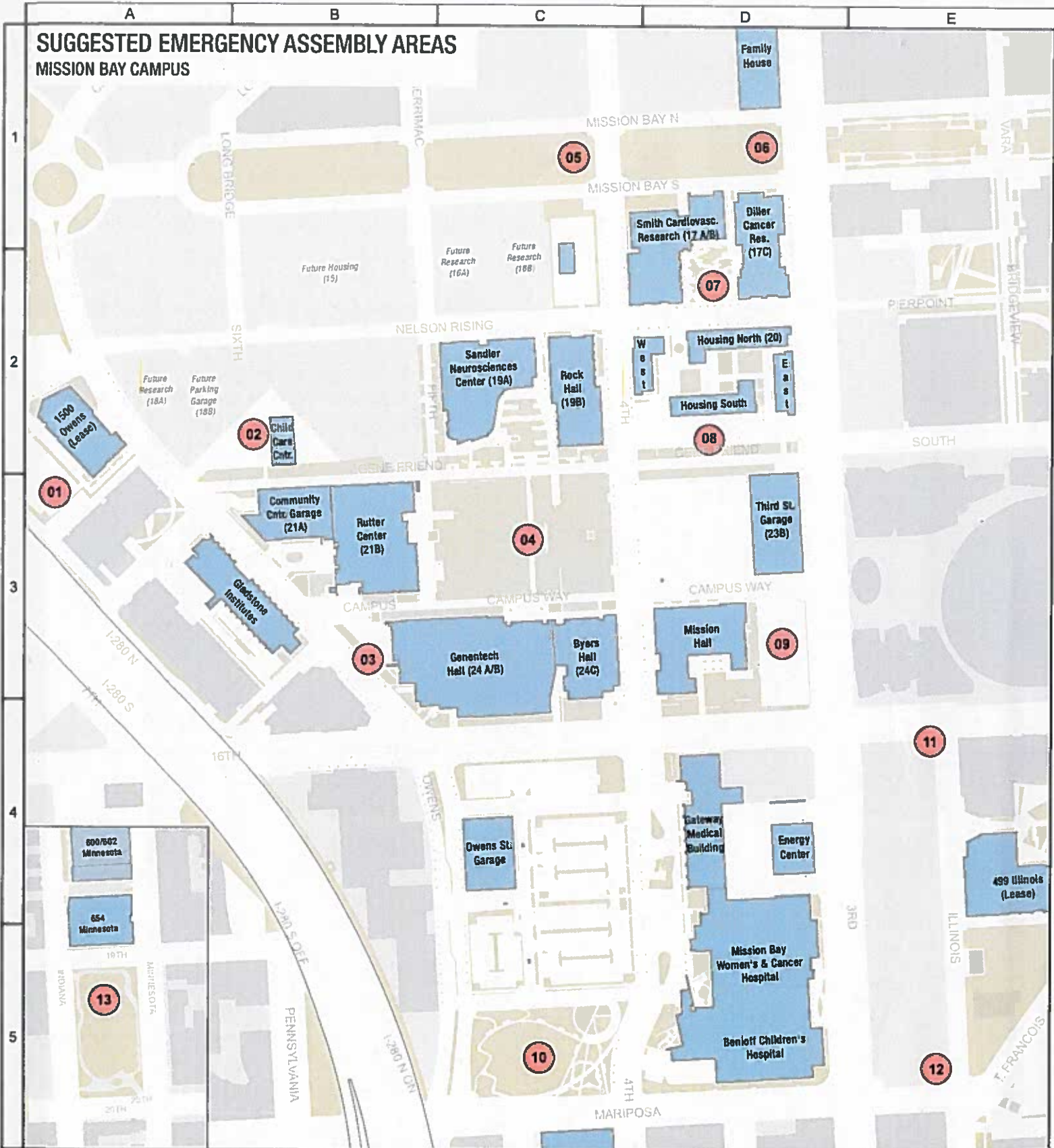
### WHEN LAW ENFORCEMENT ARRIVES:

- Do not approach officers.
- Do not point, scream or yell.
- Give location, description and number of shooters.



# SUGGESTED EMERGENCY ASSEMBLY AREAS

## MISSION BAY CAMPUS



Building Name	EAA #	Grid	Building Name	EAA #	Grid	Building Name	EAA #	Grid	Building Name	EAA #	Grid
1500 Owens Street	1	A3	Children's Hospital	10	C5	Helen Diller Cancer Research	06	D1	Sandler Neurosciences	04	C3
1600 Owens	1	A3	East Housing	8	D2	Mission Hall	09	D3	Smith Cardiovascular	5	C1
499 Illinois Street	11, 12	E4, E5	Gateway Medical Building	10	C5	North Housing	07	D2	South Housing	8	D2
654 Minnesota Street	13	A5	Genetech Hall	04	C3	Rock Hall	4	C3	West Housing	7	D2
Byers Hall	4	C3	Gladstone Institute	03	B3	Rutter Community Center	04	C3	Women's and Cancer Hospital	10	C5
Child Care Center	2	B2									