CAMPUS EMERGENCY WARNING SYSTEMS

UC Berkeley

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UCOP

POSTER OF THE MONTH

Get a Kit, Make a Plan

Planning Ahead - Communication

Good communication before, during and after a disaster event is vital to your family's safety and peace of mind. In some emergency situations, both land lines and cellular phone service can be temporarily lost. Since you may not be able to call or physically reach members of your family, it is vital that everyone know in advance what actions to take. Develop a family communication plan with pre-arranged ways of staying in touch and a predetermined meeting spot.

Designate an out-of-state contact phone number through which family members can connect if local telecommunications services are overwhelmed.

Work with school personnel to develop a contact plan and stand-by instructions for children who may be in class when disaster strikes. Make arrangements for children to go to an alternate location (neighbor's house, child-care worker, etc.) until you can return home. Practice and review your plan often with your children and other family members. See the sidebar for websites offering excellent models for family communication plans.

During and after a crisis, you will need access to correct, authorized information regarding evacuation or shelter-in-place instructions, status updates and other vital information. Be sure your emergency kit contains a portable radio and batteries, so you can receive accurate information from official radio stations.

Finally, maintain contact with your UC department and other UC information sources. Once you are assured that your family is safe, your help will be needed to ensure the safety of patients, students, irreplaceable research and vital University operations and infrastructure. Be sure your department or unit has an emergency contact plan that includes all staff members.

FOR MORE INFORMATION

To learn more about UC Continuity Planning:

List of UC Continuity Planning Staff

Emergency Roster Immediately

By: Victor Duraj

In a successful evacuation, everyone gets out safely. Knowing who "everyone" is can pose a challenge to an emergency assembly area manager and especially to their back-ups. Emergency Action Plans should include a hard-copy roster to make this easier, but they can be hard to keep updated throughout the year. Some plans may rely on online databases updated by individual employees at the request of their faculty or their HR departments. Both can be helpful but also bring challenges. Especially in research settings, it can be difficult to know at any moment who is in their lab, or in their office, or in a meeting, or in the field, or elsewhere. A robust, automatically updated master roster is one part of the answer, and it essentially already exists.

Your campus online learning management system (LMS) most likely includes or can be configured to produce a condensed "roster report" sorted by PI/Supervisor. This feature allows for an immediate alphabetical listing of all persons affiliated with your department, sorted in groups by PIs and supervisors, with additional programmable columns such as email address, location, and phone to the extent that any person has included it on their public campus directory information. Safety coordinators and administrators can usually be added as "managers" to have access to this type of report.

The LMS roster is usually very complete because it is automatically populated from the campus payroll and personnel system, usually with only about one day of lag. Additionally, folks who are typically not on payroll, such as undergrads and volunteers, but have unescorted access will also be on the LMS by virtue of their need to take e-learning courses such as Ethics, Hazard Communication, Lab Safety Fundamentals, and others.

Imagine you have just evacuated your building, and with your EAP in hand you are accounting for persons who also should have evacuated. If you don't have anything better, then with an LMS-based roster you can quickly check off known evacuees, you can summon a known evacuee from each of the PI/Supervisor's groups to quickly help answer questions about persons not accounted for or perhaps not on the list, and you can use your smartphone to login into the LMS to cross-check for any new names not on your latest hardcopy printout. Your efforts are invaluable to first responders, who are risking their lives to save others.

Check with your campus' e-learning department to see how your campus is able to help you be as prepared as possible for a successful evacuation.

CONNECT

Know where to turn on your UC campus for the information you need to keep yourself, your workplace and your environment safe and secure. Click on the campus links below to connect to local program, educational and informational resources.

UC Berkeley	**UC Merced**	**UC Santa Barbara**
UC Davis	**UC Riverside**	**UC Santa Cruz**
UC Irvine	**UC San Diego**	**UCOP**
UCLA	**UC San Francisco**	**UC ANR**

EMERGENCY PREPAREDNESS VIDEOS

- Campus Ready
- Preparing Makes Sense
- UCTV Disaster Preparedness for Health Professionals
- Disaster Preparedness: Pandemic Influenza and Emerging Infections
- UCTV Disaster Preparedness: Natural Disasters
- Emergency Preparedness: Health Matters
- UCLA Earthquake Myths

How to Shelter In Place

Guidelines for staying put! Whether you are at home, work or elsewhere, there may be situations when it's simply best to stay where you are and avoid any uncertainty outside.

1. Shut and lock all windows and doors
2. Turn off all handling equipment heating, ventilation and AC)
3. Go to a pre-determined sheltering room
4. Seal any windows and/or vents with sheets of plastic and duct tape
5. Seal the door with duct tape around the top, bottom and sides
6. Turn on a TV or radio and listen for further instructions
7. When the "all clear" is announced, open windows and doors, turn on ventilation systems and go outside.

Did you know?
- More than half of Americans have not prepared copies of crucial documents
- 48% of Americans lack emergency supplies for use in the event of a disaster
- More than half of parents do not have a designated meeting place in case of a disaster
- 42% of cell phone owners do not know all their immediate family members phone numbers

Information from ready.gov and cdc.gov

COMING SOON

Lab Safety
Check out our August 2014 issue to learn how to ensure safety and proper PPE in a laboratory.

FEEDBACK, PLEASE

Send an email to **safetyspotlight@ ucdavis.edu** to submit your comments on the June/July issue or to suggest content ideas for future issues. We look forward to hearing from you!