

# SAFETY & EMERGENCIES

## AT THE UNIVERSITY OF CALIFORNIA WASHINGTON CENTER

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## EMERGENCY PHONE LIST

**In the event of a life threatening emergency call:**

**9-911** from any building extension, or **911** from a cellular phones (give your location)

DC Crisis Line	(202) 233-2255
DC Police (non-emergency)	(202) 727-1010
DC Rape Crisis Hotline	(202) 333-7273
Metro Transit Police (emergency)	(202) 962-2121
Poison Control Center	(202) 625-3333
Northern Virginia Crisis Line	(703) 527-4077
Arlington County (information)	(703) 358-4252
Arlington Police (non-emergency)	(703) 558-2222
Montgomery County Police (non-emergency)	(301) 279-8000
Montgomery County Sheriff	(240) 777-7000

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## RESIDENTIAL SERVICES: 24-HOUR EMERGENCY COVERAGE

**24-Hour Duty Line: 202 415-9275**

The 24-hour Residential Duty Line was established to ensure professional staff response to individual and community crises 24 hours a day, seven days a week.

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## SECURITY DESK – 1<sup>ST</sup> FLOOR

**202-974-6233**

A security officer is present at the 1<sup>st</sup> floor security desk 24-hours a day, 7 days a week.

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## OTHER LOCAL RESOURCES

*The Residential Life Staff provides referral counseling to residents. Referral counseling consists of listening to the student, working with the student to identify the nature of the problem or concern, developing alternative options for the student, and directing residents to appropriate service providers.*

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### General Crisis Services

#### DISTRICT OF COLUMBIA

Andromeda Mental Health Center - (202) 291-4707 (M-F 9-5) (Spanish speaking)  
Crisis Line - (202) 561-7000 (24 hours)  
DC Hotline - (202) 223-2255 (24 hours)  
Washington School of Psychiatry (202) 537-6050

The Women's Center (202) 293-8296  
Parkhurst and Associates Psychological Services (202) 234-7738

#### **MARYLAND**

Jewish Social Service Agency (301) 881-3700  
Montgomery County Hotline - (301) 738-2255 (24 hours)  
Community Crisis Center in Bethesda - (301) 656-9161 (24 hours)

#### **VIRGINIA**

Alexandria Hotline - (703) 527-4077 (24 hours)  
Arlington County Hotline - (703) 358-4848 (24 hours)  
Northern Virginia Hotline - (703) 527-4077 (24 hours)

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### **Specialized Services**

#### **Abuse (Physical, Sexual, etc.)**

Adult Protective Services, DHS - (202) 727-2345  
Child Abuse Hotline - (202) 628-FACT  
Center at the Psychiatric Institute of Washington (PIW) - (202) 965-8550  
Children & Family Services Division, DHS - (202) 727-0995  
Domestic Violence Hotline - (202) 347-2777 (24 hours)  
Family Crisis Center of Prince George's County - (301) 864-9101 (24 hour domestic violence hotline)  
House of Ruth Domestic Violence Hotline - (202) 6677001 (24 hours)  
My Sister's Place - (202) 529-5991 (24 hours)  
Victim Assistance Network - (703) 360-7273 (24 hours - domestic violence & sexual assault)

#### **Abuse/Addiction (Drugs, Alcohol, etc.)**

Al Anon - (202) 882-1334  
Alcoholics Anonymous - (202) 966-9115 (10 am-10 pm)  
Cocaine Hotline - 1(800) COCAINE (24 hours)  
Gamblers Anonymous - (301) 961-1313 (24 hours - meeting information)  
Narcotics Abuse 24 Hour Helpline & Treatment - (800) 234-0420  
Narcotics Anonymous - (202) 399-5316  
Nicotine Anonymous - (703) 978-7545  
Poison Control Center - (202) 625-3333 (24 hours - overdose information)  
Sexual Compulsives Anonymous - 202 736-3736  
Suburban Hospital Addiction Treatment Center - (301) 896-2522 (9:30 am-9 pm)

#### **AIDS/HIV Infection**

AIDS Information Line - (202) 332-2437  
CDC National HIV & AIDS Hotline - 1(800) 342-AIDS (24 hours)  
1(800) 243-7432 (8 am-2 pm Spanish)  
1(800) 243-7889 (TDD, M-F 10 am-10 pm) Information, referral, education  
Sexually Transmitted Disease Information Line - 1(800) 227-8922 (M-F, 8 am-11 pm) Information, referral, education

#### **Domestic Violence Shelters**

Bethany House - (703) 998-8811  
Holmes House - (202) 547-4673  
House of Ruth - (202) 667-7001  
My Sister's Place - (202) 529-5991

#### **GLBT Issues**

Gay & Lesbian Crisis Hotline (Whitman Walker Clinic) - (202) 833-3234 (7-10 pm)  
Gay & Lesbian Crisis Hotline/Referral Service - (202) 833-3234

#### **Rape/Sexual Assault**

Alexandria Sexual Assault - (703) 683-7273  
DC Rape Crisis Center - (202) 333-RAPE (24 hours)  
Montgomery County Sexual Assault Hotline Crisis Center - (301) 656-7273  
Sexual Assault Response & Awareness Program - (703) 683-7273

### **Sexual Harassment**

9 to 5: Association for Working Women – 1-800-522-0925  
National Job Problem Hotline – 1-800-522-0925  
National Victim Center – 1-800-FYI-CALL

### **Suicide**

Crisis Helpline: Commission on Mental Health Services – 1-888-7-WE-HELP  
National Suicide Hotline – 1-800-SUICIDE  
Prince George's County Hotline & Suicide Prevention Center - (301) 731-0004 (24 hours) or (301) 577-4866 (24 hours)

### **Victim Assistance**

Alexandria Victim Assistance Program - (703) 838-4100  
Arlington Victim/Witness Services - (703) 228-4558  
DC Crime Victims Assistance Hotline - (202) 347-2777  
DC Survivors of Homicide - (202) 842-8467 (24 hours) (202) 727-1011 (TTD)  
Fairfax Victim/Witness Assistance - (703)246-2141  
National Organization for Victim Assistance - (202) 232-6682 (24 hours)

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## WHAT TO DO IN AN EMERGENCY - FIRE

In the event of a fire or other hazard, you should be familiar with evacuation exits. Be prepared to use an alternative exit route if the normal exit route is blocked. *On the back of each apartment front door is the fire evacuation route for your apartment.*

The UC Washington Center's fire alarm system has a horizontal notification system. This means that the alarm will sound on the floor where there is a problem and the floor directly above and directly below the source of the alarm. As soon as you hear the alarm on your floor or are notified by the building speaker system that you should evacuate, please follow the procedures list on this page. If you see others evacuating the building, it is always required that you do the same, regardless of whether the alarm sounded on your specific floor.

*If you hear an alarm on your floor, do the following as quickly and in as orderly a manner as possible.*

1. Leave your apartment immediately, locking the door behind you. Be sure to carry your keys and ID with you.
2. Carry a moistened towel with you in case you encounter smoke in a stairwell.
3. Use the stairwells to evacuate the building. **DO NOT USE THE ELEVATOR!**
4. When you exit the building, you will be directed to the evacuation location.
5. Do not attempt to re-enter the building until the alarm has been turned off and a Residential Services staff member has given the signal to re-enter.
6. In the event that you need additional assistance leaving the building, please inform the Residential Services staff upon check-in.

*In the event that you discover a fire, do the following:*

1. Pull the nearest fire alarm.
2. Do not attempt to fight the fire.
3. Leave the building immediately.
4. Report all details to the Residential Services staff member in front of the building.

*In the event of a utility failure (gas leak, ventilation, plumbing, electrical), do not following:*

1. Report the incident to the Security Desk.
2. If the alarm sounds as a result of a utility failure, follow the steps outlined above in the fire evacuation procedure.

*If you should become trapped inside the building, do the following:*

1. Dial 9-1-1 and notify the dispatcher of your exact location.
2. Place your hand on the door and if it feels hot then do not open the door. Wet a blanket or similar item and place over the door opening (while the door is closed). This will help keep the toxic smoke from entering the room and give firefighters a chance to rescue you.
3. Hang a bright color item or piece of clothing up at your window. This will attract the firefighters attention to your apartment.

Fire alarms, smoke detectors and sprinkler systems are all connected to a panel at the Security Desk. A Security Officer will respond to every emergency light on the panel.

### **Fires Safety Equipment**

Tampering with safety equipment (directly or indirectly), including, but not limited to smoke detectors, access devices, and fire extinguishers is a minimum \$200 fine and/or all costs associated with the fire alarm.

Tampering with safety equipment in conjunction with other violations including, but not limited to smoking, alcohol consumption, and controlled substance use and/or possession will result in immediate termination of the residential housing contract without refund.

### **Smoke Detectors**

Residential fires are the most common types in the United States, and they claim more lives than any other type of fire. Smoke and fire detection systems operate in all apartments. The primary purpose of these detectors is to alert you in the event of a fire and to notify our main fire panel of an emergency. All bedrooms, living areas, offices and classrooms

have smoke detectors. If a smoke detector goes off for any reason, please notify the Residential Services staff (202) 415-9274 or call the Security Desk at (202) 974-6233.

**Sprinklers**

One of the built-in fire protection systems is the Fire Sprinkler System. The System consists of piping and sprinkler heads with water under pressure. In the event of a fire, the sprinkler heads are designed to operate when the temperature reaches approximately 135 degrees F. CARE MUST BE TAKEN NOT TO CAUSE THE SPRINKLER HEADS TO GO OFF UNNECESSARILY BY HITTING THE HEADS, THROWING OBJECTS AT OR HANGING ITEMS FROM THE SPRINKLERS. This will activate the sprinklers and possibly cause an enormous amount of water damage, as well as summoning the fire department. The resident responsible for the damage to the sprinkler will be required to pay for all damages associated with the incident. Residents will be held responsible for behavior of their guests and will be held accountable for their actions.

**Fire Alarms/Drills**

For your protection, do not remain in the Center while a fire alarm is sounding. The alarm will not be turned off until the Residential Services staff or Fire Department has given an all clear. The fire evacuation plan is located on every floor and the backs of the apartment front door. The Residential Services staff will be conducting unannounced quarterly fire drills. Failure to evacuate the building immediately upon the sound of an alarm or to follow specific evacuation and safety procedures will result in disciplinary actions. It is a misdemeanor to tamper with or interfere with fire alarm pull stations, smoke and heat detectors, fire extinguishers, hoses and "EXIT" signs or lights. Violators are subject to legal prosecution.

**BBQ Grills**

According to Washington, DC law and University of California, Washington Center policy, BBQ grills are not allowed on the 4th floor terrace at any time for any reason.

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# WHAT TO DO IN AN EMERGENCY – NATURAL DISASTERS

## (EARTHQUAKES, LIGHTNING, TORNADOES, & HURRICANES)

### **Before Disaster Strikes**

Know what the dangers are. Educate yourself. Most injuries during natural disasters are caused by falling objects and flying debris. Identify hazards in places where you spend most of your time. Prepare an emergency kit. Consider keeping one at home, in your office and in your car. Educate and train your staff to be prepared!

**It is recommended that you gather the following items in preparation for an emergency:**

- Driver's license or State-issued ID, birth certificate/passport, insurance policies, credit card information
- Cash
- Flashlight and extra batteries/bulbs
- Sturdy shoes
- Portable AM/FM radio (and extra batteries)
- Personal hygiene supplies
- Extra change of clothes
- Medication, prescriptions, glasses, medical history and immunization records
- First-aid kit and instruction booklet
- Phone number of out of state contact that all family members use (long distance calls may be possible even if local area service is not working)
- One gallon of bottled water per person plus liquid chlorine bleach or water purification tablets for disinfection
- Extra non-perishable food (peanut butter, soups, crackers, dry milk, manual can opener, etc.)

**In addition:**

- Check to be sure nothing heavy or breakable is hanging over your bed or desk.
- Do not place your desk chair or bed directly next to or under a window. If this isn't possible, sleep or sit with your head away from the window.
- Lock the wheels on TV stands, utility carts, etc. Keep all breakables in secure low cabinets. Secure your computer to its table - you can use Velcro to attach computer parts to each other and to the table.
- Locate "safe" and "danger" spots in your office and apartment.
- Keep exit routes clear. Do not block doors and hallways.
- Know and practice at least two exit routes from your office and apartment. Consider how you would evacuate the any area that you frequent in the building, or how you might guide yourself in the absence of light/visibility.
- Know the location of all fire extinguishers in your unit.

### **What to do during a Natural Disaster:**

- Duck under a desk or sturdy table.
- Remain calm. Try to calm and reassure others.
- Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants, and other heavy objects that could fall.
- Watch out for falling/flying plaster, ceiling tiles, or debris.
- Stay under cover until the shaking stops or storm passes.
- Hold onto the desk or table. If it moves, move with it.

- If you are inside the building and you are not near a desk or table, move against an interior wall, and protect your head with your arms. Do not use the elevators. Do not be surprised if the fire alarm or sprinkler systems come on.
- If you're **OUTDOORS**, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.
- After the danger passes act calmly. Accept the fact that you may not be thinking clearly.
- Focus on the fact that there is much you can do to help yourself and others. Make sure to wear a sturdy pair of shoes.

**After a Natural Disaster:**

- Remain calm.
- Listen for emergency instructions from Center safety personnel or emergency responders and cooperate fully with their instructions.
- Wear shoes in all areas near debris or broken glass.
- Do not use matches, lighters or open flame appliances until you are sure no gas leaks exist. Do not operate electrical switches or appliances if gas leaks are suspected. These create sparks that can ignite gas from broken lines.
- Do not touch downed power lines or objects touched by downed lines.
- Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.
- Avoid using your telephone except for genuine emergency calls.

Approach chimneys and brick structures with caution.

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## WHAT TO DO IN AN EMERGENCY – EVACUATION

Potential internal and external emergencies such as fires, explosions, bomb threats, spills or chemical/biological releases may require occupants to safely and efficiently evacuate the building or depending on the emergency situation residents may be required to stay within the building.

### *Evacuation*

Only one type of signal will be used for the evacuation order: the overhead public announcement system will call a **Code 1** emergency and state: **Code 1, evacuation plan in effect—proceed immediately to (Designated Area)**. Unless otherwise instructed, the Designated Assembly Area will be the Multi-Purpose Room on the 1st floor of the building. Make sure to wear comfortable clothes, sturdy shoes and bring with you prescription medications, your wallet and ID, and any medical or special dietary supplies that you might need. No occupant will be permitted to re-enter his or her living space or office until advised by the Emergency Coordinator.

The Emergency Coordinator may make an announcement to those gathered in the Designated Assembly Area regarding evacuation to a Secondary site. Such a decision will also be announced on the overhead public announce system, stating: *This building is now being evacuated, please proceed to our Secondary Assembly Area which will be the District of Columbia Emergency Shelter for Ward 2: Francis Junior High School located at 2425 N Street NW, Washington, DC.*

# Designated Assembly Areas

(in case of Fire, Evacuation, or other Major Crisis)

Primary (Interior)	First-Floor Multi-Purpose Room
Primary (Exterior)	Intersection of Rhode Island Ave & 16 <sup>th</sup> Street (East of the Marriott)
Secondary	Francis Jr. High School, 2425 N Street NW

### **Evacuation and Accountability while at Off-site Locations**

It is imperative that all students familiarize themselves with the evacuation plan of their internship site. Specifically, each student, at the internship site should:

- Know the evacuation route safety, as well as a secondary route in case the primary one is blocked;
- Participate in regular disaster drills at the internship site to become familiar with the process;
- Know the location of the closest Emergency Shelter to the internship;
- Keep a small emergency kit including: a flashlight, a whistle, sturdy shoes and UC Washington Center phone numbers for your campus administrator and duty line;
- Carry your UC Washington Center ID when outside of the Center;
- It is also important for each student to know the location of the Emergency Shelter closest to his or her internship site.

**In the event of an emergency, students, faculty & staff members who are off-site must contact the UC Washington Center once he or she has reached a safe location to report their whereabouts and for news and information by:**

Calling (202) 415-9275

or

Sending e-mail to [safety@ucdc.edu](mailto:safety@ucdc.edu)