

## VIOLENCE OR CRIME

### If you are a victim of, or witness any crime or act of violence at UCPath:

- Call **911** from any phone, use an Emergency Call Box or elevator emergency phone/intercom
- 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, and phone number
- 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
  1. 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
  2. Note anything that was touched or held by the criminal
  3. 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:
  1. People who are committing a crime or creating a disturbance
  2. Individuals behaving in an irrational or bizarre manner
  3. Law enforcement or medical responders at the scene



# EARTHQUAKE

## *Inside the building*

### During shaking

- Remember to duck, cover and hold on
- Cover yourself by getting under a sturdy desk, table, or against an interior wall
- Protect your head and neck with your arms
- Stay clear of windows, hanging objects, mirrors, or shelves where objects may fall
- Hold on to the furniture that covers you

### 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 that needs to be saved
- Follow evacuation routes directly to your 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 your Unit Safety Coordinator 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
- Report emergencies by dialing **911**

### If an earthquake occurs when you are not at work

Refer to your cell phone or UCOP email for information or instructions



# EARTHQUAKE

## *Outdoors*

### **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 your assigned Emergency Assembly Area (EAA)
- Check in with your Unit Safety Coordinator at the Emergency Assembly Area
- Notify them of injured people, hazards or damages observed
- Remain at the Emergency Assembly Area and follow directions of emergency response personnel
- Report emergencies by dialing 911



## EVACUATION

- Quickly and safely leave the building when the alarm sounds or evacuation is initiated by emergency personnel
- Quickly gather 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; do not lock the doors
- Do not use elevators
- Assist mobility-impaired individuals if they request help
- If mobility impaired:
  - Proceed to an area of safe refuge, near the lobby/ top of center set of stairs
  - Request others evacuating to notify emergency responders of your location
  - Wait for assistance to arrive
- Avoid smoke-filled areas if possible; if you are in a smoke-filled area, stay low to the floor and crawl under the smoke to an exit
- Follow evacuation routes directly to your assigned Emergency Assembly Area (EAA)
- Notify your Unit Safety Coordinator that you have evacuated safely
- Remain in the Emergency Assembly Area until directed otherwise
- Never try to re-enter a building until cleared to do so



## FIRE AND SMOKE



- Alert others nearby of the condition
- Activate the building fire alarm using the call boxes
- Call 911 to report any fire or smoke condition, if it is safe to do so
- Quickly leave the building when the fire alarm sounds or evacuation is initiated by emergency personnel
- Swiftly gather 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; do not lock doors
- Stay to the right of walkways 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 to an exit
- If your clothing catches fire: **Stop, Drop, and Roll** to extinguish flames
- Follow evacuation routes directly to your assigned Emergency Assembly Area (EAA)
- Notify your Unit Safety Coordinator at the Emergency Assembly Area that you have evacuated safely

# HAZARDOUS MATERIALS

## *Exposures*

### **Skin contact (splash):**

- Remove contaminated clothing, if appropriate
- Flush the affected area with water for at least 15 minutes
- Seek additional assistance as necessary
- If necessary, call 911 or ask for assistance from co-workers if available

### **Inhalation:**

- Leave the area and go to an area with fresh air
- If you have shortness of breath or trouble breathing, call 911 for help

### **Ingestion:**

- Refer to the product label or Safety Data Sheet for specific instructions
- Call the National Capital Poison Center (800) 222-1222 for poison emergencies
- Call **911** for medical emergencies

## *Spills*

### **Hazardous Material Spill or Release:**

- If you have been trained and have the proper materials, contain or clean up spill and call facilities at 951-787-5021 or 951-312-3209
- If you have not been trained or cannot contain the spill, call **911** for help

### **Additional Information**

- Report all incidents to your supervisor and facilities
- Decontaminate all useable equipment
- Contact facilities to properly dispose of hazardous waste

## HOMELAND SECURITY INCIDENT

### When a 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 and/or UCPath Safety Staff

### Additional Information

- Information concerning emergencies in the Riverside area and related topics is available to the community through the following resources:
  - 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 EMERGENCY

### General steps in medical emergencies

- Check the scene to see that it is safe, and that you and victim are not in danger
- Call **911** (or ask someone to call 911) to request medical assistance; state the type of medical emergency it appears to be (cut, head injury, heart attack, etc.)
- Obtain the 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) or supplemental oxygen)
- Remain calm and reassure the victim while waiting for emergency personnel

### Additional Information / Follow-up Activities

- Report any injury to your immediate supervisor
- Notify facilities of any materials used from the First Aid Kit
- Do not move the victim if head / neck injury is suspected





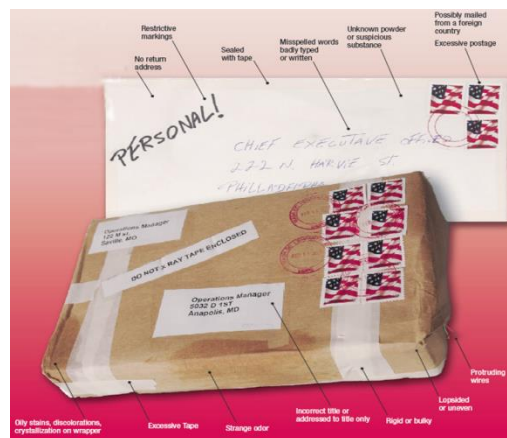
## SUSPICIOUS MAIL OR PACKAGE

### If you receive or discover a suspicious letter or package:

- Do not handle it
- Isolate the area to prevent others from entering the vicinity
- Immediately notify the records & Fulfillment Supervisor, Facilities, or Safety Manager
- Call **911** to report it and provide as many details as possible:
  1. What you have received and what you have done with it
  2. Presence of visible powder and if it has been released
- Follow emergency personnel's instructions

### DO NOT:

- Open, shake or empty the package
- Taste, touch, or smell the package
- Attempt to clean the contaminated material
- Merely discard the letter or package
- Walk around with the package
- Allow anyone who may have touched the package to leave



### Indicators that make a letter or package suspicious

- Powdery substance, oily stains, major discoloration, or crystallization on outside
- No return address
- Excessive postage
- Handwritten or poorly typed address/ misspelled common words
- Excessive tape or string
- Strange odor
- Protruding wires

## BOMB THREAT

### 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 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 911 to report a bomb threat"*
- Call **911** immediately once the call has ended to report the details
- If instructed to do so, initiate building evacuation by activating the nearest alarm pull box
- Follow evacuation routes directly to your assigned Emergency Assembly Area (EAA)
- Notify your Unit Safety Coordinator that you have evacuated safely
- Do not re-enter the building until permitted to do so
- Provide the completed bomb threat checklist to the police

### If bomb threat is received by EMAIL



- Call **911** immediately
- Do NOT delete the email message
- If instructed to do so, initiate building evacuation by activating the nearest alarm pull box
- Report to the Emergency Assembly Area
- Do not re-enter the building until permitted to do so

## UTILITY FAILURE

### Gas leak (natural gas)

- Evacuate the building using evacuation routes
- Do not operate "on/off" switches on lights or electrical equipment
- Do not use elevators
- Assist people with disabilities if needed
- Once outside, call **911**
- Notify security at 951-787-5020 and facilities at 951-787-5021 or 951-312-3209
- Report to your Emergency Assembly Area and notify emergency staff that you have evacuated safely



### Electricity (power failure)

- Evacuate darkened areas with caution
- Report power failure to building facilities at 951-787-5021 or 951-312-3209
- Report any emergencies by calling **911**

### Elevator (failure)

- If trapped inside the elevator, use the elevator phone to request help, or activate the emergency alarm within the elevator (*elevator phones have no dial tone so do not hang up after picking up receiver*)
- If outside the elevator, try to communicate to trapped elevator occupants that help is on the way
- Notify security at 951-787-5020 and facilities at 951-787-5021 or 951-312-3209

### Flooding (plumbing failure)

- Do not touch any electrical appliances
- If it is safe to do so, lift valuable, or critical, items above the reach of the water
- Report flooding to building facilities

### Ventilation problem (odors)

- Report to building facilities at 951-787-5021 or 951-312-3209