University of California, Irvine
Student Center and Event Services

Emergency Procedures Guide

The following procedures are intended to assist Student Center building occupants in effectively responding to an emergency. All building occupants of the Student Center are expected to adhere to the following emergency procedures. All procedures require communication with immediate supervisors and/or Student Center and Event Services staff.

In an Emergency, DIAL 911 from any campus phone to connect directly to UCI Police. If using a cell phone, dial 911 or (949) 824-5223.

FIRE

When the fire alarm sounds:

• Collect personal belongings and evacuate the building per building evacuation procedures.
• Do not use elevators – proceed to the nearest safe stairway.
• Help those who need special assistance.
• Wait for further instructions from emergency personnel or Student Center and Event Services staff.
• Report information on missing persons, ruptured utilities and severe injuries to emergency personnel or Student Center and Event Services staff.
• If properly trained, UCI employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
• Do not return to the building until safe clearance has been given by emergency personnel.

Student Center and Event Services staff additional procedures:

• When fire or smoke is discovered, RACE to respond.
• If you discover a fire, assess you own safety first and then designate someone to calmly and quickly:
  R  RESCUE OR REMOVE anyone (including yourself) who is in immediate danger from the fire to the closest safe area. Simultaneously notify other building occupants to evacuate the area. Use the stairs: do not use the elevator.
  A  Activate the ALARM by pulling the nearest fire alarm pull station and call 911.
  C  CONFINE OR CONTAIN the fire by closing all doors and windows in and around the fire area to prevent the spread of smoke and fire. Shut off all appliances and other equipment, if safe to do so.
  E  EXTINGUISH the fire with a portable fire extinguisher, if safe.
  EVACUATE the area. Use fire extinguishers on small fires only – trash can size or smaller. After extinguishing a fire, back away and watch for re-ignition.
• If trapped in a room, employees should:
  ▪ Place cloth around or under the door to prevent smoke from entering.
  ▪ Retreat and close as many doors as possible between the employees and the fire.
  ▪ Be prepared to signal from window, but the glass should not be broken unless absolutely necessary (outside smoke may be drawn in).
• If caught in smoke, employees should:
• Drop to their hands and knees and crawl.
• Hold their breath as much as possible.
• Breathe shallowly through nose and use blouse, shirt, or jacket as filter.
• If forced to advance through flames, employees should:
  • Hold their breath.
  • Move quickly.
  • Cover their heads and hair.
  • Keep their heads down and eyes closed as much as possible.
• If clothing catches fire, employees should STOP ... DROP ... ROLL.
• If the fire alarm is activated, employees shall follow the appropriate evacuation procedures.
• Fire extinguisher use: Fire extinguishers shall be used only if the fire is small and safe to approach.

<table>
<thead>
<tr>
<th>Fire Extinguisher Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>P     Pull safety pin from handle</td>
</tr>
<tr>
<td>A     Aim (nozzle, cone, horn) at base of fire</td>
</tr>
<tr>
<td>S     Squeeze the trigger handle</td>
</tr>
<tr>
<td>S     Sweep from side to side (watch for re-flash)</td>
</tr>
</tbody>
</table>

MEDICAL EMERGENCIES

In the event of a medical emergency:
• Remain calm.
• Assess the medical situation.
• Look for the victim’s ABC’s: Airways, Breathing and Circulation.
• Conduct a visual survey of the scene and check for hazards (electrical wires, gas leaks, fires, etc.).
• Do not attempt to move an injured person unless it is required for their immediate safety.
• Call the UC Irvine Police Department at 911 or 949.824.5223. Notify the police of the injured person and their location.
• If properly trained, UCI employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
• If an additional person is available to assist, instruct them where to wait to meet emergency personnel to help guide them to the injured person.

Student Center and Event Services staff additional procedures:
• Determine if the injury or illness requires emergency response. Err on the side of caution.
• Call UCI Police Department at 911 or 949.824.5223.
• Confirm that emergency medical services have been contacted and were given the correct location. Send a volunteer to meet police or medics.
• Try to determine the cause of the injury to help prevent others from being injured by the same hazard.
• Give all pertinent information to the police or medics upon their arrival.
• If a serious hazard exists, use caution tape and cordon off the area.

SUSPICIOUS PERSONS/PACKAGES
If a suspicious person is sighted in the facility:
- Write down a description of the person (height, gender, race, clothing, etc.) and visually assess if they are carrying any weapons or suspicious packages.
- Call Student Center and Event Services at 949.824.7364.
- If immediate danger is suspected, call the UCI Police Department at 911 or 949.824.5223. Provide a description, location, and direction of the person if moving.
- Do not make any assumptions about the person; err on the side of caution. Don’t assume that the person is rational or harmless. Be cautious and don’t isolate yourself with the person – keep your distance.

If a suspicious package is sighted in the facility:
- Do not attempt to touch or remove any suspicious package.
- Evacuate the immediate area and secure it. Close and lock doors as you clear areas.
- Call Student Center & Event Services at 949.824.7364.
- If immediate danger is suspected, call the UCI Police Department at 911 or 949.824.5223.
- Provide a description and location of the package.
- Wait for UCI Police to arrive and follow their directives.

Student Center & Event Services staff additional procedures:
- If you receive or discover a suspicious package or foreign device, under any circumstances do not touch it, tamper with it or move it!
- Report it immediately to the UCI Police Department at 911.
- Characteristics of suspicious letter and packages include:
  - Contain a powdery substance, oily stains, discoloration or crystallization on the outside.
  - Are unexpected or from someone unfamiliar to you, have no return address or possibly from a foreign country.
  - Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name or misspellings of common words.
  - Are of unusual weight, given their size, or are lopsided or oddly shaped.
  - Have an unusual amount of tape.
  - Have strange odors or stains.
  - Are addressed to someone no longer with your organization or are otherwise outdated.
  - Are marked with restrictive endorsements, such as “Personal” or “Confidential.”
- If the suspicious person or package is determined to possess a bomb/biohazard or other harmful device, then evacuate the building per building evacuation procedures. Broadcast an emergency message over the building paging system to assist in building evacuation.

EARTHQUAKES

In the event of an earthquake:
If inside:
- Stay where you are.
- Drop, cover and hold.
- If possible, take cover under desks, tables, door arches or stairwells. If none are available, move against an interior wall and cover your head with your arms.
- Stay away from windows, shelving systems and other objects that could fall.
- Do not run outside; falling debris can cause injury.
- Remain under cover until the movement subsides.
• After the shaking has stopped, survey your immediate area for trapped or injured persons and ruptured utilities (electrical wires, gas leaks, fires, etc.).
• If necessary, collect personal belongings and evacuate the building per building evacuation procedures.
• Follow instructions of emergency response personnel.
• Do not use elevators.
• Report information on missing persons, ruptured utilities and severe injuries to emergency personnel or Student Center & Event Services staff.
• If properly trained, employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
• Do not return to the building until safe clearance has been given by emergency personnel.

If in an elevator and power fails (elevators will stop and lights may go off):
• Utilize emergency phone located in each car.
• Remain calm. Emergency response teams are trained to check elevator cars immediately after and earthquake, so help will arrive shortly.

If outside:
• Quickly get to an open area away from trees, buildings, walls and power lines.
• Drop to knees in a fetal position with head bending to touch the ground.
• Close eyes and cross arms over back of head and neck for protection.
• Stay in that position until the shaking stops.

Student Center & Event Services staff additional procedures:
• Notify Area Warden of any injured persons.
• Replace telephone handsets that may have fallen off the hook. Limit phone use to emergency use.
• Follow directions of Area Warden and evacuate the building if so instructed.
• If appropriate, assess building damages. Assist in building evacuations. Help control building access to unsafe areas.
• If necessary, broadcast an emergency message over the building PA system to assist in building evacuation. Clear and lock all areas that have been cleared of people.
• Locate emergency supplies and keep on hand.
• Contact the UC Irvine Emergency Operations Center (EOC) to report ruptured utilities. If the phones are down, send a runner with a written list of damages to the EOC.
• Follow emergency operations directives. They will handle logistics for recovery and prioritize support.

BOMB THREATS

Bomb threats usually come on the telephone and generally are made by individuals who want to create an atmosphere of general anxiety or panic. All bomb threats should be assumed to pose a legitimate danger to the UCI campus population.

If a bomb threat notice is received:
• Call Student Center & Event Services at 949.824.5252. If urgent, call the UC Irvine Police Department at 911 or 949.824.5223.
• If the bomb threat was hand-delivered, try to recall a description of the messenger and any persons in the area.

If a bomb threat call is received:
• Talk to the caller seriously, but remain calm.
• Record the caller’s exact words.
• Keep the caller on the phone as long as possible and ask specific questions:
  ➢ What time will the bomb explode?
  ➢ Where is it right now?
  ➢ What does it look like?
  ➢ What kind of bomb is it?
  ➢ What will cause it to explode?
  ➢ Why did you place the bomb? Why?
  ➢ What is your name?
• Make note of the caller’s voice, intonations, noticeable accent, command of the English
  language, or anything else that may assist authorities. Listen for background noises. Use
  charts below.
• If possible, get a co-worker to call UCI Police while you continue talking to the caller.
• Call the UC Irvine Police Department at 911 or 949.824.5223 immediately.
• Notify your supervisor and contact the Student Center & Event Services Director.
• The campus police will determine if evacuation is necessary.
• If an evacuation is called for, collect personal belongings and evacuate the building per
  building evacuation procedures. Evacuate at least 300 feet from the building. If weather
  conditions warrant, it may be preferable to move to another building.
• Do not return to the building until safe clearance has been given by emergency personnel.

**Student Center & Event Services staff additional procedures:**
• Call the UCI Police Department. Broadcast an emergency message over the building PA
  system to assist in building evacuation. Clear and lock all areas that have been cleared of
  people.
• Evacuate the entire building and instruct people to proceed outside to evacuation areas.
• Wait for UCI Police to arrive and follow UCI PD directives.

**Caller’s Voice**

• Calm • Nasal • Slow • Raspy • Loud • Angry
• Stutter • Excited • Rapid • Deep • Soft • Clearing Throat
• Laughter • Normal • Disguised • Distinct • Deep Breathing • Crying
• Accent • Slurred • Lisp • Ragged • Cracked Voice • Familiar

If voice is familiar, who did it sound like? _______________________________________
Sex of caller: ___________________ Age: _______________ Length of call: _______________
Accent: Local, Foreign, Regional (describe): ______________________________________
Number at which call was received: _______________ Time: ___________ Date ___ / ___ / ___

**Background Sounds:**

• Street Noises • Factory Machinery • Animal Noises • Voices • PA System • Static
• Local • Music • Long Distance • House • Noises • Booth
• Motor • Office Machinery • Other ______________________________________

**Threat Language:**

• Well Spoken (Educated) • Incoherent • Taped • Foul
• Message Read by Threat Maker • Irrational

**UTILITY FAILURE**

In the event of a utility failure:
• If the failure appears to be in an isolated location, call Student Center & Event Services at 949.824.5252. If it is a major failure, you will be instructed to evacuate. Collect personal belongings and evacuate the building per building evacuation procedures.
• Do not use elevators. Proceed to the nearest safe stairway. Help those who need special assistance. Wait for further instructions from Student Center & Event Services staff. Do not return to the building until Student Center & Event Services staff inform you that it is safe to do so.

Student Center & Event Services staff additional procedures:
• Assess their own safety and act accordingly.
• Assist in helping users remain calm.
• Utility failures taking place at different times of the day require different responses. Please contact the building coordinator at 949.231.0467 for the appropriate response.
• Assess the utility failure location(s). If building wide, contact the UCI Police Department and the Facilities Management help desk at 949.824.5444 for further information.
• Call the Student Center Maintenance Manager at 949.351.7906.
• If there is a chance that the utilities may be a hindrance to the effective handling of an emergency, it may be necessary to shut down the respective utility.
  ➢ The on-scene Incident Commander, in conjunction with other emergency responders will make this decision.
  ➢ In the absence of an Incident Commander, the Building Coordinator should contact Facilities Management and reach a decision.
  ➢ Decisions should be based on the nature of the emergency and the negatives and positives in regards to how it would increase or decrease safety.
• If evacuation is necessary, broadcast an emergency message over the building PA system to assist in building evacuation. Clear and lock all areas that have been cleared of people.
• Conduct building rounds to check for persons who may be trapped or need assistance. Make sure to check the elevators.
• Wait for utility status reports.

EXPLOSION

If an explosion (bomb blast, airplane crash, mechanical failure, etc.) occurs:
• Another explosion is very likely – seek cover immediately away from windows. Seek protection from debris under tables, desks or other heavy furniture.
• Remain inside the building until directed to evacuate. Collect personal belongings and evacuate the building.
• Follow directions of emergency personnel and Student Center & Event Services staff.
• Do not use elevators – proceed to the nearest safe stairway. Help those who need special assistance.
• Stay clear of trashcans or anything that an explosive device might be concealed in.
• Once out of the building, stay clear in case the building collapses.
• Evacuate at least 300 feet from the building.
• If you are trapped inside, cover your mouth with a cloth.
• Call UCI Police at 911 or 949.824.5223.
• Wait for further instructions from emergency personnel or Student Center & Event Services staff.
• If properly trained, employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
• Do not return to the building until safe clearance has been given by emergency personnel.
Student Center & Event Services staff additional procedures:

- Call UCI Police.
- Follow directions of the Area Wardens.
- Broadcast an emergency message over the building PA system to assist in building evacuation. Clear and lock all areas that have been cleared of people.
- Find shelter and, if safe to do so, locate emergency supplies. Take emergency supplies with you when leaving the building.
- Keep a radio or TV on hand as well as a phone and Internet connection (if phone lines are down/over-loaded, you may be able to communicate via email).

ACTIVE SHOOTER

Active shooter incidents, where a suspect has started shooting, are highly unpredictable and volatile. They are also very rare. Use common sense and follow the instructions of emergency personnel.

If you hear shots:

- Lie flat on the ground and find cover. Think about all of your possible exits.
- If you are directly involved or can hear gunshots in the immediate vicinity, go to the nearest room or office: close and lock the door, turn off interior lights, close blinds/curtains, remain quiet and do not open the door until emergency personnel arrive.
- If you are not directly involved, you do not hear gunshots nearby, and it appears safe to exit, evacuate the area quietly. If you run, you may draw attention to yourself, but you may also escape a dangerous situation.
- If someone looks suspicious, trust your intuition and immediately remove yourself from the area.
- After the shots cease, be aware of where the attack was and if the assailant(s) are immobilized or dead.
- If you see the attacker, make note of their description; height, weight, hair color, skin color, facial hair, clothing, shoes, etc.
- Evacuate the building away from the sound or source of the gunfire. If it is reasonably safe, report to the designated assembly area or another safe area.
- If properly trained, employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
- Call the UCI Police Department at 911 or 949.824.5223 and provide the following information (if available): your name and exact location, location of incident, number of suspects and description, number of injured victims.

HAZARDOUS MATERIALS IN THE ATMOSPHERE (SHELTER IN PLACE)

Shelter in place is the action of seeking immediate shelter indoors following a release of hazardous materials into the outside air. The hazardous materials may be chemical, biological, byproducts of a fire (smoke, ash, etc.), or other harmful contaminant.

Most biological agents are colorless and odorless, but there are warning signs to watch for:

- Droplets of oily film.
- An unusual number of dead birds in the area.
- An unnatural smell of almonds, peach pits, or newly mowed grass.
- Strange mists or low-hanging clouds.
If you are caught in the middle of a biological materials release:

- Cover your mouth and nose with a rag soaked in water, or a mixture of baking soda and water, if possible.
- Try to keep others from panicking, as they will breathe faster and inhale more poison.
- Wash yourself thoroughly with plenty of water and soap or a 10:1 mixture of water and bleach.
- If no water is available, cover affected areas liberally with talcum powder or flour, wait 30 seconds, then brush off thoroughly.

In the event that there are hazardous materials in the atmosphere:

- Retreat to an area (preferably upstairs) with bathroom access, food, water and small windows.
- Close all doors/windows (including shades/blinds/curtains) and if possible, seal off any vents or gaps with wet towels and tape.
- Call the UCI Police Department at 911 or 949.824.5223.
- Remain indoors until given an “all clear” announcement from emergency coordinators.
- Follow instructions of emergency response personnel.
- Report information on missing persons, ruptured utilities and severe injuries to emergency personnel or Student Center & Event Services staff.
- If properly trained, employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.

Student Center & Event Services staff additional procedures:

- Call UCI Police.
- Shut down all air handlers and close all doors and windows.
- Find shelter and emergency supplies.
- Facilitate taping of window and door seams to keep poisons out of buildings.

If you suspect an interior release of hazardous materials into the atmosphere:

- Cover your mouth and nose with a rag soaked in water, or a mixture of baking soda and water, if possible.
- Evacuate the building per building evacuation procedures.
- Help those who need special assistance.
- Exit the area or wait for further instructions from campus emergency personnel or Student Center & Event Services staff.
- Call the UCI Police at 911 or 949.824.5223.
- Report information on missing persons, ruptured utilities and severe injuries to emergency personnel or Student Center & Event Services staff.
- If properly trained, employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
- Do not return to the building until safe clearance has been given by emergency personnel.

Student Center & Event Services staff additional procedures:

- Call the UCI Police.
- Broadcast an emergency message over the building PA system to assist in building evacuation. Clear and lock all areas that have been cleared of people.
Designated Evacuation Routes & Assembly Areas

These detailed maps of UC Irvine Student Center facilities illustrate evacuation routes, equipment, and supplies that play important roles in emergency response situations.

- Terrace
- Ring Mall (by the trees)
- West Courtyard
- Periera Drive entrance
- Aldrich Hall Service Road

Step 2:
- Lawn (by West Courtyard & Doheny Rooms)
- Sculpture Garden
- Rose Garden