



# EMERGENCY PROCEDURES



|  |   |
|--|---|
| UCR Police & Campus Safety                   | 9-1-1 or 951-827-5222 (24 hours/7 days)                                   |
| Counseling And Psychological Services (CAPS) | 951-827-5531 (8:00am – 5:00pm/ M – F)                                     |
| Emergency Management                         | 951-827-5528 (8:00am - 5:00pm / M – F)                                    |
| Environmental Health & Safety                | 951-827-5528 (8:00am - 5:00pm / M – F)                                    |
| Facilities Services                          | 951-827-4214 (8:00am - 5:00pm / M – F)                                    |
| Information Technology Solutions             | 951-827-4848 (8:00am - 5:00pm / M – F)                                    |
| Emergency Management Website                 | <a href="http://emergency.ucr.edu/">http://emergency.ucr.edu/</a>         |
| Sign up for Emergency Notifications          | <a href="https://emergency.ucr.edu/ENS">https://emergency.ucr.edu/ENS</a> |
| KUCR Radio                                   | 88.3 FM   <a href="https://kucr.org/">https://kucr.org/</a>               |
| UCR Emergency Information Line               | 951-827-9276 (Activated only after a disaster)                            |

***In an EMERGENCY Dial 9-1-1***

04/2023

REPORT INJURIES, ACCIDENTS & SAFETY CONCERNS: [HTTPS://EHS.UCR.EDU/REPORT](https://EHS.UCR.EDU/REPORT)

# EVACUATION

## EVACUATE when:

- A fire and/or life safety emergency occurs,
  - The fire alarm activates (audible and/or visual),
  - Notified to do so by emergency response personnel or BSEC/BES members.
- 
- Be aware of all exits from your area and building. Know the routes from your work area.
  - When the fire alarm activates or you are told to leave, keep calm, WALK quickly to the nearest marked exit and ask others to do the same. DO NOT RUN.
  - DO NOT USE ELEVATORS unless directed to do so.
  - ASSIST persons with disabilities, access or functional needs if you are willing and able.
  - Notify BSEC/BES or emergency personnel if you suspect someone may be trapped in the building.
  - Follow instructions given by BSEC/BES members in red, yellow, or green vests or emergency personnel.
  - Once outside, move to a designated Emergency Assembly Area.
  - Keep streets and walkways clear for emergency vehicles and personnel.
  - DO NOT return to an evacuated building until an all-clear message is given and you are directed to do so.

## HAZARDOUS MATERIALS OPERATIONS AND LABORATORY EVACUATIONS:

### If safe, perform the following before evacuating:

- Shut down all hazardous operations including equipment and energy sources connected to hazardous materials.
- Close all supplies of hazardous materials including compressed gas cylinders.
- Make sure operations are left in a stable state.

EMERGENCY ASSEMBLY AREA MAP: <https://campusmap.ucr.edu/emergency-assembly-areas>



EVACUATION

# VIOLENCE OR CRIME IN PROGRESS

## DO NOT TAKE UNNECESSARY CHANCES

- Do not interfere with:
  - Persons committing the crime/creating the disturbance
  - Law enforcement authorities on the scene

## IF YOU ARE THE VICTIM OF, ARE INVOLVED IN, OR WITNESS ANY ON-CAMPUS VIOLATION OF THE LAW SUCH AS AN ASSAULT, ROBBERY, THEFT, DOMESTIC VIOLENCE, ARSON, HATE CRIME, STALKING, ETC. THAT IS IN PROGRESS:

- Call UCR Police & Campus Safety **951-827-5222** or **9-1-1** or use a campus blue-light emergency phone **IMMEDIATELY** and provide the police dispatcher with the following information:
  - a) Nature of incident
  - b) Location of incident
  - c) Description of person(s) involved
  - d) Location of person(s) involved
  - e) If the person(s) left the scene, their direction of travel
  - f) What time the incident occurred
  - g) Your name, location, department, and extension number
- **Get a good description of the suspect** if personal safety allows. Note his/her height, weight, gender, race, approximate age, clothing, method and direction of travel, and name if known. This provides vital information to investigating police officers. Should a suspect attempt to or get away in a vehicle, bicycle, etc., note the make and model, license number (if possible), color, outstanding characteristics (bumper stickers, dents, scratches, broken windows), etc.
- **If personal safety allows, remain where you are** until a police officer arrives



**VIOLENCE OR CRIME IN PROGRESS**

# UTILITY FAILURE

## MAJOR UTILITY FAILURE

- NOTIFY A SUPERVISOR.
  - Supervisor will contact:
    - Facilities Services, **951-827-4214** (8am-5pm, M-F), after hours **951-827-4677**. This number is in operation 24 hours a day, seven days a week.
- IF A SUPERVISOR IS UNAVAILABLE, call **951-827-4214** and give a brief, clear description of the problem.
- **If you are responsible for an area with a critical back-up generator** and it does not begin to operate, contact **951-827-4214**.
- REMAIN CALM.
- FOLLOW DIRECTIONS OF EMERGENCY PERSONNEL.
- **If evacuation is directed by emergency personnel**, follow their direction and provide assistance to others in accordance with your training.
- Department head may call Facilities Services at **951-827-4214** for information regarding scope and expected length of outage.

## UTILITY PROBLEMS

- Call Facilities Services: **951-827-4214**.
- General Action Guide:
  - Gas Leaks: Vacate area.
  - Ventilation: If smoke or strong burning odors occur, evacuate immediately.
  - Elevator Failure: Push button on elevator intercom. Describe the problem. Remain calm until help arrives.
  - Plumbing/Flooding: If personal safety allows, shut off electrical equipment and evacuate area.
  - Electrical Failure: Call **951-827-4214**.

**DO NOT RE-ENTER AREA/BUILDING UNLESS TOLD IT IS SAFE.**



**UTILITY FAILURE**

# ACTIVE SHOOTER

Active Shooter incidents, where a suspect has started shooting, are highly unpredictable and volatile. They are also very rare. Here's a list of actions that are recommended. Remember, use common sense and follow the instructions of emergency personnel.

## RUN

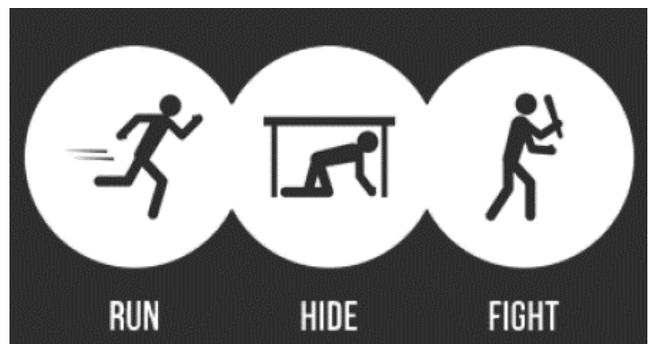
- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Follow the instructions of police officers.
- Do not attempt to move wounded people.

## HIDE

- Remain out of the active shooter's view.
- Your hideout should provide protection if shots are fired in your directions (i.e. office with a closed and locked door).
- Blockade the door with heavy furniture, turn off lights, close blinds, and silence cell phones.
- Your location shouldn't trap you or restrict your options for movement.
- Remain quiet and do not answer the door until emergency personnel have arrived.

## FIGHT

- As a last resort, and only when your life is in imminent danger, you may choose to attempt to take the active shooter down:
  - Act aggressively against him/her.
  - Throw items and improvise weapons.
  - Yell and fight.
  - Commit to your actions and follow through.



**ACTIVE SHOOTER**

# PERSON IN DISTRESS

## PERSONS WHO ARE DISRUPTIVE

If a person displays conduct that is reckless, disorderly, dangerous, threatening and you are concerned for your safety or the safety of others, please call **UCR Police & Campus Safety 951-827-5222 or 9-1-1**.

- If the person is a UCR student, report the incident to the Student Conduct & Academic Integrity Programs.
- If the person is a UCR employee, report the incident to Human Resources.

## PERSONS WHO ARE DISTRESSED or may be Distressing to others

A person who is distressed or distressing others, may display a variety of behaviors, such as: physical and/or emotional symptoms of anxiety, sadness, irritability, withdrawal, confusion lack of motivation and/or concentration, may seek an inordinate amount of attention, may demonstrate bizarre or erratic behavior, or express suicidal thoughts or intention. If any of these symptoms are concerning you, consult with mental health professionals.

- If the person is a **UCR student**, please contact Counseling and Psychological Services (CAPS) or Case Management; for medication management call Student Health Services; for sexual violence/sexual harassment, contact Campus Assault Resources and Education (CARE), or if any concerns for imminent/immediate danger, the UCR Police and Campus Safety for help.
- If the person is a **UCR employee**, please contact Human Resources, Faculty and Staff Assistance Program or if any concerns for imminent/immediate danger contact UCR Police and Campus Safety for help.

## IMPORTANT PHONE NUMBERS:

|   |              |
|---|--------------|
| Counseling and Psychological Services (CAPS)  | 951-827-5531 |
| Case Management                               | 951-827-5000 |
| Faculty & Staff Assistance Program (ComPsych) | 866-615-3047 |
| Campus Advocacy, Resources & Education (CARE) | 951-827-6225 |
| Basic Needs                                   | 951-827-3663 |
| Human Resources                               | 951-827-5588 |
| Student Conduct & Academic Integrity Programs | 951-827-4208 |
| Student Health Services                       | 951-827-3031 |
| UCR Police & Campus Safety                    | 951-827-5222 |
| Health Well-being & Safety                    | 951-827-7215 |

## STUDENT IN CRISIS?

For a quick guide on **supporting students in crisis** consult the **Red Folder**. If this is a life-threatening **emergency**, call **951-827-5222 or 9-1-1** or go to your nearest hospital emergency room.



PERSON IN DISTRESS

# SUSPICIOUS PACKAGE/MAIL

Call **951-827-5222** or **9-1-1**

## SUSPICIOUS MAIL OR PACKAGES

**Protect yourself, your business, and your mailroom.**

If you receive a suspicious letter or package:

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- **Call 911**
- Wash your hands with soap and water



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**SUSPICIOUS PACKAGE/MAIL**

# HAZARDOUS MATERIAL INCIDENTS

## PERSONNEL EXPOSURES/CONTAMINATION

1. Remove exposed/contaminated individual(s) from area, unless it is unsafe due to medical condition of victim(s), or potential hazards to rescuer(s).
2. Notify: For Medical Attention - UCR Police & Campus Safety **951-827-5222** or **9-1-1**  
During normal working hours - EH&S **951-827-5528**
3. After hours - UCR Police & Campus Safety **951-827-5222** or **9-1-1**
4. Use nearest emergency eyewash/shower to flush contamination from eyes/skin.
5. Remove any contaminated clothing and place in a bag.
6. Administer first aid as appropriate.
7. Stand by to provide information or assistance including the SDS (Safety Data Sheet) to emergency response personnel in cases where they are dispatched.



## SPILL/CONTAMINATION OF EQUIPMENT/FACILITIES

### STOP THE SPILL – WARN OTHERS – ISOLATE THE AREA – MINIMIZE EXPOSURE

1. Avoid spreading contamination by restricting access to the equipment/area only to individuals who are properly protected and trained to deal with the type of hazard which exists (e.g., radioactive, corrosive, flammable, biological).
2. Notify: During normal working hours - EH&S **951- 827-5528**  
After hours – UCR Police & Campus Safety **951- 827-5222** or **9-1-1**
3. Evacuate all persons from the immediate area of the spill to a nearby location where they can be checked for contamination if deemed appropriate or directed by EH&S.
4. Do not attempt any clean up or decontamination procedures alone or without proper personal protective equipment (PPE). Persons performing decontamination of radioactive material need to have radiation monitoring equipment appropriate for the radiation emitted by the radionuclide involved in the spill.
5. Attempt spill clean-up if you feel it is safe, you are familiar with the properties of the spilled material **and** are trained to handle spills.
6. If it is a liquid spill, if safe to do so, attempt to contain it by using the appropriate absorbent material.
7. Decontaminate the equipment/area using appropriate methods under EH&S direction.
8. Dispose of waste material by completing the appropriate Hazardous Waste Pick-up form on-line to request pick-up by EH&S. Temporarily store the bag of waste in the fume hood if material is volatile and attach a label that describes the waste.
9. Stand by to provide information/assistance to emergency response personnel in cases where they are dispatched.

## RELEASE TO THE ENVIRONMENT (AIR, WATER, SOIL)

1. Stop the release, if safe to do so.
2. Follow procedures described above for contamination of equipment/facilities.

**REPORT INJURIES, ACCIDENTS & SAFETY CONCERNS: [HTTPS://EHS.UCR.EDU/REPORT](https://EHS.UCR.EDU/REPORT)**



**HAZARDOUS MATERIAL INCIDENTS**

# SHELTER-IN-PLACE – HAZARDOUS MATERIALS

Shelter-In-Place simply means seeking immediate shelter inside a building. This action may be taken during a release of toxic chemicals, biological or radioactive materials to the outside air or other emergency. If the outside air quality is threatened or compromised, sheltering in place keeps you inside an area offering more protection. Although rarely called for, Shelter-In-Place events usually last only a few hours. Emergency supply kits of food, water, and other items can be used during Shelter-In-Place events.

## **IMMEDIATE SHELTER-IN-PLACE:**

- When the release is nearby and the need to seek shelter is immediate.
- Stay inside a building.
- If outside, enter nearest building.
- Remain in place until advised by emergency personnel that it is safe to leave.

## **DELAYED SHELTER-IN-PLACE:**

- When a release occurs off campus and there is time (30 minutes or more) to move people to large, enclosed areas.
- Follow directions of emergency personnel to move quickly to a delayed Shelter-In-Place location.
- Remain in place until advised by emergency personnel that it is safe to leave.

## **INFORMATION SOURCES INCLUDE, BUT ARE NOT LIMITED TO:**

- Designated BSEC/BES members will receive phone notification.
- Emergency Notifications (email/text) messages will be sent campus wide.

## **ADDITIONAL PROCEDURES:**

- Move to floors above ground level. Shelter-In-Place in an interior room without windows or with the least number of windows.
- Shut and lock all windows. Shut exterior and interior doors. Limit use of telephones to emergency calls only.
- If in a laboratory, reduce all operations to a safe condition as quickly as possible. Follow instructions of Lab manager or Principal Investigator (PI).
- Do not use elevators. Movement of elevators pumps significant amounts of air in and out of the building.
- Many buildings' ventilation systems are remotely controlled by Facilities Services. If necessary, locally turn off heat, fans, air conditioning, or ventilation systems. Close vents if you are able to.
- Follow instructions of BSEC/BES members.
- Make yourself comfortable. Look after one another.

## **ALL-CLEAR:**

- BSEC/BES members will be advised of the all-clear.
- Open doors and windows.
- Return ventilation system to normal operations.



**SHELTER-IN-PLACE – HAZARDOUS MATERIALS**

# SECURE-IN-PLACE – POLICE ACTIVITY

A Secure-In-Place notification may be issued when the UCR Police & Campus Safety determines that there is a potential threat to the campus. When notified to Secure-In-Place, initiate action immediately. Take ALL Emergency Notifications seriously. You will be safest by placing a locked door or other barricade between you and the associated violence or danger.

## HOW DO I SECURE-IN-PLACE?

- REMAIN CALM!
- Find an interior room and lock or barricade the doors.
- If there are other employees, students/visitors with you or in the vicinity, tell them to go to the closest office/ classroom/lab/residence hall.
- To minimize vulnerability, turn off lights, silence phones, and draw blinds.
- Move away from doors and windows.
- Move/use furniture to provide added protection.
- Follow instructions from Police, Fire, BSEC/BES team members, and other first responders.
- DO NOT leave until an all-clear message is received.

## WHAT IF I AM OUTSIDE?

- If you are outside during a Secure-In-Place emergency, you should seek shelter in a nearby building.
- If you are unable to get inside a building, seek nearby shelter, e.g., large trees, walls, cars in a parking lot/garage, away from the danger area (if known).
- Follow instructions from Police, Fire, BSEC/BES team members, and other first responders.
- Stay sheltered until an all-clear message is received.

## WHAT IF I AM IN A CLASSROOM OR LECTURE HALL?

- Notify class of “Secure-In-Place” order (students, if your professor or TA does not see the alert – notify them).
- Lock or barricade the doors.
- Turn off lights, silence phones, and draw blinds.
- Move away from doors and windows.
- Move/use furniture to provide added protection.
- Follow instructions from Police, Fire, BSEC/BES team members, and other first responders.
- DO NOT leave until an all-clear message is received.



# EVACUATION OF PERSONS WITH DISABILITIES, ACCESS OR FUNCTIONAL NEEDS

## EVACUATION OF PERSONS WITH DISABILITIES, ACCESS OR FUNCTIONAL NEEDS:

1. Persons with disabilities, access or functional needs are urged to self-identify and work with their supervisor, colleagues, classmates and BSEC/BES members to determine evacuation routes and methods, areas of safe refuge, and other emergency planning needs before an emergency occurs.
2. In many cases, evacuation from the building may not be necessary or advisable. Evacuate when the fire alarms are activated, directed by emergency personnel, or danger is imminent.
3. Proceed to the nearest safe exit. Implement your individual emergency plan. Request assistance from others in the area if exit is difficult or obstructed.
4. If unable to evacuate the building:
  - Take safe refuge in a fire-rated stairwell. Close the door to keep smoke out.OR
  - Evacuate 'horizontally' to a room away from hazards. Close the doors. Signal rescuers by placing a sign in the window. Place wet cloths around and under the door to prevent smoke from entering. Call **UCR Police & Campus Safety 951-827-5222** or **9-1-1** and provide your location and situation to the dispatcher. Follow their directions.
  - If safe to do so, it is preferred that someone stay with the person with the disability.
  - Designate one person to contact on-scene emergency personnel with location, nature of evacuation needs, etc.

## ASSISTING PERSONS WITH DISABILITIES, ACCESS OR FUNCTIONAL NEEDS DURING EVACUATION:

### Persons with mobility limitations:

- Listen to the individual; he/she is the expert regarding his/her own disability. Always ask the individual how you can help before attempting any rescue technique or giving assistance.
- Wheelchairs have many movable or weak parts that were not constructed to withstand the stress of lifting. Ask the individual for the safest method for lifting/carrying them.

### Persons with visual disabilities:

- Tell the person the nature of the emergency, how and where to exit.
- Offer to guide him or her by having them take hold of your elbow.
- As you walk, say where you are and advise of any obstacles.

### Persons with hearing loss and/or speech impairments:

- Turn the light switch on and off, tap the individual on the shoulder or make eye contact to get the individual's attention.
- For those who read lips, clearly state the problem. Use gestures and pointing as visual instructions.
- Write concise notes. Example: "FIRE! Go to \_\_\_\_\_ exit now."



# BLOOD EXPOSURE AND MEDICAL EMERGENCY

## BLOOD EXPOSURE

An exposure is defined as contact with blood or other potentially infectious materials to the eyes, nose, mouth and other mucous membranes, or non-intact skin.

### IF YOU ARE EXPOSED:



1. Immediately **wash** exposed area with soap and water for at **least 15 minutes**, or flush eyes with water for 15 minutes at the nearest eye wash station.



2. **Notify** your supervisor



3. **Seek Medical Attention** at one of the locations below. Notify EH&S of your exposure at 951-827-5528

**CALL UCR Police & Campus Safety 951-827-5222 or 9-1-1**

**if the condition is LIFE THREATENING or REQUIRES IMMEDIATE MEDICAL ATTENTION  
if POISONING is suspected, contact the Poison Control Center at 1-800-222-1222**

## EMPLOYEES, STUDENT EMPLOYEES, AND VOLUNTEERS WITH WORK RELATED INJURIES:

All injuries and incidents, inclusive of first aid, must be reported to managers or Supervisors. Management and Supervising personnel are required to report these instances to Workers' Compensation in one of three ways:

- Worker's Compensation: <https://workerscomp.ucr.edu>
- Employers First Report (EFR): <https://ehs.ucop.edu/efr>
- Via Incident Report: <https://ehs.ucr.edu/report>
- Or Call Sedgwick CMS directly at 877-682-7788

## Medical Treatment Facilities

This information is updated periodically. Please check <https://workerscomp.ucr.edu> for the most current information.

- **Kaiser on the Job:**
  - **Riverside Office Medical Building 1**, 4<sup>th</sup> floor, Room 408. 10800 Magnolia Avenue, Riverside CA 92505 951-353-4322. Hours: Mon-Fri 8:30am-5:00pm; After Hours, Building 3 Urgent Care
  - **Moreno Valley Office Heacock Medical Offices**, Module 1B, 1<sup>st</sup> Floor. 12815 Heacock Street, Moreno Valley CA 92553. 951-353-4322. Hours: Mon-Fri 8:30am-5:00pm
  - **After Hours Care Kaiser Urgent Care, 951-353-4322**. Park Sierra Medical Office, Building 1, 1<sup>st</sup> floor. 10800 Magnolia Avenue, Riverside CA 92505. Hours: 8:30am – 10:00pm 7 days a week
- **Riverside Medical Clinic Occupational Medicine:** <https://www.riversidemedicalclinic.com/locations/>
- **Central Occupational Medicine Providers (COMP):** <https://centraloccupationalmedicineproviders.com/>

## STUDENTS (NON EMPLOYEE):

- **Student Health Services** or call 951-827-3031 (Monday – Friday 8:00am – 5:00pm)
- After Hours: Go to the nearest urgent care center or emergency room. Contact Student Health Services for follow up care as soon as possible
- For more information visit the UCR Student Health Center, Health Insurance Programs (GSHIP) or (USHIP) website: <https://studenthealth.ucr.edu>.

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**BLOOD EXPOSURE AND MEDICAL EMERGENCY**

# 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 dangerous situation to the UCR campus population.

## BY TELEPHONE:

- Take the caller seriously, but remain calm.
- Ask a lot of questions. Use the checklist below as a guide.
- Take notes on everything said and on your observations about background noise, voice characteristics, etc.
- If possible, get a co-worker to call UCPD while you continue talking to the caller.
- Call UCR Police & Campus Safety **951-827-5222** or **9-1-1** immediately after the call.
- Notify your supervisor/department head.
- UCR Police and Campus Safety will determine if evacuation is necessary. If you do evacuate, take your personal belongings with you and move to an Emergency Assembly Area (<https://campusmap.ucr.edu/emergency-assembly-areas>). If weather conditions permit, it may be preferable to move to another building.
- Do not re-enter the area until instructed to do so.

## BOMB THREAT REPORT | QUESTIONS TO ASK:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is it right now? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_ Why? \_\_\_\_\_
7. What is your name? \_\_\_\_\_
8. What is your address? \_\_\_\_\_

## EXACT WORDING OF THE THREAT:

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## CALLERS VOICE (CIRCLE ALL THAT APPLY)

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

If the voice is familiar, who did it sound like? \_\_\_\_\_

Accented: Was it local, foreign, regional or distinctive in some way? Please describe: \_\_\_\_\_

Gender of caller: \_\_\_\_\_ Age: \_\_\_\_\_  
Date of call: \_\_\_\_\_ Time of Call: \_\_\_\_\_ Length of call: \_\_\_\_\_

## BACKGROUND SOUNDS (CIRCLE ALL THAT APPLY):

|                   |                  |                |                  |        |       |
|-------------------|------------------|----------------|------------------|--------|-------|
| Street noises     | Animal noises    | PA System      | Voices           | Static | Local |
| Factory machinery | Long distance    | House noises   | Cell phone       | Music  | Booth |
| Motor             | Office machinery | Airport noises | Bus/mass transit | Other  |       |

## THREAT LANGUAGE (CIRCLE ALL THAT APPLY)

|                        |            |          |              |
|------------------------|------------|----------|--------------|
| Well Spoken (Educated) | Incoherent | Taped    | Obscene/Foul |
| Message Read by Threat | Irrational | Rambling |              |



# FIRE

## WHEN FIRE OR SMOKE IS DISCOVERED, RACE TO RESPOND!!

**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 elevators.

**A**

Activate the **ALARM** by pulling the nearest fire alarm pull station and call UCR Police & Campus Safety **951-827-5222** or **9-1-1**.

**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 and report to your Emergency Assembly Area. Use fire extinguishers on small fires only – trash cans or smaller. After extinguishing a fire, back away and watch for re-ignition. Complete fire extinguisher training annually.

### TO OPERATE A PORTABLE FIRE EXTINGUISHER:

- **PULL**- the pin to release the handle
- **AIM** - the extinguisher at the base of the flames
- **SQUEEZE** - the handle to release the extinguishing agent
- **SWEEP** - back and forth across the base of the flames, and if the fire does not seem to be getting any smaller, **LEAVE THE AREA IMMEDIATELY** and call for help



### IF YOU CAN'T EVACUATE:

- Move to a safe location with fire-rated walls, doors, and few interior openings.
- Use a phone to call UCR Police & Campus Safety **951-827-5222** or **9-1-1** for assistance.
- Place wet towels or other materials around or under doors to keep smoke out.
- Display a sign or signal in the window to alert others to your location.
- Heat and smoke rise so stay as low as possible. Breathe shallowly through nose and use clothing as a filter.
- If clothing catches fire- **STOP- DROP AND ROLL**



# EARTHQUAKE

## DURING AN EARTHQUAKE



### DROP

Drop down on the floor



### COVER

Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture



### HOLD ON

If you take cover under a sturdy place, HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking, and it is safe to move.

- Do not run outdoors
- Do not use elevators
- Follow directions of emergency personnel

### If in a Crowded Stadium, Theatre, or Lecture Hall:

- Stay in your seat, protect your head and neck.
- Do not rush for the exits.
- Follow directions of emergency personnel.

### If in an Elevator:

- If power fails, elevators will stop and lights will go off.
- Be patient. Emergency personnel will rescue you as soon as possible.

### If Outside:

- Move to a clear area if safe to do so. Avoid falling hazards.
- Drop, cover, and hold in an open area. Protect your head and neck.
- Follow directions of emergency personnel.

### If in a Vehicle:

- Pull over and stop in clear area. Avoid overpasses, power lines, and structural hazards.
- Stay with your vehicle.

## AFTER THE SHAKING STOPS

### If Inside a Campus Building:

- Expect aftershocks over the next hours or days.
- Check yourself and others for injuries. Report any injuries to supervisor or emergency personnel.
- Use your training to provide first aid, use fire extinguishers, clean up spills, etc.
- Assess your surroundings, check for damage and hazardous conditions. Report them to supervisor or emergency personnel.
- Phone systems may be severely impacted. Limit phone use to emergency calls only.
- DO NOT EVACUATE AUTOMATICALLY. Outdoor hazards may be greater than indoor hazards.
- If asked to evacuate to Emergency Assembly Areas, move swiftly. Grab keys, personal items, and emergency supplies only if convenient and safe to do so.
- Follow directions of emergency responders.
- Do not re-enter building until told it is safe.

### If Outdoors on Campus:

- Stay clear of buildings, trees, or other falling hazard areas.
- Move to Emergency Assembly Area.
- Follow directions of emergency personnel.

## WHEN TO GO HOME:

In the event of a major earthquake, be prepared to stay on campus. You should not try to get home until emergency personnel say it is safe, the streets are cleared for travel, and most emergency conditions have been stabilized. The campus is prepared to provide emergency care and shelter in partnership with the American Red Cross.



# EMERGENCY PREPAREDNESS

Are you prepared for an emergency situation? Take these simple steps to improve the preparedness of you, your family and your work colleagues.

## GET A KIT



## MAKE A PLAN



## BE INFORMED



### GET A KIT

- WATER – one gallon per person per day for at least 3 days for drinking and sanitation
- FOOD – at least a 3-day supply of non-perishable food
- Battery operated RADIO and FLASHLIGHT with extra batteries ☑
- FIRST AID KIT
- WHISTLE to use as a signaling device
- Simple TOOLS such as wrench, pliers, can opener
- Basic SANITATION items like towelettes, garbage bags, tissues
- Change of CLOTHES including sturdy SHOES

### MAKE AN EMERGENCY PLAN

- Have an OUT-OF-TOWN contact for all family members to report in to
- ICE your cell phone – identify who to call In Case of Emergency
- Be prepared to LIMIT PHONE USE to essential calls and text messages only
- Select a FAMILY MEETING LOCATION in case your house is not safe or accessible

### BE INFORMED

- Get to know the BSEC/BES members in your area. They are vital members of the comprehensive UCR response and recovery plan
- Check the UCR emergency page at <http://emergency.ucr.edu> for updates and information
- Know the emergency plan for your department
- Inquire about the emergency plan for family members' work and school
- Go to <http://www.ready.gov/> for more preparedness guidance
- Sign up to receive Emergency Notifications text messages at <https://emergency.ucr.edu/ENS>

Emergencies can come without warning – natural disasters, human caused events, deliberate or accidental. The information included in this guide is intended to cover most emergency situations but is not all-inclusive. No matter what the incident, THINK before you ACT, then act swiftly to minimize your exposure to danger.

UCR Emergency Information Line: 866-UCR-WARN (**866-827-9276**). After a large-scale emergency, UCR will activate this emergency information line. Information regarding the status of the campus, employees, and students will be available through this number. DO NOT CALL THIS NUMBER TO REPORT AN EMERGENCY.

For area wide emergency information and instructions, tune to the Emergency Alert System:

KUCR: [www.kUCR.org](http://www.kUCR.org) and 88.3 FM

Alert RivCo: <https://rivcoready.org/alert-rivco>

Los Angeles County Radio Stations: KFI 640 AM, KNX 1070 AM, KFWB 980 AM

UCR Police & Campus Safety Social media Links:

<https://police.ucr.edu/>

<https://www.facebook.com/ucrpolicydept/>

<https://www.instagram.com/ucrpolicydept/>

### GET INVOLVED

- To become a BSEC/BES member, contact Office of Emergency Management.
- See <https://emergency.ucr.edu/bsecbes>
- For First Aid and CPR training: The SRC offers free or low-cost classes conducted by the American Red Cross. Go to <https://recreation.ucr.edu/> Classes and Clinics for details.

