

Building Emergency Plan
School of Medicine
Education Building

University of California, Riverside

January 8, 2018

This Building Emergency Plan (BEP) provides information you should know about what to do when there is an emergency in your building – where to go, who to call, where to find emergency equipment and supplies. Used in conjunction with the campus [Emergency Procedures](#), this Plan will tell you what you need to know to safely leave your building.

If you have questions about this Plan, contact your Building Supervisor for Emergency Conditions ([see Page 9](#)) or Environmental Health and Safety at 2-5528.

This BEP is specific to your building and does not address what your department or the campus as a whole would be doing during an emergency. For that information, look at the campus [Emergency Operations Plan](#) and your Department Emergency Operations Plan.

Building Affected by this Plan

- School of Medicine, Education Building (Building 5588)

Departments Involved in this Plan

- School of Medicine

People Responsible for this Plan

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Acronyms and Abbreviations

BEP	Building Emergency Plan
BES	Building Emergency Staff
BSEC	Building Supervisor for Emergency Conditions
CISM	Critical Incident Stress Management
DERP	Departmental Emergency Response Plan
DSC	Department Safety Coordinator
EAA	Emergency Assembly Area
EAS	Emergency Alert System
EH&S	Environmental Health & Safety
EMTF	Emergency Management Task Force
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERP	Hazardous Materials Emergency Response Plan
ERT	Emergency Response Team
IC	Incident Commander
ICS	Incident Command System
ISEM	Integrated Safety and Environmental Management
LSO	Laboratory Safety Officer
OD&C	Office of Design & Construction
RAA	Rescue Assistance Area
RIMS	Response Information Management System
SEMS	Standardized Emergency Management System
SEOC	Satellite Emergency Operations Center
TAPS	Transportation and Parking Services
UCPD	University of California Police Department

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I. Campus Emergency Operations Plan: Executive Summary

A. Mission

The mission of the University of California Riverside (UCR) emergency management program (Emergency Management Organization, UCR Emergency Operations Plan, and Emergency Operations Center) is:

- Protect life safety
- Secure critical infrastructure and facilities
- Resume teaching and research programs

B. Emergency Management Organization

The **UCR Emergency Management Organization** is responsible for preparing and maintaining emergency operation plans and procedures that will ensure the campus has the ability to respond to and recover from any emergency. Departments and individuals with specific responsibilities in the EOP are part of the UCR Emergency Management Organization. Departments and employees with emergency management responsibilities are expected to develop policies and procedures to accomplish their duties using guidelines within the EOP and their Department Emergency Operations Plans.

Consistent with the **Integrated Safety and Environmental Management** system, all UCR employees have responsibilities regarding emergency management. The UCR Emergency Management Organization functions under the supervision of the Vice Chancellor Administration. The Environmental Health and Safety Department manages the campus emergency management program on a day-to-day basis. All departments are required to develop a plan and participate in emergency preparedness activities.

C. Emergency Operations Plan (EOP)

The EOP contains policies, guidelines, and procedures to follow before, during, and after an emergency. The purpose of the EOP is to:

- Identify personnel, equipment, facilities, supplies, and other resources available on campus that may be needed in an emergency or disaster
- Develop coordinated actions for natural or man-made disasters

D. Emergency Operations Center (EOC)

The EOC serves as focal point and command center for information management, decision-making, and emergency support and resource distribution throughout an emergency.

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II. Key Personnel

1. Building Supervisors for Emergency Conditions (BSEC)

Name	Dept.	Fl.	Rm.	Off. Phone	Cell Phone	Email
Christopher Miller - Primary	Education	G	605	X27752	(951) 317-4614	christopher.miller@medsch.ucr.edu
Tammy Clawson - Alternate	Student Affairs	1	1682A	X27353	(951) 333-0393	tammy.clawson@medsch.ucr.edu

2. Building Emergency Staff (BES)

Name	Dept.	Fl.	Rm.	Off. Phone	Cell Phone	Email
Wesley Lockhart	Education	G	605	X27752	(951) 990-0245	wesley.lockhart@medsch.ucr.edu
Tammy Clawson	Student Affairs	1	1682A	X27353	(951) 333-0393	tammy.clawson@medsch.ucr.edu
Vacant		2				

3. Department Safety Coordinators (DSC)

Name	Dept.	Room	Ofc. Phone	Mobile/Pager	Email
Christopher Miller	Education	G0605	X27752	(951) 317-4614	christopher.miller@medsch.ucr.edu

Laboratory Safety Officers (LSO)

Name	Dept.	Room	Ofc. Phone	Mobile/Pager	Email
NOT APPLICABLE					

4. Department Directors/Program Chairs

Name	Dept.	Ofc. Phone	Mobile	Email
Armando Gauna	SOM Technology	X27733	(951) 303-5234	armando.gauna@ucr.edu
Kendra Harris	Student Affairs	X24751		kendra.harris@medsch.ucr.edu
Deborah Deas	Office of the Dean	X24564		deborah.deas@ucr.edu

5. Department Business Officers

Name	Dept.	Ofc. Phone	Mobile	Email
Tracey Trettin	Office of the Dean	X24564	(858) 436-4926	tracey.trettin@ucr.edu

6. Key Phone Numbers

All Emergencies	9-1-1
UCPD Dispatch	951-827-5222
Environmental Health & Safety	951-827-5528 (Monday-Friday) 951-827-5222 (Evenings/Weekends)
UCR Emergency Operations Center	951-827-7210
Facilities problems, including:	951-827-4214 (Monday-Friday) 951-827-4677 (Evenings/Weekends)
<ul style="list-style-type: none"> • Utilities outages • Fire alarm maintenance • Fire suppression equipment maintenance 	
Telephone outages	951-827-3939 x1

III. Evacuation

A. Campus Policy

UCR policy requires that when any evacuation alarm sounds within a building, all faculty, staff, students and any others within the building must promptly and calmly depart the building using designated exit routes.

- Departments are responsible to ensure all people in their building are aware of exit routes and location of their building Emergency Assembly Area (EAA).
- Signs showing evacuation routes should be posted near stairwells and outside exits.
- Personnel may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.
- All building occupants will follow instructions relevant to public safety issued by the Building Supervisor for Emergency Conditions (BSEC), Department Safety Coordinator (DSC), Building Emergency Staff (BES) or fire and police personnel.
- After exiting building, occupants are to go directly to their designated EAA and follow guidance provided by the BSEC and emergency responders.
- No one should re-enter building until authorized to do so by UCR safety personnel or the BSEC.

B. Building Procedures

1. Location of EAAs (see also following maps)

#	Location
1	Parking Lot Adjacent and South of the Building

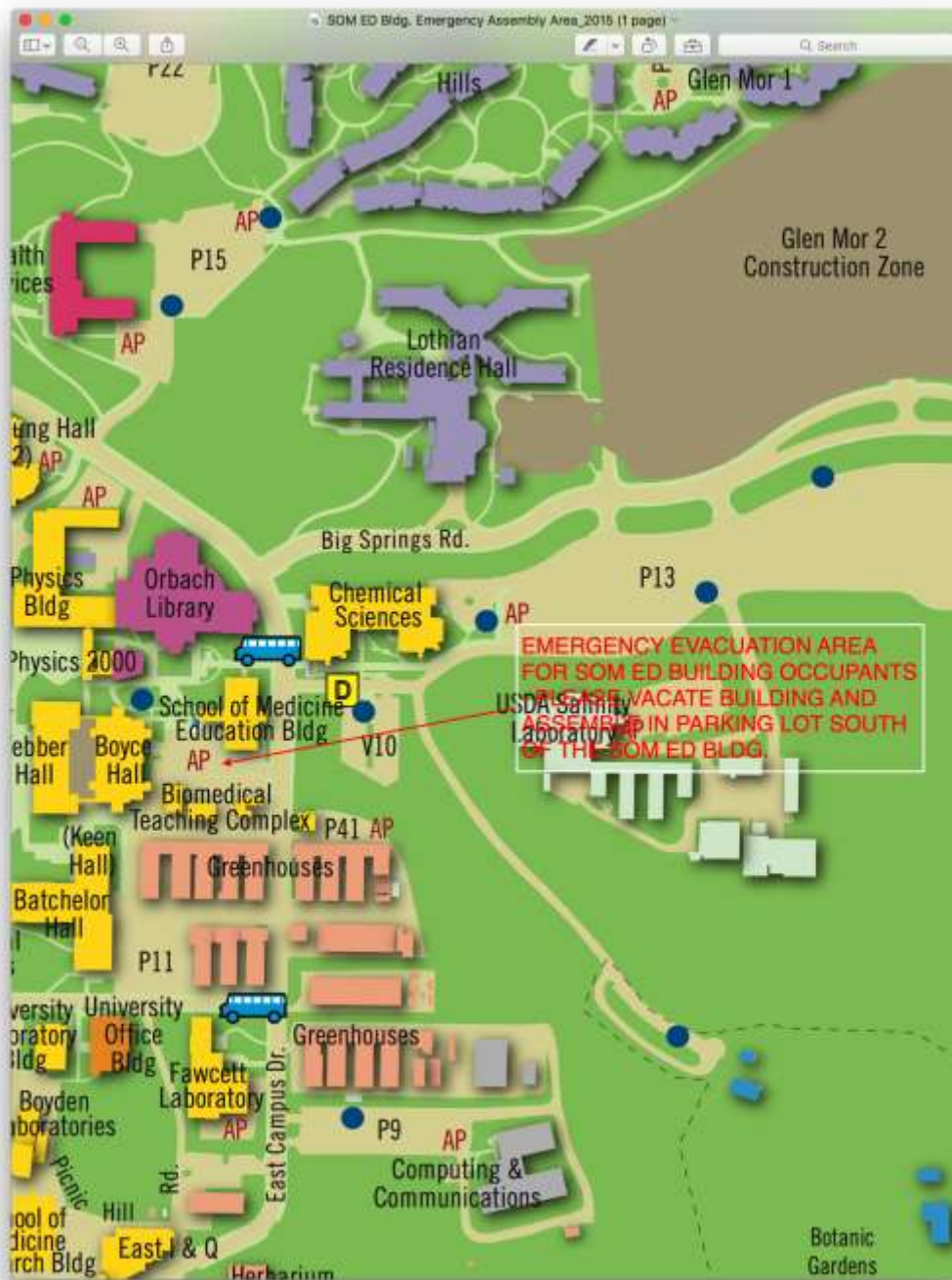
2. Special Procedures

There are no special procedures for Building 5588, the School of Medicine Education Building.

3. EAA Map



3. EAA Map, Close-Up



C. General Evacuation Procedures

If you hear the evacuation alarm or are instructed to leave the building:

- Immediately obey evacuation alarms and orders. Tell others to evacuate.
 - No one may be required to remain inside a building when an evacuation is in progress.
 - Classes in session must evacuate.
 - If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.
 - When you evacuate, take keys, coat, purse and any other critical personal items with you to the Emergency Assembly Area (EAA).
 - Close doors as rooms are vacated.
 - Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.
 - Note location of trapped and injured victims and notify emergency responders.
 - Walk calmly but quickly to the nearest emergency exit using posted evacuation routes or as directed by Building Emergency Staff.
 - Close doors you see open while you are exiting the building
 - Use stairways only. Do not use elevators.
 - Keep to the right side of corridors and stairwells as you exit.
- Proceed directly to your designated EAA. Stay away from the immediate area near the building you evacuated.
 - Obey instructions from BSEC and Building Emergency Staff.
 - Remain in EAA until roll is taken and instructions given.
 - Do not reenter the building unless officially authorized to do so after the "All Clear" is given by the BSEC or authorized safety personnel.

D. Evacuation for Special Populations

1. General Policy

- UCR faculty and staff who are mobility impaired should let the BSEC know the location of their usual work area and special needs.
- Whenever possible, mobility-impaired individuals should arrange in advance with several specific co-workers or associates for their assistance in the event of an evacuation or other emergency.
- Mobility-impaired individuals should also be aware of exit routes, Rescue Assistance Areas, and the designated Emergency Assembly Areas (EAA) for the building. This information is available through the BSEC and is contained in the Building Emergency Plan.
- The BSEC can also facilitate development of a "buddy system" in support of special evacuation needs within the building.
- Before assisting anyone who is mobility impaired during an emergency, UCR personnel should always ask what aid the individual needs provided. Also, helpers should ascertain if the person they are aiding requires any items that need to stay with them in a place of refuge, Emergency Assembly Area, or campus care and shelter location.
- If a helper has to leave a mobility-impaired person in a Rescue Assistance Area (RAA), that individual is responsible for notifying the BSEC or emergency responders in the EAA where they left the person they were aiding.

2. Rescue Assistance Areas

#	Location
There are no designated "shelter in place" safe areas in Building 5588, the School of Medicine Education Building.	

{Note: These are "safe" areas within a building such as stairwells - contact Campus Fire Marshal at 2-6309 for advice concerning locations within a specific building.}

3. Names & Locations of Known Mobility-Impaired Building Occupants

Name	Room	Phone
<i>None as of 12/01/2015</i>		

IV. Response

A. General Policy

- The UCR Emergency Operations Plan (EOP) contains detailed policies and procedures concerning the way the campus community is expected to respond to emergency situations.
- The BSEC is assigned responsibility for planning, organizing, and administering emergency preparedness programs at the building and department level. Designated Building Emergency Staff (BES) may assist the BSEC. All have responsibilities during an emergency.
- UCR faculty, staff, and students who are not designated as emergency responders are not to directly become involved with the response to an emergency unless otherwise directed by fire, police or UCR officials.
- All UCR employees are designated as Disaster Service Workers in accordance with California law. As such they can be trained and required to assist in UCR preparedness, response, and recovery activities by UCR officials. Department managers designate which functions and people are essential during an emergency.
- In accordance with state law, members of the campus community will obey all lawful directives issued by fire, police, and public health officers.
- If an emergency situation is of such magnitude that it warrants additional planning or logistical support, UCR will activate the campus Emergency Operations Center (EOC). The EOC staff will manage UCR support of the incident command system and campus emergency response effort.

- If warranted, UCR PD or the EOC will request assistance from the City of Riverside or Riverside County emergency response resources.
- If warranted, the appropriate Satellite Emergency Operations Center (SEOC) may be activated to coordinate information gathering and support to BSECs.

B. Building/Department Response/Recall Policy

- Personnel with emergency response and service responsibilities are subject to working extended hours and to being recalled to campus after working hours. These people will be designated as "Essential Personnel." The functions they perform are deemed "Mission Critical." The following definitions apply:
 - **ESSENTIAL PERSONNEL.** Employees essential for maintaining the health, safety, and mission of the UCR campus following an emergency or disaster.
 - **MISSION CRITICAL FUNCTIONS.** Those positions and jobs deemed essential to the health, safety, overall well-being of the public or to the continuity of the UCR mission following a disaster. Term also may be applied to academic, research, laboratory, housing, library and other tasks in facilities that must remain open whenever the UCR campus is in operation.
- The Chancellor or designee may authorize general release or recall of UCR personnel.

C. Satellite Emergency Operations Centers

The following SEOCs may become involved in an emergency occurring in this building:

Dept.	Location	Phone
Biomedical Sciences	Boyce Hall	Unknown

D. Emergency Communications

1. Emergency “Blue Light” Phones (see also Section III.B.3, EAA Map)

- 1. East of the Building in Parking Lot VP10
- 2. West of the Building, just south of the Orbach Science Library

2. Pay Phones

There are no pay phones in close proximity to the School of Medicine Education Building.

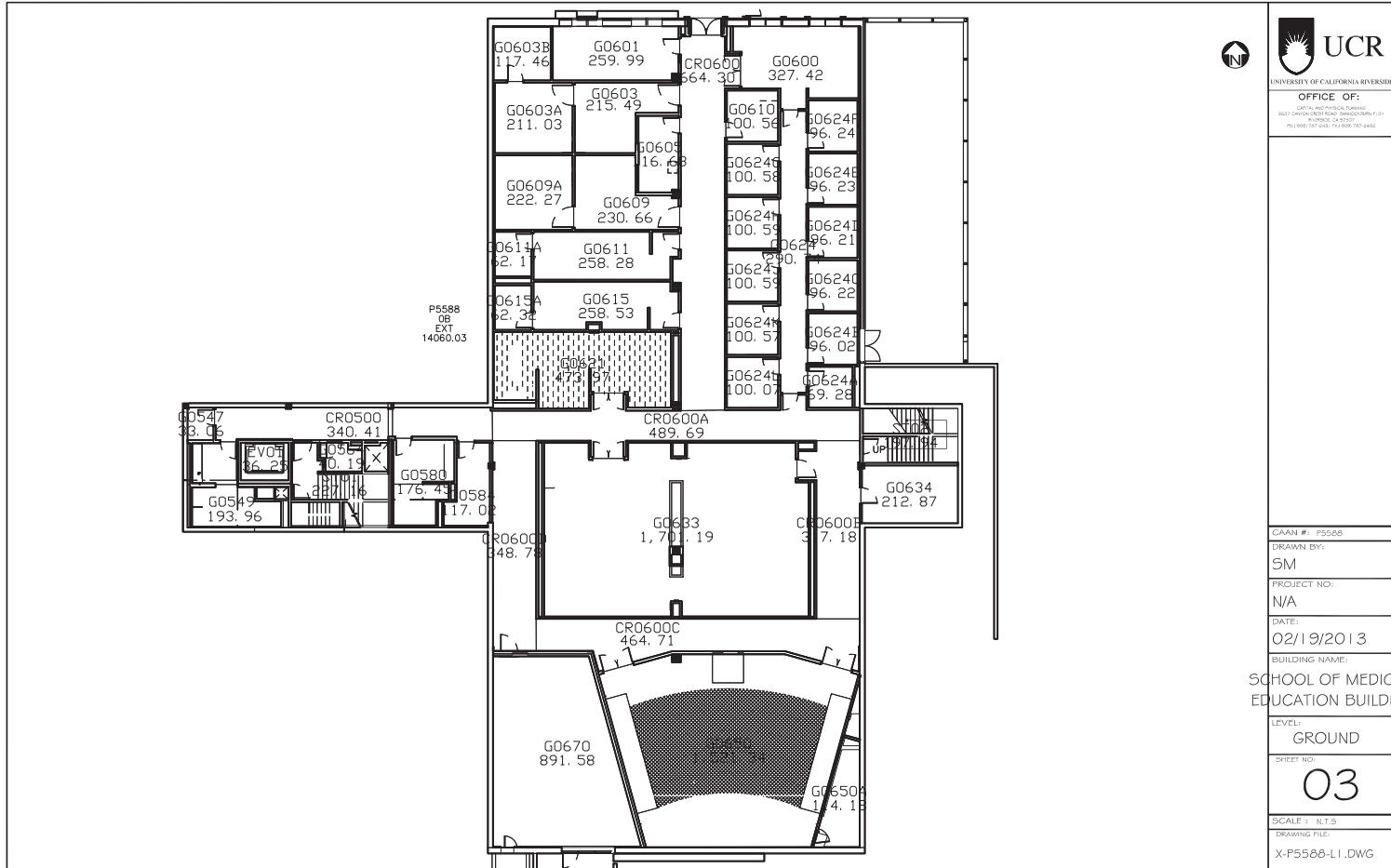
E. Emergency Equipment

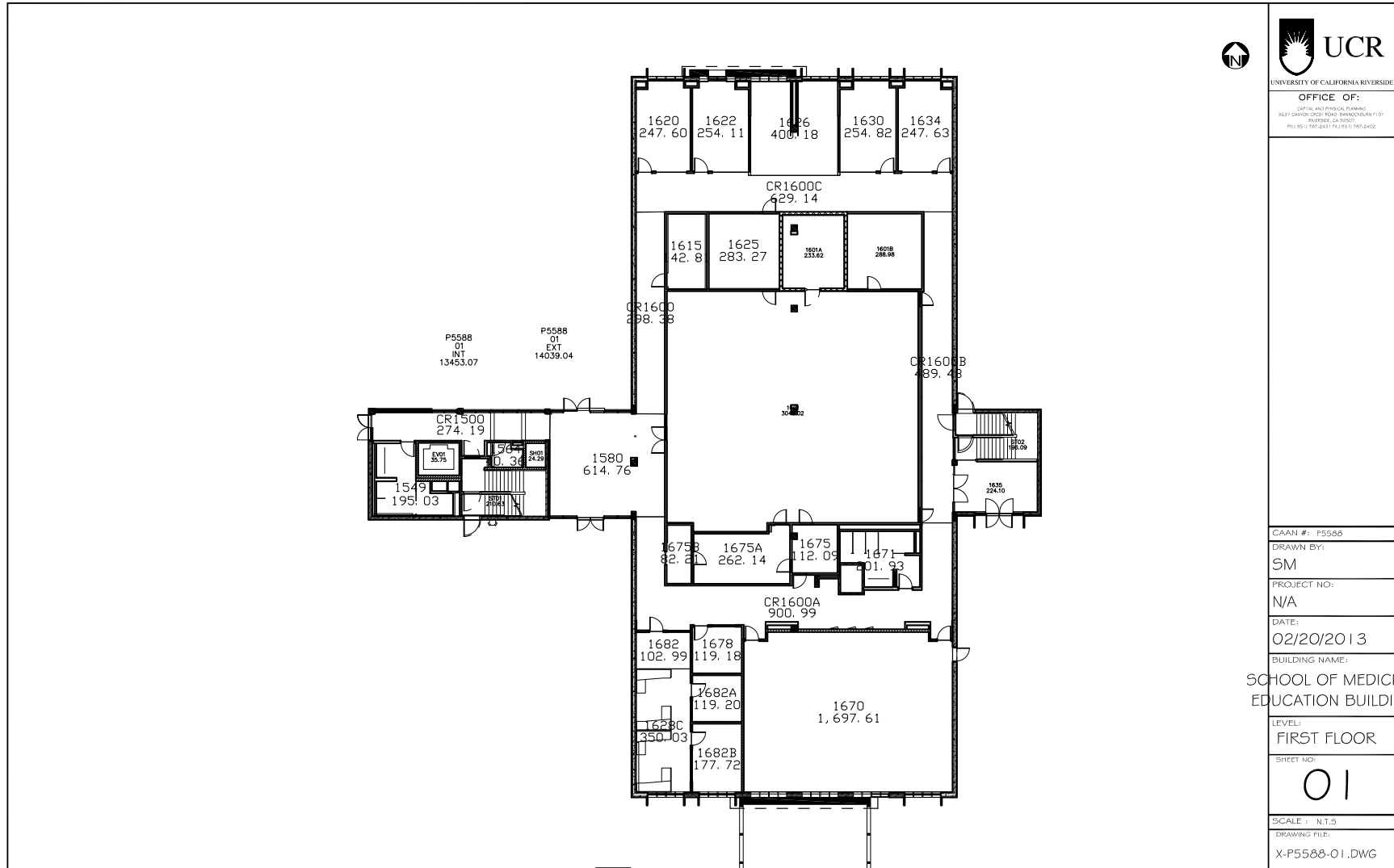
1. Building Emergency Supply Caches

Type	Room
First Aid Red Pack, Radio, Flashlight	G0605
First Aid Red Pack, Radio, Flashlight	1682A
First Aid Red Pack, Radio, Flashlight	2635

2. Fire and Life Safety Equipment

The location of all fire and life safety equipment in common areas (fire extinguishers and hoses, standpipes, eye- and hand-washes, spill kits and automatic external defibrillators) is shown on the following floorplans. These floorplans do not show the locations of this equipment in individual rooms.





UNIVERSITY OF CALIFORNIA RIVERSIDE
 OFFICE OF:
 CAPITAL AND PHYSICAL PLANNING
 900 UNIVERSITY AVENUE, SUITE 200
 RIVERSIDE, CA 92507
 TEL: 951.787.2441 FAX: 951.787.2402

CAAN #: P5588
DRAWN BY: SM
PROJECT NO: N/A
DATE: 02/20/2013
BUILDING NAME: SCHOOL OF MEDICINE EDUCATION BUILDING
LEVEL: FIRST FLOOR
SHEET NO: 01
SCALE: N.T.S.
DRAWING FILE: X-P5588-01.DWG



UNIVERSITY OF CALIFORNIA RIVERSIDE
 OFFICE OF:
 CAPITAL AND PHYSICAL PLANNING
 3837 GARFIELD DRIVE, THIRD FLOOR, BOX 9101
 RIVERSIDE, CA 92507
 PHONE: (951) 241-1111 EXT. 787-2402

CAAN #: P5588

DRAWN BY:

SM

PROJECT NO:

N/A

DATE:

02/20/2013

BUILDING NAME:

SCHOOL OF MEDICINE
EDUCATION BUILDING

LEVEL:

SECOND FLOOR

SHEET NO:

02

SCALE: N.T.S

DRAWING FILE:

X-P5588-02.DWG

V. For More Information

UCR Emergency Plans: <http://ehs.ucr.edu/forms/index.html>

- Campus Emergency Operations Plan
- Department Emergency Operations Plan template
- UCR Public Health Action Plan

UCR Emergency Procedures: <http://ehs.ucr.edu/emergency/procedures/index.html>

UCR Emergency Assembly Areas: <http://ehs.ucr.edu/emergency/eaa.pdf>