



Emergency Evacuation Presentation for UCSC Information Technology Services

Agenda

- Recommended Supplies
- Coordinators and their Responsibilities
- Floor Plans and Exit Strategies
- Your Responsibilities
- Evacuation Procedures



EMERGENCY PREPAREDNESS SUPPLIES

Be prepared for emergencies. Keep an emergency kit in your work area that is easy to carry when evacuating the building.

Recommended Personal Supplies:

Level 1 (Basic)

- Cash & coins
- Prescription glasses or contacts, medicine, or medical supplies
- Contact numbers of family and friends
- Toiletries
- Extra bottled water

Level 2

- Change of clothes
- Comfortable walking shoes
- Sweatshirt
- Blanket or sleeping bag
- Cell phone or Calling card
- Flashlight
- Battery operated radio

Coordinators

- **Building Coordinator**
 - Reports to assigned building and performs primary and secondary sweep.
 - Meets with Evacuation Coordinators to gather information.
 - Maintains security and assures safety of residents and others present during emergency.
- **Unit Coordinator (also Injury & Illness Prevention Program Coordinator) - Maureen McCracken 9-5877**
 - Prepares and maintains list of all staff and their locations in the division/unit.
 - Meets with all Evacuation Coordinators after an emergency to gather information.
 - Keeps Evacuation Procedure Manual up to date and available.

**Emergency Evacuation Plans and Responsibilities
can be found online at the CATS website, with
the Evacuation Coordinators/Backups,
or the Unit Coordinator.**

Coordinators

- Evacuation Coordinator

- Maintain a list of all staff in your area (This will be provided by the Business Office).
- Order people to evacuate.
- Direct people to assigned areas.
- Note where employees may be trapped and any injuries.
- If possible move injured away from building and perform minor first aid.
- Report information to Building Coordinator and emergency crew.

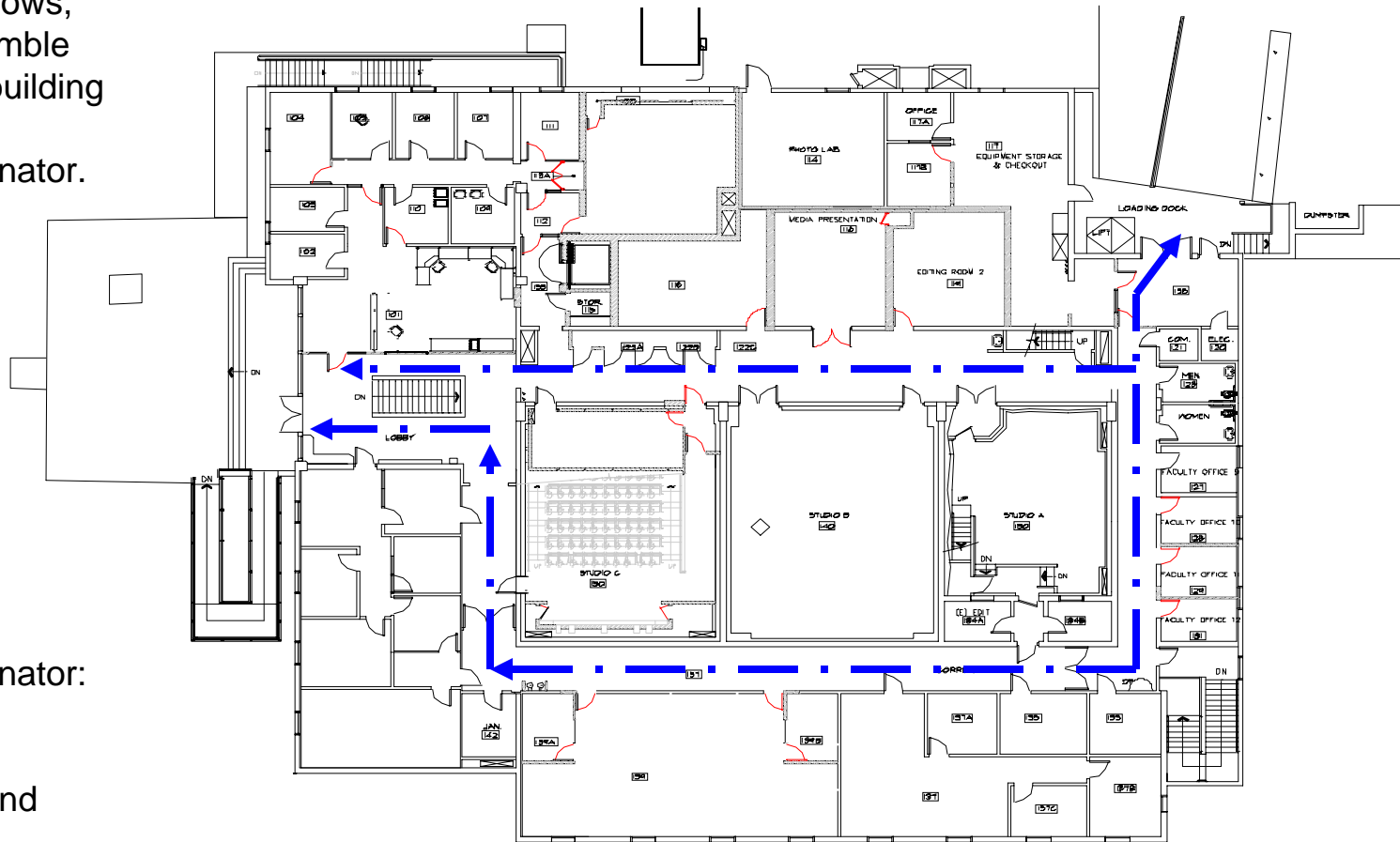
- Evacuation Coordinator Backup

- Perform all of the Evacuation Coordinator's duties if the Evacuation Coordinator is unavailable.
- Assist the Evacuation Coordinator in locating employees and giving out instructions.



Communications 1st Floor

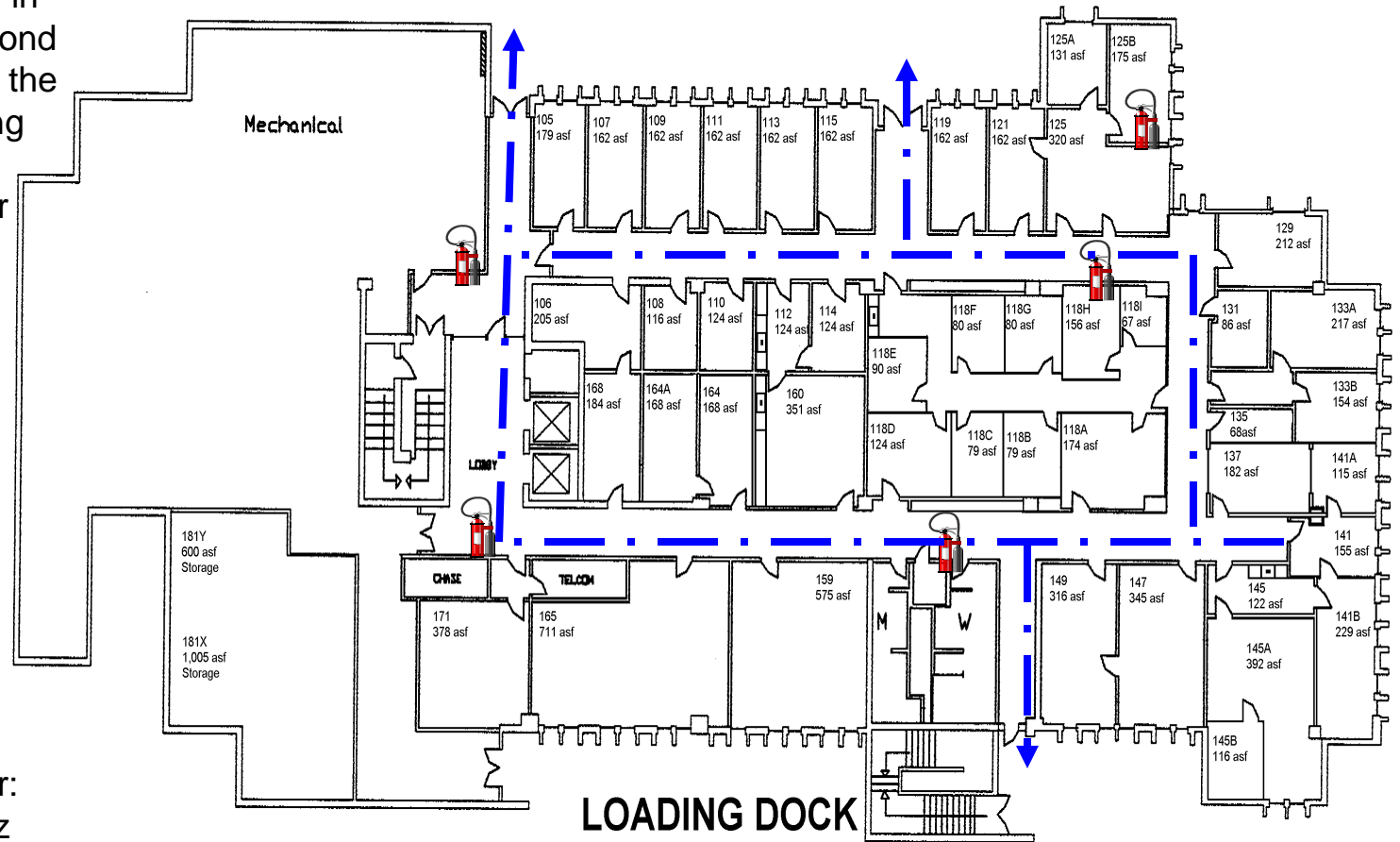
As indicated by arrows, exit building. Assemble in the front of the building and locate your Evacuation Coordinator.



Evacuation Coordinator:
Joe DiLellio
Backup:
John Hammond

Kerr 1st Floor

As indicated by arrows, exit building. Assemble in the field that is just beyond the fire access circle at the south end of the building and locate your Evacuation Coordinator

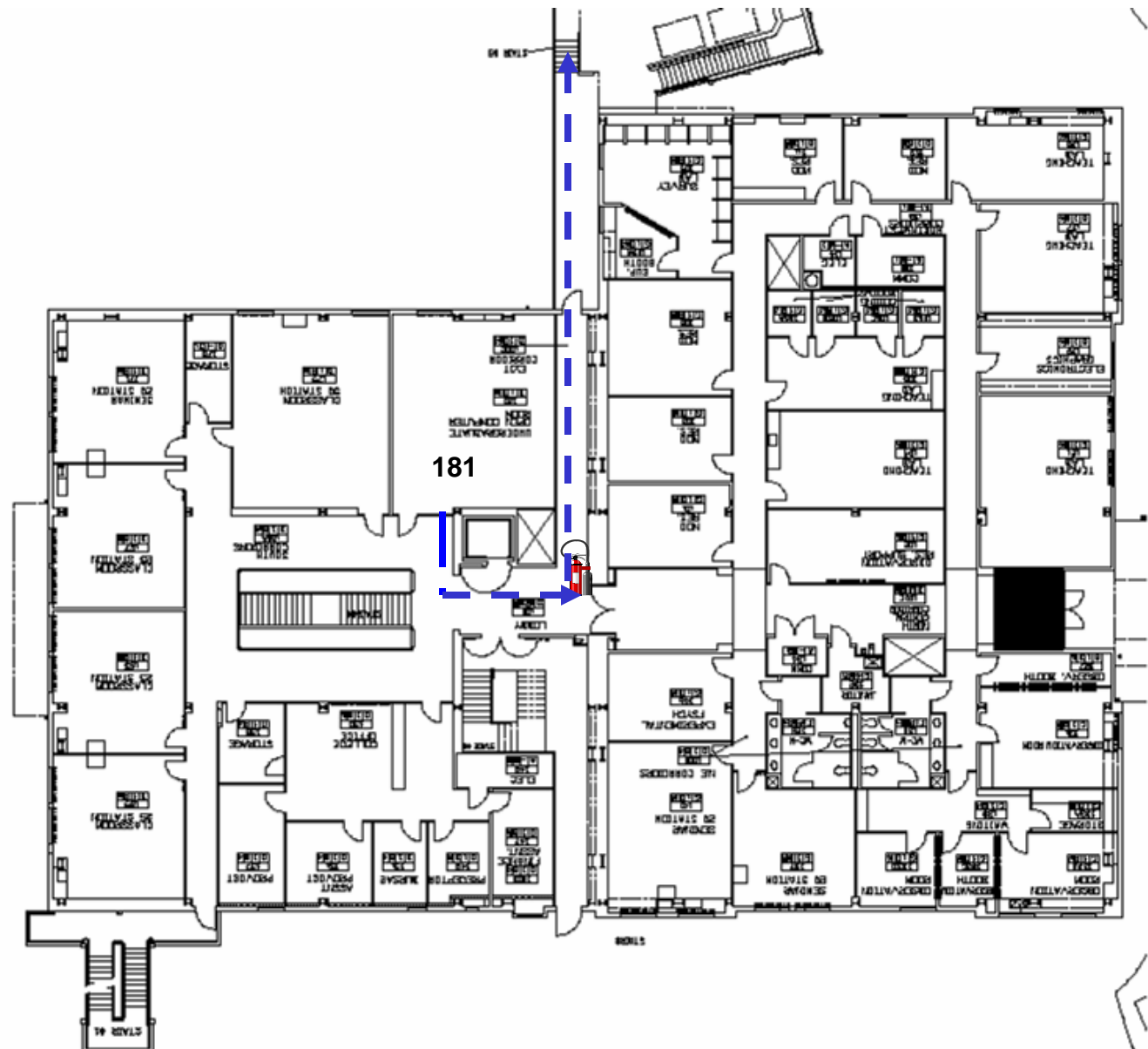


Evacuation Coordinator:
Gabe Ginez

Backup:
Bruce Horn

Social Sciences II

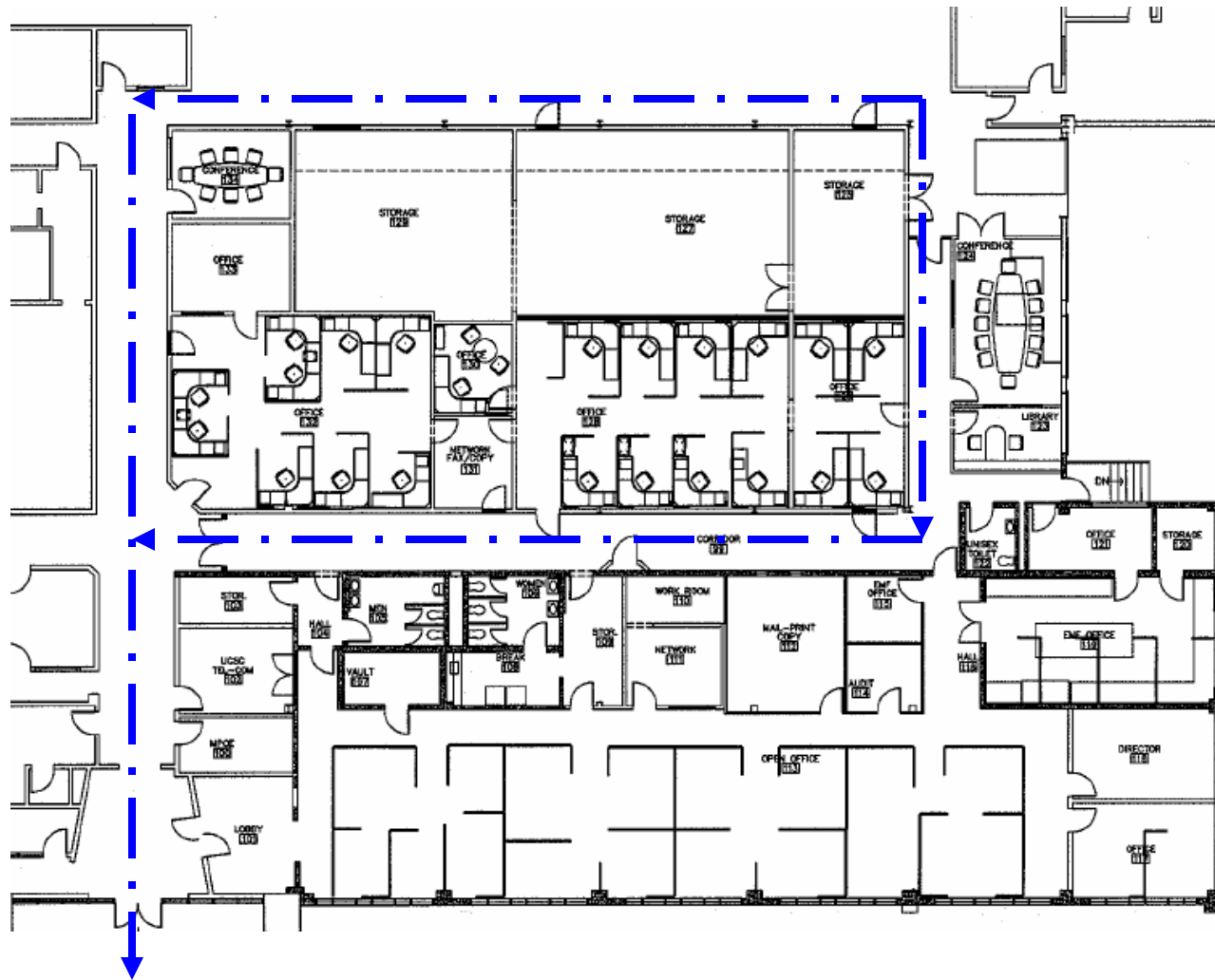
As indicated by arrows, exit building. Assemble on the grass area between SS1 and SS2, and locate your Evacuation Coordinator



Evacuation Coordinator:
Heather Mietz-Egli
Backup:
Beth Riddle

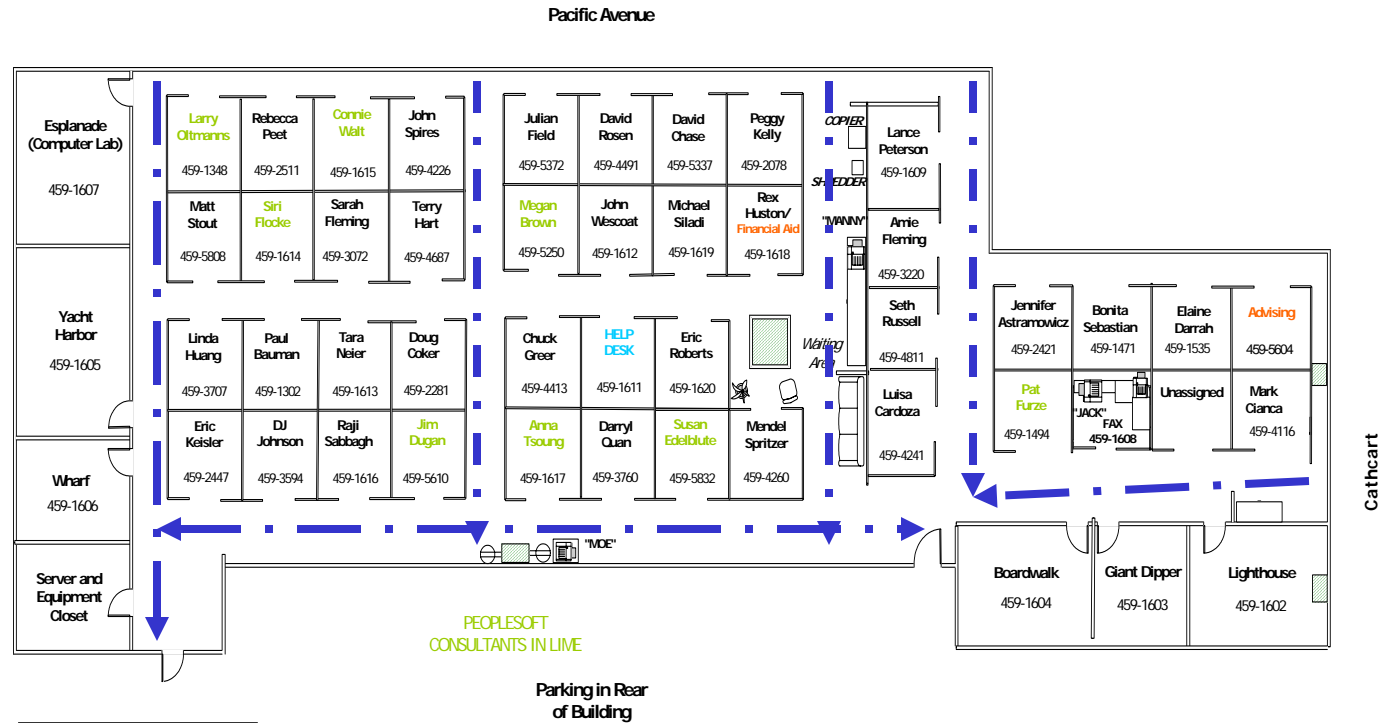
UBP

As indicated by arrows, exit building. Assemble on the sidewalk across the street from the front entrance and locate your Evacuation Coordinator



UTC

As indicated by arrows, exit building. Assemble in parking lot behind the building and locate your Evacuation Coordinator



Evacuation Coordinator:
Mendal Spritzer

Backup:
Lance Peterson

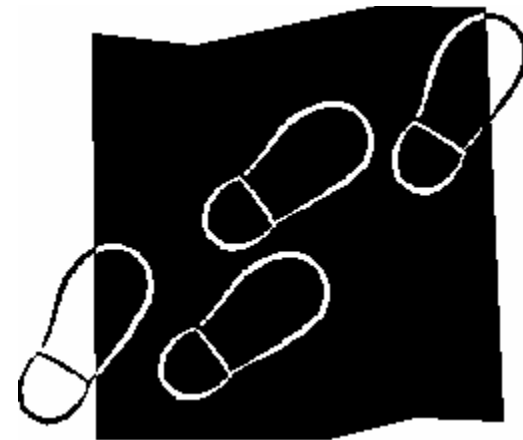
PRINTERS:
 Manny :hp2200 #128.114.64.55
 Mbe : hp4100 #128.114.64.53
 Jack : hp4050 #128.114.64.54
 FAX: 459-1608

In Case Of An Emergency

- In case of an alarm, follow emergency evacuation procedures.
- In case of any other emergency, the Unit/Evacuator Coordinator will notify you of the appropriate emergency response.

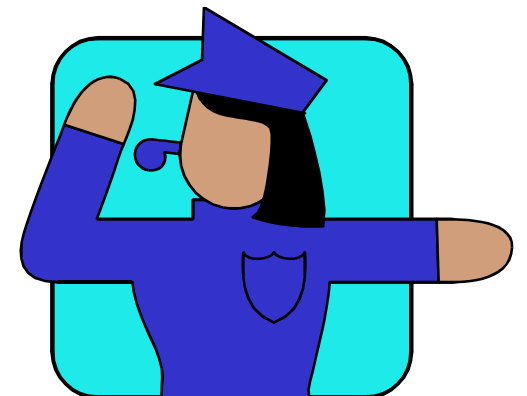
Evacuation Procedures

- In the event of a fire or other emergency, leave the office quickly. **If possible**, grab most important personal items (such as medication, keys, purses, coats).
- Exit the building in the most direct path based on your location within the office. (Follow the arrows as indicated on Floor Plan).
- Exit signs indicate the closest route from the office to the outside.



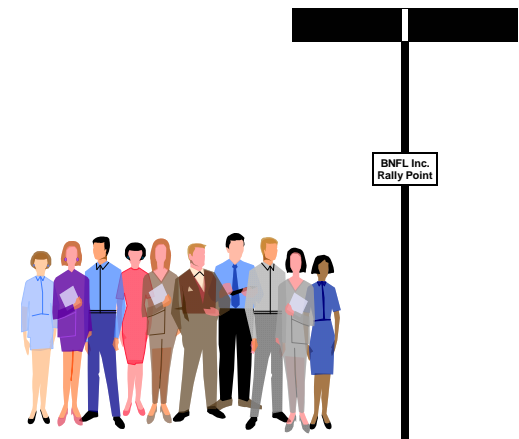
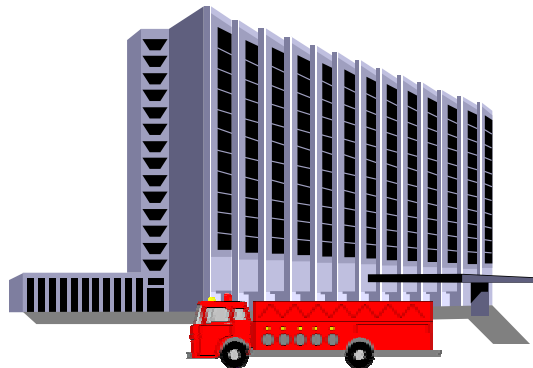
Evacuation Procedures

- When exiting the building, stay calm, do not run and proceed in an orderly fashion to the assembly area.
- Any handicapped persons working in or visiting the office will have two people assigned to them to assist them in leaving the building in the event of an evacuation.
- Follow instructions provided by the Evacuation Coordinator, Building Coordinator or Unit Coordinator.



Evacuation Procedures

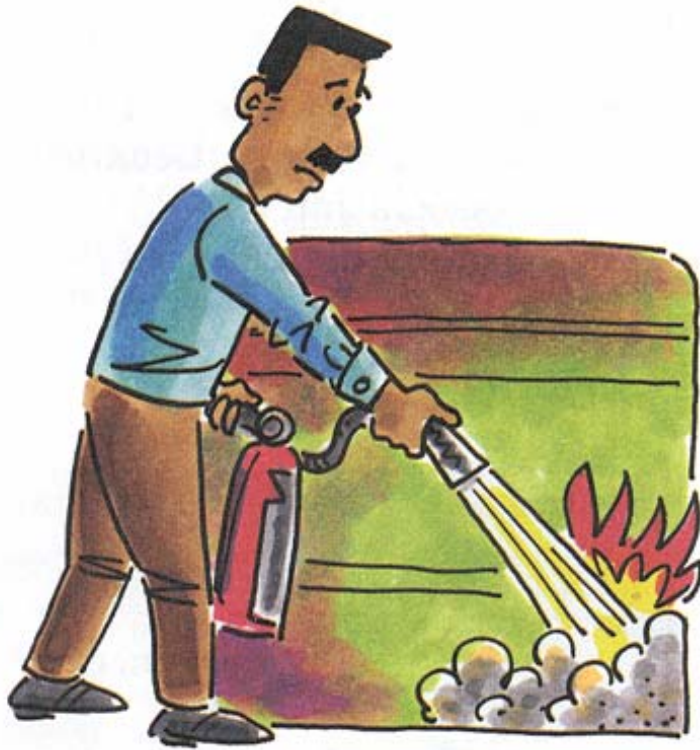
- Move away from the building and assemble according to your building's evacuation plan.
- Remain at the assembly area until given further instructions from the coordinators or authorized emergency responders.
- In the event of inclement weather, instructions on where to assemble will be provided to you at the assembly area.



Evacuation Triggers

- **Building Alarm**
- **Fire**
- **Earthquake**
- **Water/Sewer Line Break**
- **Mud Slides**
- **Toxic Chemical Exposure**

Fire Safety



- If you have been trained and are able to safely extinguish the fire do so, making sure you have a safe exit.
- If you are unable to extinguish fire leave the area immediately and pull fire alarm. From a safe location call 911.
- Evacuate the building as soon as the alarm sounds and proceed to designated evacuation meeting point.

Fire Safety-continued

- On your way out warn others nearby and if time permits close doors and windows.
- If doors are hot place a wet cloth at the base to keep smoke from entering.
- Use stairs only, do not use elevators.
- Do not reenter building or work area until you have been instructed to do so by the emergency responders.



DURING AN EARTHQUAKE

- If inside the building duck under the nearest sturdy object and hold on to it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- If you stand in a doorway brace yourself against the frame and watch out for a swinging door or other people.
- Avoid windows, filing cabinets, book cases, and other heavy objects that could fall or shatter.
- When shaking stops leave the building and proceed to designated evacuation area.

DURING AN EARTHQUAKE

- If outside the building move away from trees, signs, buildings, electrical poles, and wires.
- Protect your head with your arms from falling bricks, glass, plaster, or other debris.
- Move away from fire and smoke.
- Proceed to your designated evacuation meeting point if safe to do so.
- Stay alert for further instructions.

AFTER AN EARTHQUAKE

1. Check for injuries.
2. Remain calm.
3. Check for safety hazards: fire, electrical, gas leaks, etc.
4. Do not use candles, matches, lighters or open flames because of potential gas leaks.
5. Do not use telephones and roadways unless necessary.
Keep them open for emergency use.
6. Be prepared for aftershocks. Turn to Santa Cruz-KSCO AM 1080 to listen for an emergency message.
7. Evacuate to shelters as instructed.

Violence in the Workplace

For an angry or hostile customer or coworker

- **Stay calm. Listen attentively.**
- **Maintain eye contact.**
- **Be courteous. Be patient.**
- **Keep the situation in your control.**

For a person shouting, swearing, and threatening

- **Signal a coworker, or supervisor, that you need help.**
(Use a duress alarm system or prearranged code words.)
- **Do not make any calls yourself.**
- **Have someone call 911.**

Violence in the Workplace

For someone threatening you with a gun, knife, or other weapon

- **Stay calm. Quietly signal for help. (Use a duress alarm or code words.)**
- **Maintain eye contact.**
- **Stall for time.**
- **Keep talking -- but follow instructions from the person who has the weapon.**
- **Don't risk harm to yourself or others.**
- **Never try to grab a weapon.**
- **Watch for a safe chance to escape to a safe area**

For other staff not directly involved with the altercations

- **Dial 911**
- **If safe leave the area, if not, hide.**

Telephone Threats

- Keep calm. Keep talking.
- Don't hang up.
- Signal a coworker to listen to conversation.
- Ask the caller to repeat the message and write it down.
- Repeat questions, if necessary.
- For a bomb threat, ask where the bomb is and when it is set to go off.
- Listen for background noises and write down a description.
- Write down whether it's a man or a woman; pitch of voice, accent; anything else you hear.
- Try to get the person's name, exact location, telephone number.
- Signal a coworker to immediately call 911.
- Notify your immediate supervisor.

Responsibility

- ☺ We are all responsible for our own personal safety and the safety of our co-workers.
- ☺ We can not assume that someone else will take care of “it”.
- ☺ As an individual, as a team, and as an institution, we must all strive to

Perform Work Safely.