

# UCLA

## SCHOOL OF PUBLIC HEALTH

### Information You Need in an Emergency

# Be Prepared!

#### Emergency Contact Information

#### TO REPORT ANY EMERGENCY (Police, Fire, Ambulance):

- 911** Immediate Response to Health and Safety Issues
- (310) 825-1491** UCPD Dispatch
- (310) 825-9236** Report Damage to Physical Plant

Emergencies may also be reported using the emergency phones at various locations on campus.

#### FOR INFORMATION IN A MAJOR EMERGENCY:

- 1-800-900-UCLA** Recorded Campus Emergency Information  
or  
**(310) 825-1234**
- (310) 206-7994** Environmental Health and Safety Hotline
- (310) 825-3212** UCPD Recorded Information
- [www.ucla.edu](http://www.ucla.edu)** UCLA Website
- AM 810** On-campus Emergency Radio Broadcast
- UCLA Channel 3** On-campus Television



*In a major emergency situation, the website and information line above will contain updates on the status of the University.*



It is the policy of the School of Public Health to maintain a safe environment for its students, faculty, staff and visitors. We do our best to minimize risk, but we also must be realistic and plan for emergencies that happen without warning.

The contents of this brochure are intended to provide you with the tools you need to safely navigate several safety challenges. Please familiarize yourself with the content so you are prepared to handle emergency situations.

A handwritten signature in white ink, appearing to read 'Kathleen Kiser', is centered on the page.

**Kathleen Kiser**

*Associate Dean for Administration  
UCLA School of Public Health*

# 911 or (310) 825-1491 UCPD Dispatch

# Be Prepared!

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# 911 or (310) 825-1491 UCPD Dispatch

## IN THE EVENT OF A FIRE:

1. Sound the fire alarm.
2. Call for help. Dial **911** or **(310) 825-1491**.
3. Leave the building using the nearest safe stairwell, **NOT** the elevator.

## If You Hear a Fire Alarm:

1. When a building fire alarm is activated, *never* assume it is a false alarm. *Everyone must exit the building.*
2. If there is smoke in the hallway as you exit, stay low to the floor.

## If You Are Trapped Inside a Room by Fire:

If you hear a fire alarm and you are inside a room, feel the door before opening it. If it is hot, do not open it. Fire may be in the hallway. If you must remain inside the room:

1. Call UCPD Dispatch, tell them your location and that you need Fire Department assistance to get out. Seal up the bottom of the door with cloth to prevent smoke from entering.
2. If you must have air and the windows are operable, open the window. Break windows only as a last resort.
3. Signal from the window to show the Fire Department your location.

# 911 or (310) 825-1491 UCPD Dispatch

## Fire Extinguishers

Use a fire extinguisher only if you have been trained in how to use it, and only if the fire is very small. Before attempting to extinguish a fire, sound the alarm and call for help. As you extinguish the fire, stay between the fire and an exit.

### To use a fire extinguisher, remember **PASS**:

- P PULL** the pin from handle.
- A AIM** the extinguisher nozzle at the base of the fire.
- S SQUEEZE** the handle to begin the flow of extinguishing material.
- S SWEEP** the nozzle slowly from side to side.

# 911 or (310) 825-1491 UCPD Dispatch

## BUILDING EVACUATION

1. Everyone must leave the building immediately if the fire alarm is activated or if directed to do so by a Safety Officer.
2. To exit the building, use the nearest safe exit or exit stairwell. Never use elevators in an emergency evacuation.
3. If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards, proceed to another exit or exit stairwell.
4. During stairwell evacuation, hold the handrail, and stay to one side of the stairwell. Allow enough room for others to enter the flow of traffic.
5. Exit the CHS structure through the nearest designated exit that allows for a safe exit. (See [School of Public Health Evacuation Routes](#) on page 7 and the back cover of this booklet.)
6. As conditions permit, proceed to the School of Public Health assembly area on the west entrance of the UCLA Botanical Gardens. (See [School of Public Health Evacuation Routes](#) on page 7 and the back cover of this booklet.)
7. Do not re-enter the building until given the “all clear” by emergency personnel.
8. Take time now, prior to an emergency, to identify alternate paths to exit the building, noting the location of all stairwells.
9. Always keep corridors and hallways clear so as not to impede evacuation.

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## EMERGENCY EVACUATION FOR PEOPLE WITH DISABILITIES

In the event of a building evacuation, some individuals with disabilities may require special assistance. Everyone can help by becoming aware of those who may need assistance.

### Mobility-Impaired/Wheelchair

For wheelchair users on upper floors, assistance normally will be provided by trained Fire Department personnel. Building occupants should remain with the disabled person in a room with an exterior window, a telephone, and a solid door. Send someone out to notify emergency personnel of the location of the person in need of assistance. Fire Department personnel can then assist the person. Only when the Fire Department is not available and there is an imminent hazard should occupants evacuate wheelchair users. If this must be attempted, one technique is the **two-person cradle carry**:

1. With a second person, wait until other evacuees have moved down the stairwell.
2. Both of you stand on either side of the individual.
3. Reach under the individual and lift them out in a cradle.
4. Control the descent by walking slowly and cautiously.
5. Never leave the wheelchair in a stairwell.



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A second technique is the **office chair evacuation**:

1. Transfer the individual to a sturdy office chair
2. First helper gently leans the chair backwards
3. The other helper holds onto the front legs of the chair. Both will lift the chair simultaneously.
4. The helpers control the descent by bending their legs slowly and keeping their back straight.



## Hearing Impaired

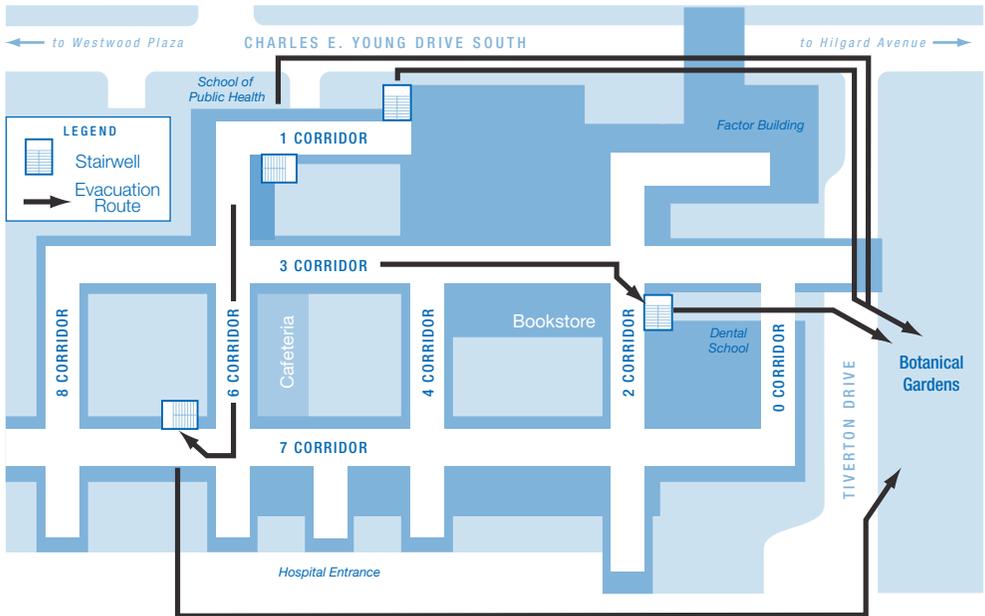
People with hearing impairments may not hear audio emergency alarms and will need to be alerted by other building occupants.

## Visually Impaired

People who are visually impaired may need assistance in evacuating. The assistant should offer his/her elbow to the individual with a visual impairment and guide him/her through the evacuation route.

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## School of Public Health Evacuation Routes



### SHELTER IN PLACE

In some unusual situations, it may be necessary to remain inside the building rather than evacuate. Examples include a civil disturbance, or incident involving chemical or other weapons on campus. If you become aware of such a situation:

1. Go indoors.
2. Close doors and windows.
3. Move to an interior room away from windows.
4. Stay in place until notified by Safety Officers.

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## IN THE EVENT OF AN EARTHQUAKE

A major earthquake may cause damage and injuries throughout southern California, and many emergencies on campus. In the event of a major earthquake that causes strong shaking:

1. **Drop, cover and hold.** Protect yourself from falling objects such as light fixtures or bookcases. Stay away from windows. Get under a table or desk, or stay in an area free of falling hazards.
2. Do not stand in a doorway. Doorways offer no greater protection than any other area.
3. If outside, move away from structures, power poles, or other possible hazards. Stay in an open area.
4. During the shaking, do not run for exits or attempt to leave the building. Walking may be difficult and heavy objects may fall in your path.
5. When the shaking stops, check for injuries to people in the area. Call for medical assistance, and render first aid if required.
6. Check the area for hazards such as building damage, fires, or gas leaks. If the building appears to be unsafe, leave the building, and report any urgent problem.
7. Listen to a battery-operated radio for emergency information.



***Make your office, lab, or work area earthquake-safe by securing tall bookcases and other large furnishings to prevent them from falling.***

# 911 or (310) 825-1491 UCPD Dispatch

## EMERGENCY RESPONSE KIT

Everyone should have a personal emergency kit in case of earthquake or other disaster. This kit should contain essentials to ensure survival for 72 hours, including:

- ❖ Water and non-perishable food to sustain you for three days. If canned food is used, include a can opener
- ❖ Emergency space blanket
- ❖ First aid supplies
- ❖ Personal medication and extra eye glasses
- ❖ Portable AM/FM radio (spare batteries or hand crank)
- ❖ Flashlight (spare batteries or hand crank)
- ❖ Money (small amount)
- ❖ Work gloves (optional)
- ❖ Close toed shoes
- ❖ List of essential phone numbers, including an out-of-state family contact number

# 911 or (310) 825-1491 UCPD Dispatch

## IN THE EVENT OF A MEDICAL EMERGENCY

1. Call **911** or UCPD Dispatch **(310) 825-1491** to request assistance.
2. Provide the location, nature of injury or illness, and the victim's current condition. Appropriate medical assistance will be dispatched immediately.
3. If possible, provide information about the age and sex of the victim, and any known medical history.
4. Stay with the victim. Do not move the victim unless either of you are in immediate danger of further injury.
5. If the injured person is a university employee, the supervisor must notify Risk Management at **(310) 794-6948**.



***Learn first aid from the American Red Cross or similar organization to enhance your emergency preparedness.***

# 911 or (310) 825-1491 UCPD Dispatch

## HOME & OFFICE FIRST AID KIT

### Medical Materials:

- ❖ Band-Aids, large and small
- ❖ Medical latex gloves
- ❖ Surgical mask
- ❖ Instant cold and heat packs
- ❖ Ace bandages
- ❖ Butterfly bandages
- ❖ Gauze pads, 4" x 4"
- ❖ Cotton swabs
- ❖ Adhesive tape 2"
- ❖ 2" & 4" wide sterile bandage roll
- ❖ Triangular bandage for sling, etc. Use 48" unbleached muslin. Cut a 48" square then cut it diagonally to make two triangular bandages.
- ❖ Tongue depressors (popsicle sticks)
- ❖ Splint material
- ❖ Spray bottle with 10% bleach solution for disinfecting objects.
- ❖ **MEDICATIONS:** Buy only currently dated stock, and rotate your supply. Rotate stock at the same time you change your clocks for Daylight Savings Time.
  - ◆ Antibiotic ointment
  - ◆ Necessary medications (prescriptions, etc.) Don't forget pediatric medications for the children, however doses may change as children grow.
  - ◆ Aspirin and/or pain relief medication
  - ◆ Diarrhea medication
  - ◆ Eye drops
  - ◆ Cold/cough medicine
  - ◆ Antihistamines (Benadryl)
  - ◆ Insect spray
  - ◆ Ear and nose drops
  - ◆ Hydrogen peroxide
  - ◆ Skin disinfectant spray

# 911 or (310) 825-1491 UCPD Dispatch

## IN THE EVENT OF A BOMB THREAT

Get as much information as possible from the caller and report the threat immediately to UCPD Dispatch **(310) 825-1491**.

1. The exact time of the call
2. The caller's exact words
3. Any noticeable characteristics of the caller
4. Any information about the explosive device or its location.



***Bomb threats received through the mail or by other means are also to be reported immediately.***



***The UCPD will assess the threat and advise the building's occupants if it is necessary to evacuate the building. If it is necessary to evacuate, assemble at the Botanical Gardens unless advised otherwise by UCPD. Stay away from the building until advised to return.***

## Suspicious Object/Package

1. Do not touch or disturb the object.
2. Clear the area, and notify UCPD Dispatch **(310) 825-1491**.
3. Notify a supervisor or building manager. Stay away from the object or package.

## Suspicious Person

1. Do not physically confront the individual.
2. Do not let any suspicious person into a locked building or office.
3. Do not block the person's access to an exit.
4. Notify UCPD Dispatch **(310) 825-1491**.

# 911 or (310) 825-1491 UCPD Dispatch

## IN THE EVENT OF A HAZARDOUS MATERIAL SPILL OR RELEASE

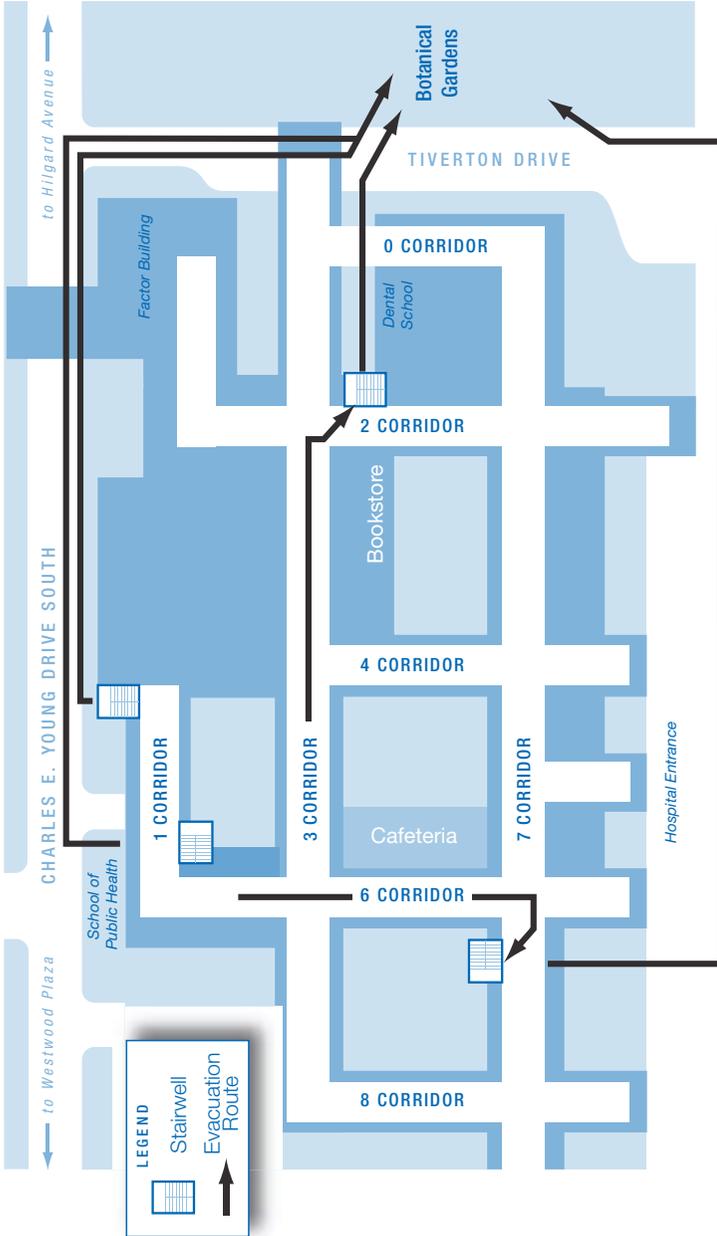
In the event of a spill or release of a hazardous material in a laboratory or other location:

1. Faculty, staff and students should not attempt to clean up hazardous spills.
2. Notify UCPD Dispatch (310) 825-1491. They will dispatch officers, and summon the university's hazardous materials response team.
3. When emergency responders arrive, provide detailed information on the spill or release.



***Always notify the Environmental Health & Safety Office (310) 206-7994 of any hazardous materials spill, even if small.***

# School of Public Health Evacuation Routes



*This booklet was adapted with permission from the University of Southern California's "Be Prepared" safety manual.*

