Evacuation Procedures and Emergency Guidance For Faculty and Staff

This guide has been assembled to provide you with basic information about emergency procedures. It is information made available by the UCSC Office of Emergency Services on their website. If you have questions or would like to see additional information please visit their website:

https://oes.ucsc.edu/index.html

General Evacuation Procedures

Building occupants are required by law to evacuate the building when the fire alarm sounds or when directed to do so by emergency responders. Upon the sounding of a fire alarm or other evacuation alarm, all building occupants shall immediately leave the building and proceed to the area indicated on the posted evacuation directions. Occupants will only be allowed to return when the building has been declared safe by emergency responders.

When Evacuating Your Building or Work Area:
1. Stay calm. Do not rush or panic.
2. Safely stop your work. Log off your computer.
3. Gather your personal belongings if it is safe to do so. Take prescription medications, keys, purse, glasses, etc. with you if at all possible as it may be hours before you are allowed back into the building.
4. If safe, close your office door and window, but do not lock them.
5. Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
6. Proceed to the designated evacuation meeting point.
7. Wait for instructions from emergency responders.
8. Do not re-enter the building or work area until you have been instructed to do so by emergency responders.

Here is a video to watch which to further explain faculty and staff responsibilities during an emergency from the UCSC Office of Emergency Services.

Ready Slugs: Faculty/Staff Responsibilities
Informing our students

At the beginning of each new class session it is important to make sure students know how to exit the classroom, the building, and find the assembly area. Take a few minutes to tell them what they need to know to stay safe. The below speech is an example of what to say. It does not need to be long or complex. Just give people the facts they need and move on to your normal class lecture/lab.

“Good morning and welcome to Art 101. Before we get started I want to make sure everyone is aware of how to exit the building should there be an alarm or other emergency.

Once evacuation has been ordered, grab your critical belongings like backpack or purse, if it is safe to do so. There are two exits from this room and you may use either one. Once in the hall you will turn right and go straight down the hall to the stairs. If the path to these stairs is blocked, turn left and proceed to the stairs on the opposite side of the building. Do not attempt to use the elevator during an evacuation because they may be shut down at any point and you may get trapped. Always use the stairs and proceed out the doors at the bottom of the stairs. Walk across the street to the parking lot and wait by the pay station. Everyone must be accounted for, so do not leave until told to do so by law enforcement, a university official, or me.”

If you have questions or would like assistance determining the evacuation path please contact Tracy Stark, Arts Health & Safety Advisor, for assistance.

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Evacuation for People with Disabilities

Know What to Do During an Evacuation:
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- Check the intended evacuation route for obstacles, if possible. Remember: smoke, debris, flooding, loss of electricity, or other impediments may be present.
- Move people who are unable to leave the building to an area of refuge. Possibilities include:
  - Most enclosed stairwells
  - An adjoining building behind fire doors
  - An office with a closed door, located a safe distance from the hazard
  - Exit balconies and corridors
- Assist individuals who are able to leave the building, following your planned evacuation route, if possible. Do not use elevators.
- Report to your designated assembly area for a head count.
- Notify emergency responders immediately about the location and condition of any people remaining in the building.
- Do not reenter the building until authorized to do so by an appropriate authority such as police, fire department, etc.

Identify and Plan:
- Request that individuals who feel they may need special assistance self-identify so arrangements can be made in advance to meet their needs.
  - Note: Emergency Services recommends that departments maintain a personal emergency information form for each staff member. Include on the form a question regarding the need for special evacuation assistance.
- Note that individuals with unobservable disabilities may or may not self-identify before an emergency. These individuals may need additional help during emergency situations. Such disabilities may include:
  - A learning disability
  - Arthritis
  - Asthma
  - Cardiac condition
  - Chronic back problems
  - Psychological disability
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- Prepare a personal evacuation plan for individuals requiring special assistance during an evacuation. Incorporate the recommendations on this page, and include:
  - Intended route and means of evacuation
  - Who will assist them
  - Areas of refuge where they can wait for assistance
- Update your department Emergency Action Plan annually to accurately describe:
  - The number of people with disabilities who may require special assistance during an evacuation
  - Their primary work location

Establish a Buddy System
- Assign 2 or more staff members who are willing and able to assist a colleague with a disability during evacuation.
- Identify and train assistants so at least 1 trained assistant is always present.
- Identify individuals with disabilities and the people assigned to assist them in the departmental Emergency Action Plan.

Prepare Ahead of Time

The department or area safety coordinator should prearrange appropriate evacuation procedures and routes with individuals having disabilities and the people assigned to assist them. If they are on the ground floor, most people with disabilities will be able to exit safely without assistance. However, it is important to verify that individuals using any kind of assistive device are capable of successfully leaving the building, unassisted, via emergency routes.

- Consider recommendations for specific disabilities when developing an evacuation plan. See considerations for:
  - Low vision or blindness
  - Deaf or hard of hearing
  - Crutches, canes, or walkers
  - Wheelchairs (non-ambulatory)
- Make sure everyone knows:
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- The evacuation route and outdoor assembly area
- Areas of refuge for the building

Have everyone involved practice the evacuation plan. This is the best way to discover unanticipated issues and solve them before — instead of during — an emergency.

**Know How to Help People With Low Vision or Blindness:**

Do the following when assisting an individual with low vision or blindness during an evacuation:

- Tell the person the nature of the emergency and offer your arm for guidance. This is the preferred method when acting as a "sighted guide."
- Give verbal instructions to advise about the safest route or direction, using estimated distances and directional terms.
- As you walk, tell the person where you are and where obstacles are located.
- When you reach safety, orient the person to their surroundings and ask if they need further assistance.
- Ensure that a service animal is not separated from its master, if possible.

**Know How to Help People Who Are Deaf or Hard of Hearing:**

Some people who are deaf or hard of hearing may not perceive the audible fire alarm during an emergency. Use an alternative warning system, such as:

- Write a note to tell the person of the situation, the nearest evacuation route, and where to meet.
  - (Sample script: "FIRE! Go out the rear door on your right. NOW. Meet outside on the front lawn.")
- Turn the light switch on and off to gain their attention, and then indicate through gestures or in writing what is happening and what to do. Do not use the light switch technique if you smell natural gas in the area.
- Give visual instructions to advise about the safest route or direction by pointing toward exits or evacuation maps.
- Ensure that a service animal is not separated from its master, if possible.
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Know How to Help People Who Use Crutches, Canes, or Walkers:

- Ask the person how you can best assist them in evacuating the area.
- Consider the evacuation options and the suitability of carrying the person. Carrying options include:
  - Using a 2-person, lock-arm position
  - Having the individual sit on a sturdy chair (preferably with arms) that is then lifted and carried
  - Read about Evacuation chairs below for more information on safely transporting non-ambulatory individuals during an evacuation.
- Assist mobility-restricted people to an area of refuge or out of the building.

Know How to Help People Who Use Wheelchairs:

Follow these recommendations when planning for and assisting people who use wheelchairs:

- Do not lift an individual in a wheelchair. There is too much risk involved for both the lay rescuer and the non-ambulatory person (back injury, loss of control of the wheelchair and person in it, tripping, falling).
  - Note: Wheelchairs have many movable or weak parts that are not constructed to withstand the stress of lifting (e.g., the seat bar, foot plates, wheels, movable arm rests, etc.).
- Read about Evacuation chairs below for more information on safely transporting non-ambulatory individuals during an evacuation.
- Be aware that some individuals in wheelchairs may have:
  - Minimal ability to move, and lifting them may be dangerous to their well-being
  - Very little upper trunk and neck strength
  - Respiratory conditions and/or equipment that increase their vulnerability to smoke, vapors, or other airborne toxicants.
- Always ask the person having a disability what their needs and preferences are regarding:
  - Ways of being moved
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- Whether to extend or move extremities when lifting because of pain, braces, etc.
- Whether a seat cushion or pad should be brought along
- Aftercare, if the individual will be removed from the wheelchair

- If an individual is lifted from a wheelchair during evacuation:
  - Ask others to bring the wheelchair
  - When the wheelchair is left behind, remove it from the stairwell and ensure it does not obstruct exit routes
  - Ensure that a service animal is not separated from its master, if possible
  - Reunite the person with the wheelchair as soon as possible

Types of Emergencies

Earthquakes

*If You Are Inside a Building:*
1. Duck under the nearest sturdy object and hold onto 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.
2. If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other people.
3. Avoid windows, filing cabinets, bookcases and other heavy objects that could fall or shatter.
4. Stay under cover until the shaking stops, and then leave the building.
5. If it is safe to do so, stabilize any laboratory procedure that could lead to further damage, such as turning off burners or electrical equipment.
6. Evacuate the building if told to do so by building staff or emergency responders.

*If You Are Outside a Building:*
1. Move away from trees, signs, buildings, electrical poles and wires.
2. Protect your head with your arms from falling bricks, glass, plaster or other debris.
3. Move away from fire and smoke.
4. Proceed to your designated evacuation meeting point if safe to do so.
5. Stay alert for further instructions.

**Explosion/Bomb Threat**

A suspicious-looking box, package, object or container in or near your work area may be a bomb or other explosive material. Do not handle or touch the object. Move to a safe area and call 911 immediately. Use a telephone in a safe area. Do not operate any power switch and do not activate the fire alarm.

*If There Is an Explosion:*
1. Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
2. Stay away from windows.
3. Do not light matches.
4. Move well away from the site of the hazard to a safe location.
5. Use stairs only; do not use elevators.

*If You Receive A Bomb Threat:*
1. Stay calm and try to keep your voice calm.
2. Pay close attention to details. Talk to the caller to obtain as much information as possible.
3. Take notes. Ask questions:

Call 911 and submit your notes from the telephone call or the bomb threat letter or note to University Police. Follow any instructions the Police give you.

If you are told by emergency responders to evacuate the building, follow the evacuation toped above with the following additional steps:
1. Check your work area for unfamiliar items. Do not touch suspicious items; report them to campus authorities.
2. Take personal belongings when you leave.
3. Leave doors and windows open; do not turn light switches on or off.
4. Use stairs only; do not use elevators.
5. Move well away from the building and follow instructions of emergency responders.

**Fire**

Building occupants are required by law to evacuate a building when the fire alarm sounds.

1. Inform people in the immediate area to evacuate.
2. Activate the nearest building fire alarm.
3. Call 911 if safe to do so. Otherwise, evacuate the building and call 911 from outside the building.
4. If the fire is small (wastebasket sized or smaller) and you have been trained to use a fire extinguisher, you may attempt to extinguish the fire. Make sure that you have a safe exit from the fire area and use the buddy system.
5. To use a fire extinguisher, remember the acronym PASS:
   - Pull the pin.
   - Aim the extinguisher at the base of the fire.
   - Squeeze the handle.
   - Sweep the extinguisher from side to side.
6. Evacuate the building as soon as the alarm sounds and proceed to the designated evacuation meeting point.
7. On your way out, warn others near by.
8. Move away from fire and smoke. Close doors and windows if time permits.
9. Touch closed doors; do not open them if they are hot.
10. If doors are hot, place a wet cloth at the base to keep smoke from entering.
11. Use stairs only. Do not use elevators.
12. Move well away from the building and go to your designated meeting point.
13. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

Flooding
If flooding occurs:

1. Cease using all electrical equipment.
2. Call Physical Plant at 459-4444 during normal business hours or call the Emergency Maintenance number at 459-4861 off-hours. Do not call 911 unless there is a risk to life or property.
3. If necessary, evacuate the building

Hazardous Material Spill

If you cause or witness a hazardous material spill always keep your own personal safety and the safety of others as your highest priority. When in doubt, call 911. If you can do so safely, evaluate the nature of the release including material type, quantity and specific location of the spill. NEVER attempt to cleanup a spill yourself if:

- You don’t know what the spilled material is
- You lack the necessary protection or equipment to do the job safely
- The spill is too large to contain
- The spilled material is highly toxic
- You feel any symptoms of exposure

If you suspect or witness a release of a hazardous material into water, storm drain, or ground always call 911.

*Large Spill Procedure:*

Alert others in the immediate area and evacuate the spill area.

1. Call 911.
2. Provide the dispatcher information on the material type, quantity and specific location of the spill.

3. Stay in a safe location to provide information to first responders.

Small Spill - with resources, training and supplies available for clean up:
1. Evacuate, isolate and deny entry to the spill area. Post signs as necessary.
2. Follow spill response cleanup procedures according to your training and as directed by your supervisor.
3. Notify EH&S (459-2553) that the spill occurred and arrange to have the waste materials properly disposed.

Medical Emergency

UCSC Fire Department personnel are all trained as Emergency Medical Technicians or Paramedics and respond to all medical emergencies on campus with county ambulance Paramedics.

1. If a serious injury or other medical emergency occurs, immediately call 911. It is best to have the person calling 911 physically with the patient at the time the call is made if at all possible. Be sure that the following information is provided to the dispatcher:

2. The age and gender of the patient. If you are unsure of the patient’s age, estimate.

3. The location of the patient.

4. The nature of the medical emergency and whether or not the patient is conscious and breathing.

5. Any other pertinent information, such as events leading up to the emergency or known past medical history of the patient.

6. Do not take seriously ill or injured persons to the Cowell Health Center.

7. Ensure that the scene is safe prior to approaching the patient and reassure the patient that help is on the way.

8. If the patient is inside a building or a remote location, send someone to meet and direct the Fire Department to the location, if possible.
9. Do not move the patient unless absolutely necessary.

10. If you are trained in first aid, you may provide care per your level of training until the Fire Department arrives.

11. Upon arrival of the Fire Department, remain and provide any specific information about the patient and their condition that you are aware of.

**Shooting or Active Shooter**

In the event of a shooting on campus, immediately take the following steps for your own safety:

1. Leave the area as quickly as possible.
2. Watch and listen for the suspect to stop shooting and reload.
3. Take cover, hide or play dead if you can't escape.
4. Take shelter in a secure area with:
   - At least 2 exits.
   - Doors that can be locked to prevent access.
   - Telephone.
5. Turn cell phone to vibrate.
7. Call 911.
8. Attack the suspect only as a last resort.

**Power Outage**

In the event of a major utility failure, call Physical Plant at 459-4444 during normal business hours or call the Emergency Maintenance number at 459-4861 off-hours. Do not call 911 unless there is a risk to life or property.

Evacuate the building if the fire alarm sounds and/or upon notification by emergency responders. A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. In laboratory buildings, fume hoods do not operate during a power outage and most
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Laboratories should not be used until the ventilation is properly restored. If fumes are detected after the ventilation system is restored, evacuate the area and call 911.