Emergency Action Plan
Urey Hall – Region 5

This document is a detailed procedure of actions to be taken in the event of an emergency. It is to be used concurrently with the UCSD Emergency Response Guide. Whether responding to a small incident or large emergency, building occupants should follow these important steps to prevent injury and minimize the loss of research equipment and infrastructure:

In the event of a MINOR incident affecting the Division of Biological Sciences, assess the situation and notify your immediate supervisor (lab manager and/or PI). If the situation is area-specific, alert the corresponding Urey Hall contacts if the incident occurs during normal business hours:

**Urey Hall Contacts**

| Facilities | Trevor Thiessen  
| Biology Shops Supervisor | c: 858-245-5068 |
| Research Safety | L. Ashley Miller  
| Divisional Safety Officer | c: 858-333-9791 |

In the event of a MAJOR incident affecting the Division of Biological Sciences, call campus police at 911 (using a campus phone) or (858) 534-4357 (non-campus phone). Report emergency details and location.

**Emergency Phone Numbers**

| UCSD POLICE | 911 or 858-534-4357 (534-HELP) |
| UCSD EMERGENCY STATUS | 888-308-8273 |
| UCSD POISON CENTER | 800-867-4766 |
| BIOLOGICAL, CHEMICAL, OR RADIOACTIVE SPILL | 911 or 858-534-4357 (534-HELP) |

If a MAJOR incident requires a building evacuation, take your keys, personal or emergency bag, a first-aid kit, and evacuate the building using the nearest exit. On your way out, close but do not lock all doors, pull the fire alarm, and alert others to evacuate. Help small children and those who need special assistance to evacuate. Remember, always use the stairs and not the elevators! Elevator units may be damaged and could trap evacuees. Once outside, regroup at the ASSEMBLY AREA (map on page 3).
Once at the **ASSEMBLY AREA**, find your **Area Safety Coordinator (ASC)** or lab manager. They will complete the *Division of Biological Sciences’ Emergency Report* and record the names of all present and missing lab personnel, along with a damage assessment of the lab. ASCs or lab managers will deliver the report to the **Building Safety Contact (BSC)**. The **Building Safety Contact** is a volunteer staff member that is responsible for gathering information from ASCs and lab managers.

**Urey Hall BSC: L. Ashley Miller (c: 858-333-9791)**

The BSC will forward the reports to the *Division of Biological Sciences’ Safety Office*. The Safety Office will ensure all emergency reports reach the campus **Emergency Operations Center** and the appropriate aid is dispatched. To help visualize the breakdown of safety communications, see the figure below:

Once you report to your ASC, **do not re-enter the building!** Do not return to search for missing people or personal items. Doing so might put yourself and emergency responders at risk, especially when they are already focused on finding missing people inside the building. Stay in the **ASSEMBLY AREA** unless directed to leave by emergency personnel. Keep yourself and others around you calm – panic will only make an emergency worse.

**AED-trained personnel:** if needed, **Automated External Defibrillator (AED) units** are located in the Main Gym (locker room lobby, behind the facility access desk) and NSB (1<sup>st</sup> floor lobby, next to elevators).