

Emergency Action Plan

Cognitive Science Dept.

Cognitive Science Bldg.

and

Social Science Research Bldg.

June 2018

Emergency Phone Numbers

Fire911
Police911
Medical.....911
Thornton Emergency Room.....X 7-7600
Poison Control Center800-876-4766
UCSD Emergency Status Phone No.....888-308-8273

Department

Cog Sci Safety Officer – Jen Griffin.....4-6773

Calmly state:

- Your name
- Building and room location of emergency
- Nature of the emergency: fire, chemical spill, etc.
- Injuries?
- Hazards present which may affect responding emergency personnel
- A phone number near the scene where you can be reached

Building Evacuation

- Quickly move to the outside of the building using the nearest door marked with an EXIT sign.
- Close and secure all doors as you leave. Take your keys with you.
- DO NOT USE ELEVATORS. Proceed to the nearest safe stairway.
- Be certain all persons in the area are evacuated immediately.
- Help those who need special assistance—disabled, small children, etc.
- Report immediately to the “**Turn around near Peterson Hall**” (see map) which is the designated assembly area, to do a head count.
- Wait for instructions from emergency response personnel.

Fire Procedures

IN CASE OF SMALL FIRE

- Pull the fire alarm and call Campus Police at 911.
- IF YOU HAVE BEEN TRAINED to use a fire extinguisher, while keeping an exit available behind you, bring the extinguisher within six feet of the fire.
- Pull the pin located in the extinguisher’s handle, aim the nozzle at the base of the fire.
- Squeeze the handles and sweep from side to side at the base of the fire until it is out.

IN CASE OF LARGE FIRE

- Pull the fire alarm and call Campus Police at 911.
- Alert people in the area to begin evacuation using the stairs--not the elevators.
- Close doors to confine the fire.
- Move to your designated assembly area.
- Have persons knowledgeable about the incident and location assist emergency personnel.

Earthquakes

DURING HEAVY SHAKING

- Get under a desk, table, door arch or stairwell. If none are available, move against an interior wall and cover your head with your arms. Remain under cover until the movement subsides.
- Stay away from large windows, shelving systems or tall room partitions.
- After shaking has stopped, survey your immediate area for trapped or injured persons and ruptured utilities.
- Evacuate the building using the stairs—not the elevators, move to your designated assembly area and await further instructions from emergency personnel.

Bomb Threat

All bomb threats will be taken seriously.

If a bomb threat is received:

- Do not search for an explosive device.
- Do not touch any unusual suspicious objects .
- Supervisor should report the threat immediately
- To UCSD police (911)

If you receive a bomb threat call:

Try to get as much information from the caller as possible. Record the time of the call, take notes, and ask the following questions:

- When will the bomb go off?
- Where is it?
- What does it look like?
- Why was it placed in the building?
- Who is calling?

Try to notice any of the following information:

- Caller's gender
- Approximate age
- Was the voice familiar?
- Did the person have an accent or unique speech attribute?
- Any unique background noises?

If the bomb threat was hand delivered:

- Try to recall a description of the messenger or other suspicious persons in the area.

ALL BUILDING OCCUPANTS SHOULD BE EVACUATED IMMEDIATELY AND REMAIN OUTSIDE IN DESIGNATED ASSEMBLY AREAS UNTIL THE BUILDING HAS BEEN SEARCHED BY

CAMPUS POLICE AND DECLARED SAFE FOR RE-ENTRY.