**Evacuation**

- Remain calm; immediately alert others in the area.
- Proceed to the nearest safe emergency exit; do not use elevators!
- Provide help to those who need assistance.
- Go to the designated Assembly Area; STAY with your group.
- Check in with your Floor/Area Warden.
- Wait for instructions from emergency responders.
- Do not re-enter the building until an “All Clear” is given by emergency responders.

**Fire**

If you discover a fire use the R-A-C-E method:

- Remove: Alert others in your area to evacuate.
- Alarm: Activate the nearest building alarm if not already present. Call 9-1-1 from a safe location.
- Contain: Confine the fire if possible (i.e., close doors).
- Extinguish or Evacuate: extinguish the fire if you have been trained and if it is safe to do so, or evacuate the immediate area.

If you hear a fire alarm:

- Follow evacuation procedures as soon as the alarm sounds.
- Do not open doors if they are hot.
- If smoke is present, stay low.

**Workplace Violence**

- Immediately call 9-1-1 from a safe location if you are the victim of or witness to:
  - Assault
  - Crimes in progress
  - Suspicious activity
  - Suspicious packages/items
  - Verbal or other threat of bodily harm
  - Activities presenting a serious risk to the individual or others.
- Do not confront the suspect or block his/her exit.

**Active Shooter**

- Whenever possible RUN. Get away from the gunshots first then call 9-1-1.
- If unable to evacuate and get out of the area then HIDE. Lock or barricade yourself in your current location, if possible, to prevent entry from the shooter.
- If you cannot barricade yourself inside and the suspect comes in then work as a team with others, and make a plan to FIGHT the shooter.

**Hazardous Materials Spill**

- Evacuate the affected area. Call 9-1-1.
- Ensure no one evacuates through contaminated area.
- Assist injured or contaminated individuals. Avoid contact, contamination, and/or chemical exposure (we do not want secondary victims!). Use appropriate personal protective equipment (e.g., gowns, goggles, gloves).
- Notify the lab manager, department administrator, and/ or building manager.

**Shelter-in-Place**

- In an emergency you may be directed to: (1) evacuate; (2) shelter-in-place in your office/current location; or (3) shelter-in-place in a pre-designated location. If directed to shelter-in-place in a pre-designated location:
  - Close/lock your office windows and close your office door.
  - Alert others in your area. Go to your pre-designated “shelter-in-place area”, as directed.
  - Wait for further instructions or an “all-clear” message.

**Earthquake**

If inside, stay inside; if outside, stay outside. DO NOT RUN OUTDOORS!

- If you are inside:
  - DROP, COVER under a sturdy desk or table and HOLD on until the shaking stops - avoid windows, bookcases and other heavy objects.
  - After the shaking stops, assess your surroundings for damage or injuries.
  - Evacuate the building if you feel unsafe or if told to do so by your Floor/Area Warden or emergency responders.

- If you are outside:
  - Move to an open area away from trees, signs, buildings, etc. Drop to the ground until shaking stops.
  - Proceed to the closest assembly area.

**Medical Emergency**

- Confirm if airway is open and victim is breathing.
- For serious injuries, call or direct someone to call 9-1-1 immediately.
- Stay with the victim until emergency response personnel arrive.
- Direct someone to meet response personnel and assist them by leading them to the victim.
- Be prepared to provide information regarding the situation to emergency responders upon arrival.
- Notify the employee's supervisor as soon as possible.
- Report serious injuries within 8 hours to the EH&S Hotline: 310-825-9797.

**Power Outage**

- Use emergency lighting.
- Notify Facilities Management Trouble Call Desk at (310) 825-9236.
- Turn off all light switches, except one (so you know when power is restored).
- Turn off and unplug computers and other equipment sensitive to power spikes and surges.
- Turn off sources which produce heat (i.e., coffee pots).
- Stay near your area. Await further instructions from your Warden; do not leave the campus unless instructed to do so by your supervisor. Evacuation is unlikely.

**Flood**

- Notify Facilities Management Trouble Call Desk at (310) 825-9236.
- If safe to do so:
  - Turn off/disconnect electrical devices in the vicinity of the leak.
  - If there are submerged electrical appliances/outlet, evacuate all personnel from the area.
  - Stop the source of the flood.
  - Protect/remove valuable property susceptible to damage.
  - Close doors/seal openings to minimize spread of water.
  - Remain in a safe adjacent area to direct response personnel to the site. Keep others away from the area. Do not walk through standing water.
  - Alert occupants on floors adjacent to and beneath the flood.
- Follow evacuation procedures as directed by emergency response personnel.

**For More Information**

To get more information during or after an emergency:

- Refer to your BruinAlert e-mail/text message. (Sign up now for BruinAlert at: https://bruinalert.ucla.edu)
- Visit the campus home page: www.ucla.edu
- Call 1-800-990-UCLA
- Tune your radio to AM 1630
- For DG SOM specific information during or after an emergency, call the DG SOM Disaster Hotline at (310) 825-9292.

Contact your Floor or Area Warden for more information on emergency plans/procedures.