MEDICAL EMERGENCIES
- 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 responding emergency 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.

WORKPLACE VIOLENCE
- Call 9-1-1 from a safe location if you are the victim of/witness to:
  - Assault
  - Verbal or other threat of bodily harm
  - Suspicious activity or suspicious packages/items
  - Crimes in progress
  - Weapons violations
  - Activities presenting a serious risk to the individual or others
  - Bomb threat
- Do not confront the suspect or block his/her exit.
- Do not take unnecessary chances.

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/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.

CALLING 9-1-1
For all emergencies: Dial 9-1-1

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, electrical poles/wires and drop to the ground until the shaking stops.
- Proceed to the closest assembly area.

FOR MORE INFORMATION
For more information during or after an emergency:
- Refer to your BruinAlert e-mail/text message.
  - Sign up now for BruinAlert at: http://bruinalert.ucla.edu.
  - Visit the campus home page: www.ucla.edu.
  - Call 1-800-900-UCLA.
  - Tune your radio to AM 1630.
- For DGSOM-specific information during or after an emergency, call the DGSOM Disaster Hotline at (310) 825-9292.
  - Contact your Floor or Area Warden for more information on emergency plans/procedures.
**FLOODING**

- Notify Facilities Management Trouble Call Desk at (310) 825-9236.
- If safe to do so:
  - Turn off or disconnect electrical devices in the vicinity of the leak. If there are submerged electrical appliances/outlets in the water, evacuate all personnel from the area.
  - Stop the source of the flood; do so cautiously.
  - Protect/remove valuable property that is susceptible to damage.
- Close doors/seal openings to minimize the 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 of the potential flooding of their areas.
- Follow emergency evacuation procedures as directed by emergency response personnel.

**SHELTER-IN-PLACE**

In emergency situations 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.
- Close your office door. Alert others in the area.
- Go to your pre-designated “shelter-in-place area”, as directed.
- Wait for further instructions or an “all-clear” message. Follow emergency evacuation procedures if instructed to do so.

**HAZARDOUS MATERIAL SPILL/RELEASE**

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

**EVACUATION**

- Remain calm; immediately alert others in the area.
- Proceed to the nearest safe emergency exit; do not use elevators!
- Help those who need assistance.
- Proceed 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 and you are instructed to do so by emergency responders.

**BEFORE AN EMERGENCY**

- Locate your primary and secondary exits.
- Know where your Shelter-in-Place Areas are.
- Locate your Assembly and Rescue Assistance Areas.
- Keep halls and emergency exits clear of boxes/other items.
- Report hazardous conditions.
- Know who your Facility, Floor and/or Area Warden(s) are.
- Determine the safest place to take cover in an earthquake.

**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 coffee pots and other sources which produce heat.
- Stay near your area and await further instructions from your Warden; do not leave the campus unless instructed to do so by your supervisor. Evacuation is unlikely.

**FIRE, SMOKE, SPRINKLER ACTIVATION**

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 behind you as you evacuate - DO NOT LOCK).
- **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.
- Remain calm; immediately alert others in the area.
- Proceed to the nearest safe emergency exit; do not use elevators!
- Help those who need assistance.
- Proceed 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 and you are instructed to do so by emergency responders.