UCLA HEALTH SCIENCES
WARDEN MANUAL

David Geffen School of Medicine
School of Dentistry
School of Nursing
Fielding School of Public Health
Louise M. Darling Biomedical Library

v.11.17
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INTRODUCTION

Program Overview

The Health Sciences Warden Program was developed to protect the safety of individuals and property and to provide an organized response to emergencies in the workplace. The goal of the program is to ensure that work areas throughout the Health Sciences Schools has trained staff and/or faculty prepared to assume leadership roles emergency evacuations and support emergency response activities.

Purpose

This manual identifies actions to be taken by employees appointed as Facility, Floor, or Area Wardens and/or serving in a support role (e.g., runner, stairwell monitor), to ensure both personal safety and the safety of others during emergencies. This manual is intended to be used in support of, and in conjunction with the UCLA campus policies, plans, and procedures.

The information and guidance contained in this manual are meant to aid in compliance with the following regulations:
- California Division of Occupational Safety and Health Title 8, Subchapter 7, Group 1, Article 2, Section 3220, Emergency Action Plans: [https://www.dir.ca.gov/title8/3220.html](https://www.dir.ca.gov/title8/3220.html)

Implementation

The DGSOM Emergency Management Coordinator will distribute this manual to all personnel assigned to Facility, Floor, or Area Wardens and others serving in a support role. The policies and procedures in this manual will be implemented through the provision of mandatory periodic training and exercises, which will educate selected personnel and enhance the ability to carry out assigned tasks and responsibilities.

ORGANIZATIONAL STRUCTURE

Program Structure

The organizational structure will vary based on the needs of the emergency action plan and physical layout of each building/tower but should follow the same basic structure outlined in Figure 1. Facility, Floor, and Area Wardens are encouraged to tailor this structure for their areas.

![Figure 1: Basic Warden Program Structure](image-url)
Identification of Wardens
Wardens must make themselves easily identifiable to building occupants and first responders. During normal operations, Wardens will wear a recognition badge backer in addition to their employee badge for easy identification as a warden (Attachment E). In an emergency, Wardens will don a colored vest and matching hard hat that corresponds with their position as outlined in Table 1.

<table>
<thead>
<tr>
<th>POSITION</th>
<th>COLOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Warden</td>
<td>Green</td>
</tr>
<tr>
<td>Floor Warden</td>
<td>Yellow</td>
</tr>
<tr>
<td>Facility Warden</td>
<td>Orange</td>
</tr>
</tbody>
</table>

Assembly Area
For any emergency that requires an evacuation of the workplace, Wardens will guide building occupants safely outside and to their pre-designated areas to await instructions and “all clear” notifications. These areas are called Assembly Areas (Attachment C) and are unique to each building/tower. The Assembly Area is clearly described in the Emergency Action Plan for each building/tower. Current Assembly Area maps can be found at http://disaster.dgsoms.ucla.edu.

Roles and Responsibilities
All Wardens are expected to carry out the activities outlined in this manual along with those listed Health Sciences Warden Program Field Guidebook (the flipbook), which explains actions to be taken in specific emergency situations.

General Duties
- Be familiar with each emergency exit, the building/tower assembly area, and the emergency equipment in the building/tower (e.g. fire extinguishers, pull stations, sprinklers, emergency call boxes)
- Identify at least two escape routes out of the building
- Be familiar with the location of occupants, including individuals with access and functional needs, in your building
- Know how to operate a fire extinguisher
- Know the other Wardens in your building/tower, especially those in neighboring areas
- Introduce and identify yourself to individuals in your area as the Area/Floor/Facility Warden
- Have a backup identified to take your place if you are not present during a drill, exercise or real event
- Ensure emergency exit passageways are clear at all times and emergency signage is not obstructed or damaged

Area Warden
Area Wardens are staff members who are designated to assist in the safe evacuation and emergency response for personnel in their assigned area. An Area Warden should be responsible for no more than 20 individuals, although certain exceptions can be made depending on circumstance and the layout of the area. Floors with more than 20 people will have multiple Area Wardens. Area Wardens will report to the Floor Warden for their respective floor in an emergency.

Area wardens should:
- Guide occupants to emergency exits and directing them out of the building safely to the assembly area
- Be familiar with any staff with access and function needs and be able to assist and/or identify individuals who may be able to assist during an evacuation (refer to Assisting Persons with Access and Functional Needs)
- Alert unaware individuals of the emergency
- Sweep rooms for personnel
- Account for students, faculty, staff, patients and visitors using the Accountability Sign-In Sheet once at the assembly area (see Attachment D)
- Assess their assigned area for damage to property using the Damage Assessment Report (Attachment D)
- Serve as a liaison between the Floor/Facility Warden and building occupants
- Report the status of their area to the Floor Warden, including any missing, trapped or injured individuals, hazards and other emergency related information

Floor Warden
Floor Wardens are staff members who are designated to monitor the safe evacuation of personnel on the floors to which they are assigned. At a minimum, every floor of the building should have at least one floor warden. Floor Wardens will report to the Facility Warden for their respective building/tower in an emergency.

Floor Wardens perform all of the duties of the Area Warden, in addition to:
- Coordinate emergency response on their designated floor with assigned area wardens by ensuring coverage and assigning support roles to Area Wardens
- Receive reports from Area Wardens on their respective floor
- Report the status of their floor to the Facility Warden, including any missing, trapped or injured individuals, hazards and other emergency related information
- Serve as liaison between the Facility Warden and Area Wardens
- Serve as the Facility Warden if he/she is unavailable during an emergency – typically, the first Floor Warden reporting to the Incident Command Post will serve as the Facility Warden

Facility Warden
Each building should have a Facility Warden or building representative who serves as the primary emergency contact. This role will manage the emergency activities at the site until arrival of campus or city emergency responders and serves as the communication liaison between the building occupants and the emergency responders.

The Facility Warden/building representative should:
- Assist the Area/Floor Warden(s) with evacuation procedures by leading occupants from the building to their Assembly Area
- Gather information and status updates from the Floor Wardens, and compile the information using the Evacuation Status Report (Attachment D)
- Report the status of their floor to the Incident Commander, including any missing, trapped or injured individuals, hazards and other emergency related information
- Assess their assigned area for damage to property using the Damage Assessment Form (Attachment D)
- Communicating when the building is safe for re-entry
- Maintain a roster of Area and Floor Wardens and an Access and Functional Needs Roster (Attachment B)
- Ensure adequate, expedient access to the incident site by emergency response personnel
- Provide assistance and support to emergency response personnel, as requested
• Support or provide updates to the Disaster Assistance Response Team (DART) as requested
• Render the decision to evacuate area(s) and/or suspend area(s) of operation within the facility in the absence of Health Sciences Security, UC Police Department, UCLA Fire Marshal or outside responding public agencies
• Conduct periodic meetings with Floor/Area Wardens to plan for drills, review roles, address concerns, review policy and procedural updates, and address any other pertinent business

Incident Commander
The Incident Commander will typically be from one of the agencies responding to the emergency (Health Science Security, UC Police Department, UCLA Fire Marshall, etc.). This person is responsible for the overall management of the emergency response and will provide information to the Facility Warden(s) regarding the status of the emergency, procedures for occupants, and any other details relevant to the response.

Support Roles
Runner
• Relay messages between the Incident Command Post and Facility, Floor and Area Wardens.
• Assist in collection and disbursement of forms and materials at the assembly area as needed.

Stairway Monitor
• Monitor the use of their assigned stairway on a specific floor and direct occupants to primary evacuation routes.
• Once these areas have been cleared, proceed to their designated Assembly Area.

Elevator Monitor
• Monitor assigned elevator lobby to prevent the elevator from being used and to direct occupants to emergency stairways or appropriate exit routes.
• Once these areas have been cleared, proceed to their designated Assembly Area.

Traffic Monitor
• Direct occupants to appropriate exit routes and Assembly Areas.
• Direct or escort occupants across streets, stopping traffic as necessary; communicate traffic rules and other information to occupants.
• Guide or control vehicular traffic at street crossings.
• Once these areas have been cleared, proceed to their designated Assembly Area.
• In the absence of Stairway and/or Elevator Monitors, prevent occupants from using the elevators or direct occupants to primary stairwells and evacuation routes.

Mobility Assistant
• Develop and review emergency evacuation procedures and personal evacuation plan annually with their assigned person with access and functional needs.
• Provide assistance to their assigned person with access and functional needs during drills and evacuations.
Program Administration
Each Health Sciences School is responsible for the development, implementation and
maintenance of the Health Sciences Warden Program in its area of responsibility.

Department Chairs or their designees are responsible for appointing Facility, Floor and Area
Wardens, and notifying the Emergency Management Coordinator of assignment updates. Department Chairs or their designees shall ensure persons appointed to the positions of Facility, Floor and Area Wardens can and will carry out the activities described within this document. Table 2 provides guidance in selecting the appropriate number of primary and support roles.

<table>
<thead>
<tr>
<th>Position</th>
<th>Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Warden</td>
<td>The Facility Warden acts as the representative for that building’s occupants regardless of how many different employers and/or departments may be in that building/tower. Facility Wardens serve as the primary point of contact with emergency response personnel for his/her building/tower and area of responsibility.</td>
</tr>
<tr>
<td>Floor Warden</td>
<td>Generally, one Floor Warden for every 20 employees per floor/area should be designated and/or areas should be searchable in 3 minutes or less. This will often mean contacting other departments if they share the same floor and making collaborative assignments for the floors/areas. Floor Wardens will evacuate assigned areas and report evacuation/emergency status to their appointed Facility Warden.</td>
</tr>
<tr>
<td>Area Warden</td>
<td>For larger buildings, Floor Wardens may be appointed for each floor and generally, one Area Warden may be appointed for every 20 employees per area. Note that areas should be searchable in 3 minutes or less. In this case, Area Wardens will evacuate assigned areas and report evacuation/emergency status to their appointed Floor Warden.</td>
</tr>
</tbody>
</table>

DGSOM Emergency Management Coordinator
- Ensures departments appoint personnel to the Health Sciences Warden Program for each building/tower, as appropriate.
- Reviews and updates the Health Sciences Warden Program Roster annually and as needed; posts updated roster to the Health Sciences Schools Emergency Management website, [http://disaster.dgsom.ucla.edu/](http://disaster.dgsom.ucla.edu/).
- Provides Health Sciences Warden Program training, as it specifically relates to roles and responsibilities as outlined in each building’s/functional area’s Emergency Action Plan and this manual.
- Ensures all Wardens carry out the activities described within this manual, and notifies departments when performance and accountability issues arise.
- Conducts periodic meetings with Wardens and/or their departments to plan for drills, review roles, address concerns, review policy and procedural updates, and address any other related business.

EMERGENCY COMMUNICATION
When an emergency occurs, Wardens may be notified by physical indicators (shaking, smoke, etc.), other employees, emergency response personnel, the building public address system (if
equipped), or building alarms. Wardens will ensure this information is reported to 911 (310-825-1491 from a cell phone) or Facilities Trouble Call (310-825-9236) for physical damages with no life safety concerns. Facilities Trouble Tickets can also be submitted electronically at www.troublecall.ucla.edu. If telephone systems are unavailable, a runner should be sent to the Police Department Building to relay information.

All impacted Facility Wardens will make initial contact and establish communications with the Incident Command Post and, when feasible, their School/Department Emergency Coordinator utilizing the steps outlined in their Department Emergency Response Plan. Facility Wardens should provide initial status reports on personnel accountability and report any injuries, property damage, and hazardous situations.

Emergency notifications shall be made using standard and/or available emergency communication systems (phone, text message, email, pager, etc.). All Wardens are responsible to ensure that communication systems under their control and/or assigned to them are in place and maintained.

**Figure 2** illustrates the flow of information between occupants, Wardens, Incident Command Post/emergency response personnel, the Emergency Management Coordinator and all activated Department Operations Centers. Each group depicted in is responsible for initial and follow-up notifications relating to the ongoing status of the emergency incident. Follow-up notifications are to be made as requested and/or when conditions change. The complexity of the incident will determine the frequency of follow-up communications.

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**ASSISTING PERSONS WITH ACCESS AND FUNCTIONAL NEEDS**

**Identifying Occupants Requiring Assistance**

Any person with a disability, temporary or permanent, or other condition that would require them to need assistance during an evacuation is considered to have “access and functional needs”. This includes anyone who, without the assistance of another person, would have difficulty
evacuating or relocating to a safe location, or would slow down evacuation of other occupants within the building. This may include, but not be limited to:

- Persons with a mobility impairment
- Persons recovering from surgery or medical procedure
- Persons with a hearing or vision impairment
- Pregnancy

Request for Evacuation Assistance
The privacy and confidentiality of persons with access and functional needs must be respected, and individuals cannot be required to disclose they have access and functional needs. Therefore, planning emergency evacuation of persons with access and functional needs must be predicated on self-disclosure. Occupants who have access and functional needs must request evacuation assistance in writing, using the Self-Certification of Access and Functional Needs form (Attachment A). This information will only be used during an emergency when assisting persons with access and functional needs.

Mobility Assistants
Upon the receipt of a Self-Certification of Specific Needs Form, Mobility Assistants, or “buddies”, and their alternates shall be recruited from within the same building as the self-identified person with access and functional needs, in advance, to assist them during an evacuation. In instances where assistance is not requested in advance, Wardens may ask other staff to help those who need assistance during an emergency. In all cases, there should be at least two Mobility Assistants for every individual who requires evacuation assistance. In assisting persons with access and functional needs during an evacuation, always consult with the person regarding how best to be of assistance.

Access and Functional Needs Roster
The list of all self-identified individuals requiring evacuation assistance and their access and functional needs is located in the files of the School Emergency Management Coordinator and Security. Facility Wardens will maintain a listing of self-identified persons with access and functional needs in their area of responsibility and the assigned Mobility Assistants and alternates (refer to Attachment B). These rosters are not made available to the general public. This information is for emergency use only and will only be used to prepare for safe and quick evacuation of personnel in emergency situations.

Personal Evacuation Plan
It is recommended that Mobility Assistants with their self-identified employees with specific access and functional needs develop written personal evacuation plans. The plan should outline what Mobility Assistants and persons with access and functional need should do in the event of an emergency, who will assist them, and where they may go to wait for assistance (such as Rescue Assistance Areas). The person requiring assistance retains and maintains the personal evacuation plan. A copy of this plan is to be forwarded to the School Emergency Management Coordinator.
TRAINING AND EXERCISES

Health Sciences Warden Training
All wardens are required to complete the Health Sciences Warden Program Training. All new Wardens must complete the training within 30 days of their appointment as a Warden. The Health Sciences Schools’ Emergency Management Coordinator shall provide this training on a monthly basis.

Floor and Area Wardens are cross-trained to perform as the Facility Warden (or Floor Warden respectively), in the event the Facility or Floor Warden and his/her alternate are unavailable during an emergency.

Additionally, each warden will also participate in site-specific evacuation training annually. This training includes evacuation routes, fire extinguisher locations, and other information specific to their areas. These training opportunities will be offered throughout the year and posted to http://disaster.dgsom.ucla.edu/.

Annual Evacuation and Earthquake Drills
All employees are required to participate in annual evacuation and earthquake drills. Wardens will be given advance notice of the drill schedule to prepare their designated facility/floor/area and to coordinate any pre-drill activities. The School/Department Emergency Coordinator, in coordination with building Warden(s), will coordinate and conduct the drills.

Employees will be notified of drills through communication from the Office of the Dean. Prior to a drill, the School/Department Emergency Coordinator will distribute, or make available, emergency evacuation and/or earthquake procedures, as outlined in the Emergency Action Plan, to employees. These procedures must be followed to ensure the drills are as effective as possible. Note the method for initiating these drills may differ, depending on the building. Drill personnel may use audible alarms, the building public address system (if available), or whistles to signal the start of a drill. The use of any building alarms in a drill must be coordinated with the UCLA Fire Marshal and Facilities Management.

WARDEN RESOURCES

Equipment and Supplies
Each Warden will receive the following equipment and supplies upon completion of the Health Sciences Warden Program Training:

- **Warden Kit** – Each warden is issued a warden kit that contains basic emergency supplies, and is trained to use its contents. Each backpack also includes a safety vest and a hard hat, which wardens are expected to wear during emergencies to make them easily identifiable by building occupants and responders. Upon termination of warden assignment, the warden kit should be returned the School/Department Emergency Management Coordinator.

- **Warden Badge Backer** – In order to easily identify wardens during normal operations, wardens receive a recognition badge backer to be worn daily in addition to their employee identification badge (Attachment E). Upon receipt of the recognition badge, wardens
should write their building/tower name, assembly area, Facility Warden name and phone and Department Emergency Management Coordinator name and phone in the spaces provided.

- **Warden Program Field Guidebook** – Each warden receives a Field Guidebook (flipbook) as a reference of procedures to follow in the event of an emergency. The emergency situations covered include:
  - Assisting Persons with Access and Functional Needs
  - Bomb Threat
  - Code Orange: Hazardous Material Spill/Release
  - Code Silver/Workplace Violence
  - Earthquake
  - Evacuation
  - Fire/Smoke
  - Medical Emergencies
  - Power Outage
  - Water Leak/Flooding

- **Warden Program Folder/Binder** – Each warden is given a folder containing the following to be used as reference in conjunction with the Field Guidebook and Warden Kit:
  - Warden Program Manual
  - Warden Program Forms *(Attachment D)*
  - CHS Complex Assembly Area Map
  - Campus Regional Evacuation Map
  - Warden Roster

**Health Sciences Emergency Management Website**

The following are available to Wardens online at [http://disaster.dgsom.ucla.edu/](http://disaster.dgsom.ucla.edu/):

- Emergency Action Plan
- Warden Program Manual
- Warden Program Roster
- Emergency Preparedness Tips
- Training/Event Schedule
- CHS Complex Assembly Area Map
- Campus Regional Evacuation Map
ATTACHMENTS

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D. HEALTH SCIENCES WARDEN PROGRAM FORMS ........................................................................ 16
E. HEALTH SCIENCES WARDEN BADGE BACKER .............................................................................. 19
A. Self-Certification of Access and Functional Needs Form

Occupants who have access and functional needs during an evacuation must request assistance in writing, using the **Self-Certification of Access and Functional Needs Form**, so that advance arrangements can be made to meet their needs.

### UCLA

**Health Sciences Complex**

**SELF-CERTIFICATION OF ACCESS AND FUNCTIONAL NEEDS**

**EMERGENCY EVACUATION PLAN**

*Please complete and return to the Area/Floor Warden in your area.*

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>DEPARTMENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUILDING/TOWER NAME &amp; ADDRESS</th>
<th>OFFICE/SUITE NUMBER</th>
<th>PHONE #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I will require the following assistance during an evacuation:

<table>
<thead>
<tr>
<th>My need for assistance is</th>
<th>I will no longer need assistance after:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Permanent</td>
<td>☐ Temporary</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FACILITY WARDEN NAME</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For Office Use Only

<table>
<thead>
<tr>
<th>ASSIGNED MOBILITY ASSISTANT</th>
<th>PHONE #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASSIGNED MOBILITY ASSISTANT</th>
<th>PHONE #</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

If you have questions, contact the DGSOM Emergency Management Office directly at 310-267-9895.
B. Access and Functional Needs Roster

The comprehensive list of self-identified individuals requiring evacuation assistance is located in the files of the School Emergency Management Coordinator and Facility Warden. This list is **NOT** made available to the general public.

<table>
<thead>
<tr>
<th>FOR EMERGENCY USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
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<td></td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

*At least two Mobility Assistants and an alternate should be assigned for each individual.
C. Evacuation Maps

- Gonda – east sidewalk on Westwood, north of CEY South
- MRL – north sidewalk on CEY South
- NRB – north sidewalk on CEY South
- 700 WW/Brain Mapping – east sidewalk on Westwood, north of CEY South
- Reed – east sidewalk on Westwood, at corner of CEY South

- Semel/VBR – east sidewalk on Westwood, north of La Conte
- Wasserman – sidewalk at corner of Westwood and La Conte
- Doris Stein – north sidewalk on La Conte, east of Westwood
- Jules Stein Levels A & B – north sidewalk on Le Conte east of Westwood
- Jules Stein Levels 3-3 – CHS Plaza

DGSOM Evacuation Plan

NOTE: Depending on the situation, you may be asked to move from your primary assembly area (as noted on the map) to an alternate location by emergency response personnel.
CAMPUS EVACUATION AREAS FOR MAJOR EMERGENCIES OR DISASTERS

REGION EVACUATION AREAS
If several buildings must be evacuated simultaneously during emergencies, individuals will gather in region evacuation areas. Information command posts will be set up at these sites.

1. Sculpture Garden/Anderson Complex
2. Perloff/Schoenberg Plaza/Dickson Plaza
3. Drake Stadium
4. Sunset Recreation Center
5. Science Quad
6. Mathias Botanical Garden
7 & 8. Parking Lot 36

EMERGENCY & TRAFFIC INFORMATION
AM1630
EMERGENCY HOTLINE
800-900-UCLA

JULY 2015
D. Health Sciences Warden Program Forms

**UCLA Health Sciences Schools**

**EVACUATION ACCOUNTABILITY SIGN-IN SHEET**

**FLOOR/AREA WARREN/OTHER:** Submit completed forms to your Facility Warden immediately following the event/drift, or sooner if requested.

**FACILITY WARREN:** Collect completed forms and attach to the Evacuation Status Report. Submit completed forms to the School/Department Emergency Coordinator at the Incident Command Post or immediately following the event/drift.

<table>
<thead>
<tr>
<th>BUILDING/TOWER NAME</th>
<th>HEALTH SCIENCES SCHOOL</th>
<th>AFFILIATION check one</th>
<th>DEPARTMENT/ PROVIDER</th>
<th>FIRST &amp; LAST NAME please print</th>
<th>AFFILIATION check one</th>
<th>DEPARTMENT/ PROVIDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomed Library</td>
<td>Student</td>
<td></td>
<td></td>
<td></td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>DGSOM</td>
<td>Faculty/Staff</td>
<td></td>
<td></td>
<td></td>
<td>Faculty/Staff</td>
<td></td>
</tr>
<tr>
<td>SOD</td>
<td>Visitor/Patient</td>
<td></td>
<td></td>
<td></td>
<td>Visitor/Patient</td>
<td></td>
</tr>
<tr>
<td>SPH</td>
<td>Student</td>
<td></td>
<td></td>
<td></td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>SON</td>
<td>Faculty/Staff</td>
<td></td>
<td></td>
<td></td>
<td>Faculty/Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Visitor/Patient</td>
<td></td>
<td></td>
<td></td>
<td>Visitor/Patient</td>
<td></td>
</tr>
</tbody>
</table>

**WARDEN NAME (please print)**

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>DATE/TIME</th>
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<tbody>
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</tbody>
</table>

**Facility Warden**

**Area Warden**

**Floor Warden**

**Other:**

---

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UCLA Health Sciences Schools

EVACUATION STATUS REPORT

FACILITY WARDEN: Complete form, and report the information to the Incident Commander. Attach Evacuation Accountability Sign-in Sheet(s) and submit all forms to the School/Department Emergency Coordinator at the Incident Command Post or immediately following the event/drill.

<table>
<thead>
<tr>
<th>BUILDING/TOWER NAME</th>
<th>REASON FOR EVACUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Evacuation Drill</td>
</tr>
<tr>
<td></td>
<td>□ Fire</td>
</tr>
<tr>
<td></td>
<td>□ Smoke/Sprinkler</td>
</tr>
<tr>
<td></td>
<td>□ Bomb Threat</td>
</tr>
<tr>
<td></td>
<td>□ Flood</td>
</tr>
<tr>
<td></td>
<td>□ Other:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FLOOR/AREA</th>
<th># PERSONS EVACUATED</th>
<th># PERSONS REMAINING</th>
<th>LOCATION/SPECIFIC NEEDS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
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FACILITY WARDEN NAME (please print) |
DATE/TIME|

Page ____ of ____
# DAMAGE ASSESSMENT FORM

## BUILDING/TOWER NAME

## LOCATION (FLOOR/AREA)

## DATE/TIME

### SIZE UP

(indicate number or check, if applicable, and provide details in Observations section below)

<table>
<thead>
<tr>
<th>FIRES</th>
<th>HAZARDS</th>
<th>STRUCTURE</th>
<th>PEOPLE</th>
<th>ROADS</th>
<th>ANIMALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BURNING</td>
<td>OUT</td>
<td>H2O LEAK</td>
<td>GAS LEAK</td>
<td>ELECTRIC</td>
<td>DAMAGED</td>
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<td>ROAMING</td>
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</tbody>
</table>

### OBSERVATIONS

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**WARDEN NAME** *(please print)*

<table>
<thead>
<tr>
<th>Facility Warden</th>
<th>Floor Warden</th>
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</thead>
<tbody>
<tr>
<td>Area Warden</td>
<td>Other:</td>
</tr>
</tbody>
</table>

**FLOOR/AREA WARDEN/OTHER**: Submit completed forms to your Facility Warden or to the Emergency Coordinator.

**FACILITY WARDEN**: Collect completed forms, and submit forms to the Emergency Coordinator or the Incident Commander.

**DEPARTMENT OPERATIONS CENTER**: Submit summary of information to the campus Emergency Operations Center using the Department Status and Loss Report.
E. Health Sciences Warden Badge Backer

REPORTING AN EMERGENCY
Fire/Medical/Police Emergency..................911 or 310.825.1491
UC Police Department.................................310.825.1491
Health Sciences Security.............................310.267.7100
Health System Environmental Health & Safety.....310.267.9888
Campus Environmental Health & Safety..............310.825.9797
Campus Facilities Management (Trouble Call)......310.825.9236

HEALTH SCIENCES
WARDEN

EMERGENCY INFORMATION
BUILDING NAME/ASSEMBLY AREA

FACILITY WARDEN
Name
Phone

DEPARTMENT EMERGENCY COORDINATOR
Name
Phone

EMERGENCY RESOURCES
DGSOM - www.disaster.dgsom.ucla.edu
Campus - www.emergency.ucla.edu
Health System - www.uclahealth.org/emergency
UCLA Emergency Radio - AM 1630 on or near campus
DGSOM Disaster Hotline - 310.825,9292
Campus Disaster Hotline - 1.800.900.UCLA (8252)