



**UCLA**

**CAMPUS DEPARTMENTAL  
EMERGENCY RESPONSE PLAN  
TEMPLATE**

Revised: December 2009  
Developed by the General Services Department  
Emergency Management Office

# Table of Contents

**About This Manual ..... 3**

**Overview of UCLA Emergency Response Plan ..... 3**

**I. Introduction ..... 6**

**II. Purpose, Scope and Assumptions..... 6**

**III. Roles, Responsibilities and Accountability..... 8**  
    Roles of Department Chairs, Deans, and Directors ..... 8  
    Accountability ..... 9  
    Public Employee Disaster Service Worker (DSW) Designation ..... 10

**IV. Emergency Dept Contacts ..... 11**

**V. University Contact Information ..... 14**

**VI. BruinAlert™ – Campus Mass Notification System..... 16**

**VII. Department Emergency Procedures..... 17**  
    Departmental Telephone Tree..... 18  
    Department Emergency Phone Service ..... 19  
    Departmental Emergency Voice Net ..... 20

**VIII. Recommended Supplies ..... 21**

**IX. Instructions in Emergency..... 23**  
    Power Outage or Failure ..... 24  
    Fire ..... 25  
    High Rise Fire Alarm System..... 26  
    Hazardous Materials..... 27  
    Earthquake ..... 28  
    Flooding & Spills ..... 30  
    Chemical Spills ..... 31  
    Bomb Threats, Suspicious Devices & Explosions ..... 32  
    Civil Disorder..... 33

**X. Evacuation..... 34**  
    Assisting People with Disabilities ..... 35  
    Emergency Response (Campuswide)..... 37  
    Campus Evacuation Areas ..... 38  
    Department-Specific Evacuation Plan..... 39  
    UCLA Campus Evacuation Route (Traffic) Locations..... 40

**XI. Recovery after Disaster ..... 41**

**DEPARTMENT NAME**

**XII. APPENDIX**

**a. Operational Department Status Report/Detail.....42**

**b. Loss Report/Personnel .....43**

**c. Loss Report/Facilities.....44**

**d. Loss Report/Equipment.....45**

**e. List of Department-specific Hazardous Materials .....46**

**f. Shelter In Place Room Assignments .....47**

**g. Department-specific Needs List .....48**

**h. Department-specific Critical Equipment .....49**

**i. Department-specific Response Plans .....50**

## **About This Manual**

This manual is part of the overall UCLA emergency preparedness effort. It is a complement to the campus Emergency Operations Plan (EOP), and it is intended to be used in implementing the procedures outlined in that plan.

There are five additional sections in this manual. They are:

- Preparation
- Response
- Resources
- Recovery
- Master Pages for Duplication

Various sections contain one or more pages that require specific information your department must provide. This manual is not complete, and your emergency plan is not secure, until all these materials have been completed. You will also receive from your Dean's office additional forms which must be completed and returned to that office.

You may delete sections that may not pertain to your department. This document was designed to be flexible and adaptable to your needs. The template is guide, designed to provide you with information and standards that are mandated by state law or has been adopted as a best practice.

Each page requiring departmental information and updates is designated an emergency response (ER) form. These forms, if applicable to your area, should be completed immediately and filed in the appropriate section of this binder.

## **Overview of the UCLA Emergency Response Plan**

All UCLA academic and administrative departments share the responsibility for preparing for emergencies and disasters.

The purpose of a Departmental Emergency Plan is to:

- Protect the safety of students, faculty and staff.
- Safeguard resources related to the Department's mission.
- Coordinate the unit-level emergency response with campus-wide procedures.
- Implement specific Emergency Management Team directives.

### **All Department Emergency Plans should include:**

- Work rules and policies that mitigate potential hazards and protect equipment.
- Inventory and storage of hazardous waste.

UCLA DEPARTMENTAL EMERGENCY RESPONSE PLAN TEMPLATE  
**DEPARTMENT NAME**

- Appropriate emergency information and training for department personnel.
- Secure storage locations for department first aid and emergency supplies.
- Effective emergency reporting and notification protocols for offices, laboratories and classrooms.
- Evacuation routes to building assembly areas.
- Pre-defined recall procedures for essential personnel.
- A departmental emergency information hotline.
- Strategies for resuming normal operations.
- Advance planning for documenting an emergency's impact and cost.
- Access for emergency personnel to all departmental areas.

Deans, Directors, Department Chairs and Administrative Officers should appoint a Departmental Emergency Coordinator to assist in developing and administering the Departmental Emergency Plan. The department head must delegate to the Departmental Emergency Coordinator the necessary responsibility to:

- Develop the Departmental Response Plan.
- Coordinate the departmental plan with the overall UCLA Emergency Response Plan.
- Obtain suitable emergency supplies and equipment to support the plan.
- Appoint suitable floor monitors to assist emergency evacuations.
- Arrange appropriate safety training and information programs for staff and faculty.
- Assist the department manager during an emergency.
- Activate the department hotline.

The General Services, Office of Emergency Management can assist the Departmental Emergency Coordinators in preparing their Departmental Emergency Plan. Please call (310) 825-6800 for further information.

## **I. Introduction**

Preparation is the cornerstone of the UCLA's planning for emergencies. The materials provided in this manual are essential tools. Their proper use and implementation are crucial in achieving the university's goals of protecting students and staff, minimizing losses and restoring operational status promptly when an emergency occurs.

Proper preparation requires the effort, input and cooperation of many people. Your success in securing commitment to and participation in emergency planning will help determine how prepared the people you supervise are when the next emergency occurs.

The **DEPARTMENT NAME** Emergency Response Plan has been developed by the Office of the Dean and is meant to compliment:

- The UCLA Emergency Response Plan developed by the General Services Department, Emergency Management Office, in coordination with the Emergency Management Policy Group: EMPG (Chancellor and campus senior management);
- The UCLA Medical Center/NPH Environment of Care Program and Manual and Emergency Management Plan; and
- The Academic Departments Emergency Response Plan.

This emergency response plan is meant to:

- Protect the lives of students, faculty and staff;
- Protect University property;
- Protect the environment, health, and safety of students, faculty, and staff;
- Safeguard resources related to the Dean's mission;
- Coordinate the unit-level emergency response with campus-wide procedures;
- Implement specific Emergency Management Team directives.

## **II. Purpose, Scope & Assumptions**

### **Purpose**

Departmental Emergency Plans are to be framed around statutory compliance with the California Emergency Services Act, the Standardized Emergency Management (SEMS), National Response Framework (NRF), National Incident Management System (NIMS) guidelines, and Higher Education Opportunity Act of 2008 (**PUBLIC LAW 110-315**). In addition, UCLA medical programs must comply with the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) requirements. The campus Emergency Operations Plan (EOP) outlines campuswide emergency planning and coordination.

The Emergency Operations Plan (EOP) for UCLA is established in accordance with the California Constitution, State law (Emergency Services Act), and University of California Policy and Procedures. The EOP is consistent and compatible with the State of California Emergency Plan and Local Emergency Planning Guidance (LEPG), Standardized Emergency Management System (SEMS), the standards and guidelines defined under the National Incident Management System (issued March 1, 2004), and the NFPA-1600 Standard for Disaster/Emergency Management and Business Continuity.

# UCLA DEPARTMENTAL EMERGENCY RESPONSE PLAN TEMPLATE

## DEPARTMENT NAME

### Assumptions & Scope

UCLA and the University of California will engage in emergency response operations and will commit resources to save lives, minimize injury to persons, minimize damage to university property, and protect the environment.

UCLA and the University of California will utilize the principals of the Standardized Emergency Management System (SEMS), which includes the Incident Command System (ICS), and the National Incident Management System (NIMS) in emergency response operations wherever applicable using the following components:

1. **The Incident Command System (ICS);**
  2. **Unified Command System** – utilized whenever two or more jurisdictional authorities arrive at the scene;
  3. **National Initiatives** – comprised of the National Incident Management System (NIMS), National Response Plan (NRP), and National Response Framework (NRF) under the Homeland Security Act (HSA) of 2002, Pub. L. No. 107-296, 116 Stat. 2135 (Nov. 25, 2002);
  4. **Higher Education Opportunity Act of 2008 (HEOA) Pub. L. No. 110-305** – §Section 485 (i), regulatory sites 668.41, 668.46, and 668.49; §Section 485(j) – regulatory sites 668.41, 668.46(b) (14), and 668.46(h); §Section 485(f) – regulatory sites 668.46(a), 668.46 (b) (13), 668.46(e), and 668.46 (g).
  5. **Multi-Agency Coordination System (MACS);** and
  6. **Public Information Systems (PIO)** – including the federal Joint Information Center (JIC) and Joint Information System (JIS) process as defined under NIMS.
- The UCLA Chancellor will coordinate the UCLA campus disaster response in accord with its Emergency Services (Disaster) Policies and Procedures and the EOP.
  - UCLA will participate in the Los Angeles County Operational Area concept as defined under SEMS.
  - The resources of UCLA may be made available to local agencies and citizens to cope with disasters affecting this area, only if they are not needed to serve the primary emergency response interests of the university.
  - Mutual aid assistance will be requested when disaster relief requirements exceed UCLA's ability to meet them.

Departmental Emergency Plans guide the response of appropriate UCLA personnel and resources within departments during a major emergency. This template standardizes common planning elements that are now required for departmental emergency planning.

The primary audience is intended to be Deans, Directors, Department Chairs and Administrative Officers, campus emergency building coordinators, supervisors, faculty, and personnel. This plan is also a reference for managers from other jurisdictions, operational area, state and federal government, along with volunteer agencies and other interested members of the public. This plan is an extension of the campus Emergency Operations Plan.

**DEPARTMENT NAME**

Off campus centers are responsible for ensuring their preparedness in coordination with this Plan. Satellite facilities operating as tenants are responsible for coordinating with the property management organization at their respective locations.

### **III. Roles, Responsibilities and Accountability**

All campus departments share the responsibility for preparing for emergencies and disasters by creating and maintaining their own department emergency plan.

#### **Maintenance**

This manual, and thus your emergency management plan, is only as good as it is current. The creation and regular review of all Emergency Roster forms is extremely important to the health and safety of those for whom you are responsible. It is each department's responsibility to regularly review and verify Emergency Roster forms and plan documentation. Reviews should be conducted semi-annually.

Each Emergency Roster form carries at the bottom a control block for the responsible person to complete each time information is verified. The block should be dated and initialed.

Implementation of this plan includes:

- Work rules and policies that mitigate potential hazards and protect equipment.
- Appropriate emergency information and training for personnel.
- Creation of clear communication protocols.
- Effective emergency reporting and notification protocols for offices and laboratories.
- Evacuation routes to building assembly areas.
- Pre-defined recall procedures for essential personnel.
- A department emergency information hotline.
- A telephone tree.
- Secure storage locations for department first aid and emergency supplies.
- Access for emergency personnel to all department areas.
- Strategies for resuming normal operations immediately following a disaster
- Business continuity and advance planning for documenting an emergency's impact and cost.
- Orientation of new employees to emergency planning procedures.
- Annual evaluation of employee awareness in the areas of emergency plans, evacuation procedures, etc.
- Ensuring accuracy of phone numbers, rosters, and other information.

#### **Roles of Department Chairs, Deans, and Directors**

Department chairs must appoint a departmental emergency coordinator to assist in developing and administering the department emergency plan. The department emergency coordinator must have appropriate authority and responsibility to:

- Develop the department response plan
- Coordinate the department plan with the UCLA Emergency Response Plan.
- Identify and obtain emergency supplies and equipment to support the plan.



## UCLA DEPARTMENTAL EMERGENCY RESPONSE PLAN TEMPLATE

### DEPARTMENT NAME

- Appoint building and floor monitors to assist emergency evacuations.
- Arrange appropriate safety training and ongoing information programs for staff and faculty.
- Assist the department manager during an emergency.

The DEPARTMENT NAME directors and the Emergency Coordinator play a vital role in both the preparation and the execution of the DEPARTMENT NAME Emergency Response Plan as well as the UCLA Emergency Response Plan.

Deans play a vital role in both pre-emergency preparation and in the execution of the UCLA Emergency Response Plan. Your leadership will provide the organizational foundation on which others can build during a crisis. It will also determine, to a large degree, the quantity and quality of emergency preparation done by those under your supervision.

Prior to an emergency, the STAFF TITLE and the Emergency Coordinator are responsible for seeing that all Emergency Roster forms are properly completed, filed in this manual, and reviewed annually (at a minimum). The priority you give this task will be the priority others give it. Please help us convey to everyone involved that just a few moments of attention now will greatly enhance everybody's safety during an emergency.

### Accountability

The TITLE of the DEPARTMENT NAME has the ultimate responsibility for ensuring compliance with this plan, under the various DEPARTMENT NAME policies related to emergencies. The executive leadership has delegated implementation of this responsibility to the Associate Directors/Directors/Managers of the department. In DEPARTMENT NAME, the TITLE, STAFF MEMBER NAME, has been given this role.

**Training Policy:** All department personnel should be educated on the usage of the Department-specific and Campus Emergency Plans. Deans, Directors, Department Chairs and Administrative Officers are responsible to ensure that all personnel, including faculty, staff, students, volunteers and visitors are trained on this and other relevant plans.

All new hires should be presented with an appropriate orientation on the Departmental Emergency Plan, evacuation procedures, fire drills and other information related to the possible hazards that may exist in the workplace. The orientation should also cover elements that convey the individual role and responsibilities an employee has in support of the department's emergency planning and response procedures.

All employees should maintain a base awareness of emergency response planning and procedures. Employees should be asked to acknowledge their understanding and awareness of these plans and procedures during their annual evaluation and review process, and managers and supervisors should ensure employees under their direction understand what to do in a crisis.

The Deans, Directors, Department Chairs and Administrative Officers and others with supervisory responsibilities under this and other emergency plans should be knowledgeable of the Incident Command System (ICS) and should be trained to a minimum of ICS I-100, ICS 200, NIMS IS-700 (although higher levels of training are encouraged). Training on these subjects can be arranged through the UCLA Office of Emergency Management. (5-6800).

UCLA DEPARTMENTAL EMERGENCY RESPONSE PLAN TEMPLATE

**DEPARTMENT NAME**

**Public Employee Disaster Service Worker (DSW) Designation**

(California Government Code Sections 3100-3109)

*It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers... All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation...*

**Who is considered a Disaster Service Worker?** All public employees are included in the disaster service worker status which are all persons employed by any county, city, state agency or public district. Public employees are assigned disaster service activities by their superiors or by law to assist the agency in carrying out its responsibilities during times of disaster.

Any public employees performing duties as a disaster service worker shall be considered to be acting within the scope of disaster service duties while assisting any unit of the organization or performing any act contributing to the protection of life or property or mitigating the affects of an emergency. Claims sustained by public employees while performing disaster services shall be filed as worker compensation claims under the same authorities and guidelines as with all employees within their agency.

**3100.** It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

**3101.** For the purpose of this chapter the term "disaster service worker" includes all public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

**DEPARTMENT NAME**

**IV. Emergency Departmental Contacts\***

<b>Office</b>	<b>Phone</b>
Academic Affairs/Grad Div	54383
Academic Technology Services	63875
Administrative Vice Chancellor	46000
Human Resources	40810
Comm. Technology Services	55125
Corporate Financial Services	48686
Cultural and Recreation Affairs	53701
Emergency Management Office	56800
Associate Vice Chancellor - General Services	57286
Housing and Hospitality Services	54941
Legal Affairs	61355
Library Administration	51201
Office of Residential Life	53401
Seeds University Elementary	51557
Student Affairs – Adm. Services	51404
Student Psychological Services	50768
Transportation Services	66317
University Extension (UNEX)	55551

**Medical Center Emergency Numbers**

Paging	X56301
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**Other Emergency Numbers**

ASUCLA	X50611
Campus Emergency Information	1-800-900-UCLA
Chancellor’s Office	X52121
Community Relations	X68147
Dean of Students Hotline	X53871
Environment, Health and Safety Hotline	X59797
Emergency Radio	AM 1630

(UCLA Emergency & Traffic Information

Facilities – Trouble Call Desk	X59236
Housing Information	X54271
UCPD Dispatch	X5149
UCPD Information (recorded)	X53212

***\*confirm each phone number for accuracy before posting***

DEPARTMENT NAME

## Department Emergency Information

Department: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Building: \_\_\_\_\_ Mail Code: \_\_\_\_\_

Department Emergency Headquarters:

Building: \_\_\_\_\_ Room: \_\_\_\_\_

Chair: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Department Administrator: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Response Coordinator: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Safety Officer: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**THIS FORM SHOULD BE UPDATED ANNUALLY AND SUBMITTED TO THE  
EMERGENCY MANAGEMENT OFFICE IN GENERAL SERVICES.**

UCLA DEPARTMENTAL EMERGENCY RESPONSE PLAN TEMPLATE

**DEPARTMENT NAME**

**DEPARTMENT NAME EMERGENCY ROSTER**

This roster should include the names and numbers of people to be notified or recalled during emergencies. Emergency response training for response and recovery teams is provided by the Office of Emergency Management.

<b>Response Team</b>			
<b>Name</b>	<b>Building/Room</b>	<b>Campus Phone</b>	<b>Cell or Pager</b>
<b>Director</b>			
<b>Building Coordinator</b>			
<b>Emergency Coordinators</b>			
<b>Floor Wardens</b>			
<b>Recovery Team</b> Recovery Team Members help resume administrative and academic program functions and assist in incident documentation efforts			
<b>Health-Related Specialty</b>	<b>Type and Level</b>		
<b>Communications Specialty</b>	<b>Language and Level</b>		

**DEPARTMENT NAME**

## V. University Contact Information

**DEPARTMENT HEADQUARTERS:**

**DEPARTMENT COORDINATION (ELS) SERVICE:**

**DEPARTMENT EMERGENCY ANNOUNCEMENT:**

UCLA SAFETY INFORMATION HOTLINE:.....(310) 825-9797 (x5-9797)  
 UCLA EMERGENCY HOTLINE:..... 1-(800) 900-UCLA (8252)  
 UCLA POLICE..... (310) 825-1491 (x51491)  
 UCOP EMERGENCY INFO LINE: .....(866) 272-9009

**TO REPORT AN EMERGENCY:**

UCPD Switchboard:..... (310) 825-1491 (x51491)  
 Police, Fire, Ambulance: .....911  
 LA FIRE DEPARTMENT:.....(800) 688-8000  
 City of Los Angeles – Police, Fire or Medical Emg: .....(213) 928-8206/8208  
 Hazardous Materials Spills:..... **911; (310) 825-9236**  
 UCLA Utilities and Buildings Damage:..... campus: (310) 825-9236 (x59236)  
 ..... campus: (310) 825-8406 (x58406)  
 ..... hospital: (310) 825-1423 (x51423)

**STATUS REPORTS FROM EMERGENCY RESPONDERS**

**Minor Incidents: Contact responding department**

UCPD Switchboard..... (310) 825-1491 (x51491)  
 UCLA Facilities ..... (310) 825-9236 (x59236)  
 UCLA Environment, Health and Safety..... (310) 825-5689 (x55689)

**Major Incident or disaster: Communicate with the Emergency Operations Center (EOC) at the Facilities Management Building**

UCLA EOC Number..... (310) 206-9353 (x59353)  
 UCLA EOC Fax ..... (310) 206-5444 (x55444)  
 UCLA EOC Email..... [eoc@admin.ucla.edu](mailto:eoc@admin.ucla.edu)

**General Information and Bulletins**

UCLA Emergency Information..... (800) 900-UCLA (8252)  
 UCLA Traffic Information.....(310) 794-RIDE (x47433)  
 UCLA Facilities ..... (310) 825-9236 (x59236)  
 ..... [www.outages.admin.ucla.edu](http://www.outages.admin.ucla.edu)  
 ..... [www.ucla.edu](http://www.ucla.edu)

UCLA AM1630 .....AM radio (2 mile radius from campus)

UCLA DEPARTMENTAL EMERGENCY RESPONSE PLAN TEMPLATE

**DEPARTMENT NAME**

**UCLA RESOURCES**

**Counseling**

- Student/Faculty Counseling Center ..... (310) 794-0254 (x40254)
- Student Psychological Services ..... (310) 825-0768 (x50768)
- UCLA Psychology Clinic..... (310) 825-2305 (x52305)

**Transportation**

- Information, Commuter Assistance.....(310) 794-RIDE (47433)

**Housing Assistance**

- Community Housing Office ..... (310) 825-4491 (x54491)
- Business and Finance Housing Office..... (310) 825-4941 (x54941)

**Loans**

- University Credit Union (members) ..... (310) 825-8223 (x58223)
- Westwood Student Credit Union (members) ..... (310) 825-1211 (x51211)

**COMMUNITY RESOURCES**

**Counseling Referrals**

- LA County .....(800) 854-7771
- Orange County .....(714) 376-9288
- Ventura County .....(805) 652-6727

**Highway Bulletins.....(800) 427-7623**

## VI. BruinAlert™ – Campus Mass Notification System

BruinAlert™ was established in November 2007. BruinAlert™ is the official emergency warning system for the UCLA campus and is comprised of many independent systems that can alert the UCLA campus community using audible, visual, and electronic technologies (e-technologies). All campus students, faculty, and staff should be aware of the BruinAlert™ system, alerting components, and how alerts are issued in the workplace. System awareness is a critical element for ensuring appropriate response when an alert is issued.

BruinAlert™ is administered through the UCLA Emergency Management Office with oversight from the Associate Vice Chancellor—General Services. The Campus Emergency Manager is responsible for the implementation of programs that address preparedness, response, training, and recovery for the UCLA community.

BruinAlert™ is the official means by which the UCLA campus community will be alerted in a major or catastrophic emergency.

UCLA has developed BruinAlert™ to communicate official, authenticated information during an emergency or crisis situation that disrupts normal operation of the UCLA campus or threatens the health or safety of members of the campus community.

**BruinAlert™ will never be used for non-emergency notifications. The system is tested quarterly.**

In an emergency, authorized public safety staff may activate one or more elements of the campus mass notification system (MNS) depending on the nature of the emergency.

BruinAlert™ is comprised of many individual components. Each component is unique and is designed to reach a certain segment of the UCLA community. UCLA has adopted best practices, which call for using multiple modes of delivery comprised of audible, visual, and e-technology components:

- ◆ SMS/Text Messaging System
- ◆ Mass E-mail alerts
- ◆ Desktop (Network) “Pop-Up” Warning Banners
- ◆ Outdoor (Audible) Warning Sirens
- ◆ Indoor (Audible & Visual) Warning Systems
- ◆ Cable Television EAS Scrolling Banner
- ◆ AM 1630 Radio Station
- ◆ [www.ucla.edu](http://www.ucla.edu)
- ◆ 1-800-900-UCLA (8252)

In addition, warnings are posted to the State of California’s Emergency Digital Information System (EDIS)—managed through Governor’s Office of Emergency Services (OES) State Warning Center and City/County of Los Angeles as an advisory to the adjacent communities.

If a BruinAlert™ is issued, surrounding jurisdictions and response agencies will be alerted simultaneously through EDIS ([www.edis.ca.gov](http://www.edis.ca.gov)), including a countywide media advisory.



## VII. Department Emergency Procedures

In the event of a disaster, the Chancellor may declare a campuswide emergency. The Vice Chancellor for the DEPARTMENT NAME may declare a department-specific emergency event.

### DEPARTMENTAL OPERATIONS CENTER (DOC)

The DEPARTMENT NAME Command Center (DOC) will be located at \_\_\_\_\_.

The Center's numbers are:

Emergency Phone Number: \_\_\_\_\_

Emergency Fax Number: \_\_\_\_\_

Voice Message Hotline: \_\_\_\_\_

Email: \_\_\_\_\_

If the DEPARTMENT NAME Command Center or Departmental Operations Center is or becomes inaccessible, the Vice Chancellor/Dean, Associate Vice Chancellor/Executive Associate Dean, and the Assistant Dean/Emergency Coordinator will contact the UCLA Emergency Operations Center (EOC) (if activated). The Campus EOC is located in room 2102B of the Facilities Management Building (See Appendix for further details.) If that building is inaccessible, the Executive Policy Group (EMPG) may convene in 2121 Murphy Hall.

### INITIATING A TELEPHONE TREE

When an emergency occurs, a flow of information needs to be established and maintained between the Dean's Office and the departments, and between the departments and the people for whom these units are responsible (students, faculty and staff).

The following information must be communicated through the telephone tree as promptly as possible.

- What is the emergency, including level
- What is the assessment of risk
- When and where the emergency occurred
- Areas affected and closed facilities
- University actions and instructions
- Updates as conditions change

UCLA DEPARTMENTAL EMERGENCY RESPONSE PLAN TEMPLATE

**DEPARTMENT NAME**

**DEPARTMENTAL TELEPHONE TREE**

UCLA DEPARTMENTAL EMERGENCY RESPONSE PLAN TEMPLATE

**DEPARTMENT NAME**

**DEPARTMENT EMERGENCY PHONE SERVICE**

**Call CTS to arrange for a consultation on the supplemental phone services and other options that may be available to support your department's emergency response.**

**(This section was amended in December 2009)**

## UCLA DEPARTMENTAL EMERGENCY RESPONSE PLAN TEMPLATE

### **DEPARTMENT NAME**

#### **DEPARTMENTAL EMERGENCY VOICENET**

Department Emergency VoiceNet is provided on campus as VoiceNet mailbox service. These announcement services provide timely and accurate information to students, faculty and staff that are critical during an emergency. Departments that have established emergency hotlines can easily update the information by changing the outgoing message. UCLA Communications Technology Services (CTS) recommends emergency Voicemail mailbox numbers be published, and the information regarding the service should be distributed to staff, faculty and students using that service.

Emergency mailboxes can be used as:

- Announcement Only Service
- Announcement/Message Mailboxes

UCLA Communication Technology Services (CTS) will support all Departmental Emergency Voice Net training.

#### **Who to contact regarding Departmental Emergency VoiceNet:**

- To verify existing VoiceNet message or announcement service, call CTS Express Service at (310) 206-7337.
- To establish or change an emergency VoiceNet service on a telephone line, submit a telephone service request (TSR) to CTS. Indicate which service you are requesting – announcement only or announcement/message service.
- To report any problems with your emergency VoiceNet service, call CTS Repair Service, 114 on campus, (310-206-0008) off campus.

## **VIII. Recommended Supplies**

It is recommended that each department store emergency supplies in a secure location. These supplies should be checked regularly and perishable items should be replaced as necessary.

Storage and the appropriate use of supplies should be planned for the desired mission of supplies. Consider these issues when creating a supply resource or cache: What is the mission of the supplies? Do the supplies support the desired mission?

Ensure staff is properly trained and oriented to the supplies.

Supplies should include:

- First Aid Kit (including gloves and splints)
- Laboratory Kits
- Tools (especially a crowbar)
- Communications equipment (including portable radios and extra batteries)
- Employee Roster
- Emergency Response Plan (this manual)
- Phone Directory
- Pager Directory
- Leather gloves
- Off-master keys
- Sign-making supplies (including markers, thumb tacks, tape, paper, post-its)
- Flashlights and batteries
- Light sticks
- Food
- Water
- Quarters and dimes for public phones
- Change of clothes for those involved in emergency coordination.

### **PERSONAL EMERGENCY KITS**

Employees should be encouraged to assemble personal emergency kits and have them accessible at all times. Suggested items include:

- Flashlights and batteries
- Battery-operated radio
- Sturdy, closed toe shoes
- Backup eyeglasses and prescription medications
- Wrapped snack
- Water packet
- Emergency telephone numbers
- Out-of-area emergency contact numbers

The Dean's Office may have a list of vendors who provide complete personal emergency kits.

UCLA DEPARTMENTAL EMERGENCY RESPONSE PLAN TEMPLATE

**DEPARTMENT NAME**

**SUPPLIES AND EQUIPMENT LOCATIONS**

Each department should complete the following form, update it regularly, and keep it with the department copy of the emergency response plan.

First Aid Kit: \_\_\_\_\_

Lab Kits: \_\_\_\_\_

Tools: \_\_\_\_\_

Employee Roster: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

## **IX. Instructions in an Emergency**

In accordance with Title 19 of the California State Fire Marshall's Office, in the event of an emergency, or upon notification of fire, fire alarm or upon orders of an authority having jurisdiction, buildings or structures within the scope of the regulations of the California State Fire Marshall shall be immediately evacuated or occupants shall be relocated in accordance with established plans.

Should an emergency occur and there is no notification, either by alarm or by someone in authority, an individual who feels the need to evacuate should relocate themselves in accordance with procedures contained in the emergency plan for the building or structure in which they inhabit. This does not mean that individuals should go home. They should assemble in the designated emergency area and wait for further instruction from designated emergency personnel.

Each employee has a responsibility when an emergency occurs to evaluate, notify and implement the emergency response plan. Evaluation involves an immediate assessment of the circumstances to determine the nature of the emergency. Immediately notify appropriate emergency and university personnel, including the Floor Warden(s) or Department Emergency Coordinator. Then prepare to implement the department emergency plan, as well as follow all instructions of police, fire, medical, EH&S, or other authorized university personnel.

The means of carrying out the responsibility to evaluate, notify and implement the emergency response plan will vary with the type and significance of the emergency. The following serves as a guideline for required actions.

(Please call the Emergency Management Office at 5-9200 to arrange a consultation with the Campus Emergency Manager and Fire Marshal's Office to develop evacuation, fire exit, and post-earthquake exit or staging plans if they do not currently exist or need to be revised. These plans should be developed in conjunction with other building plans in your area.)

*(Departments should revise or edit the hazard information(below) based on existing policies, procedures, standards, or applicable statutes as appropriate (i.e. Workplace safety reporting or Occupational Safety and Hazard Administration (OSHA) standards)*

### **ACCIDENT:**

- Call 911 for assistance
- Notify the Floor Warden(s), Emergency Coordinator and other key personnel
- Administer first aid ONLY if trained to do so
- Do not attempt to move a seriously injured person

## **POWER OUTAGE OR FAILURE**

*NOTE: Some rooms are equipped with red light switches. These are emergency lights that will not go off in the event of a power outage. Always keep the red switches in the on position.*

### **IF A POWER FAILURE OCCURS:**

- Remain calm.
- Keep a flashlight in your desk.
- Provide assistance to visitors and other staff members in your area.
- If you are in an area with no lights, proceed cautiously to an area that has emergency lights.
  
- Use flashlights to search for guests or staff members caught in unlit areas.
- In public areas, assist guests and escort them to the exits.
- If you are in an elevator, remain calm and press the button with the phone receiver icon at the bottom of the elevator panel.
  
- Stand-by for instructions from emergency personnel to evacuate the building in the event that the power cannot be restored in a timely manner.
- Using a department ELS phone, call the campus hotline, **310.825-9797 (x5-9797)**, UCLA's 24 hour safety hotline
- Wait for instructions, be patient
- Do not plug additional equipment into the red outlets – they have been designated for the existing loads. Additional loads may cause further problems
- Do not open the doors of refrigerators and freezers unless absolutely necessary so that they will maintain their temperature for longer periods
- Most power outages are resolved quickly
- Evacuation is unlikely



**FIRE**

*Whenever a fire alarm is activated on your floor, immediately evacuate the building by the nearest emergency exit.*

- Remain calm and activate a fire alarm
- Call 911
- If the fire is small, attempt to put it out with a fire extinguisher if you can do so safely.
- Never allow the fire to come between you and an exit path
- If the fire involves electrical equipment that is active, attempt to unplug the device.
- If you are unable to put the fire out, evacuate by the nearest emergency exit.
- Notify the Floor Warden(s) and Emergency Coordinator
- Support the safety team’s instructions
- Touch closed doors with the back of your hand prior to opening them. If it is hot or if smoke is visible, do not open that door. Seek another exit path.
- If cool, exit carefully
- If there is smoke, crouch near the floor upon exit
- If there is fire, confine it as much as possible by closing doors and windows (do not lock the doors).
- Never use an elevator during a fire evacuation
- Evacuate down stairs, or as a last resort, to the roof
- Do not wear high heel shoes or carry liquids, beverages, or water bottles into the stairwell (fall and slip hazards)
- Do not re-enter building until authorized by emergency personnel
- Wait for the Fire Department to declare the building safe to re-entry.
  
- Use extinguishers on small fires ONLY if safe to do so – use the **P-A-S-S** method
  - Pull the pin in the handle
  - Aim at the **BASE** of the fire
  - Squeeze the nozzle, while employing a
  - Sweeping motion

**P.A.S.S = PULL – AIM – SQUEEZE - SWEEP.**



## HIGH RISE FIRE ALARM SYSTEM

High-rise buildings, buildings greater than 75 feet, are not intended to have a total evacuation of building occupants upon alarm. A complete evacuation is available, but the operating procedure for this is triggered later in the emergency evacuation plan. The buildings are designed with fire protection engineering features to enable us to have a defend in place protocol. Some of these features are:

- ◆ Stairs enclosed in a two-hour assembly.
- ◆ Floor assemblies are all two-hour assemblies.
- ◆ Fire sprinklers.
- ◆ Fire standpipes / fire pump. This is the system that extends a water main through the building to the roof that the fire department can connect their hose lines to.
- ◆ A voice fire alarm system that provides the fire department the means to direct building occupants during a fire emergency should a total evacuation of the building become necessary.

The high-rise provision for annunciating the fire alarm on the floor of the alarm as well as the floor above and below is permitted by the fire alarm code as well as the fire code. This is a standard utilized world wide.

## HAZARDOUS MATERIALS

### HAZMAT (including Biohazard) SPILLS

#### Minor spills in the labs:

- Follow lab procedures for eyewash, rinse or shower
- Vacate persons in the immediate area if necessary
- Clean the spill **ONLY** by those with suitable training and equipment (MSDS sheets and spill kits are available in each lab, use these sheets for information and correct procedure)
- Wear protective equipment (goggles, gloves, shoe covers)
- Use the appropriate kit to neutralize and absorb
- Collect waste – seal in proper container and label it clearly
- Call EH&S at **310.825.9797 (X5-9797)** for waste pickup

#### Major spills in the labs:

- Call 911 or EHS&S at **310.825.9236 (X59236)**
- Identify yourself, the location/phone, material spilled and possible injuries
- Assist injured persons. Isolate contaminated persons
- Avoid contamination or chemical exposure of yourself and others
- Close doors or control access to spill site
- Communicate critical spill information to first responders
- Follow evacuation instructions

#### Area-wide HAZMAT Incident (campus or community):

- Follow instructions precisely; an indoor or alternate outdoor evacuation site may be necessary.

#### External Hazardous Material Release (Toxic Cloud):

- Listen for details on the public address system
- Ensure windows and doors remain closed
- Inform occupants to stay indoors until hazard is declared over
- Ensure maintenance of the safety and comfort of occupants

**EARTHQUAKE**

***WHEN AN EARTHQUAKE OCCURS:***

- Take cover under a table or desk to avoid falling objects.
- Do not attempt to evacuate from the building until it is safe to do so.
- Stay away from windows or tall cabinets that could fall.
- When walking through the building, move cautiously to avoid damaged stairways, doors or exposed electrical lines.
- If you are outside, move away from buildings, trees or power lines.

***FOLLOWING AN EARTHQUAKE:***

- Remain calm and be prepared for aftershocks.
- When evacuating open doors carefully, watch for falling objects or exposed electrical lines, and be prepared for damaged stairways.
- Do not use the elevators.
- Do not use matches or lighters until outside.
- When safe, security officers should conduct a search of the building for anyone who might be trapped or afraid to leave.
- Do not attempt to move injured persons unless there is a danger of further injury from collapsing structure, fire, etc.
- Report to the Assembly Area until the building is declared safe.
- Take cover immediately, direct others around you to go:
  - Under a desk, table or chair
  - Against a corridor wall (cover head and neck)
  - Outdoors – in open area, away from buildings
  - When shaking stops, assess impact and monitor news reports

**Minor Quake (brief rolling motion):**

- Restore calm
- Report hazmat spills to 911, EH&S (310) 825-9797 (x59797) and supervisor
- Report any damage to your supervisor/Emergency Coordinator
- Be alert for aftershocks, avoid potential falling hazards
- Review safety procedures and kit
- Await instructions, evacuation is unlikely

UCLA DEPARTMENTAL EMERGENCY RESPONSE PLAN TEMPLATE  
**DEPARTMENT NAME**

**Major Quake (violent shaking):**

- Restore calm
- Report injuries to 911 and supervisor
- Report damage to your supervisor or Emergency Coordinator
- Evacuate carefully, be alert for aftershocks
- Take emergency supplies
- Be alert for damage and hazards
- Assist others
- Do not use elevators
- Meet at designated assembly area; account for personnel
- Move to designated campus evacuation area for instructions
- Region 5 occupants, go to high ground
- Do not enter buildings until they are examined
- Report status to Emergency Operations Center
- Await instructions, be patient, help others

## **FLOODING & SPILLS**

*Serious water damage can occur from a number of sources including burst pipes, clogged drains, broken windows or fire sprinkler systems*

### ***IF A WATER LEAK OCCURS:***

- Notify Facilities Trouble Call Center at 310.825.9236 or building personnel to report the exact location of the leak and if any objects are in imminent danger.
- If there are submerged electrical appliances or outlets in the vicinity of the water, evacuate students, staff and guests.
- If you can safely stop the source of the flooding, do so cautiously.
- Alert occupants on floors beneath the water leak of the potential flooding of their areas.

Notify the administrator for your department and/or the building manager of any damage as soon as possible

### ***IF FLOODING OCCURS:***

- Dial #36 and tell the Communications operator: building name, floor, corridor, room number, area name, source (if known), nature and extent of flood (color, odor, texture).
- If safe to do so, turn off or disconnect electrical devices in the flood area to reduce risk of electrical shocks.
- Protect or remove valuable property that is susceptible to water damage.
- Close doors and seal openings to minimize the spread of water.
- Remain in a safe adjacent area to direct response personnel to the site and others away from the site.
- If liquid is contaminated, area must be secured.
- Notify the Dean's Office.

UCLA DEPARTMENTAL EMERGENCY RESPONSE PLAN TEMPLATE

**DEPARTMENT NAME**

***IF A CHEMICAL SPILL OCCURS:***

- Whenever you discover a spill of potentially toxic materials, evacuate the area including floors beneath
- Notify the lab manager, department administrator, and/or building manager and report the location of the spill and type of chemical involved.
- Consult Material Safety Data Sheets prior to attempting any containment or clean-up.
- Use protective equipment when cleaning up the spill.
- When toxic chemicals contact your skin, remove any clothing and immediately flush the affected area with clear water for fifteen minutes.
- If a chemical splashes in your eye, immediately flush it with clear water for fifteen minutes in the nearest Emergency Eyewash station location.
- **Emergency Eyewash locations:**

## BOMB THREATS, SUSPICIOUS DEVICES & EXPLOSIONS

*Explosions can occur from improvised explosive devices (IED), faulty equipment or chemical reactions, creating life threatening conditions.*

### **Bomb Threat:**

- Take all bomb threats seriously
- Report threats to UCPD at (310) 825-1491 (x51491) or 911
- Notify supervisor immediately
- Do not search for a device or touch suspicious objects
- If you receive a bomb threat call, try to note:
  - Caller's gender, age, unique speech attributes
  - Indications about where the device is, when it is set to go off, what it looks like, why it was placed
- If a threat was delivered, describe messenger or any suspicious persons in the area
- Evacuation decisions rest with UCPD or the University Administration
- Follow instructions precisely as evacuation may be to an alternate site



UCLA DEPARTMENTAL EMERGENCY RESPONSE PLAN TEMPLATE  
**DEPARTMENT NAME**

**Civil Disorder:**

- Remain calm and evaluate the severity of the situation
- Do not confuse a demonstration with civil disorder. Civil disorder involves felonious behavior (arson, burglary, assault, serious property damage)
- Follow University instructions exactly
- Help the University disseminate accurate information and instructions
- Support an authorized lockdown or evacuation order
- Do not contribute to the spread of rumors
- Obtain updates from University and Department hotlines

## **X. Evacuation**

In accordance with Title 19 of the California State Fire Marshall's Office, in the event of an emergency, or upon notification of fire, fire alarm or upon orders of an authority having jurisdiction, buildings or structures within the scope of the regulations of the California State Fire Marshall shall be immediately evacuated or occupants shall be relocated in accordance with established plans.

Should an emergency occur and there is no notification, either by alarm or by someone in authority, an individual who feels the need to evacuate should relocate themselves in accordance with procedures contained in the emergency plan for the building or structure in which they inhabit. This does not mean that individuals should go home. They should assemble in the designated evacuation assembly area and wait for further instruction from designated emergency personnel.

*All employees should know of at least two routes to exit the building in the event of an emergency evacuation.*

### ***WHEN YOU ARE ASKED TO EVACUATE THE BUILDING:***

- Remain calm. Immediately proceed to the nearest emergency exit and get out of the building.
- Be alert to broken glass, particularly in the lobbies.
- As you evacuate, check for other employees, students or visitors who may be disoriented and assist them in exiting.
- Take only your keys, purse or emergency supplies that you need. Do not attempt to take large or valuable objects that might slow your progress.
- Shut (but do not lock) doors behind you as you exit.
- Floor wardens should lock the building or monitor any open entrances if it does not jeopardize their own safety.
- Do not use elevators.
- In emergency stairwells, stay to the right side and use the handrails. Remove high-heeled shoes, if possible.
- Floor wardens for each department should ensure that all members of their department evacuate the building, and that they are accounted for at the Assembly Area.
- If it is determined that employees, students or visitors remain inside the building, this information should be conveyed to responding emergency workers. Rescue teams may be sent in only if it is deemed to be safe to proceed
- Do not re-enter the building until emergency personnel announce that it is safe.

UCLA DEPARTMENTAL EMERGENCY RESPONSE PLAN TEMPLATE  
**DEPARTMENT NAME**

The evacuation assembly area for the **DEPARTMENT NAME** is located as follows:

- **EVACUATION SITE ADDRESS**
- **EVACUATION SITE ADDRESS**
- **EVACUATION SITE ADDRESS**

**EVACUATION IMPLEMENTATION**

When emergency personnel determine that an evacuation is necessary:

- Remain Calm
- Communicate clearly and succinctly
- Give directions to the evacuation site
- Assist persons with disabilities
- Do not use elevators
- Check offices, classrooms, cold rooms and restrooms
- Turn equipment off, if possible
- Take personal items
- Take emergency supplies, rosters
- Close doors, but **DO NOT LOCK THEM**
- Keep exiting groups together
- Instructors assist students
- Gather at the evacuation assembly area
- Account for personnel
- Wait for directions
- Do not leave the evacuation site without supervisor's consent
- Emergency personnel will authorize building re-entry when conditions permit
- If a full campus evacuation is announced, follow instructions precisely to avoid gridlock.

**RECOMMENDED EVACUATION SCRIPT**

We have had a/an (type of emergency)  
Evacuate to (location)  
Follow exit signs  
Take your belongings  
Do not use elevators

**ASSISTING PEOPLE WITH DISABILITIES DURING AN EVACUATION**

**To Alert Visually Impaired Persons:**

- Announce the type of emergency
- Offer your arm for guidance to lead them. Do not push or pull them
- Tell the person where you are going. Alert them to obstacles you encounter.
- When you reach safety, ask if further help is needed.

**To Alert People with Hearing Limitations:**

- Turn lights on/off to gain person's attention or
- Indicate directions with gestures or
- Write a note with evacuation directions

UCLA DEPARTMENTAL EMERGENCY RESPONSE PLAN TEMPLATE  
**DEPARTMENT NAME**

**To Evacuate Persons Using Crutches, Canes or Walkers:**

- Evacuate these individuals as injured persons.
- Assist and accompany them to the evacuation assembly area if possible, or
- Use a sturdy chair (or one with wheels) to move the person, or
- Help carry the individual to safety.

**To Evacuate Wheelchair Users:**

- Non-ambulatory persons' needs and preferences vary.
- Individuals at ground floor locations may exit without help.
- Others have minimal ability to move. Lifting may be dangerous.
- Non-ambulatory wheelchair users may be put in stairwells. Alert emergency responders of their location. The Fire Department will evacuate them.
- Some non-ambulatory persons have respiratory complications. Remove them from smoke and vapors immediately.
- Wheelchair users with electrical respirator get priority assistance.
- Most wheelchairs are too heavy to take down stairs.
- Consult with person to determine best carry options.
- Reunite person with the chair as soon as it is safe to do so.

Pre-assign emergency help for disabled co-workers before an emergency occurs. EH&S and the Office of Students with Disabilities provide specialized evacuation training and information (call extension 51501 for more information). Be aware that people with "hidden" disabilities (arthritis, cardiac conditions, back problems, learning disabilities) may also need individual assistance.

UCLA DEPARTMENTAL EMERGENCY RESPONSE PLAN TEMPLATE

**DEPARTMENT NAME**

**EMERGENCY RESPONSE (CAMPUSWIDE)**

In a large, campuswide emergency, it may be necessary to set up field command posts to manage local operations and communicate with building evacuees from multiple locations.

Field command posts will be staffed by public safety and service departments as dictated by the specific emergency and directed by the manager from each department in conjunction with the Dean. Public safety officials acting as designated Incident Commanders are the defined legal authority for the area(s) they command. In accordance with California Government Code, Incident Commander's directions shall be followed at all times. Violations of these orders, directions, and instructions (including disobeying or interfering with an official in their official duties) may be subject to misdemeanor citation, arrest, and/or detention by law enforcement.

Emergency Response Region Coordinators will be assigned by the campus Emergency Management Team (EMT) depending on the nature, severity and location of the emergency.

In all cases, it is important that communications are maintained at all times between the **DEPARTMENT NAME** and the Emergency Operations Center (EOC).

UCLA DEPARTMENTAL EMERGENCY RESPONSE PLAN TEMPLATE

**DEPARTMENT NAME**

**UCLA CAMPUS EVACUATION AREAS FOR MAJOR EMERGENCIES MAP**

UCLA DEPARTMENTAL EMERGENCY RESPONSE PLAN TEMPLATE

**DEPARTMENT NAME**

**DEPARTMENT NAME-SPECIFIC EVACUATION PLAN:**

**Vertical Evacuation:**

**Horizontal Evacuation:**

**Complete Evacuation:**

**Primary Exit Route:**

**Secondary Exit Route:**

**Designated Meeting Place:**

**Alternate Designated Meeting Place:**

**Shelter-In-Place:**

**Life Threatening:**

**Non-Life Threatening:**

**Procedure:**

**Resuming Normal Operations:**

UCLA DEPARTMENTAL EMERGENCY RESPONSE PLAN TEMPLATE

**DEPARTMENT NAME**

**UCLA CAMPUS EVACUATION ROUTE LOCATIONS**



**DEPARTMENT NAME**

## **XI. Recovery After Disaster**

Once the immediate danger to life and property has passed, recovery efforts begin. Two major elements that must be addressed are employees' concerns and cost recovery. Employees will need prompt and accurate answers to their questions about the department's operational status, safety of the premises and access.

Your best efforts to provide that information in as many ways as possible will facilitate the recovery effort. Thorough documentation is the most important factor in assuring that the University achieves the maximum cost recovery possible from federal and state sources. It is important that information on loss and interruption of operations be gathered and passed to the Dean's Office as quickly as possible.

### **UCLA RESOURCES**

#### **Counseling**

- Student/Faculty Counseling Center ..... (310) 794-0254 (x40254)
- Student Psychological Services ..... (310) 825-0768 (x50768)
- UCLA Psychology Clinic ..... (310) 825-2305 (x52305)

#### **Transportation**

- Information, Commuter Assistance ..... (310) 794-RIDE (47433)

#### **Housing Assistance**

- Community Housing Office ..... (310) 825-4491 (x54491)
- Business and Finance Housing Office ..... (310) 825-4941 (x54941)

#### **Loans**

- University Credit Union (members) ..... (310) 825-8223 (x58223)
- Westwood Student Credit Union (members) ..... (310) 825-1211 (x51211)

### **COMMUNITY RESOURCES**

#### **Counseling Referrals**

- LA County ..... (800) 854-7771
- Orange County ..... (714) 376-9288
- Ventura County ..... (805) 652-6727

- Highway Bulletins ..... (800) 427-7623

- Shelter Information (and General Referrals) ..... Red Cross (main office) (213) 739-520
- Salvation Army (main office) ..... (213) 553-3297

#### **Disaster Cost Recovery Instructions**

- California Office of Emergency Services (OES) ..... (916) 845-8510
- FEMA Disaster Assistance ..... (800) 621-FEMA

DEPARTMENT NAME

## **APPENDIX A: OPERATIONAL DEPARTMENT STATUS REPORT/DETAIL**

This form must be filled out promptly following a disaster and faxed to the DEPARTMENT HEAD NAME and the campuswide EOC, if necessary.

**To:** \_\_\_\_\_

**From:** \_\_\_\_\_

**Re: Status of Department and Recovery Requirements**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Prepared by:** \_\_\_\_\_

**Please check one:**

- Our department is fully operational.**
- Our department is partially operational.**
- Our department is not operational.**

**Physical plant requirements to become operational:**

**Equipment requirements to become operational:**

**Personnel requirements to become operational:**

DEPARTMENT NAME

**APPENDIX B: LOSS REPORT/PERSONNEL**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Page: \_\_\_\_\_

Department: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Summary: Briefly state the emergency's effect on departmental staffing, and any ongoing staffing limitations that prevent resumption of programs.

Employee overtime for emergency recovery. Work hours for temporary employees hired for emergency recovery period only.

Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Hourly Rate: \_\_\_\_\_

Overtime Rate: \_\_\_\_\_

Benefits %: \_\_\_\_\_

Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Hourly Rate: \_\_\_\_\_

Overtime Rate: \_\_\_\_\_

Benefits %: \_\_\_\_\_

Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Hourly Rate: \_\_\_\_\_

Overtime Rate: \_\_\_\_\_

Benefits %: \_\_\_\_\_

Date(worked)	Hours	Duties
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DEPARTMENT NAME

## APPENDIX C: LOSS REPORT/FACILITIES

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Page: \_\_\_\_\_

Department: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Summary: Briefly state the emergency's effect on departmental physical facilities, including buildings, fixtures and utilities, and the effect of this on the department's ability to resume normal operations. Equipment losses, if any, should be set forth on a Loss Report/Equipment form.

### Damage Itemization

Building: \_\_\_\_\_ Room: \_\_\_\_\_

Damage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_

Damage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_

Damage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_

Damage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_

Damage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEPARTMENT NAME

## APPENDIX D: LOSS REPORT/EQUIPMENT

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Page: \_\_\_\_\_

Department: \_\_\_\_\_

Prepared by: \_\_\_\_\_

This form is for reporting losses of or damage to office and laboratory equipment, furniture, supplies or materials (including the use of supplies or materials during the emergency).

### Damage Itemization:

Building: \_\_\_\_\_ Room: \_\_\_\_\_ Item: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Model #: \_\_\_\_\_

UCLA ID#: \_\_\_\_\_ Date Purchased: \_\_\_\_\_ Cost: \_\_\_\_\_

Extent of damage (check one) Total loss \_\_\_\_ Repairable \_\_\_\_

Detail of damage:

\_\_\_\_\_  
\_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_ Item: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Model #: \_\_\_\_\_

UCLA ID#: \_\_\_\_\_ Date Purchased: \_\_\_\_\_ Cost: \_\_\_\_\_

Extent of damage (check one) Total loss \_\_\_\_ Repairable \_\_\_\_

Detail of damage:

\_\_\_\_\_  
\_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_ Item: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Model #: \_\_\_\_\_

UCLA ID#: \_\_\_\_\_ Date Purchased: \_\_\_\_\_ Cost: \_\_\_\_\_

Extent of damage (check one) Total loss \_\_\_\_ Repairable \_\_\_\_

Detail of damage:

\_\_\_\_\_  
\_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_ Item: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Model #: \_\_\_\_\_

UCLA ID#: \_\_\_\_\_ Date Purchased: \_\_\_\_\_ Cost: \_\_\_\_\_

Extent of damage (check one) Total loss \_\_\_\_ Repairable \_\_\_\_

Detail of damage:

\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX E: LIST OF DEPT NAME- SPECIFIC HAZARDOUS MATERIALS.**

<b>Hazardous Material</b>	<b>Location</b>	<b>Comments</b>

**DEPARTMENT NAME**

**APPENDIX F: SHELTER-IN-PLACE RM ASSIGNMENTS**

Group	Room	Phone	Monitor	Contact	Secondary	Contact

**APPENDIX G: DEPT NAME SPECIAL NEEDS LIST**

<b>Name</b>	<b>Work Location</b>	<b>Phone Extension</b>	<b>Response Buddy</b>



**DEPARTMENT NAME**

**APPENDIX H: DEPT NAME CRITICAL EQUIPMENT**

Item	Location

**Location of dept name equipment manuals:**

**Vendors Contact Information for equipment maintained by outside vendors:**

**APPENDIX I: DEPT NAME-SPECIFIC RESPONSE PLANS**

**Enter any department-specific response sheets here.**