

UC Hastings Law Emergency Operations Plan

Operations Department
UC Hastings College of the Law
200 McAllister Street
San Francisco, CA 94102

July 2010 – Revised October 1, 2020
(This is a living document which will be modified)

Foreword:

This Emergency Operations Plan (the “Plan” or “EOP”) explains the safety protocols and outlines steps to follow in the event of an emergency at the UC Hastings Law campus. The Plan is intended to educate building occupants about hazards and potential emergencies, methods of prevention, and effective responses should an emergency occur. The Plan applies to all of the buildings that comprise the UC Hastings Law campus, as follows:

- 333 Golden Gate
- 200 McAllister
- 198 McAllister (Closed for Construction – Reopens in June 2023)
- 100 McAllister
- 376 Larkin (Parking Garage & location of UCSF Policy & Security Offices)

The Plan was originally developed in coordination with the Emergency Preparedness Committee, the then Public Safety Department, the Facilities Department, and College Administrators. It complies with San Francisco County and State of California administrative building and fire codes, and with regulations concerning safety in high rise buildings. Additionally, following transition from the internal UC Hastings Law Public Safety Department to UCSF Security and Police services in 2016, the Plan was updated to conform with UCSF Emergency Preparedness Response requirements and recommendations.

The original version and subsequent revisions of the Plan have been given to each Department, and this year’s revision has been posted on the UC Hastings Law website. As staff and students return to campus following the shelter-in-place, the revised Plan will be distributed to all faculty, staff, and students.

The Plan is exercised on at least an annual basis with a full evacuation. While the evacuations are led by UCSF Police and Security officers, in coordination with the Facilities Department, the College is also well served by UC Hastings staff that serve as Floor Wardens. Floor Wardens receive annual training in advance of the evacuation drill about what it means to serve as a floor warden, and then they are responsible for supporting the evacuation of a given zone both during the evacuation drill as well as during an actual evacuation. The last campus-wide evacuation occurred on October 17, 2019. And a Tower-only evacuation drill occurred on April 2, 2019. However, due to COVID-19 constraints and extremely limited occupancy on campus, UC Hastings Law intends to conduct the next evacuation drill in Spring of 2021 or in October 2021, contingent upon then COVID-19 constraints and campus occupancy.

Information on the Emergency Operations Plan is readily available to the UC Hastings Law community on the **UC Hastings Safe app**, which is available on the App Store or wherever you get mobile applications. Additionally, campus-wide notifications are sent via the **WarnMe system**.

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Supporting Documents

- | | |
|--------------------------|--|
| A. Evacuation Route Map: | See Section 8 (Evacuations) & Attachment A |
| B. Assembly Areas: | See Section 8 (Evacuations) & Attachment B |
| C. Bomb Threat Checklist | See Section 15 (Bomb Threats) |
| D. Event Log | See Back of Manual |
| E. Generic Announcements | See Section 25 (Generic Announcements) |

Part One – Basic Plan Elements

Section 1

Emergency Operations Plan Approval

By signature below, the following official certifies that they understand the procedures to be followed in an emergency affecting the facility and employees for which they are responsible.

Designated Official:	Name: Agency: Title: Signature: Date:

Section 2

Purpose and Scope

This Emergency Operations Plan identifies the management actions to be taken in an emergency, both general and specific to particular types of events for the UC Hastings Campus.

The Plan is one of five elements of the facility's Emergency Procedure Program.

- (1) Identification of a Designated Official (DO), and appointment by the DO of an Emergency Operations Team.
- (2) Development and maintenance of an Emergency Operations Plan that identifies the management actions to be taken in an emergency, both general and specific to particular types of events.
- (3) Development and distribution of an Employee Guide to the Emergency Procedure Program specific to the building or facility and its unique hazards and requirements, as well as supplemental information such as posted evacuation routes.
- (4) Provision of appropriate equipment, supplies, and other materials to implement the provisions of the plan.
- (5) Employee training and exercises/drills sufficient to maintain readiness to execute the plan.

The Emergency Procedure Program is “a short-term emergency response program (that) establishes procedures for safeguarding lives and property during emergencies in particular facilities.”

All new employees shall be advised by their supervisor on the basic elements of the program when starting their new role, when their responsibilities or actions under the plan change, or whenever the plan changes, and each department shall be provided a copy of the facility’s Emergency Procedures as an Employee Guide.

A copy of this plan with Supporting Documents should be hand-carried to the Command Center as a guide during emergencies and be provided to first responders to support rescue operations.

Section 3

Facility Information

Building Addresses & Names	<ul style="list-style-type: none"> • 333 Golden Gate (Cotchett Law Center) • 200 McAllister (Kane Hall) • 198 McAllister (Snodgrass Hall – Closed for Construction; Reopens in June 2023) • 100 McAlister (Tower Residence Hall) • 376 Larkin (Hastings Garage)
Security Phone Numbers	<ul style="list-style-type: none"> • 333 Golden Gate: 415-565-4888 • 200 McAllister: 415-565-4611 • 198 McAllister: NA • 100 McAlister: 415-581-8900 • 376 Larkin: 415-355-9618
Number of Floors	<ul style="list-style-type: none"> • 333 Golden Gate: 6 floors • 200 McAllister: 6 floors • 198 McAllister: NA • 100 McAlister: 28 floors • 376 Larkin: 8 floors (includes mezzanine levels)
Basement/Garage Levels	<ul style="list-style-type: none"> • 200 McAllister: Loading Dock • 376 Larkin: 8 floors of garage parking
Type of Construction	Steel Frame
Description of Elevators	<p>All elevators are cable-operated elevators</p> <ul style="list-style-type: none"> • 333: 6 Passenger • 200: 6 Passenger • 198: 4 Passenger • 100: 4 Passenger • 376: 2 Passenger
Sprinkler System Description	All buildings have code-compliant fire sprinklers
Other Fire Suppression Systems	Fire extinguishers
Description of Emergency Power System	All buildings have generators
Location of Generator/Size of Fuel Tank	All generators are located in the penthouse(s) though the 200 McAllister generator is relocating to first floor loading dock in late 2020/early 2021
Normal Building Occupancy Hours	0645 - 2330 hours

Section 4

Emergency Contacts

Information as of 10/07/20

Contact	Additional Information	Telephone No.
Main UC Hastings Law Lines		
Main Hastings Line		(415) 565-4600
24/7 Security Officer Line		(415) 565-4611
UCSF Chief of Police	Mike Denson	(415) 571-4110
UCSF Captain of Police	Eric Partika	(415) 571 4327
UCSF Police Lieutenant	Roberto Bonilla	(415) 476-3889
Law Enforcement		
Local Police (SFPD)	Emergency	911
Local Police (SFPD)	Non-Emergency	(415) 553-0123
Bomb Threat (SFPD)	Bomb Unit	911
Fire/Hazmat		
Local Fire Dept. (SFFD)	Emergency	911
Local Station: San Francisco Fire Department Station 3	Non-Emergency	(415) 558-3200
CHEMTREC	National – toll free	1-800-424-9300
National Response Center	National – toll free	1-800-424-8802
Medical		
Lobby Officer Desk	UCSF Security	(415) 565-4611
Ambulance/EMS		911
Poison Control Center		1-800-222-1222
Centers for Disease Control and Prevention (CDC)	Bioterror and Disease Info 24-hour Emergency Operations Center	1-888-246-2675 (770) 488-7100
Employee Asst. Prog. (EAP)	EAP/MHN – 24 HR LINE	1-800-327-0556
Utilities		
Telephone	Martin Pacholuk	415-703-8249
IT	Martin Pacholuk	415-703-8249
Facility Operations		
Facility Manager (Open Position)	Rhiannon Bailard, Executive Director of Operations	(310) 613-3176
Emergency 24-hour contact	John Nickelson, Chief Engineer	(650) 465-6842
Other Agencies		
American Red Cross	Local Chapter	(415) 427-8000
OSHA	Emergency Reporting	1-800-321-6742
OES/FEMA		
OES (SF)	1011 Turk St.	(415) 487-5000
FEMA Operations Center		1-800-634-7084

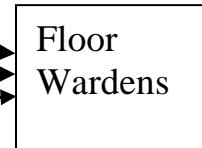
Section 5

Emergency Operations Team Roles and Responsibilities

The Emergency Operations Team activities are directed from the Campus emergency command center, which by default is located in the Dean's Conference Room on the 3rd floor of 200 McAllister; however, may change physical location as needed contingent upon the emergency and associated needs. In the event of individuals having to perform multiple roles or a rapid evacuation, the "command center" may transition to a physically remote command center consisting of individuals separate from each other but in communication via cellphones, computers, and runners/messengers.

The team consists of:

- Designated Official: Chief of UCSF Police or their Designee
- Emergency Operations Lead: UC Hastings Law Operations Director
- Physical Security Coordinator: UCSF Security Supervisor
- Safety Official: Director of Facilities
- Administrative Officer: Functions provided by UCSF Police & Security
- Floor Warden Team consisting of:
 - Floor, or Area Monitors
 - Elevator or Exit / Stairwell Monitors
 - Monitors for the Disabled



Individual responsibilities are described below. The individual selected for each position should have the training and capability to carry out these responsibilities.

Designated Official

- Ensures that an Emergency Operations Plan has been developed which meets the specific needs of the facility.
- Ensures the Emergency Operations Team has the necessary training, equipment, and authority to carry out their duties listed in this plan.
- Ensures all employees are provided the appropriate information and training to participate in the Emergency Operations Plan, and that this training is documented.
- Ensures individuals are identified to fill and perform the roles defined in the Emergency Operations Plan.

Emergency Operations Lead

- Identify the required support personnel who may be needed at the time of the emergency.

- Ensure the safe evacuation or relocation of personnel, in an emergency, in accordance with established evacuation routes.
- Assist in the coordination and movement of personnel within, into, or out of the building or impacted area as required by this plan, during drills, and actual emergencies.
- Provide information on the nature of the emergency, the activities involved, required responses, and missing persons.
- Notify Incident Command Team of the activation of the Emergency Operations Plan and notify occupants of the emergency situation, as appropriate.
- Maintain an official file on each emergency, which shall contain a brief description of the emergency, the extent of evacuation or relocation, the local emergency personnel involved, any notifications made, and copies of all reports.
- Develop and transmit reports (as required), and corrective action plans.
- Acquires the equipment required to carry out the Emergency Operations Plan.

Floor Wardens

Generally, Floor Wardens are distributed throughout all buildings. Given the recent occupant relocations, the opening of the Cotchett Law Center (333 Golden Gate), the closure of Snodgrass Hall (198 McAllister), and the current shelter-in-place, which has resulted in extremely limited campus occupancy, some of the floor wardens listed below may need to be reallocated or reassigned and we will need to identify new floor wardens in certain locations, all of which will happen in the near-term.

Existing and future Floor Wardens must meet the following characteristics:

1. **Physical Requirements:** Members should have the physical ability to perform the assigned duties even under adverse conditions.
2. **Confidence/Presence:** Members should be comfortable speaking in a loud, clear and concise manner with personnel. They must be prepared to take charge and act as leaders to respond to the specific circumstances of the emergency.
3. **Consistent Behavior:** Members should remain calm under stress and be able to react quickly and decisively in a rational, logical, analytical, and persuasive manner as necessary.
4. **Knowledgeable & Reliable:** Members should be available, reliable, resourceful, committed and knowledgeable about the physical layout, organizational structure, and personnel related to their duties and responsibilities.

In the event of an emergency or during an evacuation drill, Floor Wardens are responsible for the following:

1. Notify the Emergency Operations Lead of any changes to the team.
2. Perform a search of his or her assigned area to ensure that everyone is out. Afterward, Floor Wardens shall report to the Assembly Areas.
3. Check all rooms in their assigned area to ensure that all spaces have been vacated during an emergency or a drill.

4. Direct the brisk and orderly flow of personnel along prescribed evacuation/relocation routes during emergencies or drills.
5. Check bathrooms in their assigned space and instruct occupants to leave.
6. Close corridor doors and shut off lights following the inspection of assigned areas.
7. Plan for and direct personnel to an alternate stairway if primary are blocked or unusable, notify emergency personnel if any disabled persons need assistance.
8. If first aid is needed, make sure the area and/or the person is safe, call for assistance, and then provide First Aid/CPR if trained and authorized. Have someone remain with the person until help arrives.
9. Inform the Emergency Operations Lead of the conditions/status of the emergency/evacuation.
10. At the assembly areas, assist supervisors in providing information on missing persons to fire, police, paramedics, and/or security personnel.
11. Maintain the traffic flow and order in the stairwells.
12. Make decisions if a change of exit must be made due to smoke or hazards.
13. Only authorized first responders will provide movement of disabled individuals in the stairwells.

Monitors for the Disabled or Individuals with Special Needs

In the event of a disabled individual or an individual with special needs, the Emergency Operations Lead will work with personnel and Floor Wardens on that floor to ensure that there is a Monitor or Escort on that floor who knows what to do to ensure safe exiting for the individual.

Specifically, Monitors for the Disabled are required to:

- Assist in the evacuation of individuals assigned to them.
- In addition to assisting the disabled, these Monitors would also assist individuals with temporary special needs such as shortness of breath or those recovering from surgery.

Physical Security Coordinator:

The Physical Security Coordinator is generally responsible for coordinating between internal UC Hastings Law, UCSF, and other first responders in the event of an emergency. Their specific responsibilities follow:

- Ensure that appropriate response organization (Fire Department, Police Department, medical, hazardous materials, etc.) has been notified.
- Escort agencies conducting bomb searches.
- Provide support and guidance on security-related matters to the Designated Official.
- Maintain personnel, confidential document and site security during emergency situations.
- Provide and limit access to the designated command center during emergencies.
- Maintain documentation on all reports of incidents, bomb threats, suspicious devices, and natural disasters.

- Provide the initial notification to the Designated Official or the Emergency Operations Lead.
- Protect the integrity of the incident scene for local law enforcement authorities
- Provide and secure access to the building for local emergency personnel.
- Notify the Designated Official and Incident Command Center of the arrival, location, and activity of local emergency personnel.
- Assist in the collection of information for local law enforcement or fire authorities.
- Serve as the principle point of contact with other law enforcement agencies.
 - The primary local law enforcement agency to serve this location is SFPD.
- Provide command of on-site Security personnel.

Safety Official

The Safety Official will assist with planning and coordination for the Emergency Operations Plan as the expert on the physical facilities in which emergencies occur. The Safety Official is specifically responsible for:

- Provide guidance on safety and occupational health related matters.
- Perform pre-event assessment of building suitability for shelter-in-place.
- Provide information about hazardous conditions or environments including chemical, biological, or radiological agents, related to the emergency.
- Recommend emergency response actions and/or decontamination procedures.
- Provide necessary notifications to government agencies including, Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency.
- Write and maintain follow-up documentation and reports to the OSHA and EPA as appropriate.
- Maintain documentation pertaining to incidents involving fires; explosions; chemical, biological, or radiological releases; accidents; etc.
- Provide assistance in updating and maintaining the Emergency Operations Plan.
- Provide assistance in training Emergency Operations Team personnel.

Administrative Officer

The responsibilities of the Administrative Officer follow:

- Records enacted emergency procedures
- Maintains organization records and updates them monthly
- Provides required administrative services (phones, faxes, radios, floor plan maps, etc.) and prepares reports
- Produces and distributes copies of Emergency Operations Plan to Emergency Operations Team Members

Other Team Members

The following individuals are not official members of the Emergency Operations Team, and yet they all provide crucial roles during an actual emergency in terms of understanding what is required of them to respond to an emergency.

Security Officers

During an emergency or emergency drill, Security Officers are expected to do the following:

- Assist the Physical Security Coordinator
- Follow post orders
- Provide security to the building, property and personnel.
- Provide security for confidential materials – ONLY if cleared to do so
- Notify appropriate response organizations
- Escort agencies conducting bomb searches
- Assist in evacuation of personnel and checking stairwells
- Limit access to the designated command center during emergencies
- Provide the initial notification to the Designated Official or the Emergency Operations Lead
- Protect the integrity of the incident scene for local law enforcement authorities
- Provide access to the building for local emergency personnel
- Assist in the collection of information for local law enforcement or fire authorities
- Serve as the principle point of contact with other law enforcement agencies
- Arm and reset alarm systems

Supervisors

All Supervisors, as part of their responsibility for managing personnel, have a unique responsibility to ensure that their employees understand what is expected of them in an emergency and by holding them accountable for those expectations. Specifically, they should do the following in advance of an emergency, and train for this during emergency drills:

- Ensure that all personnel in their sections are aware of this policy and procedures to follow during an emergency evacuation.
- Develop a system to take a head count of their employee at the assembly point areas and report their findings to the Floor Monitors. It is recommended that a clipboard with a roster be kept in a central location that can be easily carried out of the building for someone to use. A sign, flag, or other device that can be easily identifiable be taken outside for employee of a working group to know where they should report to.
- Ensure that other employees and supervisors are aware of special circumstances within their section, which would impact the implementation of the Emergency Operations Plans including obstacles to evacuation, unidentified individuals (including guests or temporary contractors) who might have difficulty evacuating or existence of hazardous situations.

All UC Hastings Law Employees

All UC Hastings Law employees are responsible for following the Emergency Operations Plan as well as listening to the Emergency Operations Team and first responders during emergencies and emergency drills. Specifically, we ask that all members of the community be responsible for the following:

- Understand how to evacuate the building or shelter-in-place as appropriate
- Participate in drills and exercises as conducted at the building
- Take measures to safeguard life, property and classified information
- Are encouraged to develop personal readiness kits and volunteer for the Emergency Operations Team

Section 6

Emergency Team Roster

NOTE: PRIVACY ACT INFORMATION - FOR OFFICIAL USE ONLY

Position	Name	Phone	Cell
Designated Official	Chief Mike Denson		
Alternate	Michelle Heckle, UCSF Emergency Response	(415) 933-9774	
Emergency Operations Lead	Rhiannon Bailard	(415) 581-8858	(310) 613-3176
Alternate	Andrew Scott	(415) 565-4812	(310) 430-1095
Physical Security Coordinator	On-Call UCSF Security Supervisor	(415) 760-5873	
100 McAllister Floor Wardens	Kathryn Cunningham Jenifer Reeve Theresa Hoskins Tom McCarthy	Ext. 8846 Ext. 8885 Ext. 8926 Ext. 8952	
200 McAllister Floor Wardens	Sanjay Khanal Alfred Si Lesley King Alma Ramirez Stella Cunanan Katey Mason Tony Pelzinski Justin Edgar Kent Walker Camilla Tubbs Angela Wang	Ext. 4882 Ext. 4619 Ext. 4781 Ext. 4684 Ext. 4602 Ext. 4670 Ext. 4768 Ext. 4759 Ext. 4635 Ext. 4881 Ext. 4761	
333 Golden Gate Floor Wardens	To Be Assigned		
Safety Official	Rhiannon Bailard due to Facilities Director Open Position	(415) 581-8858	(310) 613-3176

Section 7

Implementation and Critical Elements of the Plan

Purpose

The purpose of this section is to explain development, training, program elements, program management and activation of the Emergency Operations Plan.

Activation of the Emergency Operations Plan

The Emergency Operations Plan is activated when an emergency situation occurs, is brought to the attention of the Emergency Operations Team, and the Emergency Operations Team decides to activate the Emergency Operations Plan.

Typically, the activation includes one of the following:

1. A call or report of an emergency to UCSF Police & Security and/or 911.
2. UCSF Police & Security then activates the Emergency Operations Plan by calling the Designated Official and Emergency Operations Lead.
3. UCSF Police & Security receiving notification from San Francisco Police Department or another official source. UCSF Police & Security activates the Emergency Operations Plan by calling the Designated Official and Emergency Operations Lead.
4. An announcement in the media of an emergency situation or threat that has or is likely to impact the building or its occupants. The individual hearing/reading the announcement calls the Emergency Operations Team to activate the Emergency Operations Plan.
5. An announcement over the public address system from UCSF Police & Security of a dangerous condition requiring movement or evacuation of the building.

Direction and Control

Direction and Control sets forth a reporting structure that aligns leadership to effectively manage resources, analyze information, and make decisions.

Incident Command System

Complex emergencies such as mass casualties, utility systems failures, fires, and other traumatic scenarios create chaos to those being affected by the emergency. Without an organized method of emergency management, the administration will be unable to stop the confusion created by fast moving emergencies.

The Incident Command System (“ICS”) provides an organized system of command, control, and coordination to deal with the confusion that develops in these emergencies. It is a management tool consisting of procedures for organizing personnel, facilities, equipment and communications at or near the scene of an emergency.

Incident Command (Chain of Command)

Incident Command is the hub of an Incident Command System. This function consists of actions that direct, order, and/or control resources within the authority of the organization. It involves the establishment, assumption, and transfer of command during an emergency event.

The initial Incident Commander is normally the first person available from the organization leadership structure, commonly referred to as the "Chain of Command." The first person to take charge gathers all available information in an effort to make initial assumptions and determine to what extent the Incident Command System needs to be established.

The Incident Commander can use this document as a guide to perform the duties of their assignment. In addition, as sector assignments are made, the Incident Commander identifies responsibilities to the persons assigned these duties.

These actions will normally involve:

- Coordination of initial response actions (damage control, patient care)
- Activation of appropriate response plan
- Activation of emergency call back system
- Activation of command center, if needed

Transfer of Command

As other command personnel arrive, command may be transferred and/or the other ICS sector duties may be assigned. In the event numerous individuals designated in the plan are not available or incapacitated due to the incident which necessitated activation of the plan, a pre-defined plan of succession / leadership continuity should be established.

Command cannot be transferred to someone who is not present at the incident except in the event that the campus is closed and all personnel are remote. In that instance, command can temporarily be held by an individual not yet at the site. However, other than in that unique scenario, the transfer is face to face or by appropriate communication means (i.e., phone or radio). The transfer of command is made, by providing the following information:

- The incident conditions
- The action plan
- Progress in completing goals and objectives
- Personnel assignments
- Appraisal of needs
- Acknowledgement of receipt of command

Once command is transferred, all other ICS sector leaders must be notified.

Sections Responsibilities

Section duties will be assigned to the most appropriate available person. As higher ranking or more experienced personnel arrive, control of these sections may be transferred. The same information and conditions as listed above is briefed to the on-coming staff or new section leader.

Command Center

The primary Incident Command Post during an emergency that requires evacuation and Command and Control outside the building is likely to be different for each emergency and it should be expected that it will move as the situation requires. Team members should keep in touch via cellphones or two-way radios. Once the Command team has gathered, they may be asked to move again by local police / fire / EMS Officials, if their location conflicts with response operations. For internal emergencies, the command center is located on the 1st floor of 200 McAllister Street. In event of simultaneously citywide/national emergencies and building emergencies, the Emergency Operations Team should operate in such a way as to not interfere with other emergency operations.

After Normal Business Hours

Upon receipt of an emergency, UCSF Police & Security notify the local emergency personnel and the Emergency Operations Lead, who in turn, contacts the Designated Official as well as Technical Advisors and support personnel necessary for the emergency. If an immediate decision is needed and it is not feasible to contact the Emergency Operations Lead or Designated Official, the senior UCSF Security Officer makes the decision to evacuate or relocate personnel based on the best available information. The Designated Official is notified as soon as practical of the decision.

The Emergency Operations Lead will call key personnel.

- Key personnel shall call the balance of their personnel.
- Campus-wide announcements will be provided through the WarnMe system.
- In a worst-case scenario, a total loss of telephone capability (including cell phones) would require personnel to drive to other individuals' homes to make notifications.

Identification of Key Operational Personnel

This can be accomplished by issuing vests to all persons in an ICS role. (Floor Wardens have been issued).

Communication

Communication is the key to the successful implementation of this plan. Communication is important before an emergency, during an emergency, and after the emergency.

General Notification

UC Hastings employees, guests, and contractors are responsible for recognition of emergencies and the importance of timely notification. In accordance with UC Hastings health and safety policy, each employee, guest, and contractor must be familiar with the Emergency Operations Plan for the building or structure in which he or she works. These plans contain information on notification procedures. Employees normally report emergencies by contacting UCSF Police & Security, dialing (415) 476-6911 for UCSF Dispatch, dialing 911, or by pulling fire call boxes. Once the incident is reported to first responders, reporting requirements to employees, offsite agencies, and any other related parties are the responsibility of the Designated Official.

All Clear

- The “all clear” is the signal that the emergency situation is over. However, the specific personnel allowed back in the area may be restricted because the area may still require clean-up or recovery.
- An additional notification to allow personnel to reenter the area may follow a clean-up and/or recovery of operations phase.
- The “all clear” is given by the Designated Official to the Communication Officer once it has been determined that the emergency situation has ceased and operations can return to normal, based upon information provided by first responders, Police and Security personnel.
- The “all clear” signal is communicated differently depending on the situation.
- Options include broadcasting a message through a PA, use of Floor wardens, email, and mass notification through WarnMe.

Communication Systems

Some or all of the following communication or alerting systems may be available in an emergency:

- WarnMe System: Provides notifications via text message and email
- Fire Alarm Systems with pull stations and canned announcements
- Intercoms (in elevators)
- Telephones
- Email
- Text Message
- Cellular telephones
- Runner/messenger systems
- Public address system

Life Safety Issues

- Emergency exits are marked and must be kept free of obstruction.
- Fire extinguishers are placed throughout the facility that may be used by trained responders.

- The site should be checked for any obstructions that might hinder egress.
- Evacuation routes should be posted in this plan and throughout the facility.

Property Protection and Security planning

Property Protection includes plans of actions to prevent and mitigate loss to facilities, equipment and vital records once an emergency has occurred. Confidential documents and vital records must be kept secure. Minimizing the number of documents outside of safes or secure storage should be routine office procedure. Employees working in secure areas will have a plan to secure documents during an evacuation or initial moments of an emergency. As part of the Plan, identify the location of Confidential Material storage safes so they can be safeguarded or retrieved after an incident.

Fire Fighting Measures

- Fire Extinguishers are required to be inspected on an annual basis and this is accomplished by the College Facilities personnel.
- Note the location of standpipes and hydrants. Access to these should be kept clear. If the standpipes have hoses attached, they should be kept in good working order.
- Ensure the fire department performs an inspection of the functionality of firefighting equipment, sprinkler systems and fire hazards. This is done by College Facilities personnel.
- College Facilities personnel will maintain a copy of inspection records.

Emergency Power/Lighting

Auxiliary power generators normally provide backup emergency power to operate critical equipment and the fire alarms, fire pumps, and emergency lighting. Facilities has independent auxiliary light units. Check these lights on a regular inspections schedule.

Community Outreach - Mutual Aid Agreements

Emergency Operations Plans are not effective without the assistance of local community responders. Meet with local police, fire and EMS to discuss planning, evacuation routes, building occupancy levels, location of special materials and floor plans. Required at these meetings are members of the Emergency Operations Team, particularly the Facility Manager, Emergency Operations Lead, and Administrative Officer.

Critical Incident Stress Management (CISM)

Pre-arrange CISM, or the Employee Assistance Program (EAP), to assist employees with the stress that occurs at the conclusion of an actual incident requiring the activation of the EOP. Supervisors and employees will monitor their fellow co-workers during an incident to ensure both the medical health and emotional health of those around them.

Post-Incident Recovery

Resuming normal operations after an actual incident requiring the activation of the EOP may require a great deal of time, planning and effort. Some of the steps include further damage containment, security control of the scene, re-entry of the building, damage survey and assessment. Some specific concerns include ensuring:

- No danger from damaged power lines, gas lines and water lines.
- The structural integrity of the building is intact.
- Drinking water is safe from contamination.
- No radioactive, biological pathogen or hazardous material contamination exists.

Emergency Shelter Areas and Relocation Planning

- Shelter (shelter-in-place) locations, assembly areas, evacuation routes out of a building and evacuation routes out of a city need to be planned in advance.
- A Shelter area for a tornado is likely to be on a lower floor while a shelter area for a chemical incident could be on an upper floor (depending on the situation).
- Coordinate the EOP with the COOP (Continuity of Operations Plan) plan in event the incident requires relocation of operations.
- The following items are important for employees to have in their possession in preparation for, or in event of a relocation, to increase their ability to communicate, continue the mission and minimize downtime or the need to return to the primary facility: a deployment kit including clothes, personal medications, toilet articles, emergency items (flashlight, first aid kit), their cell phones, pagers, laptops, chargers for electronic equipment, ID cards, Department procurement cards, telephone rosters of personnel, and copies of valuable records.

Mission Critical Operations and Equipment

Each facility must identify what specific functions and equipment are critical to the operation of the mission. This is necessary in order to safeguard these functions and considering giving them priority for sheltering, staffing, evacuation or reconstitution (in event, for example, partial damage to a building meant that only half of normal operations could continue to function from that location). Mission Essential operations for this location are covered in the Continuity of Operations Plan (COOP).

Media Relations

UC Hastings employees are to refer all inquiries from media groups about UC Hastings related activities, events, or any other UC Hastings related incidents to the Chief Communications Officer who speaks for the organization.

Training

Emergency Response Team

Training for Floor Wardens and safety committee personnel includes:

- a. Duties and responsibilities,
- b. Use, location and limitations of fire extinguishers
- c. Location and use of areas of refuge
- d. Assembly areas
- e. Use of emergency equipment (vests, flashlights, etc.)
- f. Specific scenarios
- g. First Aid/CPR/AED or CERT training as available

Incident Command Team

In addition to the Response Team training, the Incident Command Team training requires:

- a. Incident command training
- b. First Aid / CPR / AED or CERT training

Employees and Supervisors

New employees are to receive an initial briefing and annually thereafter. Supervisors are to receive a briefing as part of their new supervisory role and at least annually thereafter. The training includes:

- a. The existence of an Emergency Operations Plan
- b. Evacuation procedures
- c. Procedures for persons with special needs
- d. Locations of shelter in place locations
- e. Location, use and limitations of fire extinguishers
- f. Assembly areas
- g. Use, locations, and limitations of the evacuation chairs
- h. Specific scenarios

Conferences or Meetings

As feasible based upon the circumstances and when appropriate, at the beginning of conferences or meetings with individuals unfamiliar with the campus buildings, the person responsible for the meeting will inform the meeting attendees of the locations of the nearest emergency egress and the nearest assembly point.

Continuous Improvement

Follow Up / Hot Wash

After the “all clear” is given, and the emergency situation is over, solicit and provide feedback to personnel at all levels. Convene a meeting including key Response Team members, the Emergency Operations Lead and Incident Command Team to discuss the events of the emergency. Change the Occupant Emergency Plan to reflect what did or didn’t work well. Local emergency personnel can contribute to this process. Follow-up meetings may also be required to coordinate clean up and recovery operations.

Annual Assessment

Perform an annual management assessment of this Emergency Operations Plan under the direction of the Designated Official.

Feedback

Provide feedback on this Emergency Operations Plan, drills, exercises, and/or emergencies to the Safety Committee. In the feedback, state the nature of the concern or problem and identify possible solutions. Employees may provide feedback through their supervisor(s) or manager(s).

Emergency Drills

Conduct at least one fire/evacuation drill per year. This drill can be either announced or unannounced and involves the whole campus in a fire evacuation scenario. Additional evacuation/relocation drills are held at the discretion of the Designated Official. “Table-top” exercises to discuss various scenarios may also be held at the discretion of the Designated Official. This plan encourages the Designated Official to authorize two whole building evacuations, one announced and one unannounced. This plan also encourages exercises involving emergency scenarios other than just fire drills to be held each year.

Corrective Action Tracking

The Emergency Operations Lead identifies and tracks the various areas for improvement identified from the feedback or the follow-up meetings and takes action to correct the situations. Track all items until completely closed.

A Quality EOP Program

Having a quality EOP program, which will function successfully in an actual emergency is dependent on:

- Encouraging individuals to volunteer to fulfill the job roles in the plan.
- Encouraging individuals with special needs to identify themselves in advance.
- Encouraging people to have a situational awareness and willingness to assist individuals with special needs in safely evacuating the building.
- Studying the plan and receiving emergency related training.
- Completing the template and customizing the EOP with information for each individual facility including best choice of exits and best interior rooms for shelter.
- Developing the supporting documents for the plan including facility floorplans, evacuation maps, contact lists and mutual aid agreements.
- Constantly updating information as it changes including the new names, numbers and new locations (in the building) of occupants, response team members or special needs individuals, when employees move or change jobs.

- Purchasing the equipment to carryout the plan including emergency supplies and storage lockers.
- Envisioning possible scenarios and pre-scripting Public Address and Public Affairs announcements.
- Constantly monitoring and inventorying, to ensure that items like stairwell signs and emergency supplies are not removed.

EOP development and Pre-incident Measures Checklist (For All Incidents):

Pre-Assigned Tasks for Specific Individuals During the Emergency

- Identify individuals to prevent unauthorized re-entry into the building.
- Identify the staff members and alternate staff members who will perform specific technical or leadership roles in event of an emergency.
- Identify the staff members who will require special assistance in an emergency to exit or move around the building and who will help them.
- Identify who will read or activate evacuation announcements and media releases.
- Identify who will call collateral agencies or first response agencies during the emergency (police, fire, EMS, utility companies).

Site Specific Advanced Planning

- Review the specific emergencies in this EOP where evacuation or shelter-in-place may be an option and ensure elements of evacuation plans are tailored to take into consideration each emergency situation.
- Identify potential hazards specific to your location (use specific emergency incidents in this document as a guide) and build them into your planning.
- Identify alternate work or class locations in event of a long-term evacuation, which may now include homes of personnel or students. This may or may not be the same as the facilities COOP site.
- Identify what elements of the organizations mission are essential to be performed, even during a short interruption of operations or, no matter what the emergencies are.
- Develop a list of employees that can be used as a checklist, to ensure the location of all individuals assigned to the building.
- Develop a list of employee phone numbers and a call tree system so employees can be notified. For example; to report to another work location if a building evacuation will be prolonged or avoiding hazardous conditions.
- Identify the location and alternate locations (command posts) where the emergency will be directed from.

Advance Requirements for all Sites

- Acquire specific supplies that would be useful in an emergency or disaster: (For evacuation) Flashlights, batteries, wearing apparel (vests, hats or jackets) to identify emergency team members, two-way radios, first-aid kits. (For shelter in place) nonperishable food, bottled water, AM/FM/Weather radios, power generators,

protective clothing, duct tape, plastic sheeting, and plastic garbage bags. This has been accomplished by issuing individual equipment and food supplies sufficient for three days.

- ❑ Identify what items employees should take in event of a prolonged emergency: cell phones, pagers, laptops, chargers for electronic equipment, ID cards, to increase their ability to continue the mission at an alternate location, communicate and minimize downtime or the need to return to the primary operating facility.
- ❑ Identify how employees will be notified of an emergency (alarm, word of mouth, email, pager, telephone, cellphone, two-way radio, commercial broadcast radio, public address system).
- ❑ Ensure the Emergency Contact Telephone Numbers List is developed.
- ❑ Ensure all individuals are trained in the plan and that the plan is practiced to include Team Members, employees, management and medical responders.
- ❑ Identify sources for building de-contamination, renovation, repair, technical support (elevator repair, generator repair) and employee CISMS, to speed post-incident recovery.

Requirements for Evacuation:

- ❑ Plan evacuation routes out of the building, out of the area and to the alternate work location.
- ❑ Develop evacuation maps out of the building, out of the area and to the alternate work location.
- ❑ Identify primary and secondary assembly points outside the building - keeping safety and security in mind.
- ❑ Review the impact of evacuation as it relates to availability of public transportation.
- ❑ Identify what materials to bring out of the building during an evacuation (including essential data and phone numbers) so operations can be continued.
- ❑ Identify which employees are responsible for bringing these materials (above) and visitor rosters, out of the building.
- ❑ Identify what confidential materials need to be secured and what equipment needs to be turned-off before an evacuation and who is responsible for doing this.
- ❑ Identify the criteria for re-entering the building (hazards, natural gas, electricity, sewer lines, water supply, structure safe) and who will ensure the building is safe to re-enter.

Requirements for Shelter-in-Place:

- ❑ Identify shelter-in-place locations. Consider all options for specific emergencies: elevated for floods and some chemical incidents, well sheltered or underground for tornadoes or nuclear incidents, away from windows for storms or civil disturbances.
- ❑ Identify individuals to carry-out specific tasks for shelter in place including sealing the building, ensuring HVAC is turned off, and monitoring safety (heat stress) in each shelter room.

PART 2 – Evacuation and Shelter in Place Procedures

Section 8 Evacuation Procedures

There are several situations that might require the rapid evacuation of the facility, including fire, and other situations internal to the building.

The following general procedures are to be followed but modified as noted in the Sections addressing specific emergencies.

An evacuation is ordered when the facility is no longer considered safe to occupy. Some of these incidents are:

- A Fire inside the building
- A reported Bomb Threat
- A loss of power or other utility failure that lasts for an extended period of time that is deemed critical to operations, life safety, or could create an unhealthy working condition.
- Hazardous material incident that occurs inside the building
- Civil disturbance
- Internal violent behavior

Partial Building Evacuation

It is possible, especially in a larger building, that only a partial building evacuation is needed. Remember and consider this option. Partial building evacuations are considered in circumstances like a small flood or small spill of noxious cleaning chemicals.

Preparing for the Emergency

- Identify evacuation routes and have these marked on maps and signs.
- Identify assembly points and locations for the incident command post.
- Acquire supplies: Assembly point signs, flashlights, radios, hardhats (or other EOP team ID aide) first-aid kits, clipboards with emergency personnel rosters.

Incident Response

Team Member	Actions
Designated Official	<ul style="list-style-type: none">• Ensure the emergency is promptly initiated and reported
Emergency Operations Lead	<ul style="list-style-type: none">• Evacuation decision is made by UCSF Police & Security personnel.• UCSF Police & Security personnel will make notification over the public

	<p>address system.</p> <ul style="list-style-type: none"> • Ensure all personnel are accounted for in and after the emergency.
Floor / Area Monitors (Floor Wardens)	<ul style="list-style-type: none"> • Assist the FTC. • Maintain communication with the Command Center during an emergency; provide progress reports on evacuation; notify UCSF Police & Security when the floor is completely cleared. • Control movement of persons on stairways, keeping them in single file and moving steadily at a walking pace; instruct persons to grasp handrails. • Ensure that evacuation routes are clearly identified and made known to occupants. • Direct orderly flow of persons along the prescribed evacuation routes. • Ensure that area or wing is completely vacated, when required. • Ensure that windows and doors are closed, lights on, and electrical appliances off during fire evacuations. • Leave windows and doors open and lights on during bomb threat evacuations.
Monitors for the Disabled / Special Needs Escorts	<ul style="list-style-type: none"> • Assist special needs individuals from their classes/workplaces to an area adjacent to the nearest safe stairway and await help.
Security Personnel	<ul style="list-style-type: none"> • Prevent unauthorized Entry or re-entry into the building.
Safety Official (Coordinator)	<ul style="list-style-type: none"> • Monitor any safety hazards to the evacuation and in the assembly areas.
Administrative Officer	<ul style="list-style-type: none"> • Report that the evacuation is in progress to appropriate UC Hastings officials.
Employees	<ul style="list-style-type: none"> • Report any situation that would require evacuation. • Take responsibility for escorting your visitors out of the building. • Secure confidential information and take personal items only if it creates no risk.

Supervisors	<ul style="list-style-type: none"> • Ensure a head count is taken at the assembly point. • Assure all occupants are alerted to the emergency. • Direct occupants to the nearest exit. • If possible, check to ensure everyone has vacated. • Assist or enlist aid as necessary for mobility impaired personnel. • Notify the EOP team members of successful evacuation.
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Evacuation procedures

- All employees are required to exit the building (s) upon notification to do so.
- Floor Wardens should be extra observant to ensure all special needs individuals are evacuated.
- Employees are responsible for escorting their guests, visitors and vendors out of the building.
- Please see [Attachment A](#) for the Emergency Evacuation plan for the campus.

Assembly Areas

When an order to evacuate the building is given, occupants report to the predetermined Assembly Areas. Occupants will report to the primary assembly areas, unless instructed to go to the secondary assembly areas.

- The Primary Assembly Areas: The assembly area for UC Hastings College of the Law is the United Nations Plaza located one block to the South of 200/198 McAllister Street. ([See Attachment B](#))
- Secondary Assembly Areas: Will be established as necessary in the event the primary assembly area is unusable.

After an Evacuation

- Consider release of non-essential staff if an evacuation will be prolonged.
- If the building might remain closed for some time, notify the employees where to report to the next day before they depart the area.
- Be sure to notify employees who work other shifts or were not present when the evacuation occurred that the building was evacuated. It will save them from showing up at the wrong location and not knowing the proper location to report.
- If a large work force is dismissed early, consider the impact on commuter transportation.
- Supervisors are responsible for notifying and knowing the location of their employees and should have a current section roster of personnel.

Section 9

Shelter-in-place Procedures

Defining Shelter-in-Place

Shelter-in-Place is a temporary measure to protect employees from hazards, until the surrounding area has been determined to be safe. Reasons for shelter in place may include Civil Disturbance, Severe Weather or the release of Chemical, Biological, or Radiological contaminants into the environment (either accidentally or deliberately).

Rooms for shelter in place would be in the interior of the building with no windows. EOP team members and employees would monitor TV, radio and input from local responders to determine when it would be safe to terminate the incident.

Preparing for the Emergency

Identify shelter-in-place locations.

- Consider the differing sheltering options for all specific emergencies that might occur: elevated for floods and some chemical incidents, well sheltered or underground for tornadoes or nuclear incidents, away from windows for storms or civil disturbances.
- Obtain essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, AM/FM/Weather radios, power generators, protective clothing, duct tape, plastic sheeting, and plastic garbage bags.
- Emergency supplies are located in designated bins located in each Division area. The bins contain emergency water, first aid supplies, flashlights, lanterns and other items).
- Identify individuals to carry-out specific tasks for shelter in place including sealing the building, ensuring HVAC is turned off, and monitoring safety (heat stress) in each shelter room.
- Identify potential hazards specific to your location (use specific emergency incidents in this document as a guide) and build them into your planning (example; a train track close to your location could be a potential source of a hazmat spill).

Incident Response

Team Member	Actions
Designated Official	<ul style="list-style-type: none">• Make the decision to commence and terminate the shelter-in-place situation.
Emergency Operations Lead	<ul style="list-style-type: none">• Communicates and coordinates the decision to shelter-in-place to the rest of the EOP team.• Keep other agencies informed.
Floor / Area Monitors	<ul style="list-style-type: none">• Manages the shelter-in-place situation in specific sections of the building and watches for changes in the building integrity and employee health.

Monitors for the Disabled	<ul style="list-style-type: none"> Assist in the movement of special needs individuals to their shelter locations.
Security Personnel	<ul style="list-style-type: none"> Prevent the entry of unauthorized or contaminated individuals into the shelter. Maintain order in the shelter.
Safety Official	<ul style="list-style-type: none"> Monitor the health of shelter residents for heat stress or environmental contamination.
Administrative Officer	<ul style="list-style-type: none"> Order and distribute shelter supplies and write required reports for outside agencies.
Employees	<ul style="list-style-type: none"> Assist co-workers and EOP team members in maintaining shelter operations. Take responsibility for any guests.

Elements of Shelter-in-place

- Close the facility and implement security measures; including locking doors, windows and exterior openings such as garage doors.
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave.
- Besides turning off HVAC, measures to isolate the rooms should be considered including closing shades, blinds, or curtains and sealing doors or windows with tape and plastic.
- Rooms might have to change as the situation continues to evolve or last in duration.
- Shelter-in-place may mean closing of garage doors, which will prevent the removal of motor vehicles.
- Note that sheltering-in-place is a voluntary action, unless mandated by law enforcement or public health officials.

Communications

- Because a Shelter-in-place may delay departure from work, employees may want to call their emergency contact to let them know where they are and that they are safe.
- Change Phone messages or call-forwarding devices to indicate what is happening.
- Keep calls short to preserve bandwidth and circuits.
- Obtain a TV or radio to monitor the situation.
- In event your room is isolated from others, notify the EOC who is in your room.

BE AWARE THAT ONCE YOU HAVE LEFT THE BUILDING, BASED UPON THE CIRCUMSTANCES AND SUSPECTED NBC (Nuclear, Biological, Chemical) AGENT, YOU MAY NOT BE ALLOWED BACK INTO THE FACILITY (or be limited to one room of the facility) UNTIL YOU ARE DECONTAMINATED OR DETERMINED NOT TO POSE A RISK TO OTHER EMPLOYEES.

Heat Stress and Shelter-in-Place

In the event that a shelter in place decision is reached and the HVAC is turned off, be aware that the air in the building could rapidly become stale.

- In the summertime, with a prolonged shelter in place scenario, there could be a significant increase in temperatures resulting in heat stress (and emotional stress).
- Measures should be taken to reduce heat stress including loosening clothes, staying away from sun lit areas, turning off heat generating electrical equipment or lights, drinking water and limiting activity.
- First Aid providers and all employees should watch their co-workers for signs of heat exhaustion or dehydration.
- Floor monitors should survey the building for rooms where the temperature is lower; to relocate individuals subject to heat stress. Summer temperatures in the building can vary by 60 degrees.

Part Three – Responses to Specific Emergencies

Section 10

Medical Emergencies

Medical emergencies are handled primarily by the local Emergency Medical Service (EMS) Provider, which might be a fire department or ambulance service.

Medical Emergency

A medical emergency is any medical emergency that would require treatment beyond the first aid level. Life threatening injuries can consist of any injury that restricts or stops breathing; a person passes out, diabetic shock or symptoms, other injury that would require immediate medical attention.

Preparing for the Emergency

- Identify and provide training for volunteer Safety Committee Members (Wardens, Monitors) in First Aid, CPR, and AED.
- Post names or otherwise identify Safety Committee Members so all employees are aware of nearest responder.
- Purchase and distribute First Aid supplies and Automatic External Defibrillators (AEDs). Be sure employees know the location of this equipment.
- Know and post the phone numbers of the local hospital and EMS provider.

Incident Response

Team Member	Actions
Designated Official	<ul style="list-style-type: none">• Determine what additional support will be required including moral/morale/psychological if a multiple or major injury.• Determine if scope of injuries require evacuation of part of building (for esthetic reasons).• Determine media interest and response in event of major injury.
Emergency Operations Lead	<ul style="list-style-type: none">• Activate Emergency Team and call municipal EMS responders if not already accomplished.• NOTE THAT A MEDICAL EMERGENCY MIGHT REQUIRE NO MORE THAN CALLING EMS, WHICH WILL ARRIVE AND BE GONE IN LESS THAN 10 MINUTES REQUIRING MINIMAL ACTIONS OR INVOLVEMENT.• Ensure training provided for first responders.• Identify trained first responders within facility.
Floor/ Area Monitors	<ul style="list-style-type: none">• Escort the responding EMS crew to the patient.

	<ul style="list-style-type: none"> • Hold an elevator for EMS crews if applicable.
Monitors for the Disabled	<ul style="list-style-type: none"> • Assist in moving special needs individuals if warranted by the emergency.
Physical Security Coordinator	<ul style="list-style-type: none"> • Call EMS and in-house first responders if not previously preformed. • Keep patient area clear of spectators. • Provide traffic access control for arriving EMS vehicles.
Safety Official	<ul style="list-style-type: none"> • Mitigate safety hazard that created injury. • Determine if Blood Borne Pathogen / body fluid danger hazard created by injured person.
Administrative Officer	<ul style="list-style-type: none"> • Ensure First Aid supplies are available. • Create appropriate post-incident report.
Employees	<ul style="list-style-type: none"> • If first on scene, call for assistance. • Provide assistance only if trained to do so. • Observe scene for possible hazards to others.

General Guidelines for Medical Emergencies

- Offer reassurance and comfort to the patient.
- Offer medical assistance only within the scope of your training.
- When an emergency situation involves blood or other bodily fluids, do not touch the fluids without proper personal protection.
- Do not move individuals with suspected spinal injuries – unless there is a threat of imminent danger.
- Clear the room of all unnecessary people.
- Assess the scene to preserve the safety of others: for example, what caused a person to become unconscious? Was it a power line or chemical spill? Is it a danger to others?
- Designated members of the Safety Committee have received limited first aid and AED training and may be called upon in an emergency.

Section 11

Fire/Explosion

Fire emergency:

A fire emergency is any fire that is not being controlled inside the facility. Any occupant that recognizes the presence of a fire can declare a fire emergency.

Preparing for the Emergency

- Train employees in response to fire alarms, fire safety procedures (down and out; check door handles for heat, etc), use of pull stations, use of fire extinguishers, emergency phone numbers, prohibition of elevators, and locations of exits, alternate exits, assembly areas, fire extinguishers, and alarms boxes.
- Make sure alarms, fire extinguishers, exit doors and sprinklers are inspected (See Supplies – below).

Incident Response

Team Member	Actions
Designated Official	<ul style="list-style-type: none">• Report to the Command Center and take charge of coordinating the emergency.• Ensure the emergency is promptly reported• Ensure all personnel are accounted for.• Release staff if evacuation is extended.
Emergency Operations Lead	<ul style="list-style-type: none">• Determination of the extent of the fire and if total or partial evacuation is necessary will be completed by Police & Security personnel.• Police & Security personnel will use the Public Address System to notify appropriate areas of an evacuation, whether partial or total.• Employees should be instructed to listen carefully for these announcements and follow all instructions given.• Evacuation procedures are posted on signs, and on the Emergency Procedures “Flip Chart”.• Call 911, reporting the exact location and nature of the emergency.
Floor/Area Monitors	<ul style="list-style-type: none">• Ensure stairwells are safe before use.• Maintain communication with the Command Center and provide progress on evacuation.• Ensure floor or area is completely cleared.• Report in when sections are completely cleared.• Control movement of persons on stairways,

	<p>keeping them in single file and moving steadily at a walking pace; instruct persons to grasp handrails.</p> <ul style="list-style-type: none"> • Ensure that evacuation routes are clearly identified and made known to occupants. • Direct orderly flow of persons along the prescribed evacuation routes. • Check if fire, smoke or debris is present in routes. • Ensure that windows and doors are closed, lights on, and electrical appliances off during fire evacuations. • Leave windows and doors open and lights on during bomb threat evacuations.
Monitors for the Disabled / Special Needs Escorts	<ul style="list-style-type: none"> • Locate and stay with the special needs individual. • Firefighters will arrive by stairway and elevators. Stay with the person until this help arrives.
Security Officers	<ul style="list-style-type: none"> • Prevent unauthorized entry or re-entry into the building. • Report the fire to 911 (if applicable to location) • Direct responders to scene of the fire.
Safety Official	<ul style="list-style-type: none"> • Monitor safety hazards to employees during the evacuation and in the assembly areas.
Administrative Officer	<ul style="list-style-type: none"> • Report that the evacuation is in progress and employee status to appropriate UC Hastings officials.
Employees	<ul style="list-style-type: none"> • Report the fire and sound the alarm if first to notice it. • Use fire extinguishers on small fires if trained to do so. • Take responsibility for escorting your visitors out of the building and assisting others. • Secure classified materials and take required personal items before leaving.
Supervisors	<ul style="list-style-type: none"> • Ensure a head count is taken at the assembly areas. • Assure all persons are alerted to the emergency. • Direct occupants to the nearest exit. • If possible, check to ensure everyone has vacated. • Assist or enlist aid as necessary for special needs and mobility-impaired personnel. • Notifying the Incident Commander or EOP team members of successful evacuation.

Reporting the Emergency

- Dial UCSF Emergency Dispatch at (415) 476-6911 OR
- Dial 911 OR

- Use a Pull Alarm station
- *Be prepared to give: Location and Potential Cause of the fire.*

Actions general staff members shall take and be aware of:

- Your actions may determine your survival
- Follow your normal evacuation procedures and move quickly, once outside proceed to the assembly area for roll call, or first aid.
- Be aware you may be evacuating in a smoke-filled environment.
- Don't return to your workplace for personal items.
- Stay low when smoke is visible and crawl if necessary.
- Keep hallways clear and exits unobstructed.
- Feel closed doors with the backside of your hand before opening.
- Stand back while opening a door in event of fire flare up.
- If smoke is present or having difficulty breathing, place arm or place shirt or clothing over mouth and breath through material of clothes
- Remember to go DOWN and out to exit a building.
- Do not go back into the building after you are out.
- Know when to stay in place for rescue if necessary.
- Stay calm – panic consumes more air.
- Protect your eyes.
- Stay clear of building due to chance of explosions, falling glass and flaming debris, any responding trucks, or firefighting personnel.

Supplies are the responsibility of Facilities or the Safety Official

- **Fire Extinguishers**

Fire Extinguishers are provided and inspected by the Facilities Department. If a fire extinguisher is missing or needs replacement, the Facility Manager will be notified to have the extinguisher replaced. Only personnel trained in use of Fire Extinguishers may use them and then only for fires smaller than the size of a trash can.

- **Fire Alarm Systems**

Facilities is responsible for the testing of this system. Records of testing, or other written documentation of testing should be maintained (by facilities management).

- **Fire Suppression/Sprinkler System**

Facilities is responsible for the testing of this system. UCSF Police & Security shall receive written documentation of testing from building management when completed.

Car Bombs

A frequently reoccurring source of terrorist bombings is by use of a car bomb, next to or under a building (in a garage). The measures to deal with a car bomb incident are the same as for any fire or explosion. The best measures to take to prevent a car bombing are increased security and blockading of streets and garages during periods of increased terrorism threat level. **Be aware of the possibility of a second explosion following an initial explosion.**

Section 12

Natural Disasters

Earthquake

Preparing for the Emergency

Prior to an Earthquake; Facilities, Designated Official and Emergency Operations Team should work with local U.S. Geological Survey Personnel, OES, and local responders to know the structural integrity of the building, historical possibility of an earthquake, location of fault lines and know local earthquake emergency response plans.

Incident Response

Team Member	Actions
Designated Official	<ul style="list-style-type: none">• Establish a Command Center and take charge of the situation.• Decide to Evacuate or Shelter-in-Place.• Consider After-shocks, falling debris and hazards like powerlines when making these decisions.• Notify Fire Department / EMS/ 911 in event of damage or injuries.• Ensure all personnel are accounted for to prevent unnecessary Search & Rescue efforts.
Emergency Operations Lead	<ul style="list-style-type: none">• Activate the Emergency Operations Team.• Remain appraised of potential for aftershocks.• Ensure alternate location and evacuation routes are clear of earthquake damage.• Identify suitable shelter areas in the building.
Floor / Area Monitors	<ul style="list-style-type: none">• Ensure that employees are out of weak structural areas or where flying glass could be a hazard.• Assist in accounting for employees and report status to Emergency Operations Lead.• Do not allow use of elevators after an earthquake until authorized by Safety Official to do so.
Monitors for the Disabled	<ul style="list-style-type: none">• Ensure that individual with special needs are relocated to a safe place within the building.
Security Officers	<ul style="list-style-type: none">• Secure building and keep personnel clear of building damage or downed electrical lines.• Maintain access for emergency vehicles.• Notify 911 of injuries if not already accomplished.
Safety Official	<ul style="list-style-type: none">• Assist Damage Control with safety assessments.

	<ul style="list-style-type: none"> • Provide assistance on debris, water, health, gas, sewage, fire and electrocution hazard issues. • Verify safety of drinking water after incident.
Administrative Officer	<ul style="list-style-type: none"> • Complete Required Reports • Advise Senior Staff of Operational Status • Ensure adequate stocks of disaster supplies. • Arrange rental vehicles to assist evacuation.
Employees	<ul style="list-style-type: none"> • Relocate out of weak structural areas or where flying glass could be a hazard. • Assist in protecting building and property. • Take shelter under desks or heavy furniture. • Turn off computers and electrical equipment. • Gather items required at relocation site including ID cards, laptops and communications devices. • After the earthquake: stay out of damaged buildings, watch for aftershocks, fire, damaged water or gas lines, objects falling off buildings and downed electrical lines.

During an Earthquake

1. KEEP CALM – Think before you make any movements.
2. If OUTDOORS, STAY THERE. Get into an open space away from trees, buildings, walls and power lines. DO NOT ENTER BUILDING after initial tremors. Go to assembly area at United Nations Plaza and await further instructions.
3. If INDOORS, stay there until directed otherwise by UCSF Police & Security or the Administration.

OFFICES/CLASSROOMS: Get under a desk or go to the nearest interior wall or doorway and brace yourself against the door jamb; or, drop to your knees, cover your head with your arms, and make your body as small as possible.

HALLWAYS/STAIRWELLS: Get to the nearest interior wall or doorway and brace yourself against the door jamb.

GARAGE: Get to the nearest interior wall or doorway and brace yourself against the door jamb; drop to your knees, cover your head with your arms, and make your body as small as possible.

4. AFTER THE SHAKING STOPS: Remain where you are for as long as it is safe to do so. If it is not safe, proceed to the nearest stairwell and DO NOT use elevators.

Section 13

Chemical or Toxic Substance Release

A Chemical Release could occur as a result of an accident by construction personnel inside the building, a transportation accident or an internal or external terrorist incident. Response procedures for all have similarities and might include evacuation or shelter-in-place.

Preparing for the Emergency

- Acquire clean up kits and personal protective equipment for small chemical spills.
- Be aware of chemical hazards in the workplace, near the workplace (for example, railroads or chemical plants) and along evacuation routes.
- Identify shelter-in-place locations.
- Identify the telephone numbers of the local hazmat response team, fire department with decontamination capability, hospital with hazmat treatment capabilities, national hazmat reporting agency, poison control center and major environmental mediation contractor.

Incident Response

Team Member	Actions
Designated Official	<ul style="list-style-type: none">• Establish a Command Center and take charge of the situation.• Contact local first responders to determine the size and scope of the incident.• Decide to Evacuate or Shelter-in-Place.• Notify Fire Department / EMS/ 911 in event of damage or injuries.• Ensure all personnel are accounted for to ensure future medical treatment if necessary.• Coordinate on going status of incident, duration and when the situation is terminated.
Emergency Operations Lead	<ul style="list-style-type: none">• Activate the Emergency Operations Team.• Decide if partial or entire evacuation appropriate.• Ensure status of alternate location, evacuation routes and public transportation.• Identify suitable shelter areas in the building. Upper floors are best for heavier than air toxins.
Floor Wardens	<ul style="list-style-type: none">• Ensure that employees are out of weak structural areas, or where flying glass could be a hazard or air is leaking in from outside.• Assist in accounting for employees and report status to Emergency Operations Lead.

	<ul style="list-style-type: none"> • Do not allow use of elevators if elevators could spread contamination.
Monitors for the Disabled	<ul style="list-style-type: none"> • Ensure that special needs individuals are relocated to a safe place within the building.
Security Officers	<ul style="list-style-type: none"> • Secure building and keep personnel clear of incident scene. • Maintain access for emergency vehicles. • Notify 911 of injuries if not already accomplished.
Safety Official	<ul style="list-style-type: none"> • Assist Damage Control with safety assessments. • Provide advice on chemical hazards, air quality, fumes, water quality and decontamination. • Monitor heat stress in shelter-in-place situation.
Administrative Officer	<ul style="list-style-type: none"> • Report Operational Status to Hazmat Agencies. • Ensure stocks and distribute disaster supplies. • Arrange rental vehicles to assist evacuation (if necessary).
Employees	<ul style="list-style-type: none"> • Move to designated safe areas of building. • Monitor health of co-workers. • Turn off computers, lights and electrical equipment to reduce heat. • Gather items required at relocation site including ID cards, laptops and communications devices.

Details on Chemical Incidents

The health danger posed by chemical weapons is high, but the probability of risk they will be used in a particular location is low due to the technical difficulty manufacturing, handling, transporting and dispersing them.

An accidental chemical release is a more likely incident. In all clean-up operations, use trained personnel, personal protective equipment (PPE) and proper procedures as provided by Material Safety Data Sheets or hazmat response organizations.

Incidents should also be reported to the proper agencies.

Individuals exposed to chemicals should have immediate medical attention and portions of the body exposed to chemicals should be flushed with water.

Coworkers and authorities should keep track of who is exposed for further treatment.

Sensitivity to chemicals varies but affected persons should be moved to areas of better ventilation and special attention given to protecting eyes and lungs.

If partial or full evacuation is chosen as an emergency procedure, consideration should be given to moving assembly areas further away from the building and ensuring that evacuation routes are clear. Wind speed and direction should also be considered.

If shelter-in-place is chosen as an emergency procedure, consideration should be given to turning off ventilation systems and moving to upper floors if the chemical is identified as being heavier than air.

After an incident, keep others out of contaminated areas, don't return until advised it is safe to do so, and save contaminated clothing for police or medical evidence.

Section 14

Radiological or Biological Release

A radiological incident might include: powerplant accidents, transportation accidents, misplacement of radioactive materials, deliberate contamination, and explosion of a nuclear weapon or explosion of a radiological dispersion device (RDD).

A biological incident might include the release of a biological substance covertly or visibly. There may be no indication that an incident has occurred until medical symptoms have developed.

Preparing for the Emergency

- Be aware of radiological hazards near the workplace and along evacuation routes. For example, Medical radiological materials handlers, nuclear waste transportation routes and nuclear power plants.
- Identify primary and alternate shelter-in-place locations and evacuation routes.
- Be familiar with the local emergency plans if near a nuclear power reactor.
- Identify the telephone numbers of the local hazmat response team with radiation monitoring capability, fire department with decontamination capability and hospital with radiation treatment capabilities.

Incident Response

Team Member	Actions
Designated Official	<ul style="list-style-type: none">• Establish a Command Center and take charge of the situation.• Contact and coordinate with local responders to determine the size and scope of the incident.• Decide to Evacuate or Shelter-in-Place.• Notify Fire Department / EMS/ 911 in event of damage or injuries.• Ensure all personnel are accounted for to ensure future medical treatment if necessary.• Coordinate on going status of incident, duration and when the situation is terminated.
Emergency Operations Lead	<ul style="list-style-type: none">• Activate the Emergency Operations Team.• Decide if partial or entire evacuation appropriate.• Ensure status of alternate location, evacuation routes and public transportation.• Identify suitable shelter areas in the building. Lower floors provide better radiation protection.
Floor / Area Monitors	<ul style="list-style-type: none">• Ensure that employees are out of weak structural areas or where flying glass could be a hazard or

	<p>air is leaking in from outside.</p> <ul style="list-style-type: none"> • Do not allow use of elevators if elevators could spread contamination. • Assist in accounting for employees and report status to Emergency Operations Lead.
Monitors for the Disabled	<ul style="list-style-type: none"> • Ensure that special needs individuals are relocated to a safe place within the building.
Security Officers	<ul style="list-style-type: none"> • Secure building and keep personnel clear of incident scene or contamination source. • Maintain access for emergency vehicles. • Notify 911 of injuries if not already accomplished.
Safety Coordinator	<ul style="list-style-type: none"> • Assist Damage Control with safety assessments. • Provide advice on hazards, air quality, water quality and decontamination. • Monitor heat stress in shelter-in-place situation.
Administrative Officer	<ul style="list-style-type: none"> • Report Operational Status to Senior Staff. • Ensure stocks and distribute disaster supplies. • Arrange rental vehicles (transportation) to assist evacuation.
Employees	<ul style="list-style-type: none"> • Move to designated safe areas of building. • Monitor health of co-workers. • Turn off computers, lights and electrical equipment to reduce heat. • Gather items required at relocation site including ID cards, laptops and communications devices.

Details on Radiological and Biological incidents:

- If a radiation or biological release occurs, it may only be detected later after medical symptoms occur and the area is tested with radiation survey meters or biological swabs. The area should be decontaminated before being reoccupied.
- Individuals who might have been exposed will need to be examined and treated. It is important to keep track of who visited the location of the release. Logs, security video and employee recollections should be reviewed to identify these individuals.
- Instant awareness of a biological event might only be possible if a suspicious substance is seen. Fortunately, in some diseases, symptoms appear fast enough among the initial patients, to allow antibiotics to be given before the negative effects of the pathogens can take effect.
- Radioactive materials emit Alpha and Beta radiation which can be blocked by skin or clothing. Beta can cause skin burns. The greatest danger of Alpha and Beta radiation is ingestion into the stomach or lungs.
- The most dangerous form of radiation is Gamma rays. It can cause radiation sickness and can penetrate through people and most building materials except for several inches of dense metals (like lead) or several feet of earth or concrete.

- Radiation can easily be detected by survey meters, dosimeters and new technology warning detectors in use by Homeland Security agencies.
- Protection from Radiation can be provided by shielding, distance from the source, decreasing the time exposed or allowing time to pass – during which many forms of radiation will decrease (or decay).
- Although radioactive materials - power plant fuel, weapons, and medical waste, are transported around the country, the chances of an accident are low because of procedures, route restrictions and structural integrity of the transport vehicles
- Nuclear weapons create damage through blast, (with disintegration), heat and fire, enormous air pressure (causing structural collapse and propelling fires, debris and broken glass), Electro-Magnetic Pulse (or EMP which damages electronic equipment and communications) direct radiation and fallout.
- If there is warning before an explosion, time can be used to improvise shelter. If evacuation is chosen, be aware people might panic and be caught in traffic or caught in the open.
- The first sign of a detonation will be a bright flash of light. Hit the ground, and “Duck and Cover”. Try to get under a heavy piece of furniture, behind solid structure, head downstairs and get away from windows. This will reduce the chance of injury from the blast, heat, wind and flying debris; which will quickly follow.
- Shelter versus Evacuate decisions should be based upon adequacy of shelter (including shielding, ability to improve shielding, food and water) versus means to evacuate (considering roads, debris, traffic and available vehicles). In either case, decision factors will include blast size, proximity, casualties, wind speed/direction and estimated arrival time and quantity of fallout.
- Dirty bombs create significantly less blast and radiation than nuclear weapons. The area of radiation will be smaller but will still require decontamination.

Section 15

Bomb Threats

Bomb threats may be internal or external and received in many forms including phone, mail, messenger, email, fax, intranet, public radio, or television. Bomb threats may be received at anytime and by anyone, for example, a mailroom employee, a receptionist, campus operator, or a Security Officer. No matter the form in which a bomb threat is received, or who receives the threat, the threat should be taken seriously and reported.

Preparing for the Emergency

- Ensure that personnel are trained in bomb threat procedures and know how to call for help without alerting the threatening party.
- Ensure that bomb threat checklists are distributed.
- Post the phone numbers for appropriate agencies to call.

Incident Response

Team Member	Actions
Designated Official	<ul style="list-style-type: none">• In consultation with the Emergency Operations Lead and Security Officers, determine the appropriate course of action warranted by the situation.• Initiate appropriate notification of Senior Staff, Chancellor and Dean to advise of the receipt of the bomb threat and to report what steps have been undertaken to verify the validity of the threat and what preventive security/safety steps have been taken.• Determine if activation of the EOC and evacuation of the facility is warranted.• If evacuation is warranted, announce an evacuation of the facility.• Pass an “all clear” message to employees when the incident is terminated.
Emergency Operations Lead	<ul style="list-style-type: none">• Assist the DO in the above measures.• Perform procedures for evacuation or shelter-in-place checklist as directed.
Floor Wardens	<ul style="list-style-type: none">• Perform procedures for evacuation or shelter-in-place checklist as directed.
Monitors for the Disabled	<ul style="list-style-type: none">• Perform procedures for evacuation or shelter-in-

	place checklist as directed.
Security Officers	<ul style="list-style-type: none"> • Notify the Local Police Department. • Local the Local Fire Department. • These notifications will advise those agencies of all available details of the bomb threat and allow them to provide appropriate response and assistance to the facility. Additional emergency notifications, as needed, will be initiated via a subsequent 911 call. • If an extended time period exists before the threatened detonation of a device, conduct a discreet inspection of College Facilities, in an effort to locate any suspicious package, prior to evacuation of the facility. • Determine if evacuation is required or shelter-in-place if the bomb threat is external to the building. • Ensure an announcement is made to immediately begin evacuation or sheltering of occupants. • Upon complete evacuation of all occupants proceed to the ground and first floor exits to deny reentry into the facility and assist in directing emergency response personnel upon their arrival. • Process threat reports, assist with interviews and post incident investigation with other agencies.
Safety Official	<ul style="list-style-type: none"> • Perform procedures for evacuation or shelter-in-place checklist as directed.
Administrative Officer	<ul style="list-style-type: none"> • Perform procedures for evacuation or shelter-in-place checklist as directed.
Employees	<ul style="list-style-type: none"> • Follow the instructions of management and wardens. • Report to management for accountability at assembly area. • Return to work areas when directed by a warden or management. • Keep the caller on the line if answering the call.

BOMB THREAT CHECKLIST:

To use in the event that you receive a call from someone making a bomb threat.

- Remain calm, be courteous, listen to and DO NOT interrupt the caller
- Get the attention of another person- give them a note saying, “CALL POLICE - BOMB THREAT” or signal to someone else by repeating with a question to the caller that such a call is underway. The person signaled should immediately call UCSF Police at (415) 476-6911 or simply dial 911.
- If your phone has Caller ID display, record the number of the incoming call
- Write down the EXACT WORDS of the caller and the threat
- Don’t hang up the phone, leave the line open
- Notify a supervisor
- Try to determine and record the following information:
 - Time of call.
 - Origin (local, long distance, phone booth)
 - Exact words used and background noises.
 - Bomb location.
 - Bomb appearance, what kind.
 - Time bomb will explode.
 - Why the bomb was placed there.
 - Caller’s age, sex.
 - Quality of voice, accent.
 - Emotional content.

If possible, take notes during the call. If not, record this information immediately after completing the call.

- OPEN DOORS in area of suspected bomb to minimize structural damage.
- UCSF Police & Security and/or Administration will determine whether evacuation is necessary and give instructions accordingly.
- All bomb threats must be considered real until proven otherwise. Report information and follow directions calmly.

DESCRIPTION OF CALLER (check all that apply)

Sex: Male____ Female____ Unknown____ **Age:** Adult____ Child____ Approx. Age_____

Voice	Speech	Behavior	Language
<input type="checkbox"/> Clean	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Agitated	<input type="checkbox"/> Educated
<input type="checkbox"/> Distorted	<input type="checkbox"/> Distinct	<input type="checkbox"/> Anxious	<input type="checkbox"/> Foreign
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Fast	<input type="checkbox"/> Angry	<input type="checkbox"/> Foul
<input type="checkbox"/> Loud	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Blaming	<input type="checkbox"/> Intelligent
<input type="checkbox"/> Muffled	<input type="checkbox"/> Lisp	<input type="checkbox"/> Calm	<input type="checkbox"/> Irrational
<input type="checkbox"/> Nasal	<input type="checkbox"/> Slow	<input type="checkbox"/> Coherent	<input type="checkbox"/> Rational
<input type="checkbox"/> Pitch- High	<input type="checkbox"/> Slow	<input type="checkbox"/> Fearful	<input type="checkbox"/> Slang
<input type="checkbox"/> Pitch- Medium	<input type="checkbox"/> Stuttered	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Uneducated
<input type="checkbox"/> Pitch-Low	<input type="checkbox"/> Local	<input type="checkbox"/> Laughing	<input type="checkbox"/> Unintelligible
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Not Local	<input type="checkbox"/> Nervous	If foreign, describe:
<input type="checkbox"/> Raspy	<input type="checkbox"/> Regional	<input type="checkbox"/> Righteous	
<input type="checkbox"/> Smooth	<input type="checkbox"/> Foreign		
<input type="checkbox"/> Soft			
<input type="checkbox"/> Squeaky			
<input type="checkbox"/> Tape			
Recording			
<input type="checkbox"/> Unclear			
<input type="checkbox"/> Other			

Background Noises

- Airport Animals Baby Bar Noises Birds Children
 Factory Guns Firing Gymnasium Machinery Music
 Office Machines Party Quiet Restaurant Talking/Voices
 Television Traffic Trains Typing Water/Wind

Describe:

Exact Wording of Threat

Name of Person Receiving Call: _____

Date: _____ Time Received: _____ Length of Call_____

Phone # Threat Received On: _____

Name of Possible Suspect: _____

Section 16

Suspicious Packages

A suspicious package can be anything, from a box, a purse, an out of place fire extinguisher, to a briefcase. A suspicious package is anything that appears out of place or unusual. Those in a position to determine if something is out of place or unusual are employees who work in the area.

DO NOT ATTEMPT TO MOVE OR OPEN A SUSPICIOUS PACKAGE. Signs of a dangerous package might include excess tape, excess postage, leaking substances, sticky substances, powdery substances, discoloration, misspelled names or addresses, wires or odors.

In the event you identify a suspicious package, isolate the item, maintain a safe distance from the item, wash your hands, and immediately call Postal inspectors at 1-877-876-2455, and state **EMERGENCY**. If medical attention is warranted, contact local authorities immediately.

If you believe it is a bomb, isolate the item, maintain a safe distance from the item, and immediately contact 911 for SFPD Bomb Threat response.

Preparing for the Emergency

- Be familiar with package handling procedures and evacuation methods.

Incident Response

Team Member	Actions
Designated Official	<ul style="list-style-type: none">• Determine appropriate response and evacuate or relocate occupants as necessary.• Inform the EOP and employees of the situation.• Upon receipt, communicate "All Clear" order.
Emergency Operations Lead	<ul style="list-style-type: none">• Activate EOP team to take appropriate action – evacuation if ordered.
Floor/ Area Monitors	<ul style="list-style-type: none">• Perform procedures for evacuation or as ordered.
Monitors for the Disabled	<ul style="list-style-type: none">• Perform procedures for evacuation or as ordered.
Security Officers	<ul style="list-style-type: none">• Upon arrival to the scene, determine the status of the package• If ownership cannot be determined, recommend an evacuation of the facility• Notify SFPD and all other appropriate emergency response services.
Safety Official	<ul style="list-style-type: none">• Provide technical assistance in event package

	contains dangerous substances.
Administrative Officer	<ul style="list-style-type: none"> • Perform procedures for evacuation or as ordered.
Employees	<ul style="list-style-type: none"> • Notify the first available supervisor. • Do not attempt to move or open the package. • If the package is leaking a “Suspicious White Powder”, keep others away from it and keep track of who else has come near it. • Perform procedures for evacuation or as ordered.

Section 17

Violence in the Workplace

Violence in the work place can take many forms to include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm; intimidating behavior, suicidal threats, injury or the threat of injury to persons or property; fist fights, shootings, stabbings, sexual assault or unwanted sexual advances, hostage taking, or the unauthorized use of deadly weapons and explosives.

Such actions are not authorized by UC Hastings employees or in UC Hastings facilities.

Preparing for the Emergency

- Ensure employees are trained in workplace violence procedures.
- Identify safe areas where employees can shelter with lockable doors.
- Establish a system of passwords and notification methods.
- Identify the phone numbers of agencies, which would intervene in a violence incident.

Incident Response

Team Member	Actions
Designated Official	<ul style="list-style-type: none">• Determine if severity of incident warrants evacuation or relocation of other employees to prevent harm and take appropriate action.• Verify the identity of employees in duress and who is clear of the incident.
Emergency Preparedness Coordinator	<ul style="list-style-type: none">• Activate EOP Team• Guide police to the scene of the incident in event internal security personnel are engaged in the incident.
Floor/Wing/Area Monitors	<ul style="list-style-type: none">• Carry out evacuation if ordered and keep other employees away from confrontation area.
Monitors for the Disabled	<ul style="list-style-type: none">• Carry out evacuation if ordered and keep other employees away from confrontation area.
Security Officers	<ul style="list-style-type: none">• Respond to and take control of the person/incident.• Notify the Local Police Departments and other agencies/personnel as stipulated in post orders.
Safety Official	<ul style="list-style-type: none">• Arrange post-incident CISM
Administrative Officer	<ul style="list-style-type: none">• Complete incident report
Employees	<ul style="list-style-type: none">• The nearest employee to the person demonstrating signs of violence should notify the first available supervisor.• A supervisor or person with counseling skills

	<p>should attempt to de-conflict the situation.</p> <ul style="list-style-type: none"> • To reduce the threat of harm to additional victims, attempt to prevent additional people from entering the area where a violent person or hostage situation is taking place.
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Emergency Determination

Threats may be statements of intention or expressions of strong emotion. They can be indirect or direct, verbal or nonverbal. Shaking a fist or pounding the desk, throw things, and showing a weapon or things that could be used as a weapon are all example of nonverbal threats. Verbal threats may be indirect expressions of frustration or anger directed toward a person or office or they may be direct statements of the intention to harm. These situations are complex, and it is not expected that individuals will be able to assess whether the threat is serious and might actually lead to harm. However, it is expected that UC Hastings employees consider any threat or display of hate as potentially serious.

Most people who commit violent acts exhibit warning signs. It is important to take seriously any of the behaviors or words discussed above as potentially threats and to consult appropriate trained personnel to assess the risk and plan interventions.

Section 18

Civil Disturbance

Preparing for the Emergency

- Have phone numbers of local police, and neighboring law enforcement agencies available as are provided at the beginning of this Plan.
- Identify safe locations for employees, away from windows.
- Consider evacuation of ground floors.
- Secure confidential material.
- Security Officers will lock outside doors and wear protective riot gear (helmets, shields, batons).
- Identify and remove property, which might be damaged or stolen.
- Develop alternative security protocols if ground floor security is breached.
- If there is advance knowledge of a demonstration, remove trashcans or newspaper dispensers, which can be set afire or used as projectiles.

Incident Response

Team Member	Actions
Designated Official	<ul style="list-style-type: none">• For a significant demonstration, consider partial (ground floor) building evacuation or shelter-in-place.• Remain in touch with Senior Administrative Staff, law enforcement and media information sources.
Emergency Operations Lead	<ul style="list-style-type: none">• Activate EOP Team• Comply with directions of DO and Police to include evacuation or shelter-in-place
Floor /Area Monitors	<ul style="list-style-type: none">• Comply with directions of DO and Police to include evacuation or shelter-in-place
Monitors for the Disabled	<ul style="list-style-type: none">• Comply with directions of DO and Police to include evacuation or shelter-in-place
Security Officers	<ul style="list-style-type: none">• Notify Police (and Fire/EMS if necessary).• Lock outside doors.
Safety Official	<ul style="list-style-type: none">• Comply with directions of DO and Police to include evacuation or shelter-in-place
Administrative Officer	<ul style="list-style-type: none">• Complete Incident Report
Employees	<ul style="list-style-type: none">• Stay away from windows• Don't engage demonstrators in conversation• Secure confidential information & valuables.

In event of a civil disturbance outside of a campus building:

- Don't engage demonstrators in conversation or physical confrontation
- Discreetly try to identify the demonstration leaders for police follow-up
- Be prepared that teargas might be used. In this event, be prepared to shelter in place and have a wet cloth to cover the nose and mouth to reduce the effects of the gas.

Section 19

Utility Outage

Power Failure

Types of Power Failure Emergencies

Power failures may include: Internal, External (local, neighborhood, city or regional), Long-term or Short-term. In most cases, outages are short term, requiring re-direction of power grids or replacement of wires or transformers. Long term or wide-spread outages might cause disruption of water supplies (therefore firefighting capability), health care, communications, traffic control devices and refrigeration. All of these factors should be considered in emergency planning and decisions to relocate. Before resuming normal operations, ensure that power won't face further interruptions and voltage is stable.

Preparing for the Emergency

- The facility owns emergency power generators, they are fueled and tested on a regular basis so emergency power crossover can be accomplished immediately.
- Identify a dependable re-supply source for generator fuel.
- Identify a dependable source for spare generators.
- Protect critical electronic equipment with surge protectors and Uninterruptible Power Supply (UPS) systems.
- Have flashlights at employee workstations.
- Have the telephone number of the power company to be able to report problems and determine the extent of the outage.

Incident Response

Guard Post: Inform IT of outage

Team Member	Action
Designated Official	<ul style="list-style-type: none">• Notify key members of the EOP and select a location for them to report to.• Based upon estimated duration of the incident and impact on operations, consider relocation to the COOP or other site (ensure these alternate sites have reliable power).
Emergency Operations Lead	<ul style="list-style-type: none">• Activate the EOP Team• Keep in touch with local responders and power companies to determine the extent of the outage.• If outage is widespread and effects telephones, identify runners to augment communications.
Floor / Area	<ul style="list-style-type: none">• Use flashlights to help people that need assistance.

Monitors	<ul style="list-style-type: none"> Remind occupants that candles and the use of matches for lighting is prohibited and to stay at their workstation. If an order to evacuate the building is given, escort people in your area in one manageable size group at a time. Keep individuals out of elevators to prevent entrapment. Determine if there are already individuals trapped.
Monitors for the Disabled	<ul style="list-style-type: none"> Rendezvous with assigned special needs individual to provide assistance.
Security Officers	<ul style="list-style-type: none"> Call local law enforcement to determine the reason and duration of the power loss if information not available from the power company. Determine extra security needs created by loss of phone and alarm systems.
Safety Official	<ul style="list-style-type: none"> Patrol controlled areas to ensure the health and safety of the occupants including no use of open flames. Advise Floor Wardens to also monitor the situation in their respective areas.
Administrative Officer	<ul style="list-style-type: none"> Arrange for light, power and fuel related support requests.
Employees	<ul style="list-style-type: none"> Occupants that observe a power loss in their office or immediate working area should notify their supervisor. Remain at your workstation. Turn off all of your equipment. Secure your personnel items and confidential documents. Do NOT use open flames such as matches or lighters for emergency lighting. Wait for further instructions.

Section 20

Water/Sewer Loss

Water loss can be a loss of potable drinking water, loss of a water supply for sprinkler systems, loss of a water supply for HVAC equipment, or any other critical equipment that requires water to operate.

Sewer Loss is the loss of the ability to use restroom facilities.

Preparing for the Emergency

- Establish a source for drinking water and temporary / portable sanitary toilet facilities (port-a-potties).
- Arrange with fire department for tanker truck support at critical facilities.

Incident Response

Team Member	Actions
Designated Official	<ul style="list-style-type: none">• Assemble key members of the team and assess impact on operations.• Order restrictions on fountains and restrooms.• Bottled water and portable toilets can substitute for restrooms and fountains.• If duration of water loss is expected to be more than 2-4 hours, consider early release.• If area of water loss is small and facility high priority, arrangements can be made with fire department for pre-positioning to reduce risk.
Emergency Operations Lead	<ul style="list-style-type: none">• Have EOP team members restrict or prevent use of toilets and fountains and redirect employees to temporary facilities.• Place restriction signs at appropriate locations.
Floor / Area Monitors	<ul style="list-style-type: none">• Same as above.
Monitors for the Disabled	<ul style="list-style-type: none">• Keep assigned individuals informed of the situation.
Security Officers	<ul style="list-style-type: none">• Expand security considerations to cover portable toilets if set up outside normal security perimeter.
Safety Official	<ul style="list-style-type: none">• Prepare to test water for contaminants prior to use. Advise on sanitation complaints.
Administrative Officer	<ul style="list-style-type: none">• Order water or portable toilets as requested.
Employees	<ul style="list-style-type: none">• Follow orders regarding restrictions on water and toilet use.

Section 21

Natural Gas Leaks, Gas System Interruption or Downed Power Lines

Natural gas leaks might occur, or gas service may be disrupted by construction or disasters including tornadoes, floods, earthquakes and explosions. Following incidents of these types, the gas supply should be turned off until it is determined the system is safe. Incidents of this type and power outages can also result in malfunctions of pilot lights and result in flow of explosive gas once the gas supply has resumed.

If you smell natural gas or see downed power lines, leave the area immediately and call 911. Once you are at a safe location and following a call to 911, call PG&E at 1-800-743-5000.

Preparing for the Emergency

- Identify and diagram the location of natural gas lines and shutoff valves inside and outside the building.
- Identify if building heating or cooling dependent on natural gas.
- Identify which devices, including furnaces; stoves and water heaters are potential sources of natural gas leaks due to the functioning of their pilot light systems.
- Identify the emergency telephone numbers for the gas company.
- If building heat is normally supplied by natural gas, identify a source for portable heaters.

Incident Response

Team Member	Actions
Designated Official	<ul style="list-style-type: none">• Consider evacuation if the gas leak is internal or shelter-in-place if the leak is external.• Consider relocation if gas disruption is prolonged or if gas is primary source of heat.• Consider alternate sources of heat.
Emergency Operations Lead	<ul style="list-style-type: none">• Institute shelter-in-place or evacuation.• Enforce no smoking or use of open flames.• Search out odors of gas leak.
Floor/ Area Monitors	<ul style="list-style-type: none">• Same actions as above.
Monitors for the Disabled	<ul style="list-style-type: none">• Rendezvous with special needs individuals and offer assistance.
Security Officers	<ul style="list-style-type: none">• Keep employees out of danger area or from re-entering facility following an evacuation.• Direct Gas Company staff to proper location.• Do not allow employees to smoke in the area.
Safety Official	<ul style="list-style-type: none">• Provide Assistance and Advice to other team

(Coordinator)	members.
Administrative Officer	<ul style="list-style-type: none"> Order alternative heating devices if necessary.
Employees	<ul style="list-style-type: none"> Any employee smelling Natural Gas should notify security or call 911. Do not smoke or light candles during a disaster, which may have disrupted natural gas lines.

EMERGENCY CONSIDERATIONS:

- A gas leak might be outside of your building and outside of your control.
- Be aware that pilot lights on hot water heaters and furnaces may not automatically relight, so these will create a new potential source of leak after the gas is turned back on.
- Gas lines should be turned off if there is a fire, explosion, accident or earthquake, which disrupts the gas line.
- If occupants are confident that an actual gas leak is occurring, consideration should be made to evacuating the building.
- By using gas detection meters, the gas company can quickly identify the location of a leak. PG&E should be contacted immediately after 911 at 1-800-743-5000.

Section 22

Elevator Failure

Elevator Failure

An elevator failure is any elevator malfunction that effects normal operations, which can be a elevator not operating, doors not shutting, the elevator opening with the floor above or below the elevator floor (the two floors are not parallel with each other), or the doors do not open when an item crosses the light beam to prevent the doors from coming closed on someone.

Any elevator failure occurring with employees or others ‘trapped’ is by definition a rescue, and warrants special attention as noted below

Preparing for the Emergency

- Identify a method to turn off power to the elevator.
- Have the name and telephone number of the elevator rescue, inspection and repair parties readily available.

Incident Response

Team Member	Actions
Designated Official	<ul style="list-style-type: none">• Identify the names of the persons trapped in the elevator if applicable.• Monitor the situation and announce the “all clear”
Emergency Prepared Coordinator	<ul style="list-style-type: none">• Contact Elevator Company, Entrapment services• Activate the EOP Team as needed.
Floor / Area Monitors	<ul style="list-style-type: none">• Mark elevators out of service with signs and prevent their use by employees.
Monitors for the Disabled	<ul style="list-style-type: none">• Advise Special Needs Individuals not to use elevators and determine means to exit building.
Security Officers	<ul style="list-style-type: none">• Call the fire department if a rescue situation is involved.• Contact the EPC.
Safety Official	<ul style="list-style-type: none">• Direct Elevator / Rescue Personnel to the affected elevator.
Administrative Officer	<ul style="list-style-type: none">• Call the elevator maintenance company or building management.
Employees	<ul style="list-style-type: none">• Report elevator failure or need for elevator rescue to Security Officers.• If trapped in the elevator, remain calm and provide information over the phone/intercom as required.

Section 23

Active Shooter

In the event of a shooting on campus, if an active shooter is in your vicinity, you must quickly determine the most reasonable means of protecting your life. Remember that others are likely to follow your lead. The following recommendations come from the Department of Homeland Security, and are listed in their priority order:

RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers or first responders
- Do not attempt to move wounded people
- Call 911 when you are in a safe location

HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

1. Your hiding place should:

- Be out of the shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap or restrict your options for movement

2. To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

3. If the active shooter is nearby:

- Lock the door
- Silence your cell phone
- Turn off any source of noise (e.g., radios or televisions)
- Hide behind large items (e.g., cabinets, desks)
- Remain quiet

4. If neither evacuation nor hiding out is possible:

- Remain calm
- Dial 911, if possible, to alert the police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Information to Share with 911

When you dial 911 or call UCSFPD at (415) 476-6911, it is important that you try to provide information in a calm, clear manner so that the 911 operator can quickly relay your information to responding law enforcement and emergency personnel.

Be prepared to provide as much information as possible including:

- What is happening
- Building name and room number
- Number of people in your specific location
- Injuries, if any, including the number of injured and types of injuries
- Your name and other information as requested

Try to note as much as possible about the assailant, including:

- Specific location and direction of the assailant(s)
- Number of assailant(s)
- Gender, race, and age of the assailant(s)
- Language or commands used by the assailant(s)
- Clothing color and style
- Physical features (e.g., height, weight, facial hair, glasses)
- Type of weapons (e.g., handgun, rifle, shotgun, explosives)
- Description of any backpack, bag, or other belongings
- Do you recognize the assailant? Do you know their name? Do they have a connection with the College?
- What exactly did you hear (e.g., gunshots, explosions)?

Treat the Injured

The 911 operator will notify law enforcement and other emergency service agencies. The fire and rescue departments will respond to the site, but they will not be able to enter the area until it is secured by law enforcement. You may have to treat the injured as best as you can until the area is secure. Remember basic first aid:

- For bleeding, apply pressure and elevate. Many items can be used for this purpose (e.g., clothing, paper towels, feminine hygiene products, newspapers, etc.)
- Reassure those in the area that help will arrive and to try to stay quiet and calm

When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. Remember:

1. Help is on the way. It is important for you to:
 - Remain inside the secure area, so long as it remains safe to do so
 - Law enforcement will locate, contain, and stop the assailant
 - The safest place for you to be is in a locked/barricaded room
 - The assailant may not flee when law enforcement enters the building, but instead may target arriving officers
2. Officers are trained to neutralize the threat and may act in ways that you would not imagine:
 - Officers usually arrive in teams of four
 - Officers may wear uniforms or tactical equipment like bulletproof vests or helmets
 - Officers may be armed with rifles, shotguns, and/or handguns.
 - Officers may use pepper spray or tear gas to control the situation.
 - Officers may shout commands and may push individuals to the ground.
3. Injured persons: Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure.
 - You may need to explain this to others to calm them
 - Once the threat is neutralized, officers will assist EMS with treatment and evacuation of injured and other personnel
4. Evacuation: Responding officers will establish safe corridors for persons to evacuate.
 - This may be time consuming
 - Follow all directions of law enforcement personnel
 - Remain in secure areas until instructed otherwise
 - You may be instructed to keep your hands on your head
 - You may be searched
 - You may be escorted out of the building by law enforcement personnel
 - After evacuation you may be taken to a staging or holding area for medical care, interviewing, or counseling

- Once you have been evacuated, you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene

Decision Makers

Assistance from local and state law enforcement agencies will be provided under existing mutual aid agreements. The decision to call in outside support agencies, or to close all or a portion of the grounds, will be made by law enforcement command staff. Information will be released to the UCSF community as quickly as circumstances permit.

UC Hastings Law utilizes WarnMe as a mechanism to provide not only alerts, but updated information following the issuance of an initial alert.

Subsequent Procedures/Information

Following an active shooter incident, look for directions from law enforcement, first responders, and WarnMe notifications as to when it is safe to move about. If you were a witness to the incident, make yourself available to law enforcement officers to aid in the investigation. Support services, such as temporary shelter, medical care, and counseling, will be made available for anyone involved or impacted by the incident.

For more information, please contact the UCSF Police Department Professional Standards Unit at (415) 476-1414.

Section 24

Infection Disease Outbreak or Global Pandemic

UC Hastings Law, along with every other organization around the globe, has had direct and prolonged experience with a global pandemic via the outbreak of COVID-19. While the College has detailed policies, protocols, and procedures for COVID-19, they have not yet been conceptualized and reformulated into a general rather than COVID-19 response. Such a response will be added to the Emergency Operations Plan during the next update in order to ensure that current time and resources are spent on responding directly to COVID-19.

Pandemic Response Team

The Pandemic Response Team comprises key leadership from the College as follows:

- Chancellor & Dean
- Academic Dean
- Chief Financial Officer
- Chief Development Officer
- Executive Director of Operations*
- Director of Human Resources*
- Dean of Students
- Associate Dean of Libraries & Technology
- Assistant Chancellor & Dean/Chief of Staff
- Senior Assistant Dean of Enrollment Management
- Chief Communications Officer
- General Counsel
- Associate General Counsel
- Deputy CIO

*Pandemic Response Team Co-Leads

The Pandemic Response Team meets at least weekly, and more often as necessitated by the circumstances, during the course of a pandemic.

If you would like additional information about COVID-19 in the interim, do not hesitate to reach out to the Pandemic Response Team Co-Leads or the Emergency Operations Lead of the EOP for more information.

Section 25

Generic (“Canned”) Responses

The following section provides pre-planned or “canned” responses that can be used in the event of specific emergencies in order to streamline review, approval, and distribution of announcements. Time is critical in an emergency.

Section 9 Shelter-in-Place Procedures

“A decision has been made to Shelter-in-Place due to state reason, i.e. specific terrorist threat, hazmat incident, bomb threat, NBC incident, civil disorder, bad weather, etc.” This Shelter-in-Place order applies to all personnel / certain personnel / part of building / all of building / this building alone / part of city, etc.

Please take your personal valuables and Shelter-in-Place in the name of specific room(s). Please proceed by using the name of stairwell or door.

{if applicable:} Due to the incident: do NOT use name of stairwell, door, room, etc. due to the location of specific threat, wind direction, etc.

{if applicable:} Do NOT use elevators; these are required for rescue efforts.

{if applicable:} The following special instructions should be added:

- Pick up supplies at specific location.
- Seal up rooms.
- For the duration of the emergency, the ventilation will be turned off. Take measures to avoid heat stress.
- Be watchful for the health and safety of your co-workers and specific odors, smoke, fire, broken windows, open windows, damage, intruders, etc.

You will be given further instructions and be kept informed of the situation and when it will end. Please follow the directions of Police, Fire and building emergency personnel.”

Section 10 Medical Emergency

“There has been a Medical Emergency reported in/on give location. Medical response personnel please report to give location.

Section 11 Earthquake

"An earthquake (or) aftershocks is/are (occurring or about to occur). Move away from windows and other objects that might fall. Take shelter under a sturdy desk or doorway. Do not leave the building until advised, due to the danger of objects falling from the side of the building. Please report any injuries to <contact>."

If a subsequent decision is made to evacuate, use the following announcement:

"A decision has been made to evacuate the building due to earthquake damage. This evacuation order applies to <all personnel / certain personnel / part of building / all of building / this building alone / part of city, etc.>

Please take your personal valuables and exit by using the <name of stairwell or door>

{if applicable:} do NOT use <name of stairwell or door> due to <specific threat, damage, debris, power lines, gas lines, etc>.

{if applicable:} Do NOT use elevators; the shafts might be damaged.

{if applicable:} Use caution exiting the building. There is a risk of debris falling off the side or roof of the building.

{if applicable:} Stay out of damaged buildings, watch out for damaged water or gas lines and downed electrical lines.

{if applicable:} The following transportation routes and methods have been recommended for evacuation from the city <give specific information>. The following routes have been specifically identified that they should NOT be utilized <give restricted routes>.

Please proceed from the exit doors to the assembly area, which is located <location of assembly area>. You will be given further instructions. Please follow the directions of Police, Fire and building emergency personnel."

Section 12 Chemical or Toxic Substance Release

- Use the statement shown above for **evacuate OR shelter in place**.

- Specify the reason is Chemical, Hazmat or Toxic Substance Release
- Specify if it impacts the entire facility or only a portion of the building.
- Specify if the incident is inside or outside of the building.
- Specify what areas to avoid and where to go.

Section 13 Radiological or Biological Release

- Use the statement shown above for **evacuate OR shelter in place**.
- Specify the reason is Radiological or Biological Release.
- Specify if it impacts the entire facility or only a portion of the building.
- Specify if the incident is inside or outside of the building.
- Specify what areas to avoid and where to go.

Section 14 Bomb Threat

- Use the statement shown above for **evacuate OR shelter in place** (usually dependent if the bomb is inside or outside).
- Specify the reason is a Bomb Threat.
- Specify if it impacts the entire facility or only a portion (a certain location may have been specified in the threat).
- Specify if the threat is inside or outside of the building.
- Specify what areas to avoid and where to go (again, based upon credible information received in the threat call).

Section 15 Suspicious Package

"A suspicious package has been found in the <specific location>. The package looks like a <give a description> . Anyone recognizing or knowing about this package, please contact <name or title> at extension <number>." -OR-

{For a suspected bio-terrorism substance} "A suspicious package has been found in the <specific location>. A decision has been made to (evacuate part or all of the building. Specify the reason, where

to go and where to avoid) (**then add**) Anyone coming into contact with this package or who was in the <specific location> should contact <name or title> at extension <number> for further instruction." -OR-

{**For a suspected bomb**} Use the **evacuation** checklist stating suspicious package and stating what specific areas and evacuation routes to avoid.

Section 16 Violence in the Workplace

The use of a message varies from location to location. Follow the local plan guidance.

Section 17 Civil Disturbance

{If applicable:} Make a decision to evacuate OR shelter in place and use the statements shown above for **evacuate OR shelter in place**. Be specific that the incident is a Civil Disturbance. Add to the statement instructions from the Civil Disturbance section:

- Lock outside doors and stay away from windows
- Watch for and report intruders
- Don't engage demonstrators in conversation or confrontation
- Secure classified information and valuable property
- Be aware teargas may be used and the ventilation system may be turned off.

Section 18 Utility Outages

"The building has lost <electricity, heating, water, sewage, air conditioning>

(due to <reason - if known>) -OR- (we are investigating the reason).

We are working to correct the problem and will notify you shortly.

{**If electricity:**} Please turn off your computers right away and turn off electrical devices before you leave.

{**if heating:**} Please keep doors and windows closed to conserve as much heat as possible. Please do not light matches or any create any other heat source. Please safeguard objects that might be subject to freezing.

{**if water:**} Please turn off water spigots and do not drink water until you are notified it is safe to do so.

{if sewage:} Please do not use sinks, toilets or water fountains.

{if air conditioning:} Please turn off unnecessary heat producing devices and lights. Please close blinds and curtains to exclude excess light. Stay away from high temperature areas or direct sunlight to reduce heat stress. “

Section 20 Elevator Failure

“An elevator failure has been reported and rescue personnel have been notified. Emergency Response Team please report to [<specific location>](#). All building residents, for the duration of the emergency or until notified by proper authorities, please refrain from using the elevators or pressing elevator buttons as this might jeopardize the rescue effort.”

Section 21 Active Shooter

The use of a message varies contingent upon the circumstances. The Designated Official, UCSF Police & Security, or first responders will make the determination about what messages to send and when dependent upon the location and status of the threat.

Section 26

Emergency Action Plans

An Emergency Action Plan (“EAP”) is a written document that establishes guidelines and procedures for reasonably foreseeable workplace emergencies. The purpose of an EAP is to facilitate and organize employer and employee actions during workplace emergencies. Well-developed emergency plans and proper employee training (such that employees understand their roles and responsibilities within the plan) will result in fewer and less severe emergency injuries and less structural damage to the facility during emergencies. A poorly prepared plan likely will lead to a disorganized evacuation or emergency response, resulting in confusion, injury, and property damage.

Because each emergency situation involves unique circumstances, the guidelines provide general guidance only. Situational assessments should dictate thoughtful corresponding actions when responding to an emergency.

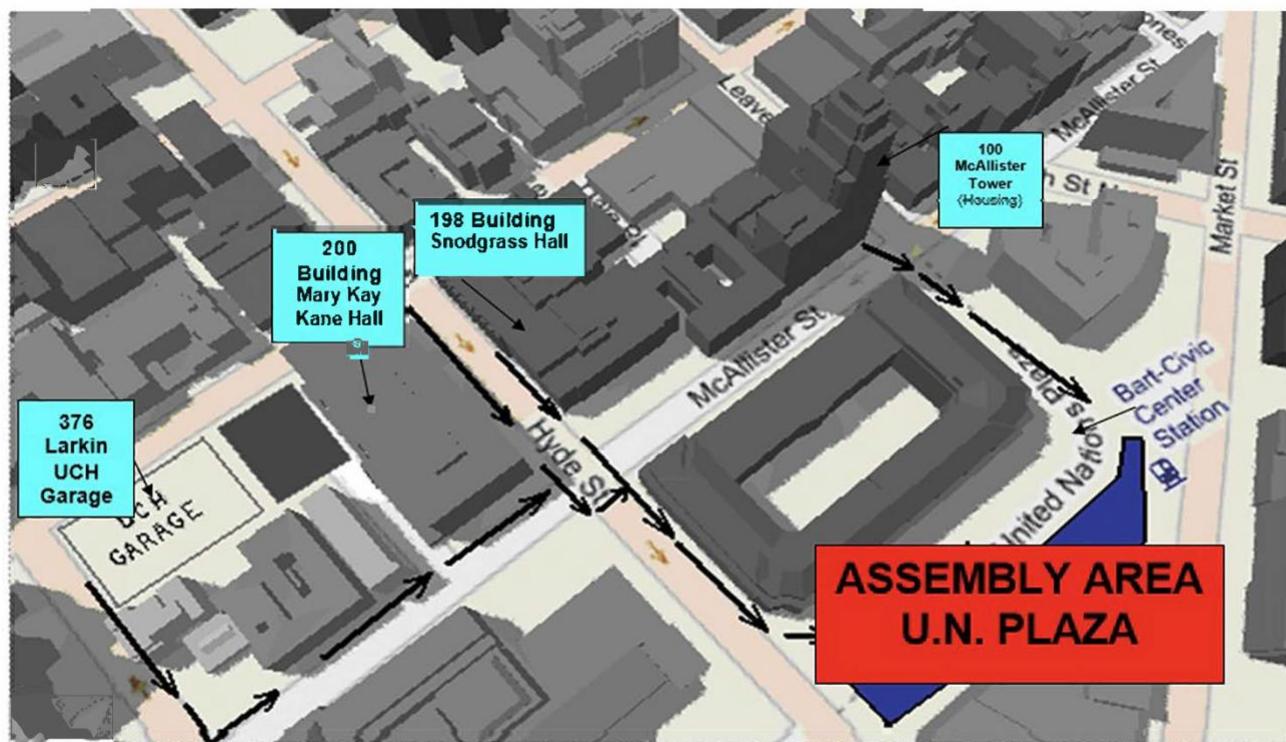
UC Hastings Law has created Emergency Action Plans on a per building basis as follows:

- 333 Golden Gate
- 200 McAllister
- 198 McAllister: Note, plan for 198 is for the building that went offline in September 2020. A new EAP will be developed when the new building opens.
- 100 McAllister

EAPs for all buildings other than 333 Golden Gate have been shared with the Floor Wardens. Once the campus returns to normal operations, EAPs for all buildings, including 333 Golden Gate, will be disseminated.

The EAPs are attached as Attachment C.

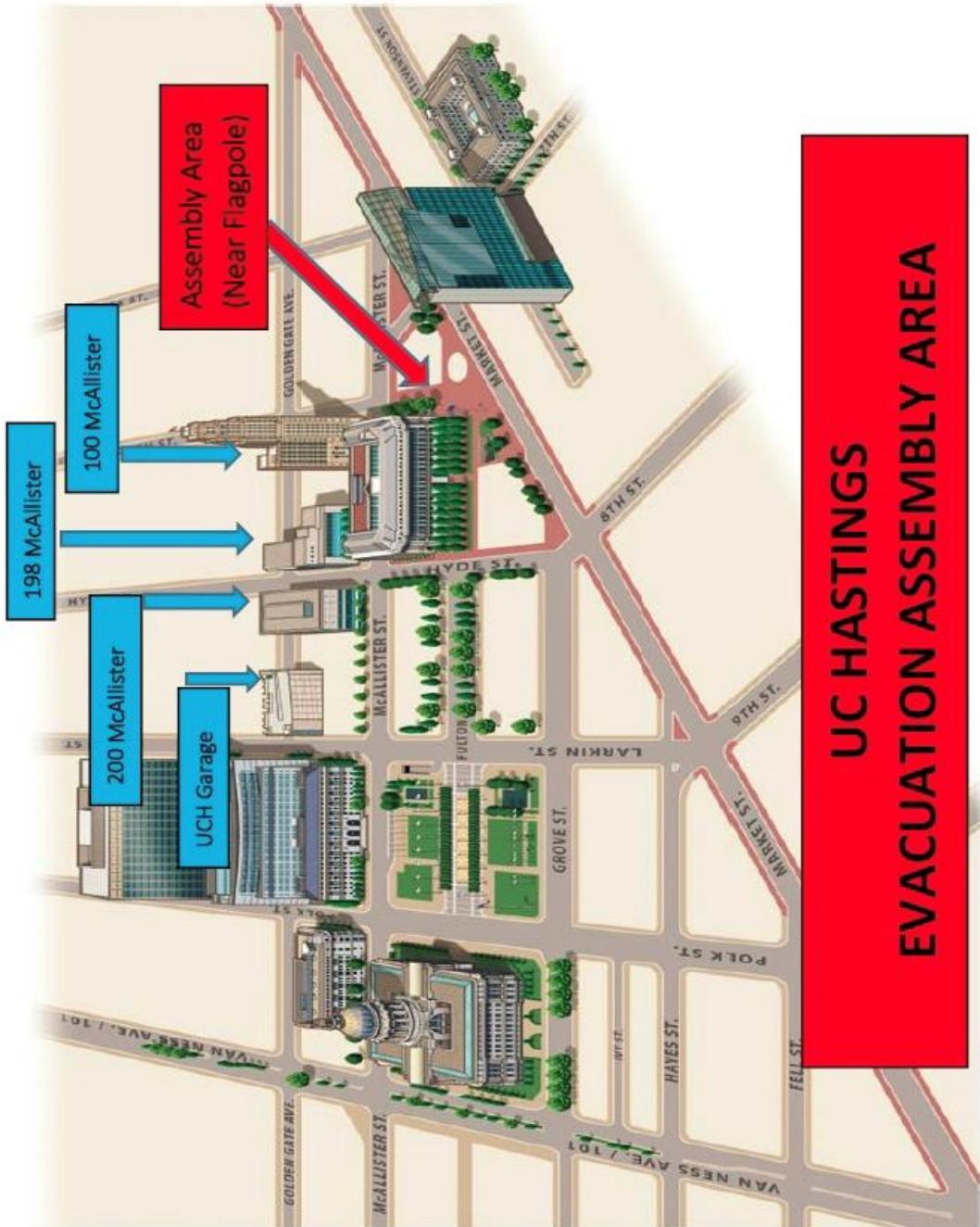
ATTACHMENT A



EMERGENCY EVACUATION MAP

ATTACHMENT B

UC HASTINGS EVACUATION ASSEMBLY AREA



ATTACHMENT C

Emergency Action Plan for
UC Hastings Law - 333 Golden Gate

Contact Persons For This Plan

	Name	Email	Work Phone
Primary	Rhiannon Bailard	bailardrhiannon@uchastings.edu	(415) 581-8858
Alternate	Michelle Heckle	michelle.heckle@ucsf.edu	(415) 933-9774

Emergency Assembly Areas Post-Evacuation

Primary	Alternate	Designated Waiting Area(s) If In Need Of Assistance To Evacuate
Evacuation Assembly Area is in UN Plaza (see Attachment A)	TBD	Wait at Stair 1 for first responders

Occupants With Emergency Roles

Name	Emergency Role	Home Workgroup
Rhiannon Bailard	Liaison between UCSF & UC	N/A
John Nickelson	Hastings Facilities Ambassador	N/A
To Add -- All Floor Wardens		

Floor Wardens

Staff Assignment / Position	Floor Warden / Monitor	Coverage Area
Lower Level		
1st Floor		
2nd Floor		
3rd Floor		
4th Floor		
5th Floor		

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Plan Status	
Current Plan Status	Plan Under Revision
Date This Status Became Current	Mar 7*200.
Next Annual Review Due By	Oct 9, 2021

A. Purpose Of The Emergency Action Plan

To provide an Emergency Action Plan to occupants of 333 Golden Gate

B. Buildings Covered (in Whole or Part)

Building Name	Address Line 1	Address Line 2	Building Coordinator (or Equiv)	Alternate Bldg Coordinator (or Equiv)	Comment
198 McAllister	198 McAllister				

C. Specific Work Area (Within the Above Buildings) Covered By This Plan

Work Area Covered By This Plan	333 Golden Gate
Additional Description of Work Area	333 Golden Gate is an academic building on the UC Hastings Law campus. It also includes faculty and staff offices, as well as reception and event spaces.
Location Tag	
Other Location Tag	
Animal Facilities In This Work Area?	No
Animal Facilities Location/Details	

D. Instructions For Reporting Emergencies

Contact UCSF Police Dispatch by calling 911 from any campus phone or (415) 476-6911 from your cell phone

E. Instructions For Evacuation

Evacuation Route	Primary: Follow the Evacuation Plan (see attachment) to UN Plaza, south of 333 Secondary:
Emergency Assembly Area	Primary: Follow the Evacuation Plan (see attachment) to UN Plaza, south of 333 Secondary:
Designated Waiting Area(s)	Mobility impaired individuals should wait at the entrance to Stair 1 on their respective floors for first responders. This designated waiting area is known to UCSFPD and is described on signage placed at the guard booth and each entrance to Stair 1.

F. Instructions For Sheltering In Place

TBD

G. Instructions For Securing In Place

TBD

H. Procedures For Specific Scenarios

Specific emergency response scenarios are available through UCSFPD.

I. Occupants With Special Duties During Emergencies

Name	Department	Organizer Duties	Duties Pre-Evacuation	Duties Post-Evacuation	Rescue Or Medical Duties
TBD					

J. Other Important Information

No other information at this time.

Appendices

Appendix 1: Alarm Systems	
Details Of Building Fire Alarm System	FAN located ml dgpqr djmmp
Other Employee Alarm Systems In Building	Elevator Alarm;Other
Details Of Other Employee Alarm Systems	

Appendix 2: Org Units That Have Staff In This Work Area
To be attached
Appendix 3: Training Requirements
TBD

Appendix 4: Record-Keeping Requirements
TBD

Appendix 5: Contact Persons For This Plan				
	Name	Email	Work Phone	Cell Phone
Primary	Rhiannon Bailard	bailardrhiannon@uchastings.edu	(415) 581-8858	(310) 613-3176
Alternate	Michelle Heckle	michelle.heckle@ucsf.edu	(415) 933-9774	(415) 933-9774

Appendix 6: Attachments	
Attachment Name	Description
UC Hastings Law Emergency Evacuation Route	Map depicting route from buildings to emergency assembly area
UC Hastings Law Emergency Assembly Area	Map showing emergency assembly area in UN Plaza relative to campus buildings

Emergency Action Plan for
UC Hastings Law - 200 McAllister

Contact Persons For This Plan

	Name	Email	Work Phone
Primary	Rhiannon Bailard	bailardrhiannon@uchastings.edu	(415) 581-8858
Alternate	Michelle Heckle	michelle.heckle@ucsf.edu	(415) 933-9774

Emergency Assembly Areas Post-Evacuation

Primary	Alternate	Designated Waiting Area(s) If In Need Of Assistance To Evacuate
Evacuation Assembly Area is in UN Plaza (see Attachment A)	TBD	Wait at Stair 1 for first responders

Occupants With Emergency Roles

Name	Emergency Role	Home Workgroup
Rhiannon Bailard	Liaison between UCSF & UC	N/A
John Nickelson	Hastings Facilities Ambassador to	N/A
To Add -- All Floor		
Wardens	200	

Floor Wardens

Staff Assignment / Position	Floor Warden / Monitor	Coverage Area
1 st Floor	TBD	Southside Outside Patio
	Sanjay Khanal	Northside Stair 3 Westside, loading dock, west exit
2 nd Floor	TBD	BC, Shark Tank, and front patio
	Kalene VanHuss	Southside (Records, SHC)
	Victor Ho	Northside (FA, AO)
	Alfred Si	Northside (Career Services, Alumni), Stair 3
3 rd Floor	Lesley King	South + Eastside
	TBD	Northside Stair 3
	Alma Ramirez	Northside (backup)
	Stella Cunanan	Southside Stair 1
	Katey Mason	Westside Stair 2
4 th Floor	TBD	Library
	Tony Pelczynski	Library
	Justin Edgar	IT Suite Stair 2
	Kent Walker	IT Suite Stair 2
5 th Floor	Hilary Hardcastle	Library (backup)
	Jeff Herrera	Library
	Vince Moyer	Library
6 th Floor	Camilla Tubbs	Library
	Angela Wang	Library
	TBD	Library

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Plan Status	
Current Plan Status	Plan Under Revision
Date This Status Became Current	May 3, 2019
Next Annual Review Due By	May 3, 2020

A. Purpose Of The Emergency Action Plan

To provide an Emergency Action Plan to occupants of 200 McAllister.

B. Buildings Covered (in Whole or Part)

Building Name	Address Line 1	Address Line 2	Building Coordinator (or Equiv)	Alternate Bldg Coordinator (or Equiv)	Comment
198 McAllister	198 McAllister				

C. Specific Work Area (Within the Above Buildings) Covered By This Plan

Work Area Covered By This Plan	200 McAllister
Additional Description of Work Area	200 McAllister is an administrative building with some programmatic functions on the UC Hastings Law campus
Location Tag	
Other Location Tag	
Animal Facilities In This Work Area?	No
Animal Facilities Location/Details	

D. Instructions For Reporting Emergencies

Contact UCSF Police Dispatch by calling 911 from any campus phone or (415) 476-1414 from your cell phone

E. Instructions For Evacuation

Evacuation Route	Primary: Follow the Evacuation Plan (see attachment) to UN Plaza, south of 200 Secondary:
Emergency Assembly Area	Primary: Follow the Evacuation Plan (see attachment) to UN Plaza, south of 200 Secondary:
Designated Waiting Area(s)	Mobility impaired individuals should wait at the entrance to Stair 1 on their respective floors for first responders. This designated waiting area is known to UCSFPD and is described on signage placed at the guard booth and each entrance to Stair 1.

F. Instructions For Sheltering In Place

TBD

G. Instructions For Securing In Place

TBD

H. Procedures For Specific Scenarios

Specific emergency response scenarios are available through UCSFPD.

I. Occupants With Special Duties During Emergencies

Name	Department	Organizer Duties	Duties Pre-Evacuation	Duties Post-Evacuation	Rescue Or Medical Duties
TBD					

J. Other Important Information

No other information at this time.

Appendices

Appendix 1: Alarm Systems	
Details Of Building Fire Alarm System	FCP located first floor behind security desk
Other Employee Alarm Systems In Building	Elevator Alarm;Other
Details Of Other Employee Alarm Systems	

Appendix 2: Org Units That Have Staff In This Work Area
To be attached
Appendix 3: Training Requirements
TBD

Appendix 4: Record-Keeping Requirements
TBD

Appendix 5: Contact Persons For This Plan				
	Name	Email	Work Phone	Cell Phone
Primary	Rhiannon Bailard	bailardrhiannon@uchastings.edu	(415) 581-8858	(310) 613-3176
Alternate	Michelle Heckle	michelle.heckle@ucsf.edu	(415) 933-9774	(415) 933-9774

Appendix 6: Attachments	
Attachment Name	Description
UC Hastings Law Emergency Evacuation Route	Map depicting route from buildings to emergency assembly area
UC Hastings Law Emergency Assembly Area	Map showing emergency assembly area in UN Plaza relative to campus buildings

Emergency Action Plan for
UC Hastings Law - 100 McAllister

Contact Persons For This Plan

	Name	Email	Work Phone
Primary	Rhiannon Bailard	bailardrhiannon@uchastings.edu	(415) 581-8858
Alternate	Michelle Heckle	michelle.heckle@ucsf.edu	(415) 933-9774

Emergency Assembly Areas Post-Evacuation

Primary	Alternate	Designated Waiting Area(s) If In Need Of Assistance To Evacuate
Evacuation Assembly Area is in UN Plaza (see Attachment A)	TBD	Wait at Stair 1 for first responders

Occupants With Emergency Roles

Name	Emergency Role	Home Workgroup
Rhiannon Bailard	Liaison between UCSF & UC	N/A
John Nickelson	Hastings Facilities Ambassador to	N/A
To Add -- All Floor		
Wardens	100	

Floor Wardens

Staff Assignment / Position	Floor Warden / Monitor	Coverage Area
1 st Floor	James Ferrell	Building Office
Mezzanine	Kathryn Cunningham	Fitness Center
2 nd Floor	Jenifer Reeve	Admin Offices
3 rd Floor	Theresa Hoskins	All Offices
4 th Floor	TBD	All Offices
22 nd and 23 rd Floor	Tom McCarthy	All Offices
24 th Floor	Skyroom Monitor: Sean Cucci	Skyroom

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Plan Status	
Current Plan Status	Plan Under Revision
Date This Status Became Current	May 3, 2019
Next Annual Review Due By	May 3, 2020

A. Purpose Of The Emergency Action Plan

To provide an Emergency Action Plan to occupants of 100 McAllister.

B. Buildings Covered (in Whole or Part)

Building Name	Address Line 1	Address Line 2	Building Coordinator (or Equiv)	Alternate Bldg Coordinator (or Equiv)	Comment
198 McAllister	198 McAllister				

C. Specific Work Area (Within the Above Buildings) Covered By This Plan

Work Area Covered By This Plan	100 McAllister
Additional Description of Work Area	100 McAllister is a residential building with some programmatic functions on the UC Hastings Law campus
Location Tag	
Other Location Tag	
Animal Facilities In This Work Area?	No
Animal Facilities Location/Details	

D. Instructions For Reporting Emergencies

Contact UCSF Police Dispatch by calling 911 from any campus phone or (415) 476-1414 from your cell phone

E. Instructions For Evacuation

Evacuation Route	Primary: Follow the Evacuation Plan (see attachment) to UN Plaza, south of 100 Secondary:
Emergency Assembly Area	Primary: Follow the Evacuation Plan (see attachment) to UN Plaza, south of 100 Secondary:
Designated Waiting Area(s)	Mobility impaired individuals should wait at the entrance to Stair 1 on their respective floors for first responders. This designated waiting area is known to UCSFPD and is described on signage placed at the guard booth and each entrance to Stair 1.

F. Instructions For Sheltering In Place

TBD

G. Instructions For Securing In Place

TBD

H. Procedures For Specific Scenarios

Specific emergency response scenarios are available through UCSFPD.

I. Occupants With Special Duties During Emergencies

Name	Department	Organizer Duties	Duties Pre-Evacuation	Duties Post-Evacuation	Rescue Or Medical Duties
TBD					

J. Other Important Information

No other information at this time.

Appendices

Appendix 1: Alarm Systems	
Details Of Building Fire Alarm System	FCP located first floor behind security desk
Other Employee Alarm Systems In Building	Elevator Alarm;Other
Details Of Other Employee Alarm Systems	

Appendix 2: Org Units That Have Staff In This Work Area
To be attached
Appendix 3: Training Requirements
TBD

Appendix 4: Record-Keeping Requirements
TBD

Appendix 5: Contact Persons For This Plan				
	Name	Email	Work Phone	Cell Phone
Primary	Rhiannon Bailard	bailardrhiannon@uchastings.edu	(415) 581-8858	(310) 613-3176
Alternate	Michelle Heckle	michelle.heckle@ucsf.edu	(415) 933-9774	(415) 933-9774

Appendix 6: Attachments	
Attachment Name	Description
UC Hastings Law Emergency Evacuation Route	Map depicting route from buildings to emergency assembly area
UC Hastings Law Emergency Assembly Area	Map showing emergency assembly area in UN Plaza relative to campus buildings

Emergency Action Plan for
UC Hastings Law - 198 McAllister

Contact Persons For This Plan

	Name	Email	Work Phone
Primary	Rhiannon Bailard	bailardrhiannon@uchastings.edu	(415) 581-8858
Alternate	Michelle Heckle	michelle.heckle@ucsf.edu	(415) 933-9774

Emergency Assembly Areas Post-Evacuation

Primary	Alternate	Designated Waiting Area(s) If In Need Of Assistance To Evacuate
Evacuation Assembly Area is in UN Plaza (see Attachment A)	TBD	Wait at Stair 3 for first responders

Occupants With Emergency Roles

Name	Emergency Role	Home Workgroup
Rhiannon Bailard	Liaison between UCSF & UC	N/A
John Nickelson	Hastings Facilities Ambassador to	N/A
To Add -- All Floor Wardens	198	

Floor Wardens

Staff Assignment / Positio	Floor Warden / Monitor	Coverage Area
Basement	TBD	North and Southside
1 st Floor	TBD	111 Beach/Bottom of Stairs
	TBD	Classroom A, B, B1, B2, HR
	TBD	123, LBM, M120, Hyde Lobby Exterior
1 Mezz Floor	TBD	GC, Stair #2
	TBD	
2 Mezz Floor	TBD	Complete
3 rd Floor	TBD	North and Southside
	TBD	East and Westside
3 rd Mezz Floor	TBD	Gold Room
4 th Floor	TBD	North and Westside, Southside
	TBD	North and Eastside (Stair 4)
	TBD	North and Eastside

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Plan Status	
Current Plan Status	Plan Under Revision
Date This Status Became Current	May 3, 2019
Next Annual Review Due By	May 3, 2020

A. Purpose Of The Emergency Action Plan

To provide an Emergency Action Plan to occupants of 198 McAllister.

B. Buildings Covered (in Whole or Part)

Building Name	Address Line 1	Address Line 2	Building Coordinator (or Equiv)	Alternate Bldg Coordinator (or Equiv)	Comment
198 McAllister	198 McAllister				

C. Specific Work Area (Within the Above Buildings) Covered By This Plan

Work Area Covered By This Plan	198 McAllister
Additional Description of Work Area	198 McAllister is an academic building on the UC Hastings Law campus
Location Tag	
Other Location Tag	
Animal Facilities In This Work Area?	No
Animal Facilities Location/Details	

D. Instructions For Reporting Emergencies

Contact UCSF Police Dispatch by calling 911 from any campus phone or (415) 476-1414 from your cell phone

E. Instructions For Evacuation

Evacuation Route	Primary: Follow the Evacuation Plan (see attachment) to UN Plaza, south of 198 Secondary:
Emergency Assembly Area	Primary: Follow the Evacuation Plan (see attachment) to UN Plaza, south of 198 Secondary:
Designated Waiting Area(s)	Mobility impaired individuals should wait at the entrance to Stair 3 on their respective floors for first responders. This designated waiting area is known to UCSFPD and is described on signage placed at the guard booth and each entrance to Stair 3.

F. Instructions For Sheltering In Place

TBD

G. Instructions For Securing In Place

TBD

H. Procedures For Specific Scenarios

Specific emergency response scenarios are available through UCSFPD.

I. Occupants With Special Duties During Emergencies

Name	Department	Organizer Duties	Duties Pre-Evacuation	Duties Post-Evacuation	Rescue Or Medical Duties
TBD					

J. Other Important Information

No other information at this time.

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