WELCOME, Medical Students!

We hope your time with UCSD School of Medicine will be a great experience!

One very important piece of information you should know is the Emergency Action Plan that is in place, in the event that a major emergency occurs while you are at school.

(858) 534-HELP (4357) -- to report an emergency to UCSD Police or Dial 911

KNOW where the Primary and Alternate assembly areas are (in case of building evacuations)

**PRIMARY ASSEMBLY AREA** - NORTH side of MET building on the Commencement Lawn
**ALTERNATE ASSEMBLY AREA** – Grass area to the West of the Biomedical Sciences Library

Staff and Faculty will assist wherever possible, but your cooperation will make for a smooth transition in what might otherwise be a chaotic situation.

Let’s hope we never have a major emergency at UCSD – BUT – Let’s hope we are always prepared!

**BE SAFE!!!**

### Building Evacuation Procedures

Follow these basic procedures to safely evacuate a building in the event of an emergency:

<table>
<thead>
<tr>
<th>What to do</th>
<th>How to do it</th>
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| **1** Safely stop your work. | a. Shut down equipment that could become unstable or present a hazard.  
b. Gather your personal belongings such as glasses, prescription medication, keys, and purse.  
c. Close exterior window(s). |
| **2** Quickly evacuate the building using the nearest door marked with an EXIT sign. | a. Do not use elevators.  
b. Go to the nearest safe stairway.  
c. Help those who need special assistance, such as disabled persons and small children.  
d. Touch closed doors before opening. If the surface is hot, do not open — use another exit route.  
e. Close, but do not lock, all doors as you leave. |
| **3** Report to your designated assembly area. | a. Stay in your designated assembly area for a head count.  
b. Report any missing individuals and last known locations to emergency responders.  
c. Notify emergency responders about sensitive research, operating equipment, animals left in buildings, etc. |
| **4** Wait for instructions from emergency responders. | a. Remain outside at your designated assembly area.  
b. Do not reenter the building until authorized to do so by an appropriate authority (police, fire department, etc.). |