Health/Medical Emergency
Immediate Procedures:
- Remain calm
- Call UCSD Police at (858) 534-4357 or (858) 534-HELP or 911
- If you are trained, initiate lifesaving measures, as required
- Don’t move an injured person unless there is danger of further harm
- Keep injured person warm and do not leave them unattended; try to keep the person calm until help arrives
- Have persons knowledgeable about the incident and location assist emergency personnel
- Alert any Graduate Division supervisor who is onsite

Work Site Injury
- Give first aid
- Take the injured employee to a doctor or hospital, as necessary
- Report incident to your supervisor and to the Worker’s Compensation Office via the online form or 1-800 number listed below. If an emergency, report it immediately at (858) 534-2454.

Reporting Incident to Worker’s Compensation Office
- **Option 1 (Preferred)**: Use online Worker’s Compensation Reporting form (http://blink.ucsd.edu/safety/occupational/reporting.html#2.-Report-the-incident.)
  - Employee’s Occupational Incident Report
  - Supervisor’s Occupational Incident Report
- **Option 2**: Call the 1-800 Reporting Line to report incident
  - Call (877) 682-7778 AND
  - Supervisors complete the Supervisor’s Occupational Incident Report form

Minor Cuts and Puncture Wounds
- Vigorously wash injury with soap & warm water for several minutes
- Obtain medical attention as required
- Report incident to supervisor
Active Shooter

Run, Hide, Fight!

Run
• Do not hesitate; get out if safe to exit
• Leave your belongings
• Prevent others from entering the area
• KEEP HANDS EMPTY AND VISIBLE
• Call 911/4-HELP when you are safe

Hide
• Lock/barricade door, turn off lights
• Stay out of the shooter’s view and be quiet
• SILENCE YOUR PHONE (ringer & buzzer)
• Call 911/4-HELP when you are safe

Fight
• Fight with all-out commitment
• Be physically aggressive
• Use improvised weapons
• Act as a team and make a plan
• DO WHAT IS NECESSARY TO INCAPACITATE THE SHOOTER

Active Shooter Response Tools
• “Shots Fired on Campus” video available on UC Learning Center
• Department of Homeland Security Response Cards located on IntraWeb (L: Drive)

ALICE Training

 ALERT
Use plain and specific language. Avoid code words.

 LOCKDOWN
Barricade the room. Silence mobile devices. Prepare to evacuate or counter if needed.

 INFORM
Communicate the shooter’s whereabouts. Use clear and direct language.

 COUNTER
Counter is an absolute last resort. Move, make noise. Throw objects to distract the shooter. Use body weight and gravity to gain control.

 EVACUATE
Break windows from the top corner. Move to rally point. Keep hands visible and follow law enforcement commands.

UCSD Emergency Notification System

As an employee at UCSD, you are automatically enrolled to receive email alerts. In order to receive text or voice messaging alerts to your cell phone, an account must be created and preferences updated.

1. Go to the UCSD Emergency Notification System at https://www.mir3.com/ucsd/ and click Create Account
2. Enter your primary email address and click Create. You will then receive an email from an Account Portal Administrator with your assigned password
3. Go back to the registration website. Enter your primary email address and password, then click Log In
4. Enter the requested information, and be sure to: create and confirm a new password; extend the expiration date if desired
5. Click Submit
6. Review your information
7. Maintain your profile with future changes

Earthquakes

During Heavy Shaking
• DROP, COVER, and HOLD ON!
• Get under a desk, table, or stairwell; if none are available, move against an interior wall and cover your head with your arms
• Remain covered until movement subsides
• Stay away from large windows, shelving systems, or tall room partitions

After Shaking Has Subsided
• Survey your immediate area for trapped or injured persons and ruptured utilities
• Provide aid to injured persons
• Follow building evacuation procedures; DO NOT USE THE ELEVATORS
• Move to designated assembly area. Group together for a head count ASAP and coordinate with the Department Safety Officer and Department Safety Coordinators

For minor earthquakes, check with the Emergency Team.
Building Evacuation

- Immediately evacuate the building when an alarm sounds or an emergency is communicated
- Quickly move to the outside of the building using the nearest door marked EXIT
- Take your keys, UCSD ID card, and emergency backpack if possible
- Close and secure all doors as you leave
- DO NOT USE ELEVATORS – Proceed to the nearest safe stairway
- Be certain all persons in the area are evacuated by helping those who need special assistance – disabled, small children, etc.
- Report immediately to the Primary Evacuation Site (Commencement Lawn, North side of MET Building); if the Primary Evacuation Site is inaccessible or unsafe to assemble in, please report to the Back-Up Evacuation Site (Grass area to the West of the Biomedical Sciences Library) (see below)
- Seek out your unit Emergency Team member ASAP for a group headcount and assist Department Safety Officer and Coordinator as needed
- Wait for instructions from Emergency Response Personnel

Bomb Threats

If a Bomb Threat is Received

- Evacuate the building; move to the designated assembly area
- Do not search for an explosive device
- Do not touch any unusual or suspicious objects
- Supervisor and/or department safety personnel should report the threat immediately to the UCSD Police at (858) 534-4357 or (858) 534-HELP or 911 from a campus phone

If You Receive a Bomb Threat by Telephone

- Obtain as much information from the caller as possible by asking:
  - When will the bomb go off?
  - Where is it located?
  - What does it look like?
  - Why was it placed in the building?
  - Who is calling?
- Record the time of the call and make note of:
  - Caller’s gender
  - Familiarity of voice
  - Unique accent or speech attribute
  - Background noise(s)
- Contact a supervisor as soon as possible and call the UCSD Police at (858) 534-4357 or (858) 534-HELP or 911 from a campus phone

If the Bomb Threat is Hand-delivered

- Recall a description of the messenger or the other suspicious person in the area and write it down
- Contact a supervisor immediately

Emergency Alerts

Tornado, High Wind, Flood, Etc.

Watch

- Conditions are favorable for severe weather
- Be prepared—be aware and stay tuned for updates

Warning

- Severe weather is imminent/occurring
- Take action—move to designated shelter rooms
Fire Procedures

In Case of Small Fire

- Pull the fire alarm and call **UCSD Police at (858) 534-4357** or **(858) 534-HELP** or **911** from a campus phone
- If you have been trained to use a fire extinguisher, keep an exit route available behind you and activate the extinguisher within six (6) feet of the fire
- Pull the pin located in the extinguisher’s handle, **aim the nozzle at the base of the fire**
- Squeeze the handle and **sweep from side to side at the base of the fire** until it is out
- Report the incident to your supervisor and the Department Safety Officer or Department Safety Coordinators

![Fire Extinguisher Diagram]

In Case of Large Fire

- Pull the fire alarm and call **UCSD Police at (858) 534-4357** or **(858) 534-HELP** or **911** from a campus phone
- Evacuate the building using the stairs - **DO NOT USE THE ELEVATORS**
- Follow building evacuation procedures
- Close doors when departing to contain the fire
- Walk immediately to the designated evacuation assembly area. Seek out your unit Emergency Team member for a group headcount and assist the Department Safety Officer and Coordinator as needed

Clothing on Fire

- Roll person around on the floor to smother the flames
- Obtain medical attention as required
- Report incident to supervisor and to the **Worker’s Compensation Office at (858) 534-2454**

UCSD Emergency Response Regions

Radio Stations

- KFMB/ AM 760
- KOGO/ AM 600
- KLSD/ AM 1360
- KPBS/ AM 89.5