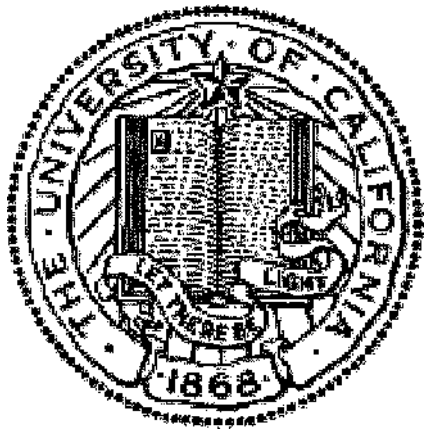


UCLA

OFFICE OF RESEARCH ADMINISTRATION

EMERGENCY RESPONSE PLAN

Revised: July 2026

Developed by the Office of Business & Financial Services Department

Table of Contents

About This Manual……3

Overview of response plan……4

I. Introduction……5
II. Purpose, Scope and Assumptions……5
III. Roles, Responsibilities and Accountability……7
Roles of Department Chairs, Deans, and Directors……7
Accountability……8
Public Employee Disaster Service Worker (DSW) Designation……**9**
IV. Emergency Departmental Contacts……10
ORA Emergency Information……11
Emergency Roster……12 - 13
V. University Contact Information……14
VI. BruinAlert™ - Campus Mass Notification System……16 - 17
VII. Office of Research Administration Emergency Procedures……17
Emergency Communication Tree……18
VIII. Emergency Supplies……19 - 20
IX. Instructions in emergency……21
Power Outage, Fire, Hazardous Materials, Earthquake ……22 – 25
Active Shooter, Flooding & Spills, Bomb Threats, Civil Disorder ……26 - 29
X. Evacuation……30
XI. Recovery after disaster……37
XII. APPENDIX
a. Operational Office of Research Administration Status Report/Detail……38
b. Loss Report/Personnel……39
c. Loss Report/Facilities……40
d. Loss Report/Equipment……41
e. List of Department-specific HazMat……42
f. Shelter In Place Room Assignments……43
g. Office of Research Administration-Specific Needs List……44
h. Office of Research Administration-Specific Critical Equipment……45

XIII. Emergency Management Office – Contact Information……46

About This Manual

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

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

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

Various sections contain one or more pages with information specific to the Office of Research Administration starting on page 11.

Overview of the UCLA Emergency Response Plan

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

The purpose of a Departmental Emergency Plan is to:

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

All Department Emergency Plans should include:

- Work rules and policies that mitigate potential hazards and protect equipment.
- Inventory, storage, and disposal of hazardous waste.
- Appropriate emergency information and training for department personnel.
- Secure storage locations for department first aid and emergency supplies.
- Effective emergency reporting and notification protocols for offices, laboratories, and classrooms.
- Evacuation routes to building assembly areas
- Pre-defined recall procedures for essential personnel
- Strategies for resuming normal operations.
- Advance planning for documenting an emergency's impact and cost.
- Access for emergency personnel to all departmental areas.

Deans, Directors, Department Chairs and Administrative Officers should appoint a Departmental Emergency Coordinator (see page 11) to assist in developing and administering the Departmental Emergency Plan. The department head must delegate to the Departmental Emergency Coordinator the necessary responsibility to:

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

I. Introduction

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

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

The Office of Research Administration Emergency Response Plan has been developed by the Office of the Associate Vice Chancellor for Research and is meant to compliment:

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

This emergency response plan is meant to:

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

II. Purpose, Scope & Assumptions

Purpose

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

The Emergency Operations Plan (EOP) for UCLA is established in accordance with the California Constitution, State law (Emergency Services Act), and University of California Policy and Procedures. The EOP is consistent and compatible with the State of California Emergency Plan and Local Emergency Planning Guidance (LEPG), Standardized Emergency Management System (SEMS), the standards and

guidelines defined under the National Incident Management System (issued March 1, 2004), and the NFPA-1600 Standard for Disaster/Emergency Management and Business Continuity.

Assumptions & Scope

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

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

- The Incident Command System (ICS);
- Unified Command System - utilized whenever two or more jurisdictional authorities arrive at the scene;
- National Initiatives - comprised of the National Incident Management System (NIMS), National Response Plan (NRP), and National Response Framework (NRF) under the Homeland Security Act (HSA) of 2002, Pub. L. No. 107-296, 116 Stat. 2135 (Nov. 25, 2002);
- Multi-Agency Coordination System (MACS); and
- Public Information Systems (PIO) - including the federal Joint Information Center (JIC) and Joint Information System (JIS) process as defined under NIMS.
- The UCLA Chancellor will coordinate the UCLA campus disaster response in accord with its Emergency Services (Disaster) Policies and Procedures and the EOP.
- UCLA will participate in the Los Angeles County Operational Area concept as defined under SEMS.
- The resources of UCLA may be made available to local agencies and citizens to cope with disasters affecting this area, only if they are not needed to serve the primary emergency response interests of the university.
- Mutual aid assistance will be requested when disaster relief requirements exceed UCLA's ability to meet them.

Departmental Emergency Plans guide the response of appropriate UCLA personnel and resources within departments during a major emergency.

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

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

III. Roles, Responsibilities and Accountability

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

Maintenance

This manual, serves as the Office of Research Administration emergency management plan. The creation and regular review of all Emergency Roster forms is extremely important to the health and safety of all ORA staff and visitors for whom we are responsible. Designated ORA staff have responsibility to regularly review and verify Emergency Roster forms and plan documentation. Reviews are conducted semi-annually.

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

Implementation of this plan includes:

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

Roles of Department Chairs, Deans, and Directors

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

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

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

The Office of Research Administration directors and the Emergency Response Team play a vital role in both the preparation and the execution of the Office of Research Administration Emergency Response Plan as well as the UCLA Emergency Action Plan.

ORA leadership will provide the organizational foundation on which others can build during a crisis. It will also determine, to a large degree, the quantity and quality of emergency preparation done by those under your supervision.

Prior to an emergency, the Director of the Office of Business & Financial Services and the Emergency Coordinator are responsible for seeing that all Emergency Roster forms are properly completed, filed in this manual, and reviewed annually (at a minimum).

The priority you give this task will be the priority others give it. Please help us convey to everyone involved that just a few moments of attention now will greatly enhance everybody's safety during an emergency.

Accountability

The Director of the Office of Research Administration has the ultimate responsibility for ensuring compliance with this plan, under the various Office of Research Administration policies related to emergencies. The executive leadership has delegated implementation of this responsibility to the Associate Directors/Directors/Managers of the department. In Office of Research Administration, the Interim Director, **Jackson Jeng,** has been given this role.

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

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

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

The Deans, Directors, Department Chairs and Administrative Officers and others with supervisory responsibilities under this and other emergency plans should be knowledgeable of the Incident Command System (ICS) and should be trained to a minimum of ICS I-100, ICS 200, NIMS IS-700 (although higher levels of training are encouraged).

Training on these subjects can be arranged through the UCLA Office of Emergency Management. (5-6800).

Public Employee Disaster Service Worker (DSW) Designation
(California Government Code Sections 3100-3109)

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

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

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

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

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

IV. Emergency Departmental Contacts*

Office	Phone
Academic Affairs/Grad Div	310-82**5-4383**
Academic Technology Services	310-20**6-3875**
Administrative Vice Chancellor	310-82**5-2411**
Human Resources	310-79**4-0800**
Comm. Technology Services	310-20**6-2268**
Corporate Financial Services	310-79**4-8686**
Cultural and Recreation Affairs (KREC)	310-98**3-3064**
Emergency Management Office	310-82**5-6800**
Environmental, Health & Safety	310-82**5-9200**
Housing and Hospitality Services	310-82**5-4941**
Legal Affairs	310-20**6-1355**
Library Administration	310-82**5-1201**
Office of Residential Life	310-82**5-3401**
Student Affairs-Adm Services	310-82**5-1404**
Student Psychological Services	310-82**5-0768**
Transportation Services	310-20**6-6317**
UCLA Lab School (Formerly Seeds Univ Elementary)	310-82**5-1557**
University Extension (UNEX)	310-82**5-5551**
Vice Chancellor for Research	310-82**5-7943**
Medical Center Emergency Number	
Paging	310-82**5-6301**
Other Emergency Numbers	
ASUCLA	310-82**5-0611**
Campus Emergency Information Line	800-900-UCLA
Chancellor's Office	310-82**5-2121**
Community Relations	310-20**6-1847**
Dean of Students Hotline	310-82**5-3871**
Environmental, Health and Safety Hotline	310-82**5-6800**
Emergency Radio	AM1630
UCLA Emergency & Traffic Information	
Facilities – Trouble Call Desk	310-82**5-9236**
Housing Information	310-82**5-4271**
UCPD Dispatch	310-82**5-1491**

**confirm each phone number for accuracy before posting*

ORA Emergency Information

Department: Office of Research Administration
Mailing Address: 10889 Wilshire Blvd, Suite 700-51
Building: Wilshire Glendon Mail Code: 140648

Emergency Headquarters: **Office of Business & Financial Services**
Building: Wilshire Glendon_____Room: 700
AVCR: Marcia Smith
Office Phone: 310-20**6-8459**
Email Address: marcia.smith@research.ucla.edu

Department Administrator: **Jackson Jeng**
Office Phone: 310-79**4-0400**
Email Address: jackson.jeng@research.ucla.edu

Primary Emergency Response Coordinator: **Aiza Almario**
Office Phone: 310-20**6-3368**
Email Address: aiza.almario@research.ucla.edu

Back-up Emergency Response Coordinator: **Allynn Lewis**
Office Phone: 424-259-5039
Email Address: allynn.lewis@research.ucla.edu

THIS FORM MUST BE UPDATED ANNUALLY AND AN UPDATED COPY KEPT IN THE UCLA EMERGENCY RESPONSE PLAN MANUAL.

EMERGENCY ROSTER

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

Response Team		
Name	**Wilshire Glendon**	**Campus Phone**
Interim Director		
Jackson Jeng	800-20	310-794-0400
Building Coordinator		
Aiza Almario	700-28	310-206-3368
Allynn Lewis	700D	424-259-5039
Emergency Response Team		
Aiza Almario	700-28	310-206-3368
Allynn Lewis	700D	424-259-5039
Grant Lyon	800-06	310-983-3843
Laura Van Nostrand	920-54	310-206-0557
Megha Patel	920-60	310-794-7481
Dan-Oscar Antson	920-28	424-259-5382
Charan Arora	920-18	310-794-0220
Kristen Robertson	950-04B	310-794-8633

Floor Wardens		
Name	**Wilshire Glendon**	**Campus Phone**
Aiza Almario	7th Floor	310-206-3368
Grant Lyon	8th Floor	310-983-3843
Laura Van Nostrand	9th Floor	310-206-0557

V. University Contact Information

DEPARTMENT HEADQUARTERS: DEPARTMENT COORDINATION
(ELS) SERVICE:

DEPARTMENT EMERGNCY ANNOUNCEMENT:

UCLA EMERGENCY HOTLINE:..... l-(800) 900-UCLA (8252)
UCLA POLICE ..... (310) 825-1491 (x51491)
UCOP EMERGENCY INFO LINE:..... (866) 272-9009

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

STATUS REPORTS FROM EMERGENCY RESPONDERS
Minor Incidents: Contact responding department
UCPD Switchboard.....(310) 825-1491 (x51491)
UCLA Facilities.....(310) 825-9236 (x59236)
UCLA Environment, Health and Safety.....(310) 825-5689 (x55689)
Major Incident or disaster: Communicate with the Emergency Operations Center (EOC)
at the Facilities Management Building. (Meeting Room)
UCLA EOC Number…….....(310) 206-8276 (x68276) / (310) 983-3642 (x33642)
UCLA EOC Fax.....(310) 206-5444 (x55444)
General Information and Bulletins
UCLA Emergency Information .....(800) 900-UCLA (8252)
UCLA Traffic Information .....….(310) 794-RIDE (x47433)
UCLA Facilities.....…(310)825-9236 (x59236)
.....www.outages.admin.ucla.edu
.....www.ncla.edu
UCLA AM1630 .....AM radio (2 mile radius from campus)

UCLA RESOURCES

Counseling

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

Transportation

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

Housing Assistance

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

Loans

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

COMMUNITY RESOURCES

Counseling Referrals

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

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

VI. BruinAlert™- Campus Mass Notification System

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

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

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

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

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

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

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

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

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

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

BruinAlert Text Messaging

Faculty and staff can sign up to receive alerts. The BruinAlert website has been reconfigured to interact with the campus' personnel/payroll database. Name and email information from the campus directory for all active faculty and staff were provided to BruinAlert. All those who wish to receive text messages as well can log on and add or change cell phone information, which will not be made available publicly. The system sends a confirming email to the listed address when changes are made.

VII. ORA Emergency Procedures

In the event of a disaster, the Chancellor may declare a campus wide emergency. The Associate Vice Chancellor for the **Office of Research Administration** may declare a department-specific emergency event.

INITIATING A TELEPHONE TREE

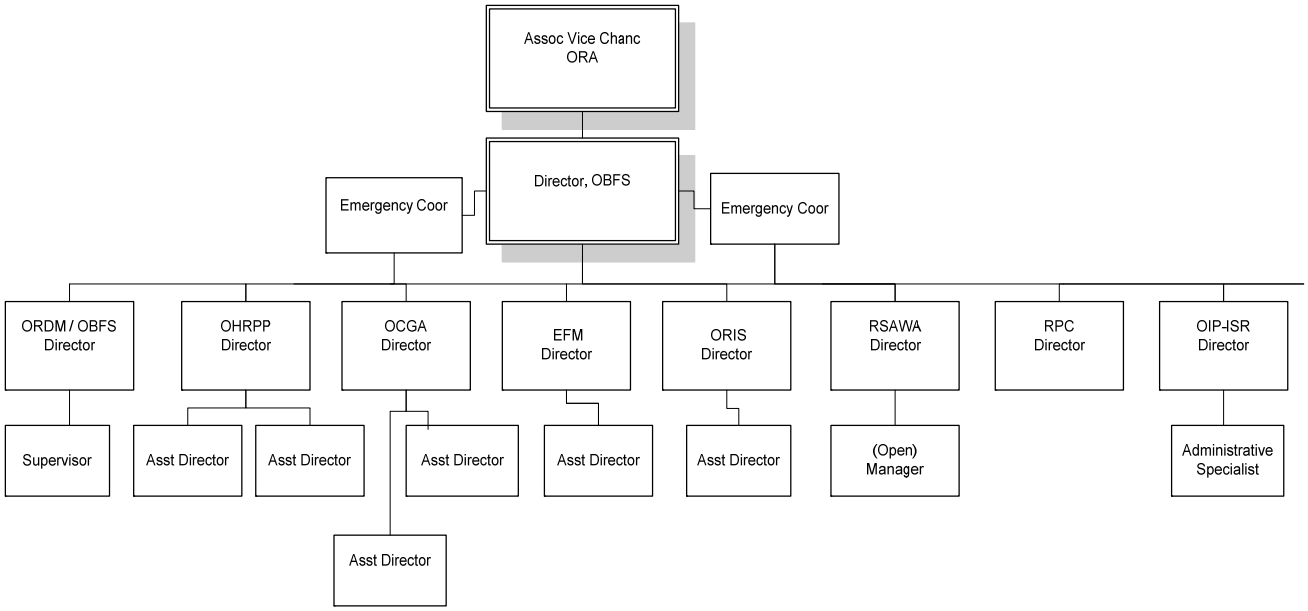
When an emergency occurs, a flow of information needs to be established and maintained between the Associate Vice Chancellor's Office and the departments, and between the departments and the people for whom these units are responsible (students, faculty and staff).

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

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

DEPARTMENTAL TELEPHONE TREE

Wilshire Glendon ORA Emergency Communication Tree



Follow Departmental Procedures
Expect to receive communication from ORA

Chart reflects sequence of calling responsibilities for each role within each unit. It is <u>not</u> an organizational hierarchy chart.

VIII. Emergency Supplies

Office of Research Administration stores emergency supplies in secure locations. These supplies are checked regularly and perishable items are replaced as necessary.

Storage and the appropriate use of standard department provided supplies are planned for the desired mission of supplies.

Emergency Response Team is properly trained and oriented to the supplies.

Standard department provided supplies include:

- First Aid Kit (including gloves and splints)
- Tools (especially a crowbar)
- Communication equipment (including portable radio and extra batteries)
- Employee roster
- Emergency Response Plan (this manual)
- Phone directory
- Leather gloves
- Sign-making supplies (including markers, thumb tacks, tape, paper, post-its)
- Light sticks
- Food
- Water
- Change of clothes for those involved in emergency coordination.

PERSONAL EMERGENCY KITS

Office of Research Administration issues each employee a red back pack with standard department supplies.

1. 1 Mainstay Food Bar 2400 calorie
2. 2 Aqua Blocks 3pk
3. 1 Pocket First Aid Kit FA-122
4. 1 Flashlight
5. 1 Battery D 2pk
6. 1 AM/FM Radio
7. 1 Battery AAA 2pk
8. 1 Emergency Mylar Blanket
9. 9 Wet Wipe Towelettes Each
10. 3 Infectious Waste Bags 10gal/ea
11. 1 Tissue Pack each
12. 1 Leather Palm Gloves LG
13. 1 Whistle with Lanyard
14. 1 Utility Tape 10 Yard
15. 1 Latex Gloves Pair LG
16. 1 Hard Hat - Blue
17. Large Backpack RED

Employees are also encouraged to personalize emergency kits and have them accessible at all times. Suggested items include:

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

For those who are interested, the Office of Business & Financial Services has a list of vendors who provide complete personal emergency kits for purchase using personal funds.

IX. Instructions in an Emergency

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

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

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

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

ACCIDENT or INJURY:

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

POWER OUTAGE OR FAILURE

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

IF A POWER FAILURE OCCURS:

- Remain calm.
- Keep a flashlight in your desk.
- Provide assistance to visitors and other staff members in your area.
- If you are in an area with no lights, proceed cautiously to an area that has emergency lights.

- Use flashlights to search for guests or staff members caught in unlit areas.
- In public areas, assist guests and escort them to the exits.
- If you are in an elevator, remain calm and press the button with the phone receiver icon at the bottom of the elevator panel.

- Stand-by for instructions from emergency personnel to evacuate the building in the event that the power cannot be restored in a timely manner.
- Call the campus hotline, **310.825-9797 (x5-9797),** UCLA's 24 hour safety hotline
- Wait for instructions, be patient
- Do not plug additional equipment into the red outlets - they have been designated for the existing loads. Additional loads may cause further problems
- Do not open the doors of refrigerators and freezers unless absolutely necessary so that they will maintain their temperature for longer periods
- Most power outages are resolved quickly
- Evacuation is unlikely

FIRE

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

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

- Use extinguishers on small fires ONLY if safe to do so – use the **P-A-S-S** method
  - **P**ull the pin in the handle
  - **A**im at the BASE of the fire
  - **S**queeze the nozzle, while employing a
  - **S**weeping motion

HAZARDOUS MATERIALS

HAZMAT (including Biohazard) SPILLS

Minor spills in the labs:

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

Major spills in the labs:

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

Area-wide HAZMAT Incident (campus or community):

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

External Hazardous Material Release (Toxic Cloud):

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

EARTHQUAKE

WHEN AN EARTHQUAKE OCCURS:

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

FOLLOWING AN EARTHQUAKE:

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

Minor Quake (brief rolling motion):

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

ACTIVE SHOOTER & CAMPUS VIOLENCE

IF YOU ARE IN A CLASSROOM OR OFFICE:

- If you are in a classroom, room or office, STAY THERE, secure the door and turn off the lights. Remain silent.
- If the door has no lock and the door opens in, a heavy door wedge can be kept on hand and used, otherwise look for heavy furniture to barricade the door. If the door has a window, cover it.
- Depending on the gunmen's location, you may also exit through the windows. Have someone watch as you get as many students out through windows as calmly and as quietly as possible.
- If the windows don't open, or you cannot break them, or you are not on a ground floor, get out of sight from the door and stay low and quiet.
- If no police units are on scene, move well away from the incident and find safe cover positions (not the parking lots) and wait for the police to arrive.
- When police officers arrive, while keeping their hands on top of your head, do exactly what the Police tell you to do.

IF YOU ARE IN A HALLWAY OR CORRIDOR:

- If in the hallways, get in a room that is not already secured and secure it.
- Unless you are very close to an exit, don't run through a long hall to get to one, as you may encounter the gunmen or hostage taker.

IF YOU ARE IN A LARGE ROOM OR AUDITORIUM

- If in a gym or theater area and the gunmen are not present, move to and out the external exits and move toward any police unit. Drop all bags and keep your hands on your head. Do what the police tell you to do.

IF YOU ARE OUTDOORS OR IN AN OPEN SPACE

- Stay alert and look for appropriate cover locations. Hard cover, such as brick walls, large trees, retaining walls, parked vehicles, and any other object that may stop bullets, may be utilized as cover.

IF YOU ARE TRAPPED WITH THE GUNMAN

- If you are trapped with the gunmen, don't do anything to provoke them. If they are not shooting, do what they say and don't move suddenly.

- There is no set procedure in this situation. If possible call 911 and talk with a police dispatcher. If you cannot speak, leave the phone line open so the police can hear what is going on.

WHAT TO EXPECT FROM POLICE

- Regardless of how officers appear, remain calm. Do as the officers tell you, and do not be afraid of them. Put down any bags or packages that you are carrying and keep your hands visible at all times.
- The first officers to arrive will not stop to aid injured victims. Rescue teams will follow shortly after the first responding officers enter the area. They will attend to the injured and remove everyone safely from the area.
- If you know where the shooter is, or know the shooters description, tell the officers.

FLOODING & SPILLS

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

IF A WATER LEAK OCCURS:

- Notify **Facilities Trouble Call Center** at (310) 82**5-9236** or building personnel to report the exact location of the leak and if any objects are in imminent danger.
- If there are submerged electrical appliances or outlets in the vicinity of the water, evacuate students, staff and guests.
- If you can safely stop the source of the flooding, do so cautiously.
- Alert occupants on floors beneath the water leak of the potential flooding of their areas.

IF FLOODING OCCURS:

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

IF A CHEMICAL SPILL OCCURS:

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

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

BOMB THREATS, SUSPICIOUS DEVICES & EXPLOSIONS

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

Bomb Threat:

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

CIVIL DISORDER

Civil Disorder:

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

X. Evacuation

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

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

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

WHEN YOU ARE ASKED TO EVACUATE THE BUILDING:

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

The evacuation assembly area for the **Office of Research Administration** is located as follows:

- **Emergency Meeting Point sign is located at 10852 Lindbrook Dr, in front of the hotel. (Turn right on Lindbrook Dr.) Locate your departmental flag.**

EVACUATION IMPLEMENTATION

When emergency personnel determine that an evacuation is necessary:

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

RECOMMENDED EVACUATION SCRIPT

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

ASSISTING PEOPLE WITH DISABILITIES DURING AN EVACUATION

To Alert Visually Impaired Persons:

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

To Alert People with Hearing Limitations:

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

To Evacuate Persons Using Crutches, Canes or Walkers:

- Evacuate these individuals as injured persons.
- Assist and accompany them to the evacuation assembly area if possible, or
- Use the emergency chair, a sturdy chair (or one with wheels) to move the person, or
- Help carry the individual to safety.
    - Emergency Stair Chairs are located on the 7th floor in the Office of Business & Financial Services by 700-01 and on the 9th floor in the Office of Research Policy & Compliance by 900B.

To Evacuate Wheelchair Users:

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

Pre-assign Emergency Help for the Disabled:

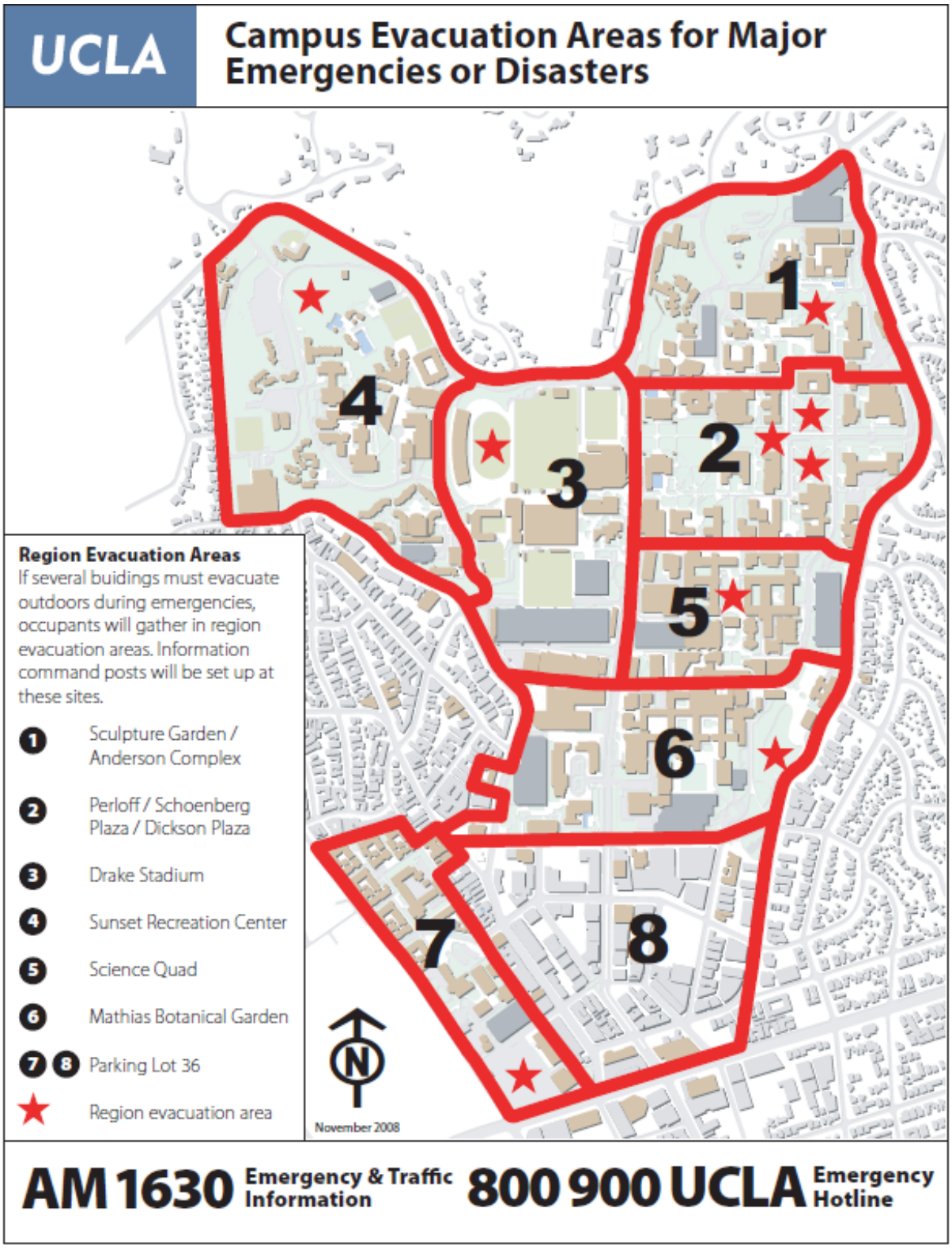
Pre-assign emergency help for disabled co-workers before an emergency occurs. EH&S and the Office of Students with Disabilities provide specialized evacuation training and information (call extension x51501 for more information). Be aware that people with "hidden" disabilities (arthritis, cardiac conditions, back problems, learning disabilities) may also need individual assistance.

EMERGENCY RESPONSE REGIONS

In level 2 and 3 emergencies, it may be necessary to set up field command posts to manage local operations and communicate with building evacuees from multiple locations. Field command posts will be staffed by service departments as dictated by the specific emergency and directed by the manager from each department in conjunction with the Dean. Emergency Response Region Coordinators will be assigned by the campus Emergency Management Team (EMT) depending on the nature, severity and location of the emergency.

The Office of Research Administration is located in region 7. See Campus Evacuation Areas for Major Emergencies or Disasters map for details on page 34.

UCLA CAMPUS EVACUATION AREAS FOR MAJOR EMERGENCIES MAP



UCLA CAMPUS EVACUATION ROUTE LOCATIONS

Office of Research Administration-SPECIFIC EVACUATION PLAN: Last updated: 07/23/26

Emergency Response Team Responsibilities

NAME	Dept	Floor	Role	Room Searched	Responsibilities
Ivan Villegas	RE		Facility Warden		* Main contact with Fire Department / Police Department
Ty Woods	RE		Alternate Facility Warden		* Main contact with Fire Department / Police Department
Aiza Almario	OBFS	7th	Floor/Area Warden	OBFS, OCGA, EFM 7th Floor	* East wing and west wing * Reports to Facility Warden.
Allynn Lewis	OCGA	7th	Alternate Area Warden	OBFS, OCGA, EFM 7th Floor	* East wing and West Wing * Reports to Facility Warden.
Grant Lyon	ORIS	8th	Floor/Area Warden	ORIS, OHRPP 8th Floor	* East wing and west wing * Reports to Facility Warden.
Laura Van Nostrand	TDG	9th	Floor Warden	TDG 9th Floor	* East wing and west wing * Reports to Facility Warden.
Megha Patel	TDG	9th	Area Warden	TDG 920 - 58	* Sweeps department. West wing, north side. * Directs people to exit west stairwell.
Dan-Oscar Antson	TDG	9th	Area Warden,	TDG 920	* Sweeps department. West wing, south side. * Directs people out west stairwell.
Charan Arora	TDG	9th	Area Warden	TDG / RPC 900, 920	* Sweeps department. East wing, south side. *Directs people to exit east stairwell.
Kristen Robertson	TDG	9th	Area Warden	TDG 950, 960	* Sweeps department. East wing, north side. * Directs people to exit east stairwell.

XI. Recovery After Disaster

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

Your best efforts to provide that information in as many ways as possible will facilitate the recovery effort. Thorough documentation is the most important factor in assuring that the University achieves the maximum cost recovery possible from federal and state sources. It is important that information on loss and interruption of operations be gathered and passed to the Associate Vice Chancellor for Research Marcia Smith or Director Rory Constancio as quickly as possible.

UCLA RESOURCES

Counseling

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

Transportation

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

Housing Assistance

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

Loans

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

COMMUNITY RESOURCES

Counseling Referrals

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

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

Shelter Information (General Referrals)....(855)891-7325 **Red Cross - main office** (310) 445-9900
Salvation Army (main office).....(213) 553-3297

Disaster Cost Recovery Instructions

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

APPENDIX A: OPERATIONAL OFFICE OF RESEARCH ADMINISTRATION STATUS REPORT/DETAIL

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

To:

From:

Re: Status of Department and Recovery Requirements

Date: **Time:**

Prepared by:

Please check one:

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

Physical plant requirements to become operational:

Equipment requirements to become operational:

Personnel requirements to become operational:

APPENDIX B: LOSS REPORT/PERSONNEL

Date: _____ Time:_____ Page: _____

Department: _____

Prepared by: _____

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

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

Name: _____
Employee Number: _____
Hourly Rate: _____
Overtime Rate: _____
Benefits %: _____

Name: _____
Employee Number: _____
Hourly Rate: _____
Overtime Rate: _____
Benefits %: _____

Name: _____
Employee Number: _____
Hourly Rate: _____
Overtime Rate: _____
Benefits %: _____

Date (worked) Hours Duties

APPENDIX C: LOSS REPORT/FACILITIES

Date: _____ Time:_____ Page: _____
Department: _____
Prepared by: _____

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

Damage Itemization

Building: _____Room:
Damage:

Building: _____ Room:
Damage:

Building: _____ Room:
Damage:

Building: _____ Room:
Damage:

Building: _____ Room:
Damage:

APPENDIX D: LOSS REPORT/EQUIPMENT

Date: Time: Page:
Department:
Prepared by:

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

Damage Itemization:

Building: Room_____ Item_____
Manufacturer: Model# _____
UCLA ID#: Date Purchased_____ Cost_____
Extent of damage (check one): Total loss_____ Repairable_____
Detail of damage:

Building: Room_____ Item_____
Manufacturer: Model# _____
UCLA ID#: Date Purchased_____ Cost_____
Extent of damage (check one): Total loss_____ Repairable_____
Detail of damage:

Building: Room_____ Item_____
Manufacturer: Model# _____
UCLA ID#: Date Purchased_____ Cost_____
Extent of damage (check one): Total loss_____ Repairable_____
Detail of damage:

Building: Room_____ Item_____
Manufacturer: Model# _____
UCLA ID#: Date Purchased_____ Cost_____
Extent of damage (check one): Total loss_____ Repairable_____
Detail of damage:

APPENDIX E: LIST OF OFFICE OF RESEARCH ADMINISTRATION-SPECIFIC HAZARDOUS MATERIALS.

Hazardous	Location	Comments

APPENDIX F: SHELTER-IN-PLACE RM ASSIGNMENTS

Group	Room	Phone	Monitor	Contact	Secondary	Contact

APPENDIX G: OFFICE OF RESEARCH ADMINISTRATION - SPECIAL NEEDS LIST

Name	Work Location	Phone Extension	Response Buddy

APPENDIX H: OFFICE OF RESEARCH ADMINISTRATION - CRITICAL EQUIPMENT

Item	Location
Servers	UCLA Math Science Data Center
Tape Library	UCLA Math Science Data Center
ISCSI San Networking System	UCLA Math Science Data Center

Location of Office of Research Administration equipment manuals:
User manuals of our servers are all available online at the manufacture's website:

* DELL www.dell.com

* CISCO www.cisco.com

Please visit the UCLA Emergency Management Office website at www.oem.ucla.edu for more information.

Contact Information

UCLA Emergency Management
Phone: (310) 82**5-6800** | Fax: (310) 20**6-9480**

Address
UCLA General Services / Emergency Management Office
731 Charles E. Young Drive South
Los Angeles, CA 90095-1526