



Emergency Action Plan

2880 Torrey Pines Scenic Drive, La Jolla, CA 92037
June 2025

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Sanford Consortium for Regenerative Medicine (SCRM)

Sanford Consortium for Regenerative Medicine is a Consortium of five research institutions; University of California, San Diego, Salk Institute for Biological Studies, Sanford-Burnham Medical Research Institute, La Jolla Institute for Immunology and The Scripps Research Institute. SCRM has in place a formalized policy and procedure for dealing with emergency situations. For the purpose of this policy, emergencies are defined as follows: Fire, Medical Emergency, Power Outage, Chemical Spills, Radiological Contamination, Biological/Bio-hazard spills, Earthquake, Utility Emergency, Work Place Violence and Bomb Threat. In the event of an emergency, it is important that everyone understand their responsibility to provide for orderly handling of the emergency. The type of emergency will determine what action has to be taken and by whom.

Basic Emergency Procedures

It is the responsibility of each laboratory / work area to have a specific plan in place for accounting for personnel during a building evacuation. A current personnel roster with contact information as well as a meeting location inside the evacuation area will be helpful during an emergency. It is important that personnel rosters are reviewed and updated regularly.

GENERAL ACTIONS

- Make an emergency call to appropriate campus authorities.
- Get your printed copy of this Emergency Action Plan and your laboratory / work area personnel roster. Contact your supervisor and whoever else may be appropriate.
- Be prepared to gather keys and personal belongings.
- Communicate with the staff to clear and secure public areas.
- Communicate with the staff to clear and secure individual offices.
- Evacuate or lock-down, depending on type of emergency.

RESPONSE TO FIRE ALARM

When a fire alarm sounds:

- Gather keys and personal items quickly.
- Secure your office, if able to do so quickly (close windows and doors in order to contain the fire).
- IMMEDIATELY leave the building by stairways to the Designated Assembly Area (see attached maps).
- Stay in Designated Assembly Area for headcount and wait for emergency personnel to direct you.
- Do your best to make sure all your co-workers are accounted for.

BUILDING EVACUATION

- Safely stop your work and shut down equipment that could become unstable or present a hazard
- Call Campus Police at 911 or 858-534-HELP (4357) as you are leaving.
- Gather your personal belongings and exit through the nearest door marked Exit. Use stairways to exit the building as elevators will not be operation.
- Assist anyone who needs help while evacuating. (Prearrange appropriate evacuation procedures for people with disabilities)
- Move to the Designated Assembly Area (see attached maps for your specific building) for headcount.
- Do your best to make sure all your co-workers are accounted for.
- Inform building security or emergency personnel if someone needs assistance with evacuation
- Do not re-enter the building until directed to do so by emergency personnel

AREA OF REFUGE

- With an evacuation assistant, going to an area of refuge away from obvious danger.
- The evacuation assistant will then go the building evacuation assembly point (Appendix B) and notify security or on-site emergency personnel of the location of the area of refuge.
- Emergency personnel will determine if further evacuation is necessary.
- The safest areas of refuge are stair enclosures and open-air exit balconies.
- Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs, and pressurized elevator lobbies.
- Taking a position in a rated corridor next to the stairs is a good alternative to a small stair landing crowded with other building occupants using the stairway.
- For assistance in identifying the Areas of Refuge, contact Security.

BUILDING LOCK-DOWN

- Remain calm, as the situation may be dynamic. Be prepared to make quick decisions that could save your life.
- Lock doors and turn off lights.
- Move away from windows (close blinds or cover windows, if you're able to do so quickly).
- Try to give yourself access to an exit.
- Take your keys and personal belongings with you.
- Call Campus Police at 911 or 858-534-HELP (4357) and give as many details about the situation as possible.
- Silence your cell phone and remain quiet.
- Wait to be directed by emergency personnel.

PERSONAL INJURY

Work-related injury or illness

- Give first aid if you have been trained. Call 9-1-1 if emergency help is needed.
- Get medical treatment, as necessary, during business hours at UCSD Center for Occupational & Environmental Medicine (COEM).
 - Campus COEM: 8899 University Center Lane, Suite 160, San Diego, CA 92122 (858) 657-1600 (Call for an appointment, if possible), Monday-Friday, 8 a.m.-4:30 (859) m.
- After business hours or for emergency medical care, go to the nearest Emergency Room.
- Call California Poison Control System if hazardous material is involved: (800) 222-1222.
- Report work-related injury or illness to UCSD and to your employer's Worker's Compensation department.
 - UCSD (858) 534-2454
 - Sanford-Burnham Medical Research Institute (858) 646-3100
 - Salk Institute for Biological Studies (858) 453-4100
 - La Jolla Institute for Immunology (858) 752-6500
 - The Scripps Research Institute (858) 784-1000
- Send an Employee Incident Report form to UCSD Worker's Compensation. See "How to Report a Work-Related Injury" at <http://blink.ucsd.edu/safety/occupational/reporting.html> for details.

Clothing on Fire

- Drop and roll to smother flames, or drench with water if an emergency shower is available
- Obtain medical attention as required.
- Report incident to supervisor.

Hazardous materials splashed in eye skin

- Immediately rinse exposed areas with water for 15 minutes.
- Forcibly hold affected eyes open to ensure effective rinsing behind eyelids and inner eyelid surface.
- OBTAIN IMMEDIATE MEDICAL ATTENTION!
- Report incident to supervisor.

Minor cuts and puncture wounds

- Thoroughly wash injury with water for several minutes.
- Obtain medical attention as required. A tetanus booster may be needed.
- Report incident to supervisor.

REPORTING AN EMERGENCY

When contacting authorities, calmly state:

- Your name and location of the emergency (building/room).
- Nature of the emergency; fire, chemical spill, etc.
- Any injuries.
- Any hazards which may affect responding emergency personnel.
- A phone number near the scene where you can be reached.

SECURITY OFFICERS ROLE DURING A BUILDING EMERGENCY

- Call 911 to notify UCSD campus police that the building is in alarm
- Remain at the front desk (if safe to do so) and monitor phones for those who need assistance during the evacuation.
- The Area of Refuge may be used by persons with disabilities during an emergency situation. These locations will need to be checked to identify those who need assistance to be evacuated.
- Once emergency personnel have arrived, provide them with any helpful information you may have pertaining to the situation. Inform them of personnel that are taking shelter in any Area of Refuge.
- Contact building Facilities and Engineering.
- Wait for further instruction from emergency personnel.

Specific Emergency Procedures

EARTHQUAKES

When shaking is felt

- Get under a desk, table, or stairwell or move against an interior wall.
- Cover your head with your arms.
- Stay away from big windows, shelves, or tall room partitions.
- Remain under cover until the movement subsides.
- When shaking stops, look for trapped or injured people and ruptured utilities.

Minor Earthquakes

- If minor damage occurs in your area, inform facilities management and your Department Safety Coordinator
- Remain at your station and await further instruction from emergency personnel.

Major Earthquake

- If severe building damage occurs, evacuate the building and move to the Designated Assembly Area (see attached maps for your specific building) for headcount. Wait for instruction from emergency personnel.
- Do your best to make sure all your co-workers are accounted for.
- Report missing persons and ruptured utilities to emergency personnel immediately.
- Provide CPR and First Aid to seriously injured people, if you have been trained.
- Take injured people to a triage area: Student Health Services or an area hospital.
- Food, water, first aid supplies, etc., will be distributed by emergency personnel as part of the campus-wide emergency response program.
- Campus emergency personnel will report to prearranged areas and receive instructions from the main Emergency Operations Center (EOC).
- Stay at your Designated Assembly Area, and wait to be released by emergency personnel. Everyone must go to the Designated Assembly Area before leaving campus to report three things: where you are going, how you are getting there, and when you are leaving.

FIRES

Small fire (waste bucket size, needs only 1 fire extinguisher)

- Pull the fire alarm to notify building occupants and fire department. Call Campus Police at 911 or 858-534-HELP (4357).
- Alert people in the area to begin evacuation. Stay upwind from the fire.
- If you have been trained to use a fire extinguisher and it's safe to do so, attempt to extinguish a small fire using P-A-S-S procedure:

P – Pull the pin from the extinguisher handle.

A – Aim the nozzle, horn, or hose at the base of the fire.

S – Squeeze or press the handles together.

S – Sweep from side to side at the base of the fire until it is out.

- Evacuate the building and move to the Designated Assembly Area (see attached maps for your specific building) for headcount. Do your best to make sure all your co-workers are accounted for.
- Call 9-1-1 from a safe area
- Provide incident-specific information to arriving emergency responders when they arrive, and wait for direction from emergency personnel.

Large fire (larger than a waste basket, needs more than 1 fire extinguisher)

- Pull the fire alarm to notify building occupants and fire department. Call Campus Police at 911 or 858-534-HELP (4357).
- Alert people in the area to begin evacuation. Stay upwind from the fire.
- Close doors and windows to confine the fire, if able to do so safely.
- Evacuate the building and move to the Designated Assembly Area for headcount (see attached maps). Do your best to make sure all your co-workers are accounted for.
- Provide incident-specific information to emergency responders when they arrive and wait for direction from emergency personnel.

THREATS OF VIOLENCE

If you are confronted by a violent person

- Try to maintain a calm demeanor. Survey your surroundings for escape routes.
- If the violent person talks to you, speak as clearly and as confidently as you can.
- Avoid challenging or debating with the person.
- Avoid confrontation with the violent person unless you feel your life or the lives of others are in danger. If you feel there is immediate danger, you'll have to decide what is best to do. This may include fighting or fleeing.
- Think about the violent incidents you've heard about in the media. Learn from the responses or lack of responses of the victims.
- Think about what your options would be if you were placed in a situation of violence. Thinking about your options ahead of time and discussing them with others may help you make better decisions under terrifying circumstances.

If you are involved in a violent incident

- Report any violent incidents to the UCSD Police or Medical Center Emergency Operator.
- Seek medical attention as required.

Once the UCSD Police are informed, they will determine a response that could include activation of the text and voice emergency notification system, as well as the campus public address system.

If you witness violent behavior

- Move to a safe area. Report the threat to UCSD Police or Medical Center Emergency Operator:

9-1-1 or UCSD Police: (858) 534-HELP (4357)

- Provide as much information as you can, including:
 - Location of incident and type of violence
 - Description of person(s) involved (gender, age, clothing, appearance, weapons)
 - Any information about victims (number of victims, appearance, condition)
 - Direction of travel (where were the suspects last seen, where were they going)

If you hear about a violent incident on campus

- Stay away from the area and warn others to do the same.
- Check for UCSD status updates using one of the methods below:
 - Consult the UCSD Emergency Status website at <http://blink.ucsd.edu/go/emergency>
 - Call the UCSD Emergency Status phone number:
Campus: (888) 308-UCSD (8273)

Response to an active shooter

- Lock or barricade the door. Block the door using anything available.
- Stay behind solid objects away from the door as much as possible.
- Consider trying to escape.
- If possible, call 9-1-1.

General precautions

- Ventilation: If smoke or burning odor is present, evacuate the area.
- Elevator: Push button or use telephone in elevator to contact emergency help.
- Plumbing/Flooding: Disconnect electrical devices if safe to do so and evacuate the area.
- Electrical: Notify Sanford Facilities Management.

Emergency utility failure

- **Gas leaks:** Evacuate the area immediately. **Call 9-1-1** from a safe area. Do not use spark producing devices.

Utility Failure

- Notify Sanford Facilities Management immediately: (858) 246-1077 or (858) 822 - 6788

PERSONS WHO NEED ASSISTANCE DURING AN EMERGENCY

In the event of any emergency there are occupants of the building who will need assistance in evacuating or taking shelter in the Area of Refuge. If you know or have reason to know that you will need assistance during an emergency you should report that information to your Supervisor/Area Manager and the Safety Officer as soon as possible.

Area of Refuge

An area of refuge is a location in the building where persons unable to use the stairways can remain temporarily to await instructions or assistance during emergency evacuation. For assistance in identifying Areas of Refuge and how to communicate inside these areas, contact Security.

Important Phone Numbers

UCSD & SANFORD CONSORTIUM EMERGENCY PHONE NUMBERS:

UCSD Police, Fire, Medical	911
UCSD Police (Cell Phone)	(858) 534 - HELP (4357)
Sanford Front Desk	(858) 246 - 1071
Thornton Emergency Room	(858) 657 - 7600
Poison Control Center	(800) 876 - 4766
Environmental Health and Safety	(858) 534 - 3660
Sanford Facilities Management.....	(858) 246 -1077
Sanford Facilities	(858) 822 - 6788
Telephone/Data/Repair Service	(858) 534 - 3187
UCSD Emergency Status Phone.....	(888) 308 - UCSD (8273)

EMERGENCY PHONE NUMBERS FOR KEY DEPARTMENTAL PERSONNEL:

Front Desk (858) 246-1071

UCSD Environment, Health, and Safety

Office..... (858) 534 - 3660

Wally Shand, Facilities

Office (858) 246-1077
Cell..... (619) 313-8275
Email..... wshand@sanfordconsortium.org

Johnnie Parks, Facilities

Office..... (858) 822 - 6788
Cell..... (858) 735 - 9745
Email..... jparks@sanfordconsortium.org

Sanford Consortium PI/Area Managers and their Area Safety Coordinators contact information are located at the security officer desk.

Emergency Items

EMERGENCY BAGS:

Emergency bags are located at Security Officers Desk. Supplies in each bag:

- Blow Horn
- 1st Aid Kit
- Neon Vest
- Flash Light
- Building Personnel List
- 2-way Radios (located on desk)

FIRST-AID KITS:

First Aid Kits are located in each laboratory as well as the front desk security officer's desk.

FIRE EXTINGUISHERS:

See attached building floor plans for extinguisher locations in your building. All extinguishers are on a maintenance contract with PPS for upkeep and recharge. Basic instructions for their use are on the extinguishers themselves:

Pull the pin

Aim at the base of the fire

Squeeze the handle

Sweep side to side, at the base of the fire, until it is out or the fire extinguisher is empty

Post Emergency/Incident

All building emergency / incidents will be reviewed at the weekly operations meeting. Any incident reports generated from outside agencies and/or UCSD Environment, Health and Safety will be shared with the building Vice President and Chief Operating Officer.

Appendix A
Personnel Roster Template

Personnel Roster

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Appendix B
Evacuation Maps

EMERGENCY EXIT PLAN



In Case of Fire Use Stairs for Exit. Do Not Use Elevator.

Building Evacuation

- Quickly move to the outside of the building using the nearest door marked with an EXIT sign.
- Be certain all persons in the area are evacuated immediately.
- Help those who need special assistance—disabled, small children, etc.
- Report immediately to the designated assembly area (see map) to do a headcount.
- Wait for instructions from emergency response personnel.

Emergency Phone Numbers

Fire, Police, Medical.....911
 UCSD Police.....(858) 534-4357
 Thornton Emergency Room.....(858) 657-7600
 Poison Control Center.....(800) 876-4766
 UCSD Emergency Status Phone No. (888) 308-8273
 EH&S Front Office.....(858) 534-3660

Calmly state:

- Your name
- Building and room location of emergency
- Nature of the emergency: fire, chemical spill, etc.
- Injuries?
- Hazards present which may affect responding emergency personnel
- A phone number near the scene where you can be reached

SCRM – BASEMENT 2



Emergency Response Resources



Fire Procedures

Fire Alarm: Bell/Horn with flashing light

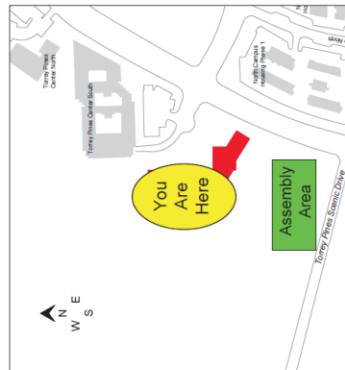
- Pull the fire alarm and call Campus Police at (858) 534-4357 or 911
- Alert people in the area to evacuate.
- Close door to confine the fire.

IN CASE OF SMALL FIRE

- IF YOU HAVE BEEN TRAINED to use a fire extinguisher, while keeping an exit behind you, position yourself within six feet of the fire.

- Pull the pin located in the extinguishers 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.

Have persons knowledgeable about the incident and location assist emergency personnel.



EMERGENCY EXIT PLAN



In Case of Fire Use Stairs for Exit. Do Not Use Elevator.



Building Evacuation

- Quickly move to the outside of the building using the nearest door marked with an EXIT sign.
- Be certain all persons in the area are evacuated immediately.
- Help those who need special assistance—disabled, small children, etc.
- Report immediately to the designated assembly area (see map) to do a headcount.
- Wait for instructions from emergency response personnel.

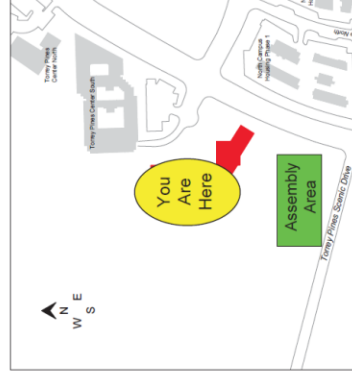
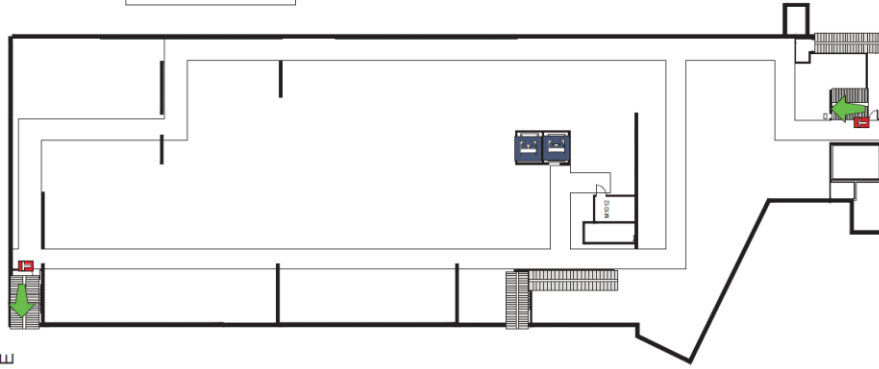
Emergency Phone Numbers

Fire, Police, Medical.....911
 UCSD Police.....(858) 534-4357
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 Poison Control Center.....(800) 876-4766
 UCSD Emergency Status Phone No..(888) 308-8273
 EH&S Front Office.....(858) 534-3660

Calmly state:

- Your name
- Building and room location of emergency
- Nature of the emergency: fire, chemical spill, etc.
- Injuries?
- Hazards present which may affect responding emergency personnel
- A phone number near the scene where you can be reached

SCRM - INTERSTITIAL



Fire Procedures

Fire Alarm: Bell/Horn with flashing light

- Pull the fire alarm and call Campus Police at (858) 534-4357 or 911
- Alert people in the area to evacuate.
- Close door to confine the fire.

IN CASE OF SMALL FIRE

- IF YOU HAVE BEEN TRAINED to use a fire extinguisher, while keeping an exit behind you, position yourself within six feet of the fire.

- Pull the pin located in the extinguishers 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.

Have persons knowledgeable about the incident and location assist emergency personnel.



EMERGENCY EXIT PLAN



In Case of Fire Use Stairs for Exit. Do Not Use Elevator.



Building Evacuation

- Quickly move to the outside of the building using the nearest door marked with an EXIT sign.
- Be certain all persons in the area are evacuated immediately.
- Help those who need special assistance- disabled, small children, etc.
- Report immediately to the designated assembly area (see map) to do a headcount.
- Wait for instructions from emergency response personnel.

Emergency Phone Numbers

Fire, Police, Medical.....911
 UCSD Police.....(858) 534-4357
 Thornton Emergency Room.....(858) 657-7600
 Poison Control Center.....(800) 876-4766
 UCSD Emergency Status Phone No. (888) 308-8273
 EH&S Front Office.....(858) 534-3660

Calmly state:

- Your name
- Building and room location of emergency
- Nature of the emergency: fire, chemical spill, etc.
- Injuries?
- Hazards present which may affect responding emergency personnel
- A phone number near the scene where you can be reached

SCRM – LEVEL 1

Fire Procedures

Fire Alarm: Bell/Horn with flashing light

- Pull the fire alarm and call Campus Police at (858) 534-4357 or 911
- Alert people in the area to evacuate.
- Close door to confine the fire.

IN CASE OF SMALL FIRE

- IF YOU HAVE BEEN TRAINED to use a fire extinguisher, while keeping an exit behind you, position yourself within six feet of the fire.

- Pull the pin located in the extinguishers 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.

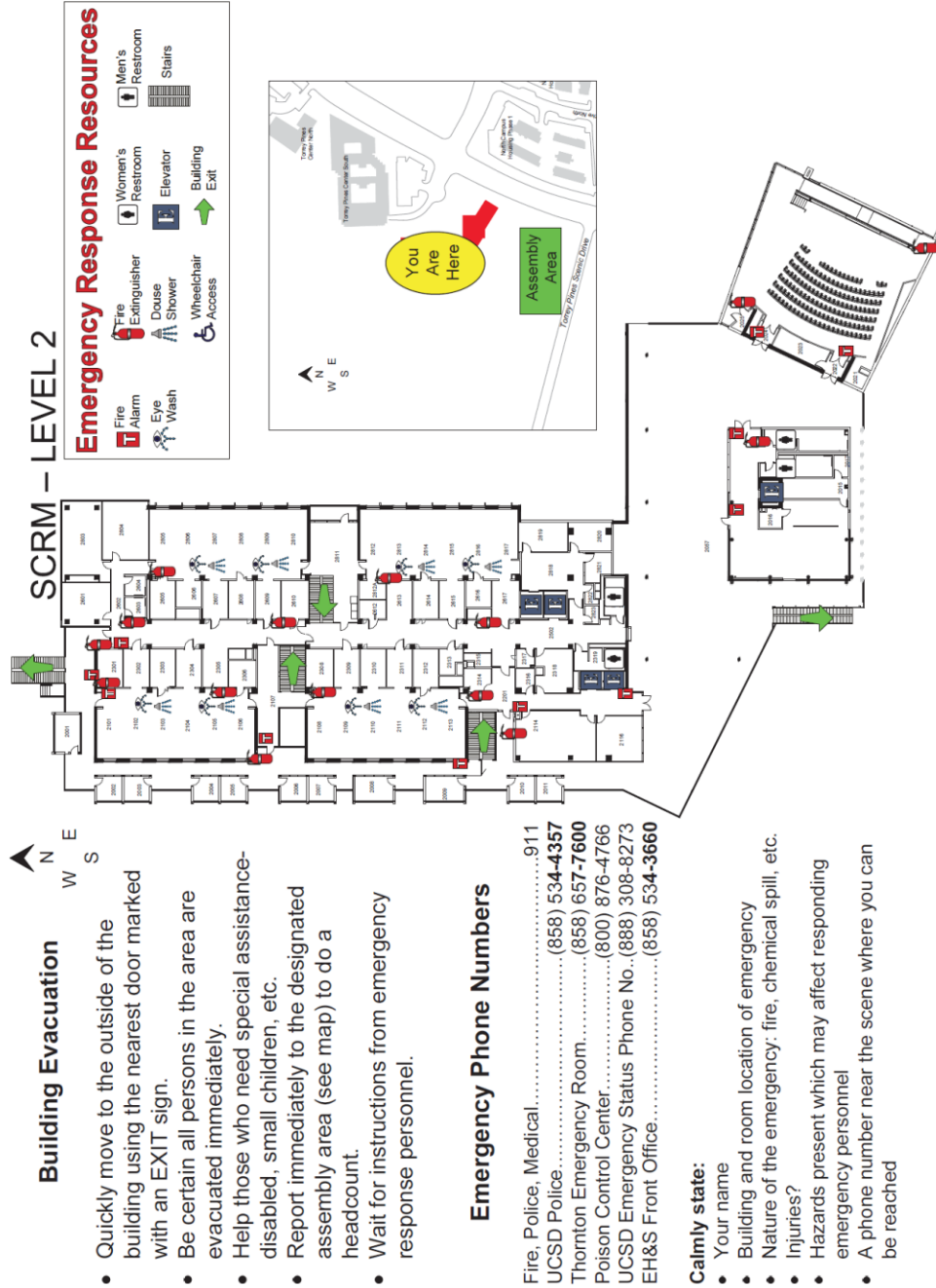
Have persons knowledgeable about the incident and location assist emergency personnel.



EMERGENCY EXIT PLAN



In Case of Fire Use Stairs for Exit. Do Not Use Elevator.



EMERGENCY EXIT PLAN



In Case of Fire Use Stairs for Exit. Do Not Use Elevator.

SCRM – LEVEL 3



Building Evacuation

- Quickly move to the outside of the building using the nearest door marked with an EXIT sign.
- Be certain all persons in the area are evacuated immediately.
- Help those who need special assistance- disabled, small children, etc.
- Report immediately to the designated assembly area (see map) to do a headcount.
- Wait for instructions from emergency response personnel.

Emergency Phone Numbers

Fire, Police, Medical.....911
 UCSD Police.....(858) 534-4357
 Thornton Emergency Room.....(858) 657-7600
 Poison Control Center.....(800) 876-4766
 UCSD Emergency Status Phone No. (888) 308-8273
 EH&S Front Office.....(858) 534-3660

Calmly state:

- Your name
- Building and room location of emergency
- Nature of the emergency: fire, chemical spill, etc.
- Injuries?
- Hazards present which may affect responding emergency personnel
- A phone number near the scene where you can be reached

Fire Procedures

Fire Alarm: Bell/Horn with flashing light

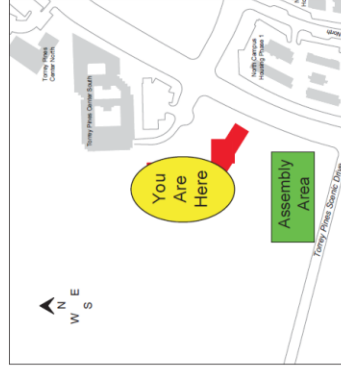
- Pull the fire alarm and call Campus Police at (858) 534-4357 or 911
- Alert people in the area to evacuate.
- Close door to confine the fire.

IN CASE OF SMALL FIRE

- IF YOU HAVE BEEN TRAINED to use a fire extinguisher, while keeping an exit behind you, position yourself within six feet of the fire.

- Pull the pin located in the extinguishers 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.

Have persons knowledgeable about the incident and location assist emergency personnel.



EMERGENCY EXIT PLAN

In Case of Fire Use Stairs for Exit. Do Not Use Elevator.



Building Evacuation

- Quickly move to the outside of the building using the nearest door marked with an EXIT sign.
- Be certain all persons in the area are evacuated immediately.
- Help those who need special assistance—disabled, small children, etc.
- Report immediately to the designated assembly area (see map) to do a headcount.
- Wait for instructions from emergency response personnel.

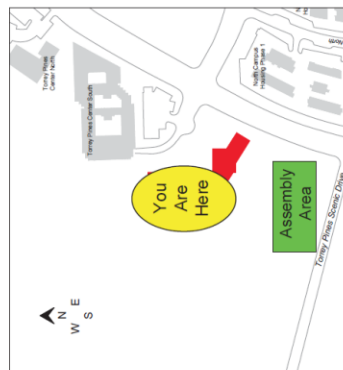
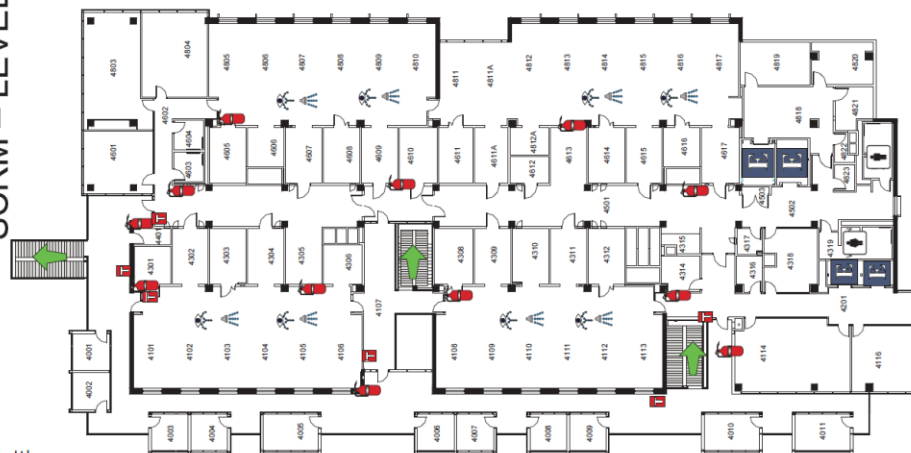
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 EH&S Front Office.....(858) 534-3660

Calmly state:

- Your name
- Building and room location of emergency
- Nature of the emergency: fire, chemical spill, etc.
- Injuries?
- Hazards present which may affect responding emergency personnel
- A phone number near the scene where you can be reached

SCRM – LEVEL 4



Fire Procedures

Fire Alarm: Bell/Horn with flashing light

- Pull the fire alarm and call Campus Police at (858) 534-4357 or 911
- Alert people in the area to evacuate.
- Close door to confine the fire.

IN CASE OF SMALL FIRE

IF YOU HAVE BEEN

TRAINED to use a fire extinguisher, while keeping an exit behind you, position yourself within six feet of the fire.

- Pull the pin located in the extinguishers 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.

Have persons knowledgeable about the incident and location assist emergency personnel.

