UC San Diego

Emergency Action Plan

San Diego Supercomputer Center

9836 Hopkins Drive
La Jolla, CA 92093-0505

Roosevelt College
San Diego Supercomputer Center (Central Bldg. Floors B-4)
San Diego Supercomputer Office Addition (West Bldg. Floors 2-5)
San Diego Supercomputer East Expansion (East Bldg. Floors B2 -3E)

Updated 9/2025

Building Specific Information

This page will be completed by the Campus Fire Marshal Office and reviewed onsite with contact person(s) for this plan.

Alarm Type	
Fire Control Panel	
Potential Fire Hazards in this work area	
Potential Ignition Sources in this Work Area	
Fire Protection Equipment in this work are	
Sprinkler system	
Evacuation routes	
Emergency Assembly Areas	

Accessibility Information	**Location**
Designated Waiting Area	
Emergency Evacuation Stair Chair	

Emergency Shut off	**Location**
Electricity	
Gas	
Water	

Departments that have Staff in this Work Area	**Contact Person:**	**Phone:**

Form revised 05/15/2025

Introduction

The Emergency Action Plan is for your specific department to complete, implement and practice on an annual basis. It is mandatory that every department on campus has a plan. Since you are the subject matter expert for your department we have created this template for you to customize to best fit your department. Within this plan there are procedures for a number of different incidents that can occur here at UC San Diego. **To complete your Emergency Action Plan, a meeting should be scheduled for an onsite walk-through meeting with the Environment, Health & Safety - Emergency Management & Business Continuity Division and Campus Fire Marshal's Office for review and record**. We strongly recommend that at least once a year your department practices an evacuation drill to your assembly area located on the floor plans/maps at the end of your plan and we're glad to assist your department in that drill. The plan is a living document, meaning that it will need updating and changes as your staff, procedures and or location change. If you have any questions or concerns, please contact Emergency Management & Business Continuity for guidance, email: emergency@ucsd.edu .

Plan Checklist

- ☐ Individual(s) responsible for maintaining plan: Sandra Davey 858 534-5026, Fritz Leader 858 534-5963
- ☐ Dept. Safety Officer(s)/Dept. Safety Coordinator(s): Sandra Davey 858 534-5026
- ☐ Fritz Leader 858 534-5963
- ☐ EAP Completed: 9/24/25
- ☐ Locations of printed copies:
  - SDSC Data Center A5
  - 473 Cert Backpack
  - 429 Cert Backpack
  - 2 West Stairwell Emergency Kit (251)
  - East Building B1 Lobby Storage (EB162)
- ☐ PDF copy sent to all employees: 10/11/2025
- ☐ Emailed copy of EAP sent to EH&S - Emergency Management *and Campus Fire Marshal's Office* for review: 9/24/25

Plan Maintenance

Issue Date	Revision Date	Summary of Changes
4/30/24	4/18/2024	Updated to new campus template
10/11/25	9/24/25	Updated to new campus template. Changed evacuation route due to constructions

Drill/Exercise Record

Date	Type of Drill/Exercise	Summary/Notes
10/17/2024	The Great CA Shakeout	Occupants yearly are sent out notification to participate in this yearly drill. We encourage all building Occupants to take this training when offered by EH&S

6/4/2024	CPR & AED Training CERT Training	We encourage all building Occupants to take this training when offered by EH&S and CERT Training

Hazard Communication

Hazard identified	Response strategies to minimize exposure
Asphyxiating Extinguishing Agent in A5 and E101	Details in data center playbook for data center staff. Extinguishing agent warning fire alarm system - this system sends a warning signal to the protected areas (A5, E101) to alert occupants of an impending release of gaseous extinguishing agent (30 second lead time)

☒ This is not a laboratory or research location. There are no chemicals on site, cleaning supplies excepted.

Safety Data Sheet Sources and other sources of chemical hazard information can be found online: https://ehs.ucop.edu/sds/#/

Emergency Guide: https://blink.ucsd.edu/safety/emergencies/preparedness/guide.html#Department-emergency-action-pla

Basic Emergency Procedures

GENERAL ACTIONS:

- Make an emergency call to appropriate campus authorities.
  - If emergency **call 9-1-1** or **text** if you cannot.
- Get your printed copy of this Emergency Action Plan with staff phone numbers and contact your supervisor/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.

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.

MEDICAL EMERGENCY:

- Report an emergency call 9-1-1 as indicated above.
- Do not move victim unless absolutely necessary.
- Call the personnel trained in CPR and First Aid (see Department Roster) to provide the required assistance prior to the arrival of the professional medical help.
- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
    1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
    2. Clear the air passages using the abdominal thrust in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment.

FIRE ALARMS:

- Fire alarms are installed in most of the buildings on campus but not all.
- Please note the location of the alarm control panel, alarm pull stations, smoke detectors, strobes or any combination of the previous items mentioned.
- The alarms can be activated in several ways depending on the system that is in place for that specific location whether it is automatic or a pull station.

Fire Alarm Responses in Non-High-Rise Buildings

In any building that has floors that are located **less** than 75 feet above the lowest floor having building access. Note: the elevation is measured at the top surface of a floor. The fire alarm will typically sound throughout the entire building when fire or smoke is detected. Everyone must evacuate immediately.

Fire Alarm Responses in High-Rise Buildings

In any building that has floors that are located **more** than 75 feet above the lowest floor having building access. Note: the elevation is measured at the top surface of a floor. The fire alarm will typically sound on three floors for immediate evacuation:

- The floor where the fire is located.
- The floor directly above the fire.
- The floor directly below the fire.
- Only people on these floors must evacuate. This prevents overcrowding in the stairways and allows firefighters easier access. People on other floors are managed using a **Shelter-in-Place** strategy instead of evacuating immediately. If the fire spreads, additional floors will be alerted, and those people must evacuate at that time.

RESPONSE TO FIRE ALARM:

When a fire alarm sounds:

- Educate staff/students/faculty to the type of the fire alarm system (sound/strobe lights, pre-recorded voice announcements) specific to your location. Alarm system varies depending on the building.
- IMMEDIATELY EVACUATE leave the building by stairways to the Designated Assembly Area (see attached maps for your specific building).
- Follow **Evacuations** procedures below.

EVACUATIONS:

State law requires occupants to evacuate to a safe location when a fire alarm sounds, or when ordered to do so by emergency response personnel.

- Safely stop your work. If you have time, shut down any equipment that could be unstable or present a hazard.

- Gather your personal belongings such as glasses, medications, keys, purse, emergency kit/Go Bag quickly.
- Secure your space, if able to do so quickly (close windows and doors in order to contain the fire, but leave doors unlocked).
- Avoid using elevators. Please use stairs to exit your location.
- Proceed to the nearest exit and report to your designated assembly area. Stay there for roll call.
- Do your best to make sure all your co-workers are accounted for and report missing person(s) to first responders.
- Remain outside in your Designated Assembly Area until the building has been searched and declared safe to re-enter or released by emergency response personnel.
- Before leaving campus report to your Department Safety Contact or Supervisor: notify them where you are going and how you are getting there.

PEOPLE WITH ACCESSIBILITY NEEDS:

- To request an Individualized Emergency Evacuation Plan (IEEP) contact ieep@ucsd.edu.
- Make sure your department's plan has procedures for anybody who may need or require assistance.
- This may include but not limited to alarms, emergency lighting, buddy system (individual(s) to assist).
- Do not use elevators when you need to evacuate.
- During an evacuation, if unable to evacuate, move to an Area of Refuge near your location which can include a stairwell or Designated Waiting Area and contact Campus Police to notify of location.

EVACUATION/STAIR CHAIRS:

- Stair chairs are located around campus in multiple locations. https://blink.ucsd.edu/safety/emergencies/preparedness/get-ready/evac-chairs.html
- Stair chairs are designed to assist people who are non-ambulatory.
- Remember that not all situations require evacuation, or chair usage, and that areas of refuge maybe a better alternative.
- Do not use elevators when you need to evacuate.
- Persons using stair chairs should be familiar with safety requirements and equipment instructions.
- Training can be provided on how to use the stair chair, please contact emergency@ucsd.edu.

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.
- Silence your cell phone and remain quiet.
- 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.
- If you can, keep your keys and personal belongings with you.
- Call/Text Campus Police at **9-1-1** and give as many details about the situation as possible.
- Wait to be directed by emergency personnel.

SHELTER IN PLACE:

- There may be situations when it's simply best to stay where you are and avoid any uncertainty outside. This can be due to everything from hazardous materials, to fires, to weather related events, chemical spills or explosions.
- It's ideal to have a hard-wired telephone in the room you select as cell phone towers/repeaters may be overwhelmed or damaged in an emergency.
- Close and lock outside doors and windows.

Specific Emergency Procedures

EARTHQUAKES:

- During heavy shaking:
  - Duck/drop, cover and hold on.
    - Get under a desk, table or stairwell. If none are available, move against an interior wall, away from heavy equipment, and cover your head with your arms. Remain under cover until the movement subsides.
    - Stay away from large windows, shelving systems, or tall room partitions.
- After the shaking has stopped:
  - Survey your immediate area for trapped or injured persons and ruptured utilities.
  - Evacuate the building and follow **Evacuations** procedures.
  - Do your best to make sure all your co-workers are accounted for.
  - 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 (NOT VEGETATION):

- Small fire:
  - Pull the fire alarm and call Campus Police at **9-1-1**.
  - Alert people in the area to begin evacuation.
  - Use a fire extinguisher:
    - Keep an exit available behind you and bring the extinguisher within six feet of the fire.
    - **P**ull the pin.
    - **A**im at the base of the fire.
    - **S**queeze the handle.
    - **S**weep side to side, at the base of the fire until it is out or the extinguisher is empty. (Fire extinguisher training can be provided, contact ehs-training@ucsd.edu.)
  - Evacuate the building and follow **Evacuations** procedures
  - Do your best to make sure all your co-workers are accounted for.
  - Assist and provide information to emergency personnel when they arrive and wait for direction.

- Large fire:
  - Pull the fire alarm and call Campus Police at **9-1-1.**
  - Alert people in the area to begin evacuation.
  - Close doors and windows to confine the fire, if able to do so safely.
  - Evacuate the building and follow **Evacuations** procedures.
  - Do your best to make sure all your co-workers are accounted for.
  - Have persons knowledgeable about the incident and location assist emergency personnel.
  - Wait for direction from emergency personnel.

- **Report ALL fires to the Campus Fire Marshal Office/EH&S via the Blink form:** https://blink.ucsd.edu/safety/ehs/forms-ehs/fire-incident-form.html, if damage is unknown at the time of report it is an option to select so not to delay notification of the fire.

VEGETATION FIRES:

- Call Campus Police at **9-1-1**.
- Alert people in the area.
- Follow directions from emergency personnel.

HAZARDOUS MATERIALS SPILLS (including Biological Spill, Chemical Spill, or Radiation Spill):

- Contact EH&S Spill Response: 858-534-3660, after business hours call Campus Police at **9-1-1.**
- California Poison Control System: (800) 222-1222
- Laboratories/Researchers refer to spill response protocol
- Clear area of all personnel. Attend to injured or contaminated personnel and remove them from further exposure if it can be done safely.
- If applicable per Safety Data Sheet, https://blink.ucsd.edu/safety/resources/SDS/sources/index.html

THREATS OF VIOLENCE:

- If the person is directly in front of you:
  - Remain calm and do not allow yourself to be alone with the person, if possible.
  - Utilize any procedures you have in place to alert someone in the office to call or text 9-1-1. (code word or phrase)
  - Do what you can to calm and de-escalate the person until police arrive.
- If the threat is not in your immediate area, follow the building evacuation or building lock-down procedures above. You will have to decide which option to take.
- Learn about Workplace Violence Prevention: **https://blink.ucsd.edu/go/workplaceviolence**

BOMB THREAT:

- **If you receive a threat in writing**
  - DO NOT SEARCH FOR AN EXPLOSIVE DEVICE
  - DO NOT TOUCH ANY UNUSAL OR SUSPICIOUS OBJECTS
  - REPORT THE THREAT TO THE POLICE OR MEDICAL CENTER EMERGENCY OPERATOR:
    - Call 9-1-1 or text if you cannot
    - Medical Center Emergency Operator: (619) 543-6111
- If the bomb threat was hand delivered, try to recall a description of the messenger or other suspicious persons in the area.
- **If you receive a threat over the phone**
  - Stay calm. Do not hang up on the caller. Try to let someone know you are on the phone with the caller. Ask someone to call the UCSD Police or Medical Center Emergency Operator
  - Try to get as much information from the caller as possible.
  - Write down the time of the call, take notes and ask these questions
    - When will the bomb go off?
    - Where is it?
    - What does it look like?
    - Why was it placed in the building?
    - Who is calling?

- Try to notice any of the following information
  - Caller's gender and approximate age?
  - Was the voice familiar?
  - Did the person have an accent or unique speech attribute?
  - Any unique background noises?
- **Once you have informed the UCSD Police, you will be advised to the appropriate course of action, based on the nature of and circumstances of the threat in question.**

EXTENDED POWER OUTAGES:

- Locate emergency flashlight(s).
- Turn all switches in your area to the "off" position, except one. This will help prevent a surge upon re-power.
- If the need to evacuate arises, please follow **Evacuations** procedures above.
- Have Department Safety Officer/Coordinator notify Facilities Management at 858-534-2930.

WHAT TO PACK IN A GO BAG (Recommendation to all Staff)

• Reusable water bottle and/or water filter straw
• Food: Lightweight, shelf-stable and nutritionally dense foods are best, including freeze-dried fruits, energy bars, nuts, tuna pouches and beef jerky
• Medication (if needed)
• Basic First Aid Kit with bandages, gloves, a face mask, gauze, medical tape, antibacterial cream, a cold pack
• Flashlight

- **Sweater / Sweatshirt / Socks / Light blanket**
- **Cellphone charger**
- **AM / FM Radio**
- **Multi-tool**
- **Personal hygiene items**

Important Phone Numbers

UCSD EMERGENCY PHONE NUMBERS:

UCSD Police, Fire, Medical	911
UCSD Police (Non-Emergency)	(858) 534-HELP (4357)
Thornton Emergency Room	(858) 657-7600
Poison Control Center	(800) 876-4766
Environmental Health and Safety	(858) 534-3660
Physical Plant Repair/Maintenance	(858) 534-2930
Telephone/Data/Repair Service	(858) 534-3187
Facilities Management	(858) 534-2930
UCSD Emergency Status Phone	(888) 308-UCSD (8273)

EMERGENCY OPERATIONS CENTER (EOC):..... (858)-246-4841 (general)

This number is to only be called during a long term, campus wide emergency or disaster where the EOC is staffed and ready to receive phone calls. This number is not to be called for minor incidents such as a local building power outage, minor earthquake, small fire, etc. In addition, this phone line is NOT to check the status of an event that occurred that doesn't affect your department. Please refer to the campus website http://ucsd.edu/emergency/ for status updates and other emergency contact numbers are listed above.

Emergency Items

EMERGENCY BAGS/Locations:

Bag 1: EMERGENCY Trauma Kit located in – Room A2, Central 1st Floor Data Center
Bag 2: EMERGENCY Trauma Kit located in – Room 475 CERT Member Office
Bag 3: EMERGENCY Trauma Kit located in – Room 429 CERT Member Office
Bag 4: EMERGENCY Trauma Kit located in – Auditorium kitchen EB203 East Bldg.
Bag 5: EMERGENCY Trauma Kit located in - Emergency Container - SDSC Loading Dock

Supplies in each bag:

DESCRIPTION
Alcohol Wipes - l.25x 2.25" - 28
Absorbent Compress Trauma Pad - 5x9" - 4
Antibiotic Ointment - 0.5g - 25
Antiseptic Towelettes - 5x8" - 25
Biohazard Bag - 24x24" - 2
Burn Dressing - 4x4" - 2
Compressed Trauma Dressing - Bx 10" - 1
Chest Seal - 2
CPR protector - 7 X 7" - 1
Elastic Bandage - 3"x5yd - 2
Emergency Rescue Blanket - 52x 84" 1

Eye Pad – 2
Fabric Bandage - 1 X 3" 16
First Aid /Bum Cream - 1/32 oz. 25
First Aid Facts Guide - 1
First Aid Tape - 1/2" x5 yd. - 2
Flexible Padded Splint - 4.25x24" - 1
Gauze Pad - 3x3" - 4
Gauze Roll - 2"x4yd. - 2
Gauze Roll - 4"x4yd. - 1
Hand Sanitizer - 1/32 oz. - 20
Hemostatic Gauze Pad - 4x4" - 2
Instant Ice Pack - 4x5" - 2
Nitrile Glove - Large - 4
Plastic Bandage - 1 X 3" - 48
Scissors -7.25" - 1
Secondary Tourniquet (Band) - 1 X 18" 1
Single Use Saline - 4 oz . - 1
Trauma Pad Dressing - Bx 10" - 2
Triangular Bandage - 40x40x56" - 2
Tweezers - 3.5" - 1
Windlass Tourniquet - 1
Wound Seal – 2
Vendor: ULINE H-9954 1-800-295-5510 uline.com

Sandy Davey is responsible for re-stocking/updating the bags as necessary.

ADDITIONAL FLASHLIGHTS:
4 flash lights for emergency use are stored in Data Center
1 flashlight mounted in A2 Data Center

1 flashlight stored in each Trauma Bag 1, 2, & 3
1 600 Lumens Indestructible lantern is stored with Trauma Bag 4 in SDSC Auditorium Kitchen
(6) and 1 Central, Exterior Building, closet by Central Entrance (6).
Sandra Davey is responsible for testing the batteries annually in October and replacing them as necessary.

ADDITIONAL RADIOS:
4 Radios for emergency use are stored in 1 Central, Room A2 SDSC Operations Data Center

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

FIRST-AID KITS:
Kitchen's, 1st floor lobby Central, and Data Center.

Sandy Davey is responsible for re-stocking/updating the kits as necessary. Supplies are often checked.

EMERGENCY CONTAINER:
Located in the outdoor dumpster area up the south side East building in the loading dock driveway.
Emergency Keys distributed to SDSC Operations A2 and building CERT members.
Additional emergency supplies: water/food/first aide supplies/tools/cot/sleeping bag/splints

IT IS RECOMMENDED THAT ALL STAFF PRINT A COPY OF THIS EMERGENCY ACTION PLAN AND KEEP IT IN AN EASILY-ACCESSIBLE LOCATION AT THEIR WORKSTATION.

WHAT TO PACK IN A GO BAG

• Reusable water bottle and/or water filter straw
• Food: Lightweight, shelf-stable and nutritionally dense foods are best, including freeze-dried fruits, energy bars, nuts, tuna pouches and beef jerky
• Medication (if needed)
• Basic First Aid Kit with bandages, gloves, a face mask, gauze, medical tape, antibacterial cream, a cold pack
• Flashlight
• Sweater / Sweatshirt / Socks / Light blanket
• Cellphone charger
• AM / FM Radio
• Multi-tool
• Personal hygiene items

ADDITIONAL FLASHLIGHTS:

2 flashlights for emergency use are stored Operations A2, 1st floor Central, CERT Bags
Sandy Davey is responsible for testing the batteries annually in October and replacing them as necessary.

FIRE EXTINGUISHERS:

See attached building floor plans for extinguisher locations in your building.

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

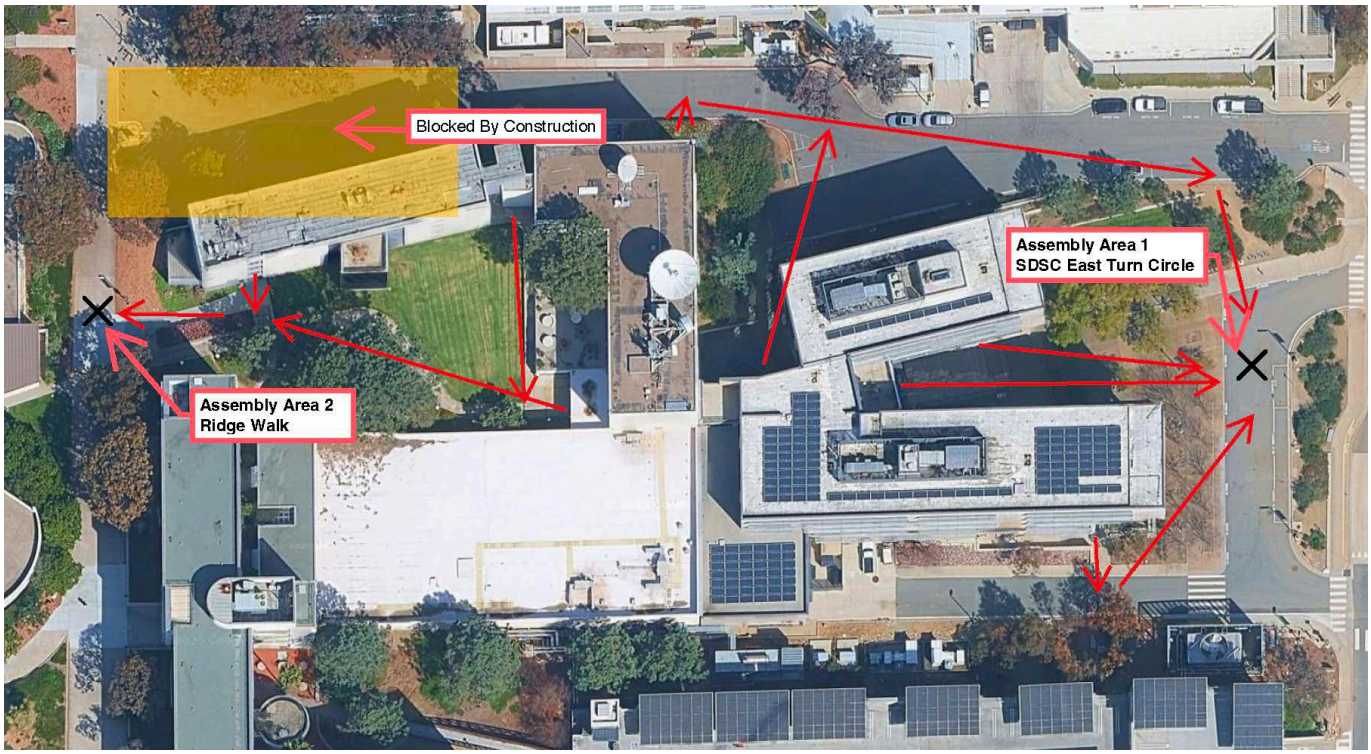
Locations:

- East Bldg. Ground Floor Auditorium EB2211 (North Wall/Inside Auditorium) Room is locked
- East Bldg. B1 (North Wall)
- East Bldg. 2nd Floor, as you enter into the Central hallway
- 1st floor Central next to freight elevator by restrooms/data center.
- 2nd Floor 279 Training Room (Room is locked)
- 3rd Floor West Elevator Lobby

FIRST-AID KITS:

All kitchens have a first aid kit
Operations Colo Center A5, Sandy Davey Office 430.
Sandy Davey is responsible for re-stocking/updating the kits as necessary. Supplies are set to expire yearly

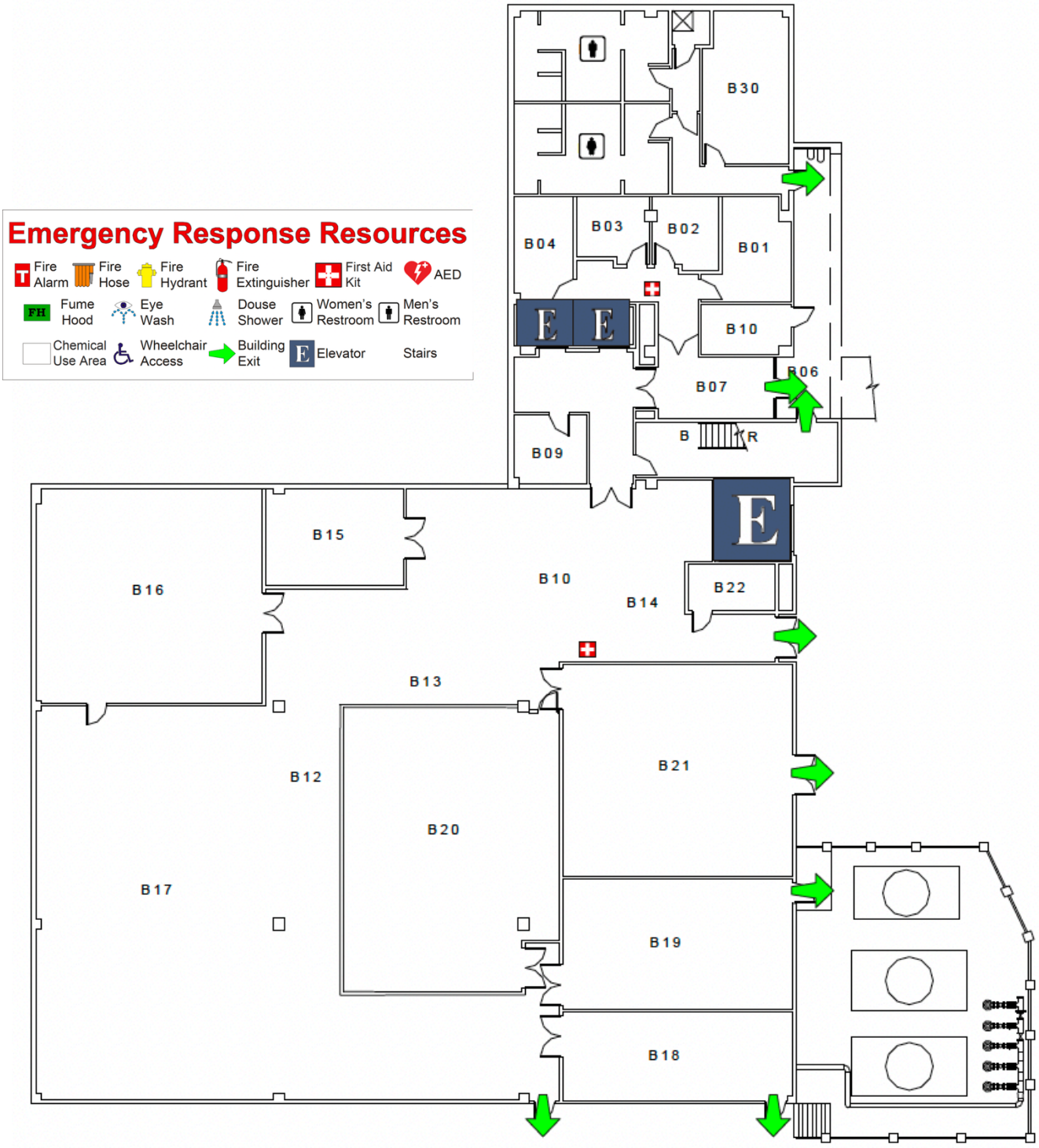
Assembly Area:



ASSEMBLY AREA CHECK-IN PROCEDURE:
Once assembled at either assembly area (Ridge Walk or SDSC East Turn Circle) a directory will be passed around. Initial next to your name or write your name if it is not on the list. Do not re-enter the building until an all-clear message is given.

Floor Plans:

SDSC Central Building Floor Plans (Basement – 4)



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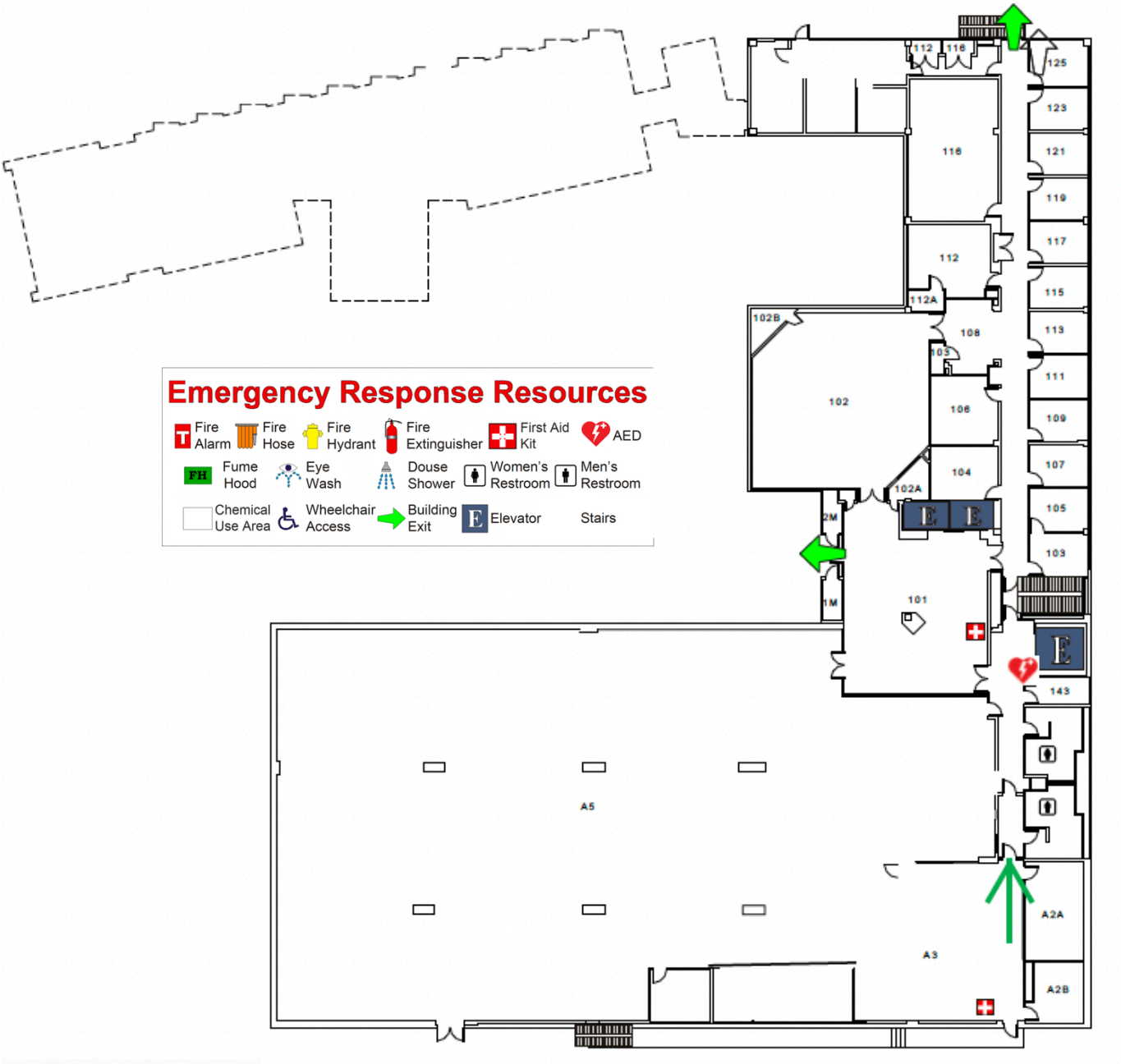
Emergency Response Resources
Fire Alarm
Fire Hose
Fire Hydrant
Fire Extinguisher
First Aid Kit
AED
FH
Fume Hood
Eye Wash
Douse Shower
Women's Restroom
Men's Restroom
Chemical Use Area
Wheelchair Access
Building Exit
E
Elevator
Stairs
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112A
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102B
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A2A
A3
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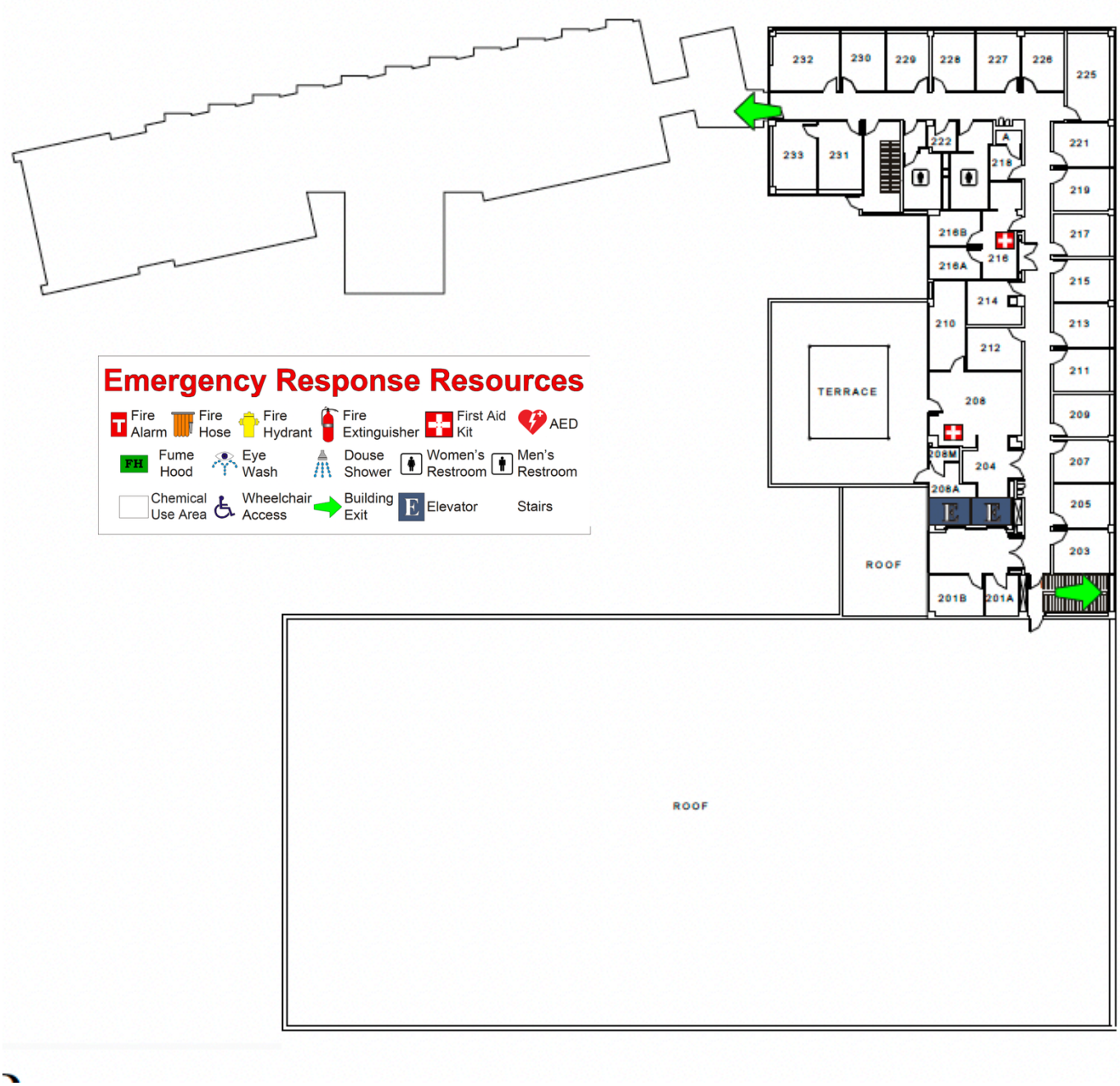
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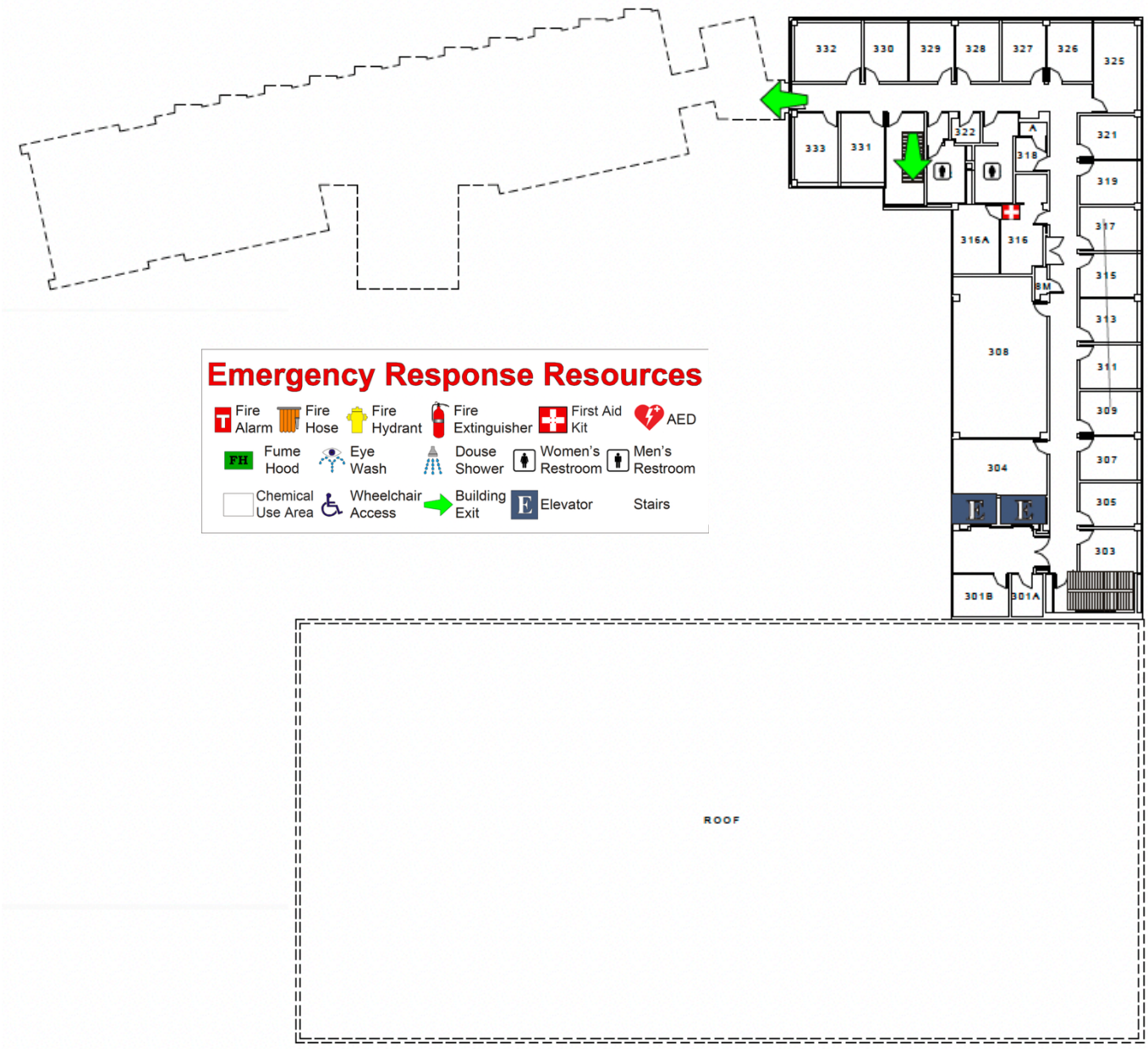
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Wheelchair Access
Building Exit
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Elevator
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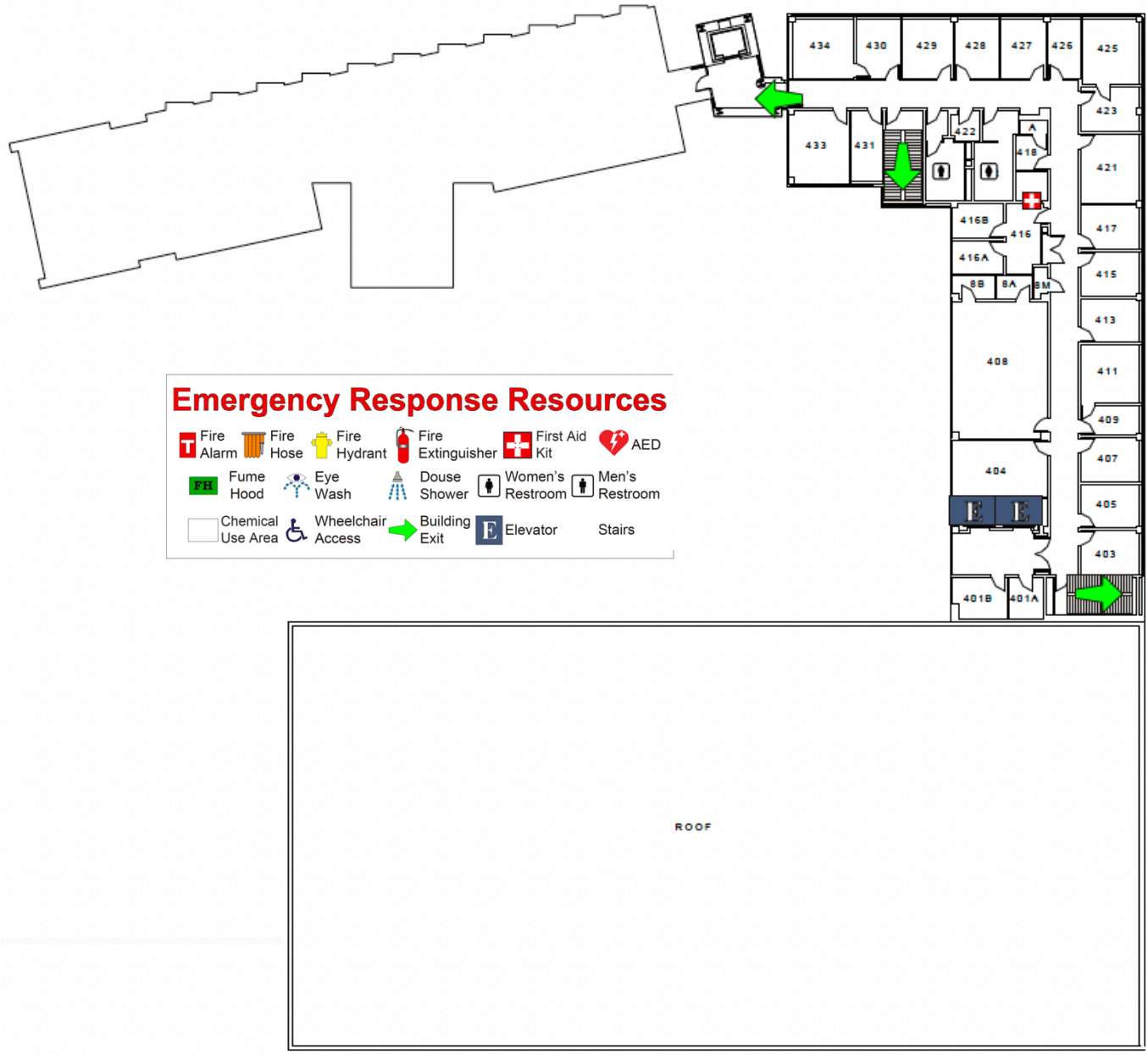
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ROOF

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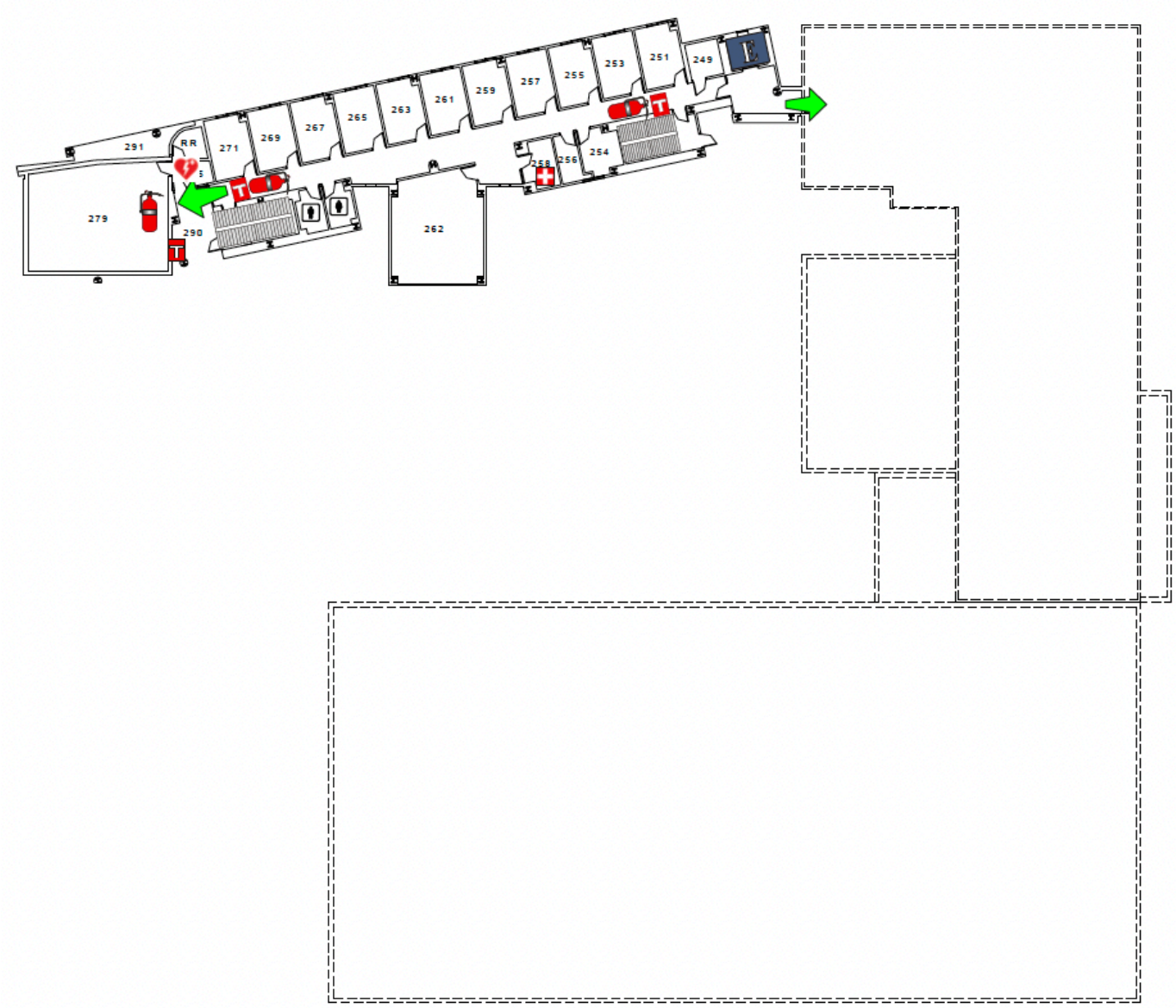
SDSC West Building Floor Plans (2-5)



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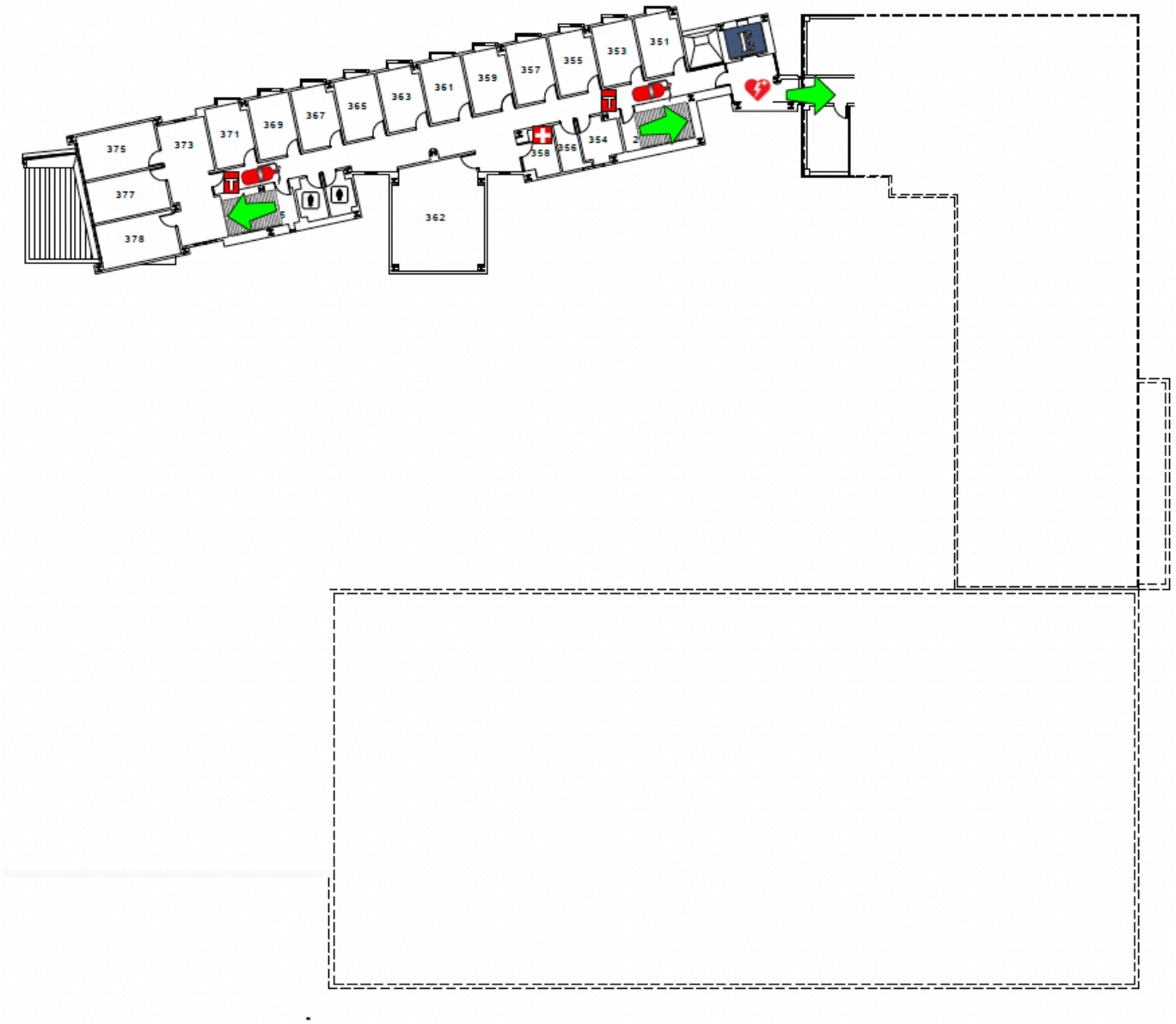
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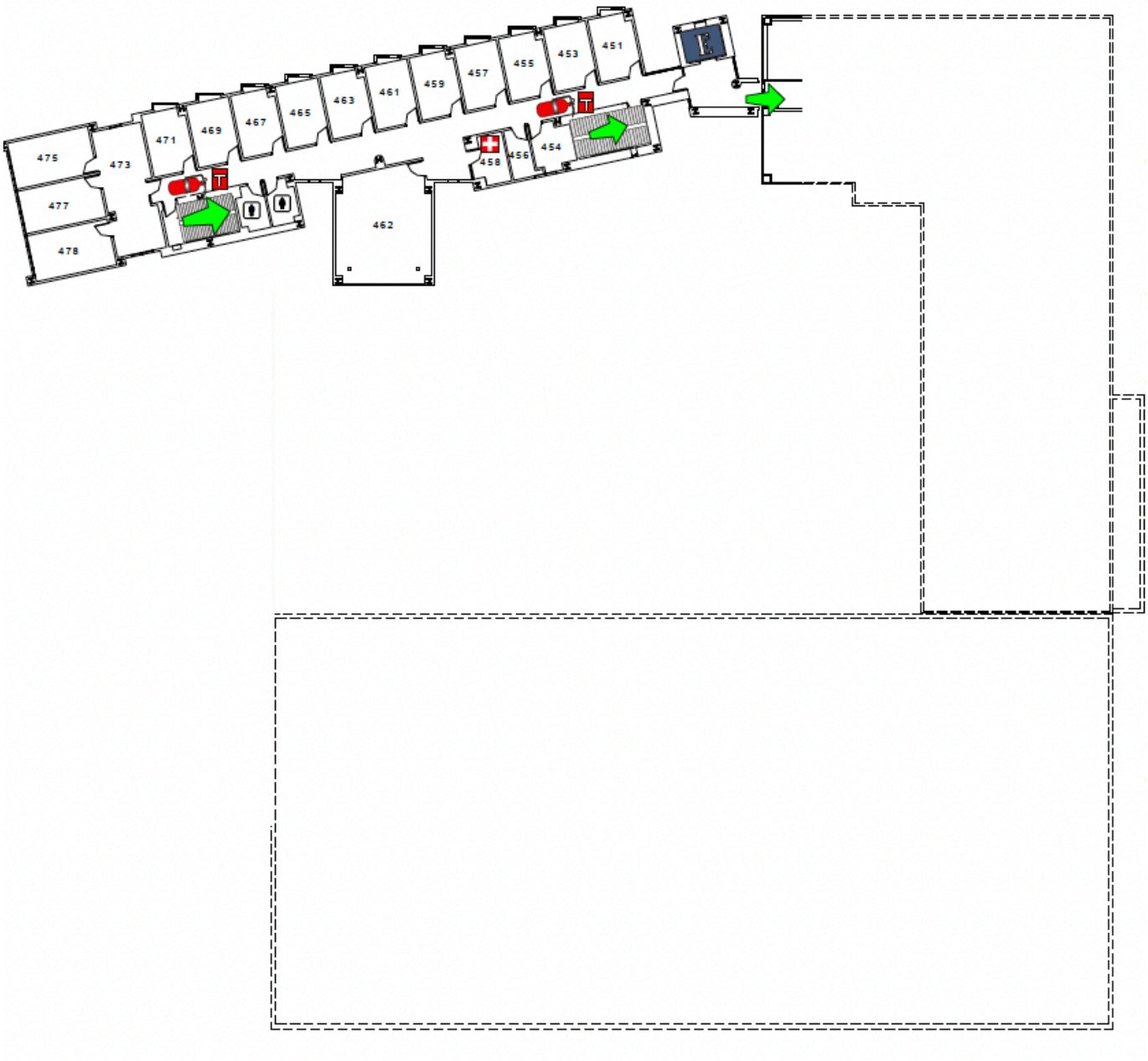
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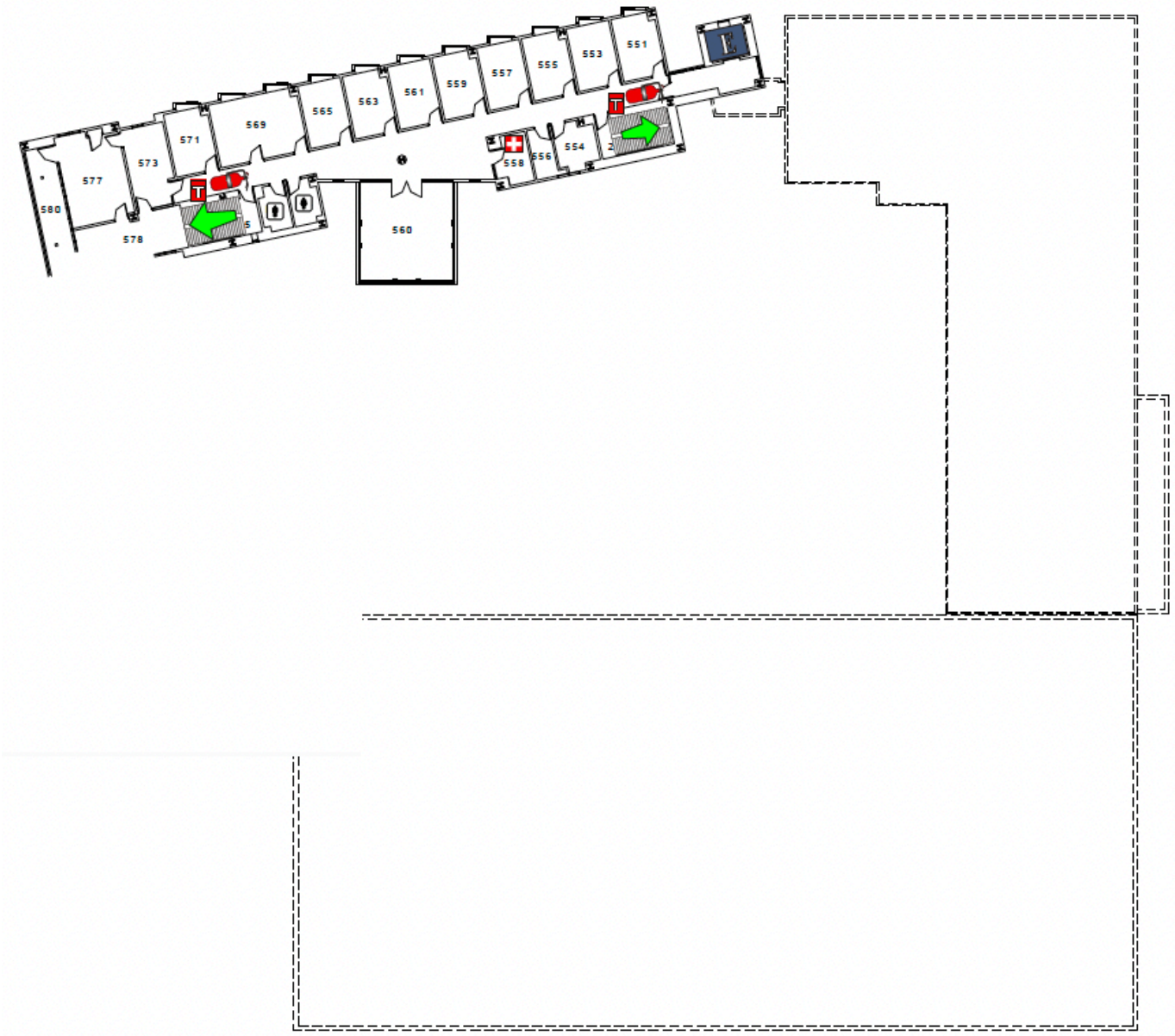
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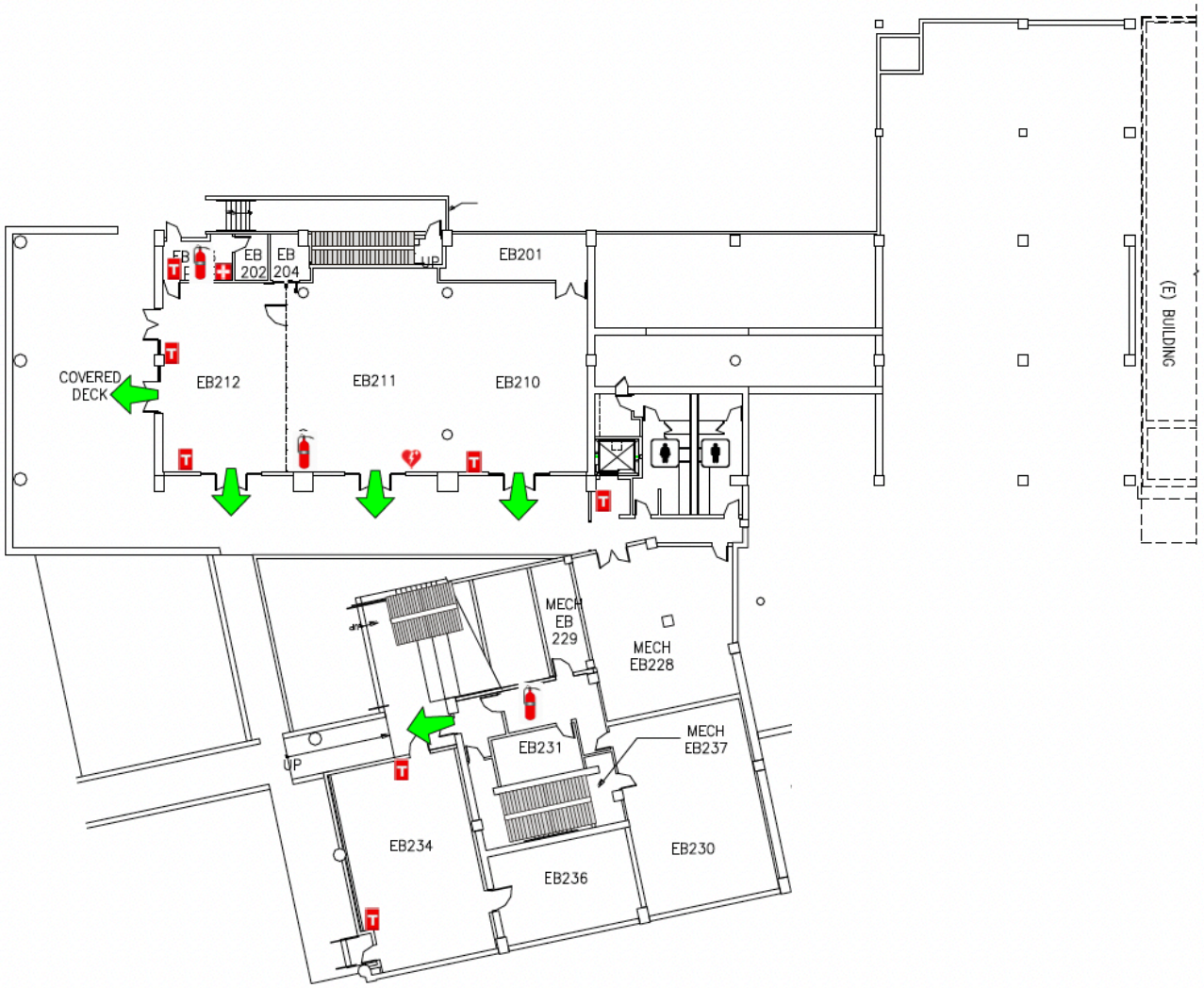
SDSC East Building Floor Plans (B2, B1, 1-3)



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EB171
EB170
EB169
OPEN TO ABOVE
OPEN TO ABOVE
EB144
EB143
EB141
EB145
E
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EB148
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MECH EB123
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EB128
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MECH EB102
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EB 112
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EB115
EB098
EB101

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E114
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E107
E106
E105
E104
E103
E102
E101
MACHINE ROOM
E130
E129
E128
E124
MECH E123
E154
E153
E152
E151
E150
E149
E148
E147
E145
OPEN TO BELOW
SDSC FOR DRAWING ON THIS BLDG. SEE E-KEY=442
E172
E171
E170
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ROOF
BELOW
SUNSHADE
BELOW
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