

**2021  
SDSC  
Emergency  
Action  
Plan**

**911 or (858) 534-HELP  
(Fire/Police/Medical)**

**San Diego Supercomputer Center**

**(For SDSC Safety Officers  
&  
SDSC Data Center)**

**Updated April 1, 2021**

## **Basic Emergency Procedures**

### **GENERAL ACTIONS:**

- Make an emergency call to appropriate campus authorities.
- Inform them that Assembly Area is at East Building: 10100 Hopkins Drive
  - If emergency call Campus Police at **911** or **858-534-HELP (4357)**.
- 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.
- Get radios from red emergency bags (see below for locations).
- 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 for your specific building).
- 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.

### **EVACUATION:**

**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.**

- Call Campus Police at 911 or 858-534-HELP (4357) as you are leaving.
- Exit through the nearest exit, using stairways and avoiding elevators.
  - Safely stop your work. Shut down any equipment that could be unstable or present a hazard.
- Gather your personal belongings such as glasses, medications, keys, purse, emergency kit and close, but do not lock doors as you leave.
- Assist anyone who needs help while evacuating.
- 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.
- 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.

### **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.

## **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.

## **Specific Emergency Procedures**

### **EARTHQUAKES:**

- During heavy shaking:
  - Duck, 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 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.
  - 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:
  - Pull the fire alarm and call Campus Police at 911 or 858-534-HELP (4357).
  - Alert people in the area to begin evacuation. Stay upwind from the fire.
  - 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.
  - 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.
  - 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 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 (see attached maps for your specific building) for headcount.
  - 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.

### **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 police.
  - 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.

### **POWER OUTAGES:**

- Turn all switches in your area to the “off” position, except one. This will help prevent a surge upon re-power.
- Locate your flashlight, and evacuate to your Designated Assembly Area (see attached maps for your specific building) for headcount.
- Notify Facilities Management at 858-534-2930
- If the need to evacuate arises, please gather your personal belongings and head to your Designated Assembly Area (see attached maps for your specific building) for headcount.
- Have Department Safety Officer/Coordinator notify Facilities Management at 858-534-2930.
- Wait at your Designated Assembly Area for further instruction

### **PEOPLE WITH DISABILITIES:**

- 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.
- If unable to evacuate, move to an area of refuge near your location which can include a stairwell.
- Wait at your Designated Assembly Area for further instruction.

### **EVACUATION/STAIR CHAIRS:**

- Stair chair is located on 4 Central (North Stairwell, located inside the stairwell)
- Stair chairs are designed to assist people in a wheel chair evacuate from their location.
- Remember that not all situations require evacuation and that areas of refuge maybe a better alternative.
- Do not use elevators when you need to evacuate.
- If your department would like to be trained on how to use the stair chair please contact the campus Fire Marshall or Emergency Manager.

### **AUTOMATED EXTERNAL DEFIBRILLATOR (EMERGENCY USE ONLY)**

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

