SDSC
Emergency
Action
Plan

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

San Diego Supercomputer Center
Physical Street Address:  10100 Hopkins Drive, La Jolla, CA  92039

SDSC Emergency Container Items (Located in the SDSC Loading Dock)
Keys have been issued to all CERT Members, SDSC Operations
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.
    - 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 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 DEFRIBRILLATOR (EMERGENCY USE ONLY)
Located: East Bldg. Auditorium (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/data center.
2nd Floor 279 Training Room (Room is locked)
3rd Floor West Elevator Lobby