CLASSROOM EMERGENCY PROCEDURES

[Anne Widney, Emergency Services Manager]
AGENDA

DISASTER PREPAREDNESS AT UCI:
› emergency services unit
› top hazards
› roles & responsibilities

EMERGENCY PROCEDURES:
› notification
› evacuation
› earthquake
› secure-in-place
4 Full time employees
EMERGENCY SERVICES UNIT

ANNE WIDNEY
emergency services manager

BOBBY SIMMONS
business continuity planner

CHRIS SEIDE
clery act compliance coordinator

BRIANNA BAILEY
training & exercise coordinator
KEY PROGRAMS

CRISIS MANAGEMENT
CLERY ACT
EMERGENCY PLANNING AND PROGRAM MANAGEMENT
BUSINESS CONTINUITY PLANNING
EMERGENCY OPERATIONS CENTER (EOC) COORDINATION
DEPARTMENT OPERATIONS CENTER (DOC) COORDINATION
ZONE CREW
CAMPUS SEARCH AND RESCUE (CSAR)
5 HAZARDS
1. CATASTROPHIC EARTHQUAKE
2. LAB/BUILDING FIRE
3. PROTEST/CIVIL DISTURBANCE
4. PUBLIC HEALTH OUTBREAK/PANDEMIC
5. ACTIVE SHOOTER OR WORKPLACE VIOLENCE
YOUR ROLES & RESPONSIBILITIES
KNOW YOUR ZONE CREW
Know your assembly areas
REVIEW EMERGENCY PROCEDURES
FLIP CHART UCI
WHAT TO DO IN THE EVENT OF...

Earthquake
Fire
Utility failure
Active shooter
HazMat incident
And more!
INCLUDE EMERGENCY PREPAREDNESS INFORMATION IN YOUR SYLLABUS
Emergency Notifications

zotALERT text message
ZotMail email message
Desktop notification
UCI Emergency Hotline: 866-IRV-NEWS
Zot Radio WQTB 1690 AM
KUCI 88.9 FM
Social Media (Facebook, Twitter, Nixle)
Zone Crew
Other campus staff/faculty
13 zones on campus
EVACUATION

UCI Emergency Services
Evacuate when:

1. A fire and/or life safety emergency occurs
2. The fire alarm activates
3. Notified to do so by emergency response personnel or Zone Crew

UCI Emergency Services
BE AWARE OF ALL EXITS FROM YOUR AREA AND BUILDING
When the fire alarm activates or you are told to leave, keep calm, walk quickly to the nearest marked exit and ask others to do the same.
DO NOT USE ELEVATORS
ASSIST PERSONS WITH DISABILITIES, ACCESS, OR FUNCTIONAL NEEDS
BRING CLASS ROSTERS WITH YOU
GO TO YOUR DESIGNATED assembly area
keep the class together
NOTIFY emergency personnel if you suspect someone may be trapped in the building.

STAY CLEAR of first responders.

DO NOT return until an all clear message is given and you are directed to do so.
EARTHQUAKE
if you are inside:

DROP

COVER

HOLD

UCI Emergency Services
protect your head, neck and face

stay under cover until the shaking stops

DROP

COVER

HOLD
DO NOT run outside

EVACUATE only if you feel it is unsafe to stay inside
IF YOU ARE OUTSIDE

move to an open area away from tall buildings, trees, power lines, or other falling hazards
IN A CAR?

- SLOW DOWN
- PULL OVER
- STAY INSIDE

WAIT FOR THE SHAKING TO STOP – DON’T STOP UNDERNEATH A BRIDGE OR OVERPASS
ONCE THE SHAKING STOPS
Assess your surroundings

Check yourself and others for injuries

Provide first aid, use fire extinguishers, and clean up spills as necessary (and as you feel comfortable doing...)

UCI Emergency Services
EXPECT AFTERSHOCKS

BE READY TO ACT WITHOUT ELECTRICITY OR LIGHTS

IF YOU MUST LEAVE A BUILDING, USE EXTREME CAUTION AND WATCH FOR FALLING DEBRIS
Use telephones ONLY to report life-threatening emergencies, lines will be jammed.

Text messages use less bandwidth than phone calls.

Check social media pages for updates.
SECURE-IN-PLACE
(police activity)
WHEN SECURE-IN-PLACE ZOTALERT IS ISSUED:

FOLLOW INSTRUCTIONS FROM FIRST RESPONDERS AND/OR ZONE CREW
Lock doors

Barricade doors if in immediate area of police activity or if doors do not lock

UCI Emergency Services
CLOSE windows & blinds
TURN OFF LIGHTS
AND COMPUTER/PRINTER EQUIPMENT

silence cell phones

remain calm and quiet
stay put until an all clear message is given
what if I’m OUTSIDE?
SEEK SHELTER INSIDE A BUILDING - IF LOCKED, MOVE TO NEXT BUILDING

CONTINUE UNTIL YOU FIND SHELTER OR YOU ARE OFF CAMPUS

IF OFF CAMPUS, STAY OFF CAMPUS UNTIL AN ALL CLEAR MESSAGE IS RECEIVED
WHAT IF I'M 'In class?'
Notify classroom

Follow Secure-In-Place procedures

Lock or barricade doors

DO NOT LEAVE UNTIL AN ALL-CLEAR MESSAGE IS RECEIVED
QUESTIONS?

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