



## EMERGENCY MANAGEMENT

**9-1-1**  
**209-228-2677**  
**(CATCOPS)**

# EMERGENCY RESPONSE GUIDE

ACTIVE SHOOTER	BIOLOGICAL SPILL	BOMB THREAT/ CHECKLIST	BUSINESS CONTINUITY	EARTHQUAKE
EMERGENCY ASSEMBLY AREAS	EMERGENCY CONTACTS	EMERGENCY PREPAREDNESS	EVACUATION	EXPLOSION
EXPOSURE TO BLOOD AND BODY FLUIDS	FIRE	FIRE LANES	HAZARDOUS CHEMICAL SPILL OR RELEASE EVENT	LOCKDOWN
MEDICAL EMERGENCY	PSYCHOLOGICAL CRISIS AND SUICIDE	RADIOACTIVE MATERIAL SPILL	RESOURCES	SEVERE WEATHER
SHELTER-IN-PLACE: HAZARDOUS MATERIAL	SUSPICIOUS PACKAGE OR OBJECT	UTILITY FAILURE	WILDFIRE SMOKE/ AIR QUALITY	— NOTES —

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# ABOUT THIS GUIDE

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Disasters can happen at any time, in any place, and under any circumstances. From a major earthquake to a minor flooding incident, it is a fact of life that we will experience emergencies and disasters. In the event of a major disaster, the university's services and programs could be interrupted, stopped completely, or operate at reduced capacity for an extended period of time. That is why it is important to take action now to prepare for any kind of emergency. Visit our website at [emergency.ucmerced.edu](https://emergency.ucmerced.edu).

This flip chart was designed to provide a guide for thinking about disasters **BEFORE, DURING, and AFTER** they occur for UC Merced students, staff and faculty members. By reading it, you are taking the first step in preparing yourself for a disaster. Hang this flip chart in your office and regularly review the topics individually, with your coworkers, or at a staff/faculty meeting. Document important information on the flip chart and it can be a helpful tool for you during emergency response. Remember that preparedness is a personal process just as much as an institutional responsibility.

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# ACTIVE SHOOTER

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An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Other times, individuals at the site of an attack take action to mitigate the threat (though this is advised only as a last resort).

## **RUN (evacuate)**

- Evacuate regardless of whether others agree to follow.
- Leave all non-lifesaving belongings behind.
- Help others escape, (if possible, use buddy system).
- As soon as possible and safe, notify 9-1-1.
- DO NOT activate a fire alarm to alert others of an active shooter as it may put others in danger.
- Prevent individuals from entering an area where the active shooter may be.
- Keep hands visible to responding law enforcement.
- Follow the instructions of any law enforcement or first responders.
- DO NOT attempt to move wounded people.
- Establish a “buddy system” whereby disabled and non-disabled colleagues work together to ensure the safe evacuation of all building occupants and relay assistance needs to first responders.

## **HIDE**

- Hiding places should be out of the active shooter’s view.
- Silence cell phones (turn off vibrate).
- Turn off any source of noise (i.e. computer, televisions, assistive devices).
- Pull down shades or window coverings.
- Remain quiet.
- Lock the door, turn off lights, and blockade the door with heavy furniture.

## **FIGHT (take action against the active shooter as last resort)**

- When evacuating the premises is not possible, hiding is not an option and an individual’s life is in imminent danger, the last resort should be to disrupt and/or incapacitate the active shooter(s).

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# ACTIVE SHOOTER *continued*

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Individuals choosing to take action and fight need to commit and act as aggressively as possible against the active shooter(s). This action should be decisive, without hesitation and encompass the following:

- Improvising weapons from nearby items (e.g. fire extinguisher)
- Yelling and throwing items
- Fighting as best they can within their ability
- Having a “Not Today” attitude (deciding that today is not the day they are going to die)

Establish a “buddy system” whereby disabled and non-disabled colleagues work together to ensure the safe evacuation of all building occupants and relay assistance needs to first responders.

## **When Law Enforcement Arrives**

Law enforcement’s role is to stop the active shooter as soon as possible, which means officers will proceed directly to the area in which the last shots were heard without stopping to help injured persons.

Officers will usually arrive in teams and may wear regular patrol uniforms or external bulletproof vests, helmets and other tactical equipment. They may be armed with rifles, shotguns and handguns. Officers will shout commands, provide non-verbal instruction and may push individuals to the ground for their safety.

**Individuals in an active shooter situation can assist law enforcement during their response by doing the following:**

- Putting down any items in their hands (e.g., cell phone, bags, jackets).
- If possible, immediately raising their hands and spreading fingers.
- Keep hands visible at all times.
- Avoid quick movements toward officers, such as holding on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Avoid asking officers for help or directions.

To avoid causing additional fear, stress or emotional strain it is critical for individuals with a disability or **Access and Functional Need** and their support or buddy system partner(s) to be aware of how law enforcement will respond to an active shooter incident.

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# BIOLOGICAL SPILL

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The following information is provided to help guide personnel in controlling access to, reporting, and subsequently addressing stabilization and cleanup of spills or releases of biological agents or infectious materials for cleaning up a biological agent or biological infectious material, spills, release, or exposure event.

Immediately notify **UCM Police Dispatch at (209) 228-2677 (CAT-COPS) or 9-911 or 911 (cell phone)**.

UCM Police Dispatch will serve to coordinate spill response resources and personnel and make necessary notifications as directed by the campus BSO.

Prevent access to the spill, release, or exposure area until UCM Police dispatched help and support arrives. Protect yourself and personnel in the area. Ensure room exhaust ventilation is maximized and any lab biosafety cabinets (BSCs) are filtering exhaust from any event that occurs within a BSC.

## **For the safety of response personnel:**

- Wait at least 5 minutes for biosafety cabinets to contain aerosols.
- Wear lab coat, safety glasses, and gloves during clean up.
- Allow BSC to run during clean up.
- Apply disinfectant and allow a minimum of 20 minutes contact time (see list of disinfectants in UC M Biosafety Manual).
- Absorb and clean up liquid spills with disinfectant-soaked cloths or paper towels.
- Wipe down walls, work surfaces, and equipment within biosafety cabinets with disinfectant-soaked cloths or paper towels.
- Discard contaminated or potentially contaminated, disposable spill cleanup materials following biohazardous waste cleanup and disposal procedures.
- Place contaminated reusable items in biohazard bags, autoclavable pans with lids, or wrap in newspaper before autoclaving and clean up.
- Expose non-autoclavable materials to disinfectant, e.g., 10% bleach solution for a minimum of 20 minutes before removing from BSC.
- Remove protective clothing used during clean up and place in biohazard bag(s) to be autoclaved.
- Run biosafety cabinet for 10 minutes after cleanup before resuming work or shutting biosafety cabinet down.

# BOMB THREAT

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A bomb threat is any communication that threatens or warns of intention to detonate explosive, incendiary, or hazardous-material devices intended to cause property damage, injuries, or death. If you receive a threat via phone, e-mail, or voicemail, follow the protocol below to minimize disruption, potential injuries, and damage to the university.

## Before

- Follow general preparedness guidelines in this flipchart or online at [emergency.ucmerced.edu](http://emergency.ucmerced.edu).
- Ensure that students, faculty, and staff members who regularly receive phone calls are familiar with the bomb threat checklist included in this flipchart.

## During

- Remain calm, stay on the phone for as long as possible.
- Assume that the threat is real and take the caller seriously.
- Ask questions using the bomb threat checklist as a guide.
- Write down all of the information you notice about the call and the caller.
- Avoid using cellphones, two-way radios, and other wireless communication devices to avoid triggering any possible device.
- Alert a colleague to call UCMPD at 9-1-1, 9-9-1-1 from a desk phone or (209) 228-2677 (CAT COPS) from a landline or call yourself if the caller hangs up.
- Do not search for the explosive device.
- Do not touch any unusual or suspicious objects.
- Avoid using the phone that received the bomb threat so that law enforcement has an opportunity to trace the call.
- If the bomb threat is a letter, voicemail, or e-mail, call UCMPD immediately.
- UC Merced Department of Public Safety will determine if you need to evacuate. If you do evacuate, move to your evacuation assembly area, to await further instructions.
- Do not re-enter building until instructed to do so.

## After

- Notify UCMPD at (209) 228-2677.
- Follow instructions from UCMPD Dispatch Center and first responders.

*see next page for checklist* ►

**BOMB THREAT/  
CHECKLIST**

# BOMB THREAT CHECKLIST

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## Bomb Threat Checklist

The following information is to be recorded by a bomb threat message recipient during or immediately after the threat is communicated:

### ASK

- When is the bomb going to explode?
- Where is it now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb? Why?
- What is your name?
- What is your address?
- Exact wording of threat: \_\_\_\_\_
- Name of caller? (if known):
- Number from which call was originated:
- Male or Female: \_\_\_\_\_

### CALLER'S VOICE

- |                                    |                                   |   |                                   |  |
|------------------------------------|-----------------------------------|---|-----------------------------------|--|
| <input type="checkbox"/> Calm      | <input type="checkbox"/> Normal   | <input type="checkbox"/> Angry          | <input type="checkbox"/> Distinct | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Excited   | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Slow     | <input type="checkbox"/> Stutter         |
| <input type="checkbox"/> Lisp      | <input type="checkbox"/> Raspy    | <input type="checkbox"/> Deep           | <input type="checkbox"/> Ragged   | <input type="checkbox"/> Cracked Voice   |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Familiar | <input type="checkbox"/> Accent         | <input type="checkbox"/> Nasal    |  |

Male or Female: \_\_\_\_\_

Ethnicity or accent: \_\_\_\_\_

Age: \_\_\_\_\_

Name of recipient of call: \_\_\_\_\_

Number at which call received: \_\_\_\_\_

Time: \_\_\_\_\_

Date: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*continued* ►



# BOMB THREAT CHECKLIST *continued*

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## BACKGROUND SOUNDS

- |                                       |                                       |  |  |                                 |
|---------------------------------------|---------------------------------------|--|--|---------------------------------|
| <input type="checkbox"/> Street noise | <input type="checkbox"/> Animal noise | <input type="checkbox"/> Clear         | <input type="checkbox"/> Static        | <input type="checkbox"/> Music  |
| <input type="checkbox"/> House noise  | <input type="checkbox"/> Motor        | <input type="checkbox"/> Office noise  | <input type="checkbox"/> Factory noise | <input type="checkbox"/> Voices |
| <input type="checkbox"/> PA System    | <input type="checkbox"/> Local        | <input type="checkbox"/> Long Distance | <input type="checkbox"/> Booth         | <input type="checkbox"/> Other  |

## THREAT LANGUAGE

- |   |                                  |                                     |                                     |                                |
|---|----------------------------------|-------------------------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Well-spoken                  | <input type="checkbox"/> Profane | <input type="checkbox"/> Irrational | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Message read by threat maker |                                  |                                     |                                     |                                |
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# BUSINESS CONTINUITY

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Business Continuity, also known as Missions Continuity, is the University's ability to develop strategies, plans, and actions to ensure the University's resilience if faced with any disturbance or disaster to limit the impact of disruption on campus.

The Business/Mission Continuity plans help provide key information and strategies that will be needed during the recovery process. A few key essential functions that continuity planning prepares a university for in the event of an incident are communication, relocation, system outages, and change in operational status. While keeping all these things in mind, continuity plans will help us keep up the university's mission, even when disaster strikes.

All UC Merced's Continuity plans are housed in the UC Ready Program.

## UC Ready

The Continuity Planning program utilizes a web-based software tool named UC Ready. This industry-leading application is built on the Salesforce platform and supports continuity planning efforts at both the enterprise and department level. UC Ready also supports building emergency planning and application-level ITDR plans.

By identifying priorities, we can ensure that the University will return to normal business as quickly and efficiently as possible. The UC Ready tool enables us to create a continuity plan by providing templates that help determine the most important "need to know" information in the event of an emergency.

## IT Disaster Recovery

Recognizing our universal dependence on IT, the UC Ready IT Disaster Recovery (ITDR) Program prepares the University to recover from IT disruptions. IT Disaster Recovery Plans describe strategies and procedures for recovering vital information systems, records, and other data following any IT disruption.

## Contact

Visit the Business continuity web page at [risk.ucmerced.edu/business-continuity](http://risk.ucmerced.edu/business-continuity).

# EARTHQUAKE

An earthquake is a seismic event in which the earth shakes violently, and may cause permanent displacement, landslides, or liquefaction. Cascading emergencies such as falling debris or fire may also occur as a result of earthquakes.

## Before

- Practice **Drop, Cover and Hold On**.
- Conduct a “nonstructural” assessment of your space.
  - Identify your evacuation route and check to see if any furniture or other debris could fall and block your path.
  - Move large or bulky materials (i.e. boxes, heavy binders, fragile or glass items) to lower shelves to prevent falling items from injuring anyone.
  - Secure heavy furniture to the wall (contact Facilities Management or JCI) to prevent injury or blocked evacuation paths.
- Identify safe places to Drop, Cover, and Hold On in rooms or buildings where you regularly spend time.

## During

If an earthquake happens, protect yourself right away.

### Drop (or Lock)

Wherever you are, drop down to your hands and knees and hold onto something sturdy. If you're using a wheelchair or walker with a seat, make sure your wheels are locked and remain seated until the shaking stops.

### Cover

Cover your head and neck with your arms. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Crawl only if you can reach better cover without going through an area with more debris. Stay on your knees or bent over to protect vital organs.

### Hold On

If you are under a table or desk, hold on with one hand and be ready to move with it if it moves. If seated and unable to drop to the floor, bend forward, cover your head with your arms and hold on to your neck with both hands.



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# EARTHQUAKE *continued*

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## After

### If Inside a Building:

- Expect aftershocks over the next hours or days.
- Check yourself and others for injuries. Report any injuries to supervisor, Building Safety Coordinators, or first responders.
- Use your training to provide first aid, use fire extinguishers, clean up spills, etc.
- Assess your surroundings, check for damage and hazardous conditions. Report them to supervisor or emergency personnel.
- Phone systems may be severely impacted. Limit phone use to emergency calls only.
- **DO NOT EVACUATE AUTOMATICALLY.** Outdoor hazards may be greater than indoor hazards.
- If asked to evacuate to emergency assembly areas, move swiftly. Take keys, personal items, and emergency supplies only if convenient and safe to do so.
- Do not enter the building until declared safe by the Certified Building Official or first responder.
- Follow directions of Building Safety Coordinators and first responders.

### If Outdoors:

- Stay clear of buildings, trees, or other falling hazard areas.
  - Move to emergency assembly areas.
  - Follow directions of first responders.
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# EMERGENCY ASSEMBLY AREAS

## Evacuation Assembly Area

### Main Campus:

5200 N. Lake Rd., Merced, CA 95343

Building Name	Evacuation Assembly Area
Academic Office Annex (AOA)	Scholars Lane (Front of COB 1)
Administration Building	University Plaza
Aquatics Center	University Lot
Arts & Computational Sciences (ACS)	Academic Quad
Biomedical Sciences & Physics Building (BSP)	Academic Quad
Cathedral Hall	Scholars Lane (sidewalk)
Central Plant	LeGrand Lot
Conference Center	University Lot
Early Childhood Education Center (ECEC)	Toddler Yard
El Portal	University Plaza
Facilities Services Building	Legrand Lot
Glacier Point	Tennis Court
Granite Pass	University Plaza
Half Dome	Scholars Lane (sidewalk)
Health and Athletics Center (HAAC)	University Lot
Kolligian Library East Wing	Carol Tomlinson Keasey Quad
Kolligian Library West Wing	Library Lot 1
Mariposa	Muir Pass (Sidewalk)
Pavilion	Little Terrace
Recreation/Wellness Center	Muir Pass (Sidewalk)
Science & Engineering	Carol Tomlinson-Keasey Quad
Science & Engineering 2	Carol Tomlinson-Keasey Quad
Sentinel Rock	University Plaza
Social Sciences & Management (SSM)	Legrand Lot
Student Activities & Athletics Center	Muir Pass (Sidewalk)
Student Services Building (SSB)	Scholars Plaza (Near SSM)

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# EMERGENCY ASSEMBLY AREAS *continued*

Building Name	Evacuation Assembly Area
Sustainability Research Engineering (SRE)	Academic Quad
Telecomm Building	Legrand Lot
Tenaya Hall	Scholars Lane (sidewalk)
Terrace Center	Cat Quad
Tuolumne	Muir Pass (Sidewalk)
UCM Police Department	Legrand Lot
Valley Terraces	Scholars Lane (sidewalk)
Yablokoff Wallace Dining Center	Cat Quad

## Satellite Locations:

Location	Evacuation Assembly Area	Address
Castle Facility	North Parking Lot	2290 Heritage Dr, Atwater, CA 95301
Downtown Campus Center	18th St./ N St. Parking Lot	655 W. 18th St., Merced, CA 95340
Promenade	North Parking Lot	755 E. Yosemite Ave., Merced, CA 95340
Fresno Center	North Parking Lot	550 E. Shaw Ave., Fresno, CA 93710
	Entrance Parking Lot	

# EMERGENCY CONTACTS

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If possible, it is always best to contact the following parties in the event of an emergency (you can always call 9-1-1).

## Phone Numbers:

Police, Fire, EMS.....	9-1-1
.....	(209) 228-2677 (CAT COPS)
Emergency Management.....	(209) 228-8273
Facilities Management.....	(855) 234-0579
Environmental Health & Safety.....	(209) 228-4234
Fire & Building Safety.....	(209) 228-4400
Merced County Fire Department.....	(209) 966-3803
Merced County Office of Emergency Services.....	(209) 385-7344
California Emergency Management Agency (Cal EMA).....	(800) 852-7550
.....	(916) 845-8911
Dignity Health – Mercy Medical Center.....	(209) 381-1100

## Blue Light Phones:

Push the red button for help. This will automatically call the UC Merced Police Department 9-1-1 Dispatch Center.

## Report a Claim:

Work Related Injury or Illness.....	(877) 682-7778
All Other Incidents (non-employee injuries, auto, property damage).....	(800) 416-4029

**DO NOT DELAY IN REPORTING INCIDENTS**



EMERGENCY  
CONTACTS

# EMERGENCY PREPAREDNESS

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## Stay Informed

- Sign up for UCM Alert, the campus emergency notification system to receive fast alerts regarding emergencies in the area.
- Check the [emergency.ucmerced.edu](http://emergency.ucmerced.edu) site for updates and information.
- Know the Building Safety Coordinators in your building or area.
- Become familiar with your Building Emergency Action Plan (BEAP).

## Make an Emergency Plan

- Know your escape route, be familiar with at least two safe exit points and your buildings assigned emergency assembly area.
- Know your department's emergency action plan when an emergency impacts your work or learning space.
- Know who you will contact in case of an emergency. Text, don't talk. In an emergency, phone lines may be tied up. It may be easier to text, and this leaves phone lines open for emergency responders.
- Be familiar with your frequently accessed building emergency assembly areas. If you have pets or service animals, think about animal friendly locations.

## Get a Kit

A basic emergency kit could include the following recommended items:

- Water (one gallon per person for several days, for drinking and sanitation)
- Food (at least a three-day supply of non-perishable food)
- Battery-powered or battery crank radio
- Flashlight
- First Aid kit
- Extra batteries
- Whistle (to signal for help)
- N95 Face Mask (to help filter contaminated air)
- Plastic sheeting and duct tape (to shelter-in-place)
- Moist towelettes, garbage bags and plastic ties (for personal sanitation)
- Wrench or pliers (to turn off utilities)
- Manual can opener (for food)
- Local maps
- Cell phone with chargers and a backup battery
- Prescription and nonprescription medications and eyeglasses and contact solution
- Important documents
- Fire extinguisher
- Pet food and extra water for your pet or service animal

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# EMERGENCY PREPAREDNESS *continued*

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## **Rave Guardian**

Download the Rave Guardian application to turn your cellphone into a personal safety device on the **Apple Store** or **Google Play**.

## **Contact us:**

**Website:** [emergency.ucmerced.edu](http://emergency.ucmerced.edu)

**Phone:** (209) 228-8273

**Email:** [emergency.mgmt@ucmerced.edu](mailto:emergency.mgmt@ucmerced.edu)

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# EVACUATION

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## General Evacuation Procedures

### In the event that an evacuation is needed due to a fire or other emergency:

- Remain calm, do not rush or panic.
- Gather your keys, medication and personal items if it is safe to do so.
- Close, but do not lock your office door or window if it is safe to do so.
- Evacuate your building at the nearest safe exit, do not use the elevator.
- Test closed doors for heat and/or fire by touching the door with the back of your hand; do not proceed if hot, seek an alternative exit.
- Once evacuated, proceed to the designated emergency assembly area (EAA) and await further instructions.
- Follow instructions from Building Safety Coordinators and first responders.
- Do not leave the area until you are accounted for and released by first responders.
- **DO NOT** return for an evacuated building unless told to do so by first responder and/or authorized personnel.

If someone needs assistance leaving the building and you can do so safely, please assist this person out of the building and to your assigned EAA or area of refuge and relay assistance needs to your Building Safety Coordinator or first responder.

## Regional Evacuation

In a major emergency, such as wildfire or widespread hazardous materials release, certain regions of the campus – or the entire campus – may be evacuated. The UC Merced Police Department will implement evacuations. **A variety of emergency notification methods will be used to communicate evacuation orders and provide direction to the safety evacuation route.**

Prepare occupants in your building ahead of time for emergency evacuations. Know your Building Safety Coordinators and building occupants. Train students, faculty, and staff to be aware of the needs of persons with disabilities and/or access and functional needs and how they may offer assistance.

### If you have questions or need additional information, contact the campus departments below:

- Facilities Management Customer Service Center: (855) 234-0579
- Emergency Management: (209) 228-8273
- Fire & Building Safety: (209) 504-8492
- Environmental Health & Safety: (209) 228-7864 or (209) 228-4234
- Disability Management Services: (209) 201-9236
- Student Accessibility Services: (209) 228-6996

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# EVACUATION *continued*

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## **Hazardous Materials Operations and Laboratory Evacuations, if safe, perform the following before evacuating:**

- Shut down all hazardous operations including equipment and energy sources connected to hazardous materials.
- Close all supplies of hazardous materials including compressed gas cylinders.
- Make sure operations are left in stable condition.

## **EVACUATION OF PERSONS WITH DISABILITIES, OR ACCESS AND FUNCTIONAL NEEDS**

### **Evacuation of Persons with Disabilities and/or Access and Functional Needs:**

- Persons with Disabilities and/or Access and Functional Needs (D/AFN) are urged to self-identify and with their supervisor, colleagues, classmates, professors and Building Safety Coordinators to determine evacuation routes and methods, areas of refuge, and other emergency planning needs before an emergency occurs.
- Establish a “buddy system” whereby disabled and non-disabled colleagues work together to ensure the safe evacuation of all building occupants and relay assistance needs to first responders.
- In many cases, evacuation from the building may not be feasible or advisable. Evacuate when the fire alarms are activated, directed by emergency personnel, or danger is imminent.
- Proceed to the nearest safe exit, implement your individual emergency plan and request assistance from others in the area if exit is difficult or obstructed, do not use the elevator.
- If unable to evacuate the building:
  - Take safe refuge in a fire-rated stairwell and close the door to keep smoke out.

#### **OR**

- Evacuate ‘horizontally’ to a room away from hazards. Close the doors. Signal rescuers by placing a sign on the window. Place wet cloths around and under the door to prevent smoke from entering. Call UC Merced Police Dispatch Center at 9-1-1 or 9-9-1-1 from desk phone and provide your location and situation to the dispatcher. Follow their instructions and stay on the line.
- Ensure Building Safety Coordinators relay location and assistance needs to first responders or UC Merced Police Dispatch Center.

### **Assisting Persons with Disabilities and/or Access and Functional Needs during evacuation:**

Before assisting persons with D/AFN, always ask how and if you may proceed to assist them.

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# EVACUATION *continued*

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## **Persons with mobility limitations:**

- Listen to the individual; they are the expert regarding their own disability. Always ask the individual how you can help before attempting any rescue technique or giving assistance.
- Wheelchairs have many moveable or fragile parts that were not constructed to withstand the stress of lifting. Ask the individual for the safest method of lifting or carrying them.
- If you are unable to lift or carry them out of the building, move them to a safe area of refuge and relay their location to first responders or UC Merced Police Dispatch Center.

## **Persons with visual limitations:**

- Tell the person the nature of the emergency, how and where to exit.
- Offer to guide them by having them take hold of your elbow.
- As you walk, say where you are and advise of any obstacles.

## **Persons with hearing loss and/or speech impairments:**

- Turn the light switch on and off, tap the individual on the shoulder or make eye contact to get the individual's attention.
  - For those who read lips, clearly state the problem. Use gestures and pointing as visual instructions.
  - Write concise notes such as “**FIRE! EVACUATE NOW. GO TO \_\_\_\_\_ EXIT NOW.**”
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# EXPLOSION

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## Before

- Identify primary and secondary exits.
- Participate in building drills, be familiar with your Building Emergency Action Plan and Building Safety Coordinators.
- Learn what to do in case of bomb threats or receiving suspicious packages and letters. Follow general preparedness guidelines in this flip chart or online at [emergency.ucmerced.edu](http://emergency.ucmerced.edu).

## During

- Get under a sturdy table or desk if things are falling around you. When they stop falling, leave quickly, watching for obviously weakened floors and stairways.
- Do not use elevators.
- Stay low if there is smoke. Do not stop to retrieve personal possessions or make phone calls.
- Check for fires and other hazards.
- Remain calm and once it is safe to do so, evacuate the building and move to your assigned emergency assembly area so that an accurate head count of the building occupants can be made.
- Once you are out, do not stand in front of windows, glass doors or other potentially hazardous areas.
- If you are trapped in debris, use a flashlight, whistle or tap on pipes to signal your location to rescuers.
- Shout only as a last resort to avoid inhaling dangerous dust.
- Cover your nose and mouth with anything you have on hand.
- Persons knowledgeable about the incident should relay incident details and location to first responders.
- From a safe location call the **UC Merced Police Department at (209)228-2677 (CAT-COPS)** or dial **9-1-1**.

## After

### What do expect after an explosion:

- There may be significant numbers of casualties or damage to buildings and infrastructure.
- Heavy law enforcement involvement at the local, state and federal levels.
- Extensive media coverage; refer any media inquiries to the designated University Public Information Officer (PIO).
- You may have to evacuate an area.
- Clean-up may take many months.



EXPLOSION

# EXPOSURE TO BLOOD AND BODY FLUIDS

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## Blood Exposure

An exposure to blood or Other Potentially Infectious Material (OPIM) is defined as contact with blood or other potentially infectious materials to the eyes, nose, mouth and other mucous membranes, or non-intact skin.

## Precautions

Prompt, medical evaluation is important if a person has been exposed, e.g., through a needle stick, splash, or direct contact with blood or OPIM, to human/primate blood, or other potentially infectious material (OPIM) such as human/primate cell lines, body fluids, or a laboratory associated exposure to a bloodborne pathogen such as, but not limited to HIV, HBV, or HCV.

## If you are exposed to blood or OPIM

1. Immediately wash exposed area with soap and water for 15 minutes at a nearby sink or flush exposed body parts including the face and eyes with water for 15 minutes at the nearest emergency shower face/eye wash station.
2. Contact, or ask a bystander to contact UC Merced Police Dispatch at (209) 228-2677 (CAT-COPS) to identify the nature of the hazard and the response and summon emergency services as well making notifications including an employee's supervisor and the Environmental Health & Safety (EH&S) Director for possible notification of the event to CA OSHA.

**NOTE: Post-exposure prophylaxis drugs must be administered within 2 hours (maximum) for possible personnel exposure to HIV or blood with high HIV/STD risk factors**

## UC Merced Normal Work Hours: 8:00 a.m. – 5:00 p.m., Monday through Friday

UCM Police Dispatch can contact UC Merced Occupational Health at (209) 228-0100 during normal work hours and days.

Affected personnel shall receive medical assistance and personal healthcare evaluation and treatment counseling by a licensed healthcare provider. Depending upon the risk assessment and the time/day, the individual may be advised to proceed to the Occupational Health Center located on campus at the Student and Athletic Center.

## After Hours:

Call UC Merced Police Dispatch at 9-9-1-1 from any hardline UC Merced phone or by calling (209) 228-2677 (CAT-COPS) especially if the condition is considered LIFE-THREATENING OR REQUIRES IMMEDIATE MEDICAL ATTENTION BEYOND FIRST AID.

For potential exposure to a biological Infectious Agent or exposure to a hazardous chemical, radiation, or radioactive material, call (209) 201-9820.

If poisoning is suspected, contact the UC Merced Police Dispatch and ask to contact the Poison Control Center at 1-800-222-1222.

# FIRE

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## Precautions

- NEVER treat a Fire Alarm as a “False Alarm” or “Just a Drill”.
- An immediate readiness to evacuate is essential.
- Fire extinguishers should only be used by trained personnel to fight small fires.
- Never enter a room if the door is warm to the touch or where there is a fire or if the room is filled with smoke.

## Before

- Identify primary and secondary exits.
- Locate the nearest fire alarm pull station as appropriate.
- Contact Fire and Building Safety for more information about fire safety or Emergency Management for emergency planning.
- Participate in building drills, be familiar with your Building Emergency Action Plan and Building Safety Coordinators. Follow general preparedness guidelines in this flip chart or online at [emergency.ucmerced.edu](http://emergency.ucmerced.edu).

## During

- Evacuate the building to the designated emergency assembly area and perform head count to ensure all building occupants are accounted for.
- Pull the fire alarm and warn others nearby as you are leaving. Encourage others to evacuate with you and assist persons with disabilities or access and functional needs.
- Close doors and windows if time permits.
- Take your personal items (bag, wallet, keys, etc.) as long as these items do not hinder your ability to exit the building quickly.
- Move away from the fire and smoke whenever possible.
- Touch closed doors with the back of your hand to test for heat; do not open them if they are hot.
- Use stairs only; do not use elevators.
- Persons knowledgeable about the incident should relay incident details and location to first responders.
- From a safe location call the UC Merced Police Department at (209) 228-2677 (CAT-COPS) or dial 9-1-1.

## After

- Inform Building Safety Coordinators and first responders of any trapped, injured or are in need of assistance.
- Do not re-enter the building until you have been instructed to do so by first responders.

*continued* ►

FIRE

## Special Issues

### Trapped in a Room

- Close as many doors as possible between you and the fire.
- Wet and place cloth material around or under the door to prevent smoke from entering the room.
- Be prepared to signal to someone outside.

### Caught in Smoke

- Drop to your hands and knees and crawl towards an exit. Stay low as smoke will rise to ceiling level.
- Be familiar with buildings you frequent and know where your exit points are; vision will be limited.

### Forced to Advance through Fire

- Hold your breath.
- Move quickly.
- Cover your head and hair.
- Keep your head down and your eyes closed as much as possible.
- Be familiar with buildings you frequent and know where your exit points are; vision will be limited.

### If Clothing Catches Fire

- Stop.
- Drop.
- Roll.

### Using a Fire Extinguisher

Trained persons may choose to use a fire extinguisher to extinguish very small, contained fires. This should be done only if you are trained, confident in your skill, and it can be done safely. If you have any doubt, evacuate.

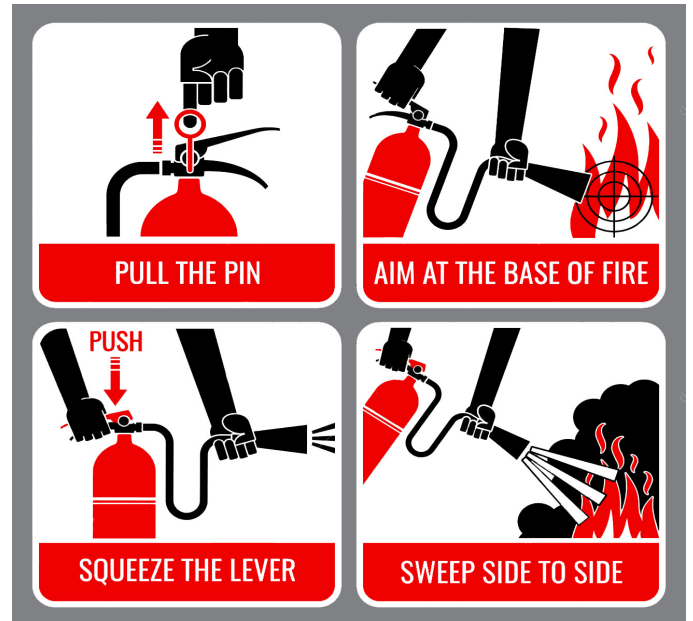
Remember **PASS**:

**P**ull the safety pin from handle.

**A**im at the base of fire.

**S**queeze the trigger handle.

**S**weep from side to side at base of fire.





# FIRE LANES



FIRE LANES

# HAZARDOUS CHEMICAL SPILL OR RELEASE EVENT

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## Precautions

Laboratory or Facilities personnel may only clean up incidental spills; all other spills shall be cleaned up by specially trained and equipped personnel. An incidental chemical spill is one that the laboratory staff can clean up without putting themselves or others in danger. **The priority is always personal safety!**

Spill kits with absorbents and protective equipment are available to contain the spread of a hazardous chemical spill and absorb hazardous chemicals involved in incidental spills; lab personnel must be familiar with where spill kits are in the laboratory and how to use them. Section 11 of the UC Merced Laboratory Safety Plan provides information on the management and subsequent cleanup of hazardous chemical spills. For specific information about a chemical, refer to its material safety data sheet (MSDS or SDS).

## Incidental Spills

- Alert personnel in the immediate area. Avoid breathing vapors and try to determine what has spilled.
- If an individual has been splashed by a chemical, immediately flush the affected area with copious amounts of water for at least 15 minutes. Call the California **Poison Control Center (800-876-4766)** for advice. Seek medical attention as required.
- Wear personal protective equipment (PPE) including gloves, goggles, and long sleeve lab coat.
- Confine the spill to as small an area as possible.
- Use a spill kit to adsorb spilled materials. Place the saturate absorbent in a compatible container and label with a UC Merced hazardous waste tag.
- Clean spill area with water.

## Non-Incidental or Major Hazardous Chemical Spill or Release Events

- Call for Emergency Response.

**9-1-1 from a cell phone**  
or  
**9-9-1-1 from a campus phone**  
or  
**(209) 228-2677 (CAT-COPS)**

- Avoid breathing vapors and quickly identify spilled materials if it can be done safely.
- Evacuate the area immediately and close all doors and windows.
- If an individual has been exposed to a hazardous chemical, e.g., splashed by a liquid hazardous chemical, have the individual go to the nearest emergency shower and face/eye wash to flush the affected area with water for at least 15 minutes. Ask the UC Merced Police Dispatch to contact the California **Poison Control Center (800-876-4766)** for advice, if necessary and seek medical attention as required.
- Keep all personnel away from spill area until UC Merced Police and emergency responders arrive to evaluate and stabilize the situation. If directed by emergency personnel, place a sign at the entrance to all doors as to the spill location, advising personnel not to enter the room.

# LOCKDOWN

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In the event that an emergency situation requires a lockdown, UC Merced will lock down some or all buildings on campus. You will be notified by the UCM Alert emergency notification system via email and text to provide accurate information to the campus community.

## **In the event of a lockdown:**

- **REMAIN CALM.**
- If you can do so safely, inform others in your area of the lockdown.
- If someone needs assistance, and you can do so safely, help them to the to the lockdown area.
- If you are in an area that does not lock, use all available items including desks, tables, chairs, etc. to barricade doors.
- Stay low to the floor away from windows and doors and under desks if possible.
- Follow instructions from UCMPD or other first responders.
- **DO NOT** leave the area until you are told to do so by authorized personnel.

## **If outside:**

- Seek shelter in a nearby building.
- If you are unable to get inside a building, seek nearby shelter (e.g. large trees, walls, cars in a parking lot, away from the danger area).
- Follow instructions from UCMPD or other first responders.
- Stay sheltered until an all-clear message is received.

## **If in a classroom:**

- Notify students, lecturers, and professors of lockdown.
- Lock or barricade the doors.
- Turn off lights, silence phones and assistive devices, and draw blinds.
- Move away from doors and windows.
- Move or use furniture to provide added protection.
- Follow instructions from responding police, fire, and other first responders.
- **DO NOT** leave until an all-clear message is received.

# MEDICAL EMERGENCY

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## Before

1. Identify the location of the nearest automated external defibrillator (AED) and first-aid kit in your work area or lab.
2. Students, staff and faculty may sign up for cardiopulmonary resuscitation (CPR) and AED training at [emergency.ucmerced.edu](http://emergency.ucmerced.edu).
3. Follow emergency preparedness guidelines available at [emergency.ucmerced.edu](http://emergency.ucmerced.edu).

## During

### 1. Check surroundings for safety.

- Are there things that might put you at risk of harm?
- Are you or the victim threatened by a dangerous scenario?
- Do not rush into a situation where you could end up as a victim yourself.

### 2. Call for help.

**9-1-1 from a cell phone**  
or  
**9-9-1-1 from a campus phone**  
or  
**(209) 228-2677 (CAT-COPS)**

### 3. Provide care according to training and personal comfort.

- Check for responsiveness of the injured person.
- Check for a medical alert bracelet or tag that may identify a specific condition.
- Always use appropriate personal protective equipment (PPE) such as gloves and mask when dealing with bodily fluids.

## After

### Body Fluid Exposure

Report all exposure to bodily fluids to UCM Police Dispatch immediately at the numbers listed above, for help with cleanup and disinfection of the area, visit [ehs.ucmerced.edu](http://ehs.ucmerced.edu).

### Work-Related Injury

Report all work-related injuries to Risk Services. Refer to the UC Merced worker's compensation site at <https://hr.ucmerced.edu/hr-units/benefits/workers-compensation>, for forms and information.

Contact Risk Services with any questions at (209) 386-3079.

# PSYCHOLOGICAL CRISIS AND SUICIDE

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## Recognize Distress

- Significant change in academic or work performance and conduct
- Increased substance use (drugs, alcohol, tobacco)
- Significant changes in eating, sleeping, appearance and/or behavior
- Excessive worry, guilt, hopelessness/helplessness and/or feelings of sadness
- Experienced Trauma

## Respond

- Speak privately with the person, offer support and listen.
- Be open about your observations and concerns.
- Encourage them to seek professional help and help them do so when possible.

## Refer

- **Students**
  - Counseling and Psychological Services
  - Student Health Center
  - Live Health: UC SHIP
- **Staff/Faculty**
  - EAP
  - Behavioral Health Benefits (Insurance)
  - Human Resources

## Recognize Signs of Suicide

- **Thoughts of suicide**
  - Talking about killing oneself, ending everything, or being unusually preoccupied with death
  - Posting comments about suicide on social media or text messages with suicidal content
  - Writing “good-bye” letters
- **Plans of suicide**
  - Discussing ways in which they intend to harm or kill themselves
  - Gesture-self injurious behavior not intended to end life
- **Means to suicide**
  - Talking about accessing means to suicide
  - Possessing means to suicide
- **Suicide Attempt**
  - Non-fatal act but evidence indicates person intended to end life
- Expressing hopelessness or worthlessness, feeling “things will not get better”
- Flight into health-sudden happiness, sense of well-being

*continued* ►

# PSYCHOLOGICAL CRISIS AND SUICIDE *continued*

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- Giving away personal possessions or tying up loose ends
- If you believe the person might be considering suicide, ask them directly if they are thinking about killing themselves.

## **Respond and Refer**

### • **Imminent Risk**

- Immediate, impending threat of a person causing substantial physical injury to self or others.
- If someone is an imminent risk of injuring themselves or others, call 9-1-1 immediately. Do not try to physically stop them. If person is on campus, contact CAT COPS.
- If weapons are present, leave the area immediately and notify first responders.
- Do not leave the person alone if you can stay with them safely.
- If you are not physically with the person, try to identify their location for emergency responders and continue communication if possible (text, phone, etc.).
- Do not promise to keep information confidential.

### *If you are a student experiencing thoughts of suicide:*

- *Contact Counseling and Psychological Services (CAPS) at (209) 228-4266, Monday through Friday 8 am-4:30 pm.*
- *For after-hours crisis support, please contact CAPS and press option #1 to be connected to a mental health provider.*

### *For any member of the UCM community experiencing thoughts of suicide:*

- *Contact the National Suicide Prevention Lifeline at 1-800-273-8255*
- *Crisis Text line: Text HOME to 741741 (free)*
- *Call 9-1-1 or go to nearest hospital*

### • **Risk Unknown (Crisis)**

#### **Students:**

- If you are a student in crisis or a person unsure about the urgency of risk regarding a student, please contact Counseling and Psychological Services to consult with a mental health professional. After hours crisis hotline is also available using the same phone number pressing option #1.
- If you are concerned about the well-being of a student, complete a Student of Concern Report with the Student Response Team at: [https://ucmerced-advocate.symplicity.com/care\\_report/index.php/pid701574?](https://ucmerced-advocate.symplicity.com/care_report/index.php/pid701574?)

#### **Staff:**

- If you are unsure about the urgency of risk involving a faculty or staff member, contact a BIT member at: [https://ecar.ucmerced.edu/threat\\_management](https://ecar.ucmerced.edu/threat_management) or email [bit@ucmerced.edu](mailto:bit@ucmerced.edu).
- If the person in crisis is a faculty or staff member, call Emergency Assistance Program at (800) 422-5322.

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# PSYCHOLOGICAL CRISIS AND SUICIDE *continued*

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## Resources

Training and workshops related to mental health available through various campus departments including but not limited to Office of Campus Climate, Human Resources and the Dean of Students Office.

### For Students:

- Counseling and Psychological Services (CAPS)
- Student Health Center
- Live Health
- Dean of Students
- Student of Concern Report
- CARE Department (crisis support for domestic violence, assault)

### For Staff

- Human Resources
- Employee Assistance Program
- Health Insurance
- Behavioral Intervention Team Report
- CARE Department

## Important Phone Numbers

Counseling and Psychological Services	(209) 228-4266
CARE Office	(209) 386-2051
Behavioral Intervention Team	bit@ucmerced.edu
Student Response Team	(209) 228-4482
Dean of Students	(209) 228-4482
Student Health Services	(209) 228-2273
Office of Student Rights and Conduct	(209) 228-0069
Human Resources	(209) 228-8247
Academic Personnel Office (APO)	(209) 228-4363
Employee Assistance Program	(800) 422-5322
UC Merced Police Department	9-1-1 (209) 228-2677 (CATCOPS)
Office of Ombuds Services	(209) 228-4410
Valley Crisis Center	(209) 725-7900

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# RADIOACTIVE MATERIAL SPILL

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## Precautions

Radiation and radioactive materials cannot be detected with the senses; radiation and radioactive materials are detected with instrumentation capable of detecting the type of radiation and the equivalent energy associated with the type of radiation. Spreading radioactive material contamination beyond a spill or release event can occur readily if not managed by personnel involved in the spill or by the cleanup effort.

Preventing the spread of radioactive material by restricting the spread of contamination and controlling the scene is paramount to successfully preventing radioactive material contamination spread as a result of a spill or release. The UC Merced Police dispatch must be notified immediately, (209) 228-2677, when a radioactive material spill or release event occurs. UCM Police Dispatch can subsequently notify the UCM RSO and support resources.

## Any Spill or Release of Radioactive Material

- Call for UC Merced Emergency Response:

**9-1-1 from a cell phone**  
or  
**9-9-1-1 from a campus phone**  
or  
**(209) 228-2677 (CAT-COPS)**

- Alert personnel in the area.
- Secure the scene and await help and resources.
- Confine and label the spill area with radioactive label tape. Identify and indicate isotope released.
- Wear personal protective equipment (PPE) including safety goggles, disposable gloves, shoe covers and long sleeve lab coat.
- If it is safe, place absorbent materials over liquid spill. Place towels dampened with water over solid materials.
- Clean spill from outside towards center.
- If using sorbent towels for liquid radioactive material cleanup, place contaminated towels in double plastic bags. Label the outer bag with the radioactive isotope(s) involved along with the known or estimated activity level. Dispose of radioactive waste bag(s) in a marked and labeled radioactive waste container.
- Using an appropriate radiation detector, e.g., alpha-detector or beta/gamma-detector, survey the affected area, and personnel including hands/gloves, full body, and shoes for radioactive contamination with an appropriate survey meter and/or wipe test. Repeat steps as necessary until radioactive materials cleanup is complete and until no radioactive contamination is detected.
- Provide a written record of the circumstances of spill and all remedial actions to the UCM RSO as soon as possible but not more than 2-hours from the occurrence of the radioactive materials spill event and subsequent radioactive materials contamination cleanup event.



# RESOURCES

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**Rave Guardian** allows students, faculty, and staff to send anonymous tips about non-emergency security concerns by text from their cell phones. Simply download the application from the Apple Store or Google Play. To remain anonymous, your signature should be disabled before sending a tip.

All threatening comments and violent or disruptive behavior must be taken seriously and investigated. Such behaviors must be immediately reported to the immediate supervisor or academic administrator who is not a party to the alleged violation. Any of the below resources may be contacted:

## **Behavioral Intervention Team (BIT)**

**When responding to an emergency, perceived emergency, or suspected criminal conduct, call 911.** If you encounter a disruptive employee whose behavior may include threats to self or others, you should call a member of UC Merced Behavioral Intervention Team (BIT). The BIT is comprised of a small group of UC Merced administrators responsible for the University employee threat assessment and management process.

## **Student Response Team**

If a concern arises, students, staff, and faculty are able to contact a member of the SRT or submit a concern through the Students of Concern Form which is available online through the Dean of Student's webpage. Once a concern is reported, individualized intervention strategies are developed and employed by the SRT to ensure the student is successful.

## **Office of Ombuds**

The Office of the Ombuds is a safe confidential and informal place where UC Merced community members can go for informal assistance with managing conflict, complaints, and concerns with a colleague, classmate, supervisor or anyone else on campus. The Ombuds will listen; help identify options; make inquiries and make referrals as appropriate; and/or facilitate resolutions in an impartial manner.

## **Annual Security Report**

To inform you about campus safety, the Annual Security Report is the campus security report for UC Merced in compliance with the Clery Act. You can obtain access to UC Merced's Clery Act statistics by calling 209-228-2677 or visiting [police.ucmerced.edu/safety-information/clery-act-statistics-publications](http://police.ucmerced.edu/safety-information/clery-act-statistics-publications).

## **UC Merced Policy on Prohibition of Abusive Conduct and Acts of Violence by University Employees and Non-Affiliates**

Under this policy, employees are prohibited from engaging in violent, threatening, or other behavior that a "reasonable person" would find abusive. This policy applies to all UC Merced employees and non-affiliates. It applies to all areas of University operations and programs and to all University facilities, including off-campus locations where University programs and business are conducted. Find this policy at [policies.ucmerced.edu/uc-merced-policies/campus-environment-and-compliance](http://policies.ucmerced.edu/uc-merced-policies/campus-environment-and-compliance).

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# RESOURCES *continued*

## Campus Resources

Department/Program	Phone Number	E-mail	Website
UC Merced Police Department	9-1-1 (209) 228-2677 (CAT COPS)	police.ucmerced.edu	police.ucmerced.edu
Emergency Management	(209) 228-8273	emergency.mgmt@ucmerced.edu	Emergency.ucmerced.edu
Behavioral Intervention Team (BIT)		bit@ucmerced.edu	ecar.ucmerced.edu/threat_management_report.ucmerced.edu
Academic Personnel Office (APO)	(209) 228-4363	academicpersonnel@ucmerced.edu	academicpersonnel.ucmerced.edu
CARE Office	(209) 386-2051	ucmcare@ucmerced.edu	care.ucmerced.edu
Human Resources	(209) 228-8247		hr.ucmerced.edu
Insight Employee Assistance Program	(559) 226-7437		Insighteap.cpm
Office of Ombuds	(209) 228-4410		ombuds.ucmerced.edu
Counseling & Psychological Services (CAPS)	(209) 228-4266	counseling@ucmerced.edu	counseling.ucmerced.edu
Student Response Team			studentaffairs.ucmerced.edu/students/student-response-team
Dean of Students	(209) 228-4482	studentaffairs@ucmerced.edu	https://studentaffairs.ucmerced.edu/dean-students
Student Accessibility Services	(209) 228-7884	access@ucmerced.edu	disabilityservices.ucmerced.edu
Office of Student Rights & Responsibilities	(209) 228-0069	osrr@ucmerced.edu	osrr.ucmerced.edu
Basic Needs Office	(209) 631-3871	basicneeds@ucmerced.edu	basicneeds.ucmerced.edu
Student Health Services	(209) 228-2273		health.ucmerced.edu
Risk Services	(209) 386-3079	riskservices@ucmerced.edu	risk.ucmerced.edu

# SEVERE WEATHER

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Severe weather can happen anytime, in any part of the country. Severe weather can include hazardous conditions produced by thunderstorms, including damaging winds, flooding and flash flooding, and winter storms associated with freezing rain, sleet, snow, and strong winds.

## Before

- Sign up for UCM Alert, campus emergency notification system to receive emergency alerts.
- Be aware of developing weather risks by monitoring the National Weather Service and reading advisory emails.
- Develop an emergency plan based on weather hazardous weather that affects you where you work and live.

## During

### Heavy Rains and Flooding

- While outside, avoid walking, biking, driving, or traveling through moving water.
- If it has been raining for several hours or steadily for several days, be alert to the possibility of a flood.
- Be aware that flooding may occur and must move to higher ground. Do not wait to move. Be on the lookout for safety hazards and report them to **CAT COPS (209) 228-2677**.

### High Winds

- Remain inside away from windows and doors when possible.
- Avoid areas with tall trees to safeguard against falling branches.
- Stay clear of sagging or downed power lines.

## After

- Notify UC Merced Police Department Dispatch Center at CAT COPS (209) 228-2677 for hazards that may pose an immediate threat to you or others.
- Notify Facilities Management Customer Service Center at (855) 234-0579.

# SHELTER-IN-PLACE: HAZARDOUS MATERIAL

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The term, Shelter-In-Place, simply refers to individuals seeking immediate shelter inside a building. This action may be taken during the course of a release of hazardous chemicals (including gasses), infectious, biological agents or other potentially infectious materials (OPIM) and/or radiation or airborne radioactive materials to the environment. If outdoor air quality is threatened or compromised, sheltering in place keeps individuals within a sheltered and filtered indoor location and subsequently affords enhanced security and personal protection. Although rare, Shelter-In-Place events can occur and typically last but a few hours.

## **Immediately Shelter-In-Place Conditions:**

- When the airborne hazard, i.e., release event, is nearby and the need to seek shelter is immediate.
- Personnel shall congregate inside a nearby, secure building.
- Personnel shall remain in place until notified by emergency personnel that it is safe to leave the shelter.

## **Delayed Shelter-In-Place:**

- When there is an offsite release of an airborne hazard that can affect life or health, and there is time (30 minutes or more) and opportunity to move people to large, enclosed areas, a delayed shelter-in-place response may be implemented.
- Personnel shall follow all direction provided by Incident Command and emergency personnel to move quickly and safely as possible to a delayed Shelter-In-Place location as directed.
- Personnel shall remain sheltered-in-place until advised by Incident Command and emergency personnel that it is safe to leave.

## **Information Source include, but not limited to:**

- UCM Alert (phone texts), the UCM Emergency Notification System (audible alarms), Incident Command or emergency personnel verbal instructions
- Building Public Address (PA) system
- Building Safety Coordinators
- Emergency First Responder personnel

## **Additional Procedures:**

- Move to floors above ground level. Shelter-In-Place in an interior room without windows or with the least number of windows.
- Shut and lock all windows. Shut and lock all doors. Limit the use of telephones to emergency calls only.
- If in a laboratory, reduce all operations to a safe condition as quickly as possible. Follow instructions of Lab Manager or Principle Investigator.
- DO NOT use elevators. Movement of elevators pumps significant amounts of air in and out of the building.
- Many building ventilation systems can be remotely operated and controlled by Facilities Management; if it becomes necessary, indoor ventilation, including indoor air recirculation and shutting off air intake dampers can be controlled remotely to protect building occupants from airborne gasses, vapors, mists or particulate matter that may affect life and health. Locally, building residents should close air dampers and vents as they are able.

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# **SHELTER-IN-PLACE: HAZARDOUS MATERIAL** *continued*

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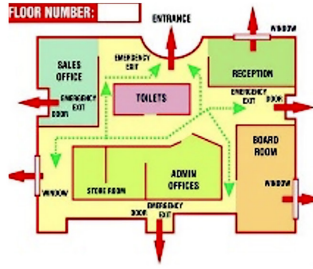
## **All Clear:**

- Building occupants will be advised of the all-clear signal to stand down the emergency response.
- Building occupants will be able to open doors and windows following the all-clear notification.
- Campus Facilities Management will be able to return the building ventilation system to normal operations including opening air dampers and vents for outside air intake.

# SUSPICIOUS PACKAGE OR OBJECT



Do not touch, taste or move the objects.



Evacuate the area around the object and keep others away.



Call UCMPD at 9-1-1 or 228-2677

## BEFORE

Regularly train employees who are in contact with mail to be aware of suspicious signs:

- Rigid, bulky or lopsided package
- Misspelled or poorly written names, titles, addresses, or labels
- Strange appearance (e.g. excessive tape, tied with string, strange odors, leaks, stains, protruding wires, discoloration, crystallization, or powdery substances on or in the item)
- No postage, uncanceled or excessive postage
- Handwritten or restrictive notes such as “To be opened in the privacy of,” “Confidential,” “Your lucky day is here,” “Prize Enclosed”
- Hand delivered or “dropped off for a friend” packages or letters
- No return or nonsensical return address
- Mailed from a foreign country
- Letters or packages arriving before or after suspicious calls

## DURING

- If you have any doubts about a suspicious package, envelope, or object – call UCMPD at 9-1-1, 9-9-1-1 from desk phone or 228-2677.
- Leave the package or envelope where it is discovered; do not move it or touch it.
- If the package was delivered at home, do not bring it to campus; call 9-1-1.
- Leave the area of the package and keep others from approaching it.

## AFTER

- Instruct those who have had contact with the suspicious object to wash their hands with soap and water.
- Make a list of everyone who has had contact with the object, including their contact information.

# UTILITY FAILURE

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Immediately report utility failures to UCMPD by calling 9-1-1 or CAT-COPS (228-2677).

## Gas Leaks:

- Immediately call 9-1-1 or CAT-COPS (228-2677).
- Do not switch on lights or any other electrical equipment. Do not smoke in the area.
- Evacuate the building immediately and activate the nearest fire alarm pull station.
- Account for building occupants once outside and wait for further instructions from first responders.
- Contact your Building Manager or Facilities Management.
- If the leak is outside, DO NOT remove any vehicles from the immediate area until cleared by first responders.

## Power Outage:

- Report the outage to CAT-COPS (228-2677) and your Building Manager.
- Help others in darkened areas move to safer locations.
- Secure experimental work and keep refrigerators and freezers closed.
- Unplug personal computers, appliances, and non-essential electrical equipment.
- **Do not** use elevators, if you are trapped in an elevator remain calm and call 9-1-1 or 228-2677.
- Follow instructions given by UCMPD and local first responders.

## Electrical Systems – Power Outage:

- When a buildings electrical system fails, emergency lighting in the hallways and stairs will come on either through battery packs, emergency lighting inverters or emergency generators, depending on the building.
- Research buildings equipped with emergency generators will continue to provide power to critical life safety systems (e.g., fire pumps, ventilation, etc.) and designated research equipment (e.g., sample freezers). In laboratories, secure research equipment and experiments which would be unsafe if left unattended during an evacuation or restoration of building power. If you note a loss of ventilation, evacuate the area.
- If the power fails, **do not** use the elevators, use the stairs instead. If you are in the elevator when the power fails, stay calm and use the elevator emergency phone button to contact UC Merced Police Dispatch. If using a cell phone call (209) 228-2677 (CAT-COPS) or 911. Do not attempt to exit the elevator yourself, wait for emergency responders.

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# UTILITY FAILURE *continued*

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- If a building evacuation is required, follow the safe protocols and instructions from the authorized person (e.g., UC Public Safety, Fire Department, Building Safety Coordinator) and do not reenter the building until you are instructed to do so.
- If possible, turn off and unplug nonessential electrical devices, to prevent surge damage when power is restored and secure any valuables.
- Use a flashlight if available, do not use open flames, such as candles, for illumination.

## **Water Systems Failure – Leaks and Floods:**

- Unexpected leaks and floods can occur from many sources in a building, such as from potable water lines, backed up sewer lines, fire sprinklers systems and process water lines. Because of the risk of contamination, it is important minimize contact before an assessment is conducted to determine the safe approach. This will be performed by the responders in the maintenance department and first responders.
- It is important to remember, **do not** use any electrical equipment, appliances or use any light switches.
- If safe to do so, move any records and equipment out of the path of the flooding.
- If there is a potable water system outage, instructions will be sent to the campus via a Campus Advisory.

## **Natural Gas Systems Failure – Leaks:**

- Leave the area immediately, warn others, evacuate to a safe distance, and report the issue to the UC Merced Police Department.
- **Do not** use any light switches or any electrical equipment.
- Some of the signs of a natural gas system leak:
  - Sulfur smell or a smell like rotten eggs
  - Hissing/whistling sounds
  - Gas monitor alarms sounds

For non-emergency utility problems call the Facilities Management Customer Service Number at (855) 234-0579.

**DO NOT RE-ENTER** an evacuated building or area until you are told it is safe to re-enter by first responders.



# WILDFIRE SMOKE/AIR QUALITY

When wildfires burn near you, smoke can reach your community. Wildfire smoke is a mix of gases and fine particles from burning trees and plants, buildings, and other material. Wildfire smoke can make anyone sick, but people with asthma, Chronic Obstructive Pulmonary Disease (COPD) or heart disease, and children, pregnant women, and responders are especially at risk.

## Breathing in smoke can affect you right away, causing:

- Coughing
- Stinging eyes
- Headaches
- Trouble breathing
- Scratchy throat
- Tiredness
- Wheezing
- Runny nose
- Chest pain
- Asthma attacks
- Irritated sinuses
- Fast heartbeat

## Take steps to reduce your risk from wildfire smoke.

- Be prepared for wildfires.
- Check local Air Quality Index (AQI) reports through EPA AirNow. Listen and watch for news or warning about smoke.
- Avoid activities that increase indoor pollution.
- Follow the advice of your doctor or other healthcare provider.
- Protect yourself by using personal protective equipment such as N95 respirators.

## Air Quality Index (AQI) Basics

The AQI is divided into six categories. Each category corresponds to a different level of health concern. Each category also has a specific color. The color makes it easy for people to quickly determine whether air quality is reaching unhealthy levels in their communities.

Levels of Concern	Values of Index	Who is affected?	Description of Air Quality
Good	0 to 50	None Expected	Air quality is satisfactory, and air pollution poses little or no risk.
Moderate	51 to 100	Unusually Sensitive Individuals (people with lung and heart disease)	Air Quality is acceptable. However, there may be a risk for some people, particularly those who are unusually sensitive to air pollution.
Unhealthy for Sensitive Groups	101 to 150	Sensitive groups including people with heart or lung disease, older adults, pregnant people, and children	Members of sensitive groups may experience health effects. The general public is less likely to be affected.
Unhealthy	151 to 200	Everyone	Some members of the general public may experience health effects; members of sensitive groups may experience more serious health effects.
Very Unhealthy	201 to 300	Everyone	Health alert: The risk of health effects is increased for everyone.
Hazardous	301 to 500	Everyone	Health warning of emergency conditions: everyone is more likely affected.
Beyond the AQI	>500	Everyone	Follow Hazardous category

# NOTES

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# EMERGENCY MANAGEMENT



### Academic / Instructional Buildings

- ACS - Arts & Computational Sciences Building
- ADMIN - Administration Building
- AOA - Academic Office Annex
- BSP - Biomedical Sciences and Physics Building
- COB1 - Classroom and Office Building 1
- COB2 - Classroom and Office Building 2
- GLCR - Glacier Point
- GRAN - Granite
- KL - Leo and Dottie Kolligian
- SE1 - Science and Engineering Building 1
- SE2 - Science and Engineering Building 2
- SRE - Sustainability Research & Engineering Building
- SSB - Student Services Building
- SSM - Social Sciences and Management Building

- Buildings
- Bus Route
- Main Pedestrian Paths
- Public Vehicle Pathways and Areas
- Service Vehicle Pathways
- ATM
- Bus Stop
- Food
- Parking Permit Dispenser
- Welcome Center

**For Emergency:**  
 Dial 9-9-1-1 from Campus Phone  
 Dial 9-1-1 or (209) 228-2677 from Cell Phone

**For Non-Emergency:**  
 Dial (209) 228-8273 (Business Hours)  
 Dial (209) 228-2677 (24 Hours)

**Request a Safety Escort:**  
 Dial: (209) 228-2677 (CAT-COPS)

Campus is a Smoke Free & Tobacco Free Environment  
 Gov Code 7597 .b

## Evacuation Assembly Area



Bellevue loading Dock Evacuation

Updated  
 4/20/2020

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