



# **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 May 2024  
Introduction**

## Plan Checklist

- Individual(s) responsible for maintaining plan: Sandra Davey/Fritz Leader
- Dept. Safety Officer(s)/Dept. Safety Coordinator(s): Sandra Davey 858 534-5026 Fritz Leader 858 534-5963
- EAP Completed: 5/17/24
- Locations of printed copies:
  - o SDSC Data Center A5
  - o 475 Cert Backpack
  - o 429 Cert Backpack
- PDF copy sent to all employees: 5/17/24
- Emailed copy of EAP sent to EH&S - Emergency Management *and Campus Fire Marshal's Office* for review: 4/30/24

## Plan Maintenance

| Issue Date | Revision Date | Summary of Changes             |
|------------|---------------|--------------------------------|
| 4/30/24    | 4/18/2024     | Updated to new campus template |
|            |               |                                |

## Drill/Exercise Record

| Date       | Type of Drill/Exercise | Summary/Notes   |
|------------|------------------------|---|
| 10/19/2023 | The Great CA Shakeout  | Occupants yearly are sent out notification to participate in this yearly drill. |
| 6/4/2024   | CPR & AED Training     | We encourage all building Occupants to take this training when offered by EH&S  |
|            |                        |   |

## 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 or text **911** or call Campus Police **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.
- 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 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 Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid **ONLY** if trained and qualified

## **FIRE ALARMS:**

- Fire alarms are installed in most of the buildings on campus but not all. We have over 800 buildings on campus so please check to see if your building has an alarm, alarm pull stations, smoke detectors, strobes or any combination of the previous items mentioned.
- The alarms can be activated in a number of ways depending on the system that's in place for that specific location whether it's automatic or a pull station.
- In addition to these alarm systems, the campus may activate the Triton Alert, our mass notification system, as another way to notify the campus population of an event on campus.
- SDSC has two alarm sub systems
  - Normal fire alarm system - this is the primary system; when activating, it has functions to close doors on hold open devices and area separation doors.
  - The Data Center Spaces (A5 and E101) utilize an extinguishing agent fire system. This system sends an audible and visual signal to the protected area to alert occupants of an impending release of gaseous extinguishing agent (30 second lead time). Leave the area immediately by the nearest safe exit.

## **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.

### **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 and close, but do not lock doors as you leave.
- Avoid using elevators. Please use stairs to exit your location.
- Note the location(s) of nearest emergency exits, fire extinguishers and fire alarm pull stations. (See floor plans for this information) Exit to your designated assembly area and stay there to take a roll call.
- Develop a personal evacuation plan for any person in the department who might require special assistance during an evacuation. Arrange evacuation procedures for those individuals and the people assigned to them.
- 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 vary depending on the building.
- Do your best to make sure all your co-workers are accounted for and report missing person(s) to first responders.
- 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.

### **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.
- Select or move to an interior room with few or no windows and can be locked.
- 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.
- Lock all available doors and turn off fans, heating & air conditioning if possible.
- Depending on the situation and campus protocol along with information from lead agencies, a Triton Alert Notification may or may not be sent to the campus.

## 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.

### FIRES (continued):

- Large fire:
  - Pull the fire alarm and call Campus Police at **9-1-1** 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.
- 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..

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

- Contact EH&S Spill Response: 858-534-3660, after business hours call UC Police at 9-1-1 or **858-534-HELP (4357)**.
- 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 police. (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.

### 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:
    - 9-1-1 or UCSD Police (858) – 534-HELP (4357)
    - 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.**
- If the building is evacuated
  - Take key, purse and wallets with you.
  - Remain outside in your designated assembly area until the building has been searched and declared safe to enter.

### EXTENDED POWER OUTAGES:

- Locate emergency flashlight.
- 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 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.
- **Upon Restoration of heat and power:**
  - Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.

#### 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:

**One is located at SDSC 4 Central North Stairwell across from office 429**

- Stair chairs are located around campus in about 25 different locations.
- 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 Marshal or Emergency Manager.

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

Locations:

- East Bldg. Ground Floor Auditorium EB2211 (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 by restrooms/data center.
- 2<sup>nd</sup> Floor 279 Training Room (Room is locked)
- 3<sup>rd</sup> Floor West Elevator Lobby



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## Important Phone Numbers

### UCSD EMERGENCY PHONE NUMBERS:

|  |                       |
|--|-----------------------|
| UCSD Police, Fire, Medical.....        | 911                   |
| UCSD Police (Cell Phone) .....         | (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)-534-0373 (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 PHONE NUMBERS FOR KEY DEPARTMENTAL PERSONNEL:

SDSC Operations – 858 534 5090

### CHECK-IN PROCEDURE:

Supervisors should contact their direct reports after each emergency to confirm status.



## Emergency Items

### EMERGENCY BAGS/Locations:

**Bag 1: EMERGENCY Trauma Kit located in – Room A2, Central 1<sup>st</sup> 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.**

Supplies in each bag:

### DESCRIPTION

Alcohol Wipes - 1.25x 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  
CPRotector - 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:

**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 fire extinguisher is empty

**FIRST-AID KITS:**

Kitchen's, 1<sup>st</sup> floor lobby Central, and Data Center.

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

**EMERGENCY CONTAINER:**

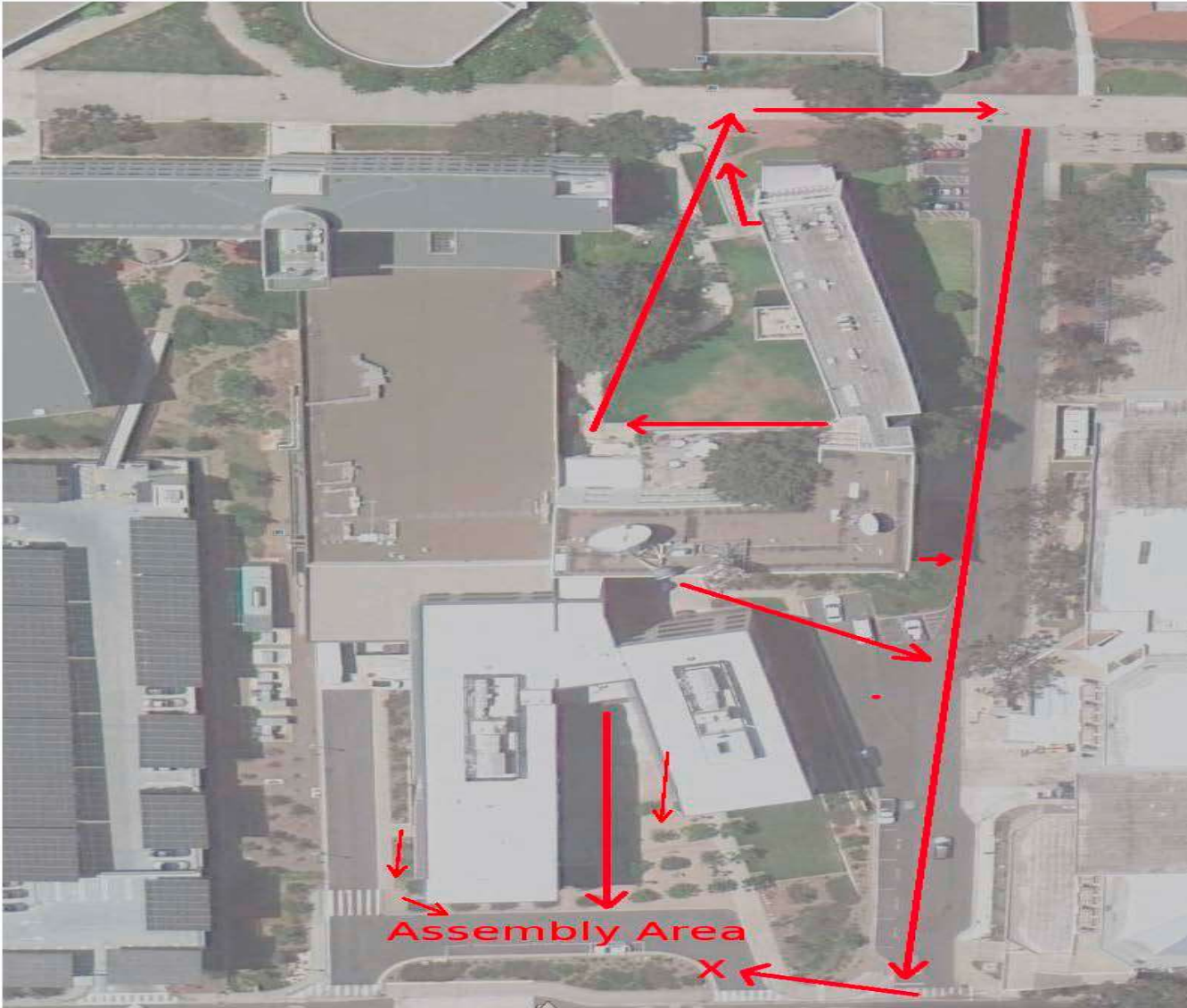
Locate in the outdoor dumpster area up the south side East Bldg. loading dock driveway.

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.

## Assembly Area:

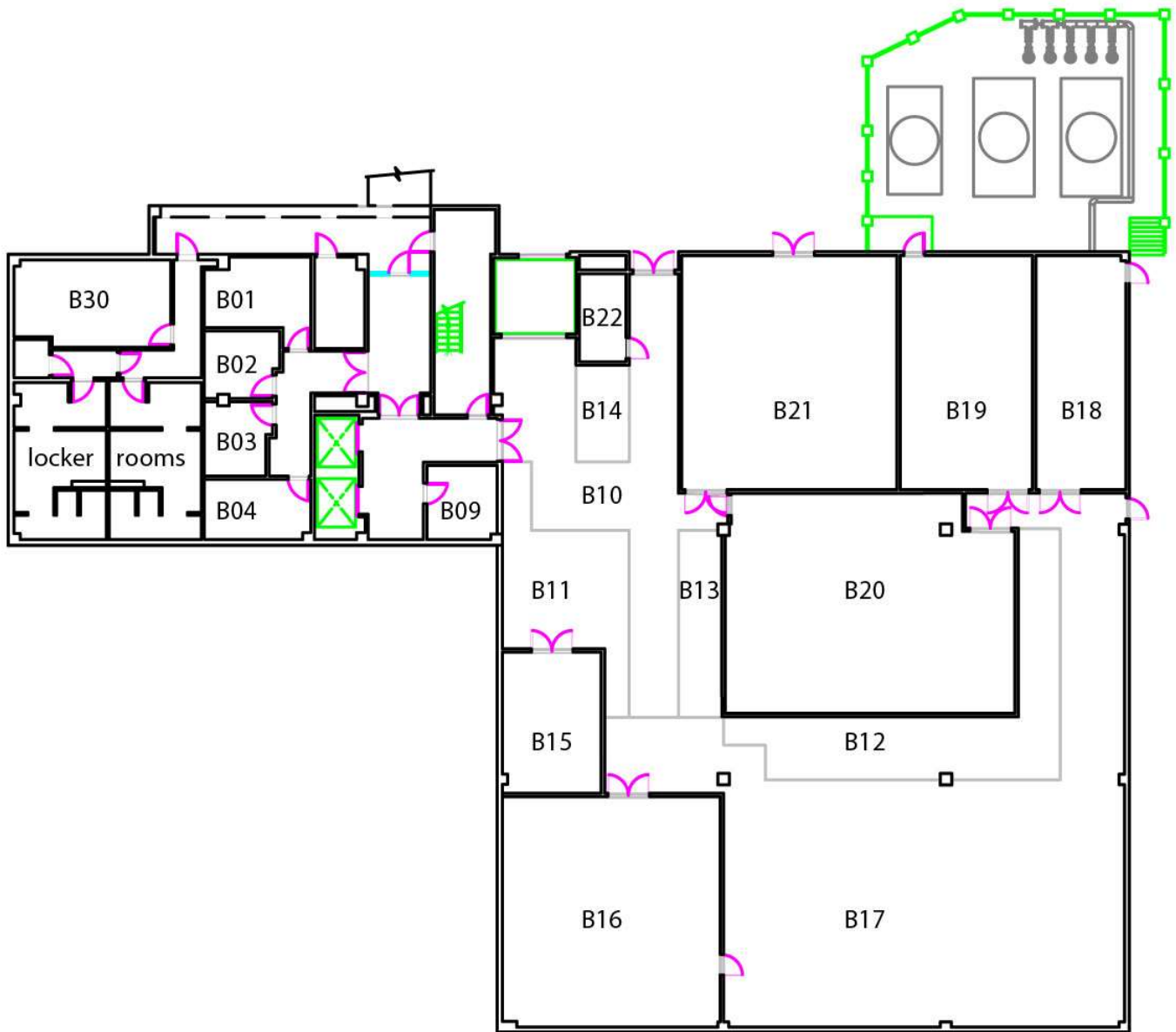


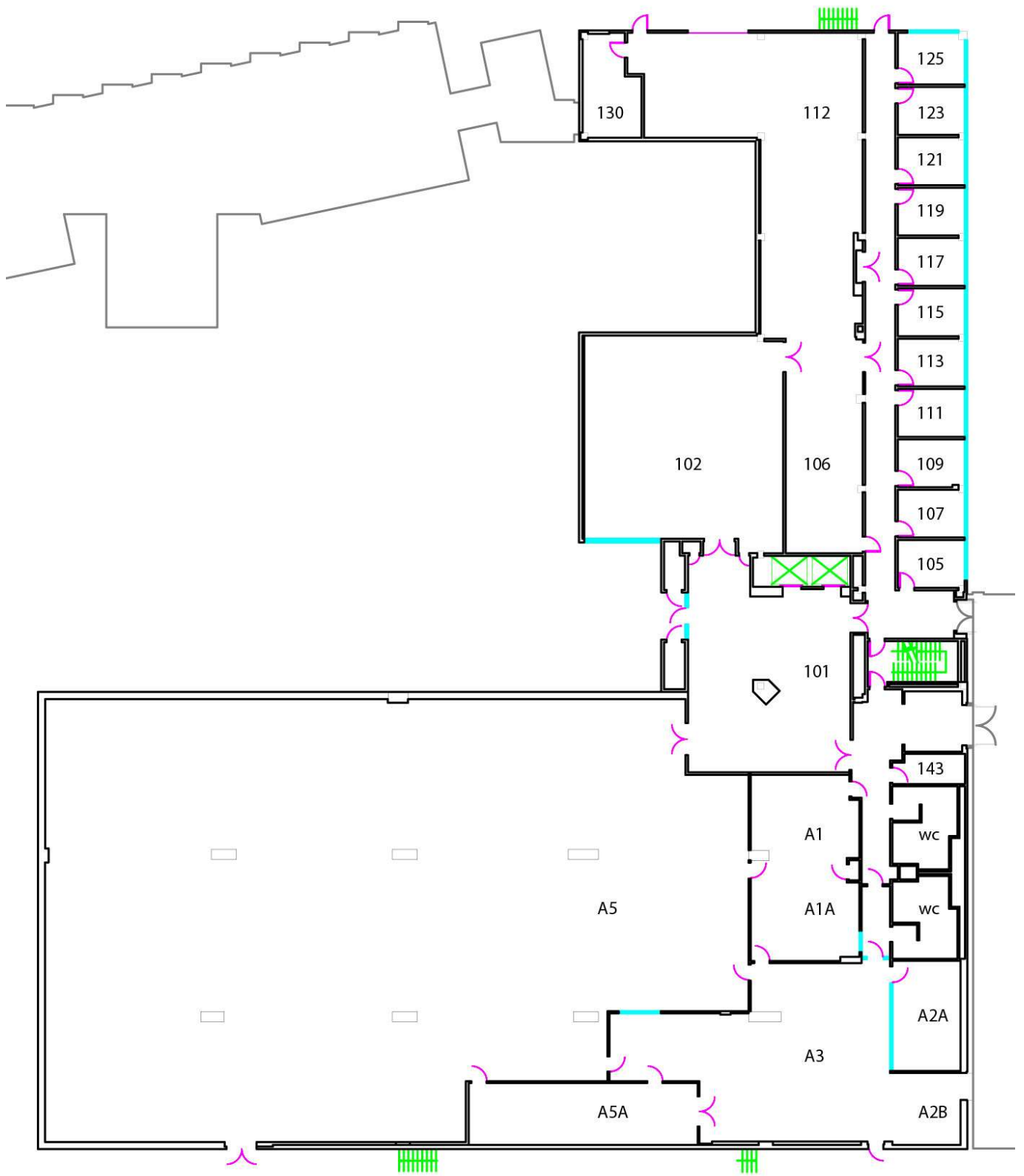
Physical Street Address: 9836 Hopkins Drive, La Jolla, CA 92093

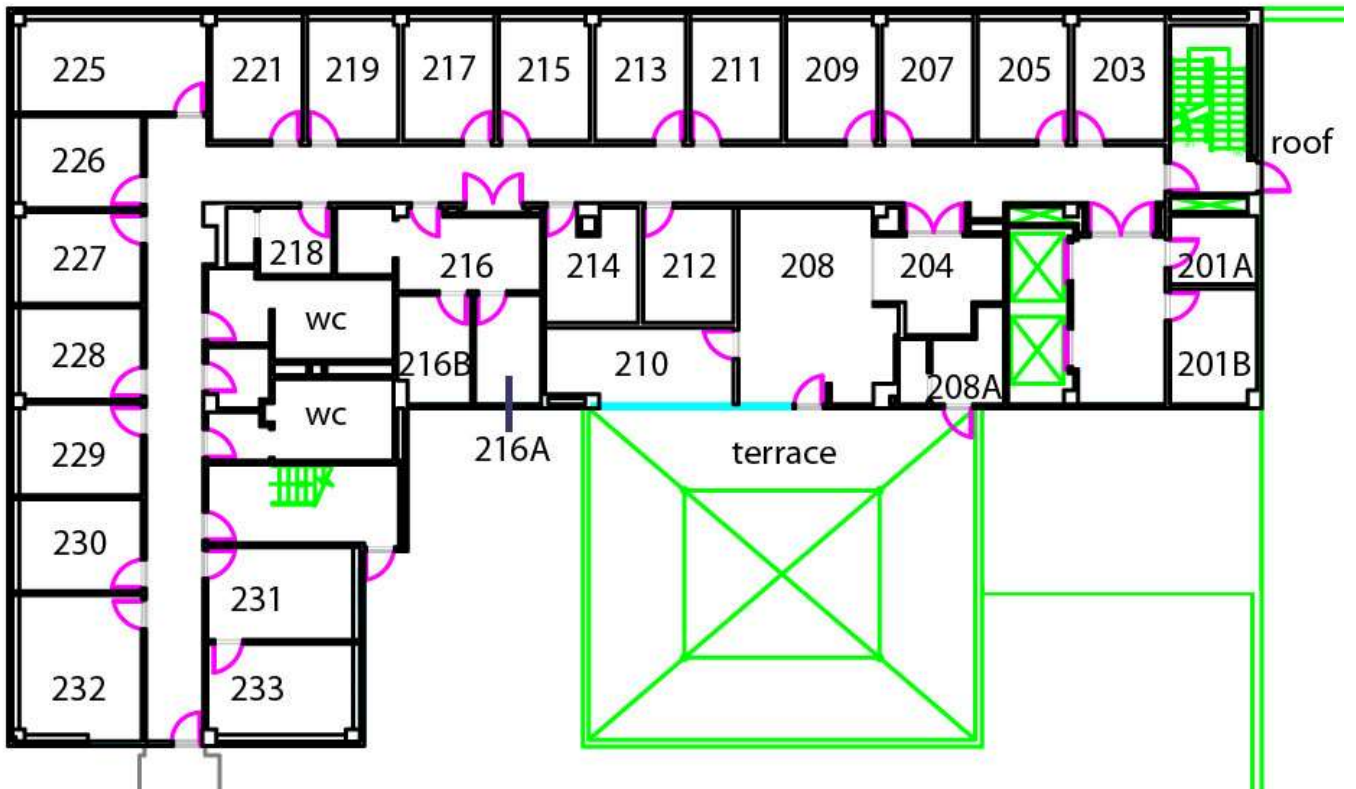
SDSC Emergency Container Items (Located in the SDSC Loading Dock)  
Keys have been issued to all CERT Members, SDSC Operations

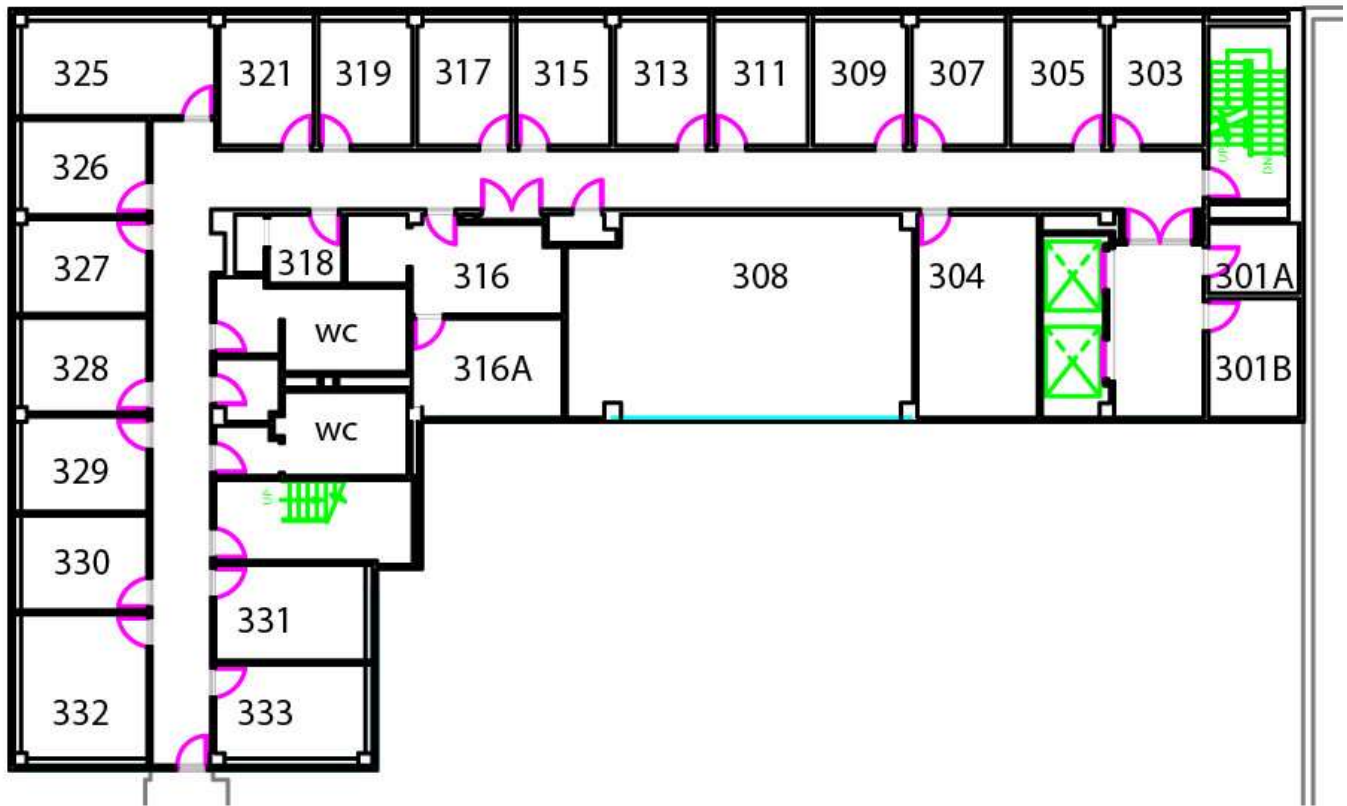
## Floor Plans:

### SDSC Central Building Floor Plans (Basement – 4)

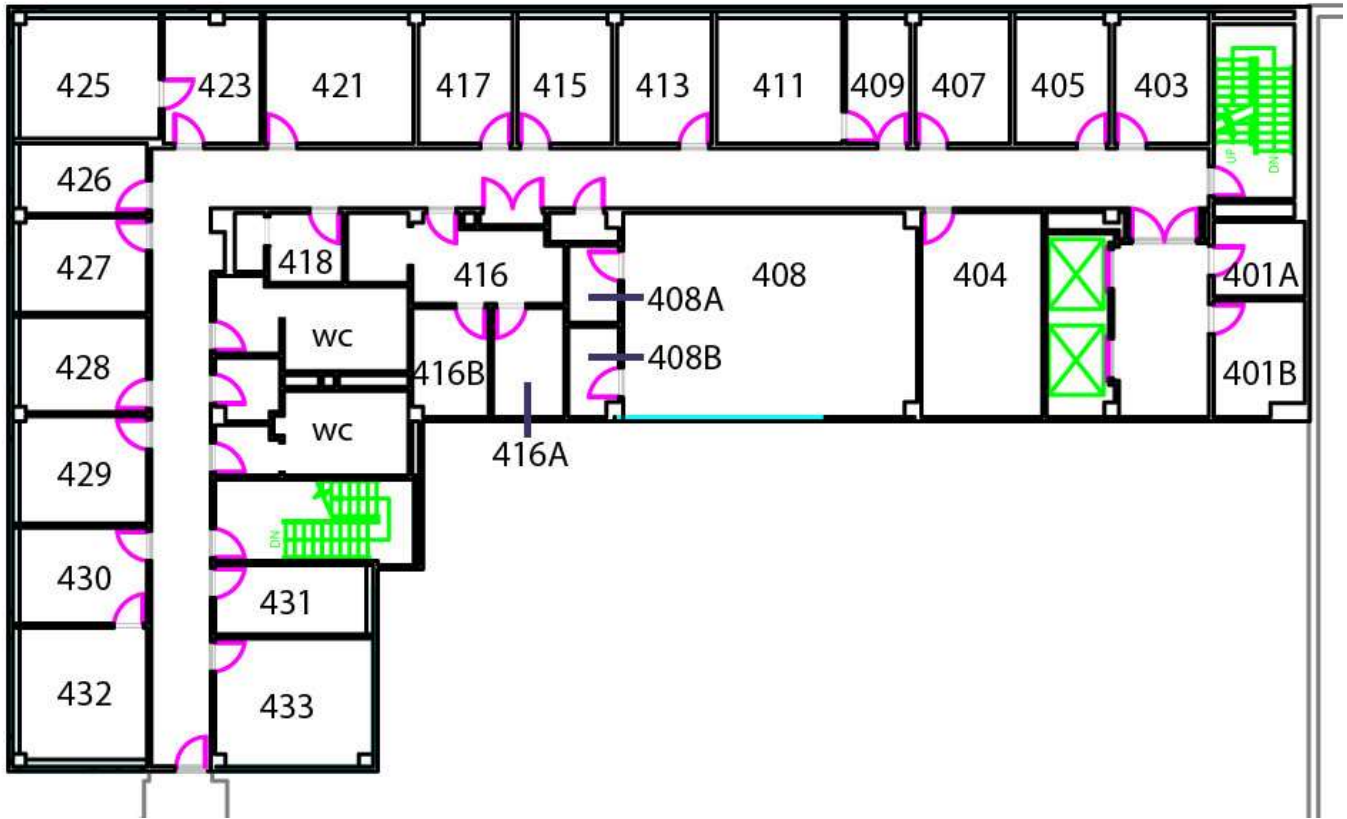














# SDSC West Building Floor Plans (2-5)





# SDSC East Building Floor Plans (EB2, EB1, E1, E2, E3)



