EMERGENCY PROCEDURES

Police Department 9-1-1 or 949.824.5223 (24 hours / 7 days / week)
Counseling Center 949.824.6457 (8:00 - 5:00 / M - F)
Emergency Management 949.824.7147 (7:00 - 4:00 / M - F)
Environmental Health & Safety 949.824.6200 (7:30 - 4:30 / M - F)
Facilities Management Service Desk 949.824.5444 (24 hours / 7 days / week)
Office of Information Technology 949.824.2222 (24 hours / 7 days / week)
Emergency Management on-line http://www.police.uci.edu/
Sign up for zotALERT notifications http://www.oit.uci.edu/zotALERT/
Zot Radio, WQTB 1690 AM
UCI Emergency Information Line 866.IRV.NEWS (Activated only after a disaster)

Revised: August 2015
EVACUATION

- EVACUATE when:
  - A fire and/or life safety emergency occurs,
  - The fire alarm activates (audible and/or visual),
  - Notified to do so by emergency response personnel or Zone Crew members.

- Be aware of all exits from your area and building. Know the routes from your work area.

- When the fire alarm activates or you are told to leave, keep calm, WALK quickly to the nearest marked exit and ask others to do the same. DO NOT RUN.

- DO NOT USE ELEVATORS unless directed to do so.

- ASSIST persons with disabilities, access or functional needs if you are willing and able.

- Notify Zone Crew or emergency personnel if you suspect someone may be trapped in the building.

- Follow instructions given by Zone Crew members in red, yellow, or green vests or emergency personnel.

- Once outside, move to your designated assembly area. Keep streets and walkways clear for emergency vehicles and personnel.

- DO NOT return to an evacuated building until an all-clear message is given and you are directed to do so.

**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 a stable state.
VIOLENCE OR CRIME IN PROGRESS

1. **DO NOT TAKE UNNECESSARY CHANCES**
   Do not interfere with:
   - Persons committing the crime/creating the disturbance
   - Law enforcement authorities on the scene

2. If you are the victim of, are involved in, or witness any on-campus violation of the law such as an assault, robbery, theft, domestic violence, arson, hate crime, stalking, etc. that is in progress:

   **Call UCI Police 9-1-1 or use a campus blue-light emergency phone IMMEDIATELY and provide the police dispatcher with the following information:**
   - a. Nature of incident
   - b. Location of incident
   - c. Description of person(s) involved
   - d. Location of person(s) involved
   - e. If the person(s) left the scene, their direction of travel
   - f. What time the incident occurred
   - g. Your name, location, department, and extension number

3. **Get a good description of the suspect** if personal safety allows. Note his/her height, weight, gender, race, approximate age, clothing, method and direction of travel, and name if known. This provides vital information to investigating police officers. Should a suspect attempt to or get away in a vehicle, bicycle, etc., note the make and model, license number (if possible), color, outstanding characteristics (bumper stickers, dents, scratches, broken windows), etc.

4. **Remain where you are** until a police officer arrives.
UTILITY FAILURE

MAJOR UTILITY FAILURE
1. NOTIFY A SUPERVISOR. Supervisor will contact: Facilities Management Service Desk, 824.5444. This number is in operation 24 hours a day, seven days a week.
2. IF A SUPERVISOR IS UNAVAILABLE, call 824.5444 and give a brief, clear description of the problem.
3. If you are responsible for an area with a critical back-up generator and it does not begin to operate, contact 824.5444.
4. REMAIN CALM.
5. FOLLOW DIRECTIONS OF EMERGENCY PERSONNEL.
6. If evacuation is directed by emergency personnel, follow their direction and provide assistance to others in accordance with your training.
7. Department head may call Facilities Management at 824.5444 for information regarding scope and expected length of outage.

UTILITY PROBLEMS
Call Facilities Management Service Desk, 824.5444.
General Action Guide:
   a. Gas Leaks: Vacate area.
   b. Ventilation: If smoke or strong burning odors occur, evacuate immediately.
   d. Plumbing/Flooding: If personal safety allows, shut off electrical equipment and evacuate area.
   e. Electrical Failure: Call 824.5444.

DO NOT RE-ENTER AREA/BUILDING UNLESS TOLD IT IS SAFE.
ACTIVE SHOOTER

Active Shooter incidents, where a suspect has started shooting, are highly unpredictable and volatile. They are also very rare. Here’s a list of actions that are recommended. Remember, use common sense and follow the instructions of emergency personnel.

RUN
- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Follow the instructions of police officers.
- Do not attempt to move wounded people.

HIDE
- Remain out of the active shooter’s view.
- Your hideout should provide protection if shots are fired in your direction (i.e. an office with a closed and locked door).
- Blockade the door with heavy furniture, turn off the lights, close blinds, and silence cell phones.
- Your location shouldn’t trap you or restrict your options for movement.
- Remain quiet and do not answer the door until emergency personnel arrive.

FIGHT
As a last resort, and only when your life is in imminent danger, you may choose to attempt to take the active shooter down:
- Act aggressively against him/her.
- Throw items and improvise weapons.
- Yell and fight.
- Commit to your actions and follow through.
PERSONS WHO ARE DISRUPTIVE
If a person displays conduct that is reckless, disorderly, dangerous, threatening, including self-harmful behavior, and you are concerned for your safety or the safety of others, please call **UCI Police 9-1-1**.

- If the person is a UCI student, report the incident to the Office of Student Conduct.
- If the person is a UCI employee, report the incident to Human Resources.

PERSONS WHO ARE DISTRESSED
A person who is distressed displays persistent behaviors, such as: unduly anxious, sad, irritable, withdrawn, confused, lacks motivation and/or concentration, seeks constant attention, demonstrates bizarre or erratic behavior, or expresses suicidal thoughts.

- If the person is a UCI student, please contact the Counseling Center, Student Health Center, Campus Assault Resources and Education (CARE), or the UCI Police Department for help.
- If the person is a UCI employee, please contact Human Resources, Guidance Resources Employee Assistance Program, or the UCI Police Department for help.

For consultation regarding any of the above information, please contact the UCI Consultation Team through the Office of the Clinical Social Worker.

**IMPORTANT PHONE NUMBERS:**
Assistant Vice Chancellor – Wellness, Health & Counseling Services 824.4642
Campus Assault Resources & Education (CARE) 824.7273
Guidance Resources Employee Assistance Program 844.824.3273
Clinical Social Worker 824.1418
Counseling Center 824.6457
Human Resources 824.5210
Office of Student Conduct 824.5181
Student Health Center 824.5301
UCI Police Department 824.5223
Protect yourself, your work area, and your mailroom.

Call 9-1-1
HAZARDOUS MATERIAL INCIDENTS

PERSONNEL EXPOSURES/CONTAMINATION
1. **Remove exposed/contaminated individual(s) from area**, unless it is unsafe due to medical condition of victim(s), or potential hazards to rescuer(s).
2. **Notify**: For medical attention - UCI Police 9-1-1
   During normal working hours - EH&S 824.6200
   After hours - UCI Police 9-1-1
3. **Use nearest emergency eyewash/shower** to flush contamination from eyes/skin.
4. **Remove any contaminated clothing** and place in a bag.
5. **Administer first aid** as appropriate.
6. **Stand by to provide information or assistance** including the SDS (Safety Data Sheet) to emergency response personnel in cases where they are dispatched.

SPILL/CONTAMINATION OF EQUIPMENT/FACILITIES

*STOP THE SPILL – WARN OTHERS – ISOLATE THE AREA – MINIMIZE EXPOSURE*

1. **Avoid spreading contamination by restricting access** to the equipment/area only to individuals who are properly protected and trained to deal with the type of hazard which exists (e.g., radioactive, corrosive, flammable, biological).
2. **Notify**: During normal working hours - EH&S 824.6200
   After hours - UCI Police 9-1-1
3. **Evacuate all persons from the immediate area** of the spill to a nearby location where they can be checked for contamination if deemed appropriate or directed by EH&S.
4. **Do not attempt any clean up or decontamination procedures alone or without proper personal protective equipment** (PPE). Persons performing decontamination of radioactive material need to have radiation monitoring equipment appropriate for the radiation emitted by the radionuclide involved in the spill.
5. **Attempt spill clean-up if you feel it is safe**, you are familiar with the properties of the spilled material, and are trained to handle spills.
6. **If it is a liquid spill, attempt to contain it** by using the appropriate absorbent material.
7. **Decontaminate the equipment/area** using appropriate methods under EH&S direction.
8. **Dispose of waste material**. Complete the appropriate Hazardous Waste Pick-up form on-line to request pick-up by EH&S. Temporarily store the bag of waste in the fume hood if material is volatile and attach a label that describes the waste.
9. **Stand by to provide information/assistance** to emergency response personnel in cases where they are dispatched.

RELEASE TO THE ENVIRONMENT (AIR, WATER, SOIL)
1. **Stop the release**, if safe to do so.
2. **Follow procedures described above** for contamination of equipment/facilities.
Shelter-In-Place simply means seeking immediate shelter inside a building. This action may be taken during a release of toxic chemicals, biological or radioactive materials to the outside air or other emergency. If the outside air quality is threatened or compromised, sheltering in place keeps you inside an area offering more protection. Although rarely called for, Shelter-In-Place events usually last only a few hours. Emergency supply kits of food, water, and other items can be used during Shelter-In-Place events.

**Immediate Shelter-In-Place:**
- When the release is nearby and the need to seek shelter is immediate.
- Stay inside a building.
- If outside, enter nearest building.
- Remain in place until advised by emergency personnel that it is safe to leave.

**Delayed Shelter-In-Place:**
- When a release occurs off campus and there is time (30 minutes or more) to move people to large, enclosed areas.
- See list of delayed Shelter-In-Place locations at [http://www.police.uci.edu/emerg.html](http://www.police.uci.edu/emerg.html), Shelter-In-Place Annex.
- Follow directions of emergency personnel to move quickly to a delayed Shelter-In-Place location.
- Remain in place until advised by emergency personnel that it is safe to leave.

**Information Sources include, but are not limited to:**
- Designated Zone Crew members will receive phone notification.
- ZotMail and zotALERT text messages will be sent campus wide.

**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 exterior and interior doors. Limit 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 buildings’ ventilation systems are remotely controlled by Facilities Management. If necessary, locally turn off heat, fans, air conditioning, or ventilation systems. Close vents as you are able.
- Follow instructions of Zone Crew members.
- Make yourself comfortable. Look after one another.

**All-Clear:**
- Zone Crew members, beginning with Zone Captains, will be advised of the all-clear.
- Open doors and windows.
- Return ventilation system to normal operations.
SECURE-IN-PLACE – POLICE ACTIVITY

A Secure-In-Place notification may be issued when the UCI Police Department determines that there is a potential threat to the campus. When notified to Secure-In-Place, initiate action immediately. Take ALL zotALARERTS seriously. You will be safest by placing a locked door or other barricade between you and the associated violence or danger.

How do I Secure-In-Place?

• REMAIN CALM!
• Find an interior room and lock or barricade the doors.
• If there are other employees, students/visitors with you or in the vicinity, tell them to go to the closest office/classroom/lab/residence hall.
• To minimize vulnerability, turn off lights, silence phones, and draw blinds.
• Move away from doors and windows.
• Move/use furniture to provide added protection.
• Follow instructions from Police, Fire, Zone Crew team members, and other first responders.
• DO NOT leave until an all-clear message is received.

What if I am outside?

• If you are outside during a Secure-In-Place emergency you should 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/garage, away from the danger area (if known).
• Follow instructions from Police, Fire, Zone Crew team members, and other first responders.
• Stay sheltered until an all-clear message is received.

What if I am in a classroom or lecture hall?

• Notify class of “Secure-In-Place” order (students, if your professor or TA does not see the alert – notify them).
• Lock or barricade the doors.
• Turn off lights, silence phones, and draw blinds.
• Move away from doors and windows.
• Move/use furniture to provide added protection.
• Follow instructions from Police, Fire, Zone Crew team members, and other first responders.
• DO NOT leave until an all-clear message is received.
EVACUATION OF PERSONS WITH DISABILITIES, ACCESS OR FUNCTIONAL NEEDS:

1. Persons with disabilities, access or functional needs are urged to self-identify and work with their supervisor, colleagues, classmates and Zone Crew members to determine evacuation routes and methods, areas of safe refuge, and other emergency planning needs before an emergency occurs.

2. In many cases, evacuation from the building may not be necessary or advisable. Evacuate when the fire alarms are activated, directed by emergency personnel, or danger is imminent.

3. Proceed to the nearest safe exit. Implement your individual emergency plan. Request assistance from others in the area if exit is difficult or obstructed.

4. If unable to evacuate the building:
   - Take safe refuge in a fire-rated stairwell. 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 in the window. Place wet cloths around and under the door to prevent smoke from entering. Call UCI Police 9-1-1 and provide your location and situation to the dispatcher. Follow their directions.
   - If safe to do so, it is preferred that someone stay with the person with the disability.
   - Designate one person to contact on-scene emergency personnel with location, nature of evacuation needs, etc.

ASSISTING PERSONS WITH DISABILITIES, ACCESS OR FUNCTIONAL NEEDS DURING EVACUATION:

Persons with mobility limitations:
- Listen to the individual; he/she is the expert regarding his/her own disability. Always ask the individual how you can help before attempting any rescue technique or giving assistance.
- Wheelchairs have many movable or weak parts that were not constructed to withstand the stress of lifting. Ask the individual for the safest method for lifting/carrying them.

Persons with visual disabilities:
- Tell the person the nature of the emergency, how and where to exit.
- Offer to guide him or her 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. Example: “FIRE! Go to ________ exit now.”
BLOOD EXPOSURE
An exposure is defined as contact with blood or other potentially infectious materials to the eyes, nose, mouth and other mucous membranes, or non-intact skin.

IF YOU ARE EXPOSED:

1. Immediately wash exposed area with soap and water for 15 minutes, or flush eyes with water for 15 minutes at the nearest eye wash station.
2. Notify your supervisor.
3. Seek medical attention at one of the locations listed below and notify EH&S of your exposure at 824-6200.

MEDICAL EMERGENCY

CALL UCI Police 9-1-1 if the condition is LIFE THREATENING or REQUIRES IMMEDIATE MEDICAL ATTENTION BEYOND FIRST AID
For Infectious Agent Exposure call 714-456-7890 request the Infectious Disease Fellow On-Call
If poisoning is suspected, contact the Poison Control Center at 1-800-222-1222

This information is updated periodically. Call UCI Workers’ Compensation Desk at 949-824-9152 for the most current information. Notify your supervisor if condition is not life threatening and seek medical attention as follows:

Students (non-UCI employees)
Campus: Go to the Student Health Center (East Peltason & Pereira) or call 949-824-5304 or 949-824-5301.
Hours: Mon-Fri 8:00 am - 5:00 pm
After hours: Go to the nearest urgent care center or emergency room. Contact Student Health Center for follow-up care as soon as possible.

For further information, contact the UCI Student Health Center Health Insurance Program (GSHIP) or (USHIP) 949-824-5301 or see the GSHIP or USHIP website available at the Student Health Services website http://www.shs.uci.edu/
Students with private health insurance instead of GSHIP or USHIP will be charged for services rendered at the Student Health Center and provided a receipt to obtain reimbursement.

ALL WORK RELATED INJURIES MUST BE REPORTED via the On-line Incident Form available at the Human Resources website at www.hr.uci.edu from the Workers Compensation link, by phone at 949-824-9152 or by email at wcdm@uci.edu.

Employees, all student-employees, and volunteers with work-related injuries:
Employees and supervisors must contact UCI Workers’ Compensation Desk at 949-824-9152 or by email at wcdm@uci.edu during regular working hours to obtain medical authorization within 24 hours of any injury.

Newport Urgent Care, 949-752-6300. 1000 Bristol Street North, Suite 1-B, Newport Beach (Bristol & Jamboree) Hours: Mon-Fri 8am-9pm; Sat & Sun 8am-8pm; call for after-hours physician.
UCIMC 714-456-6011. 101 City Drive South, Orange. Hours: 24hrs/7days
East Edinger Urgent Care, 714-541-8464. 1530 E. Edinger Ave. Santa Ana. Hours: 8am-6pm, Monday - Friday.
Bomb threats usually come on the telephone and generally are made by individuals who want to create an atmosphere of general anxiety or panic. All bomb threats should be assumed to pose a dangerous situation to the UCI campus population.

By Telephone:
1. Take the caller seriously, but remain calm.
2. Ask a lot of questions. Use the checklist below as a guide.
3. Take notes on everything said and on your observations about background noise, voice characteristics, etc.
4. If possible, get a co-worker to call UCI Police Emergency while you continue talking to the caller.
5. Call UCI Police 9-1-1 immediately after the call.
6. Notify your supervisor/department head.
7. UCI Police will determine if evacuation is necessary. If you do evacuate, take your personal belongings with you and move to an evacuation assembly area. If weather conditions permit, it may be preferable to move to another building.
8. Do not re-enter the area until instructed to do so.

**BOMB THREAT REPORT**

- **Questions to Ask**

1. When is the bomb going to explode? ____________ 5. What will cause it to explode? ____________
2. Where is it right now? ________________________ 6. Did you place the bomb? ______ Why? ________
3. What does it look like? ________________________ 7. What is your name? ________________________
4. What kind of bomb is it? ________________________ 8. What is your address? ________________________

Exact wording of the threat: ________________________________________________________________

_____ Calm
_____ Nasal
_____ Slow
_____ Raspy
_____ Loud
_____ Angry

_____ Stutter
_____ Excited
_____ Rapid
_____ Deep
_____ Soft
_____ Clearing Throat

_____ Laughter
_____ Normal
_____ Slurred
_____ Distinct
_____ Deep Breathing
_____ Crying

_____ Accent
_____ Disguised
_____ Lisp
_____ Ragged
_____ Cracked Voice
_____ Familiar

If voice is . . . FAMILIAR, who did it sound like? ________________________________

ACCENTED, was it Local, Foreign, Regional? Describe: ________________________________

DISTINCTIVE, in what way? ________________________________________________________

Gender of caller: _______________________ Age: _______________________ Length of Call: _______________________

Number at which call was received: _______________________ Time: _______________________ Date: ____ / ____ / ____

**Background Sounds:** (Circle all that apply)

- Street Noises
- Animal Noises
- PA System
- Voices
- Static
- Local
- Factory Machinery

- Long Distance
- House Noises
- Cell Phone
- Music
- Booth
- Motor
- Office Machinery

- Airport Noises
- Bus/Mass Transit Noises
- Other

**Threat Language:** (Circle all that apply)

- Well Spoken (Educated)
- Incoherent
- Taped
- Obscene/Foul
- Message Read by Threat Maker

- Irrational
- Rambling
WHEN FIRE OR SMOKE IS DISCOVERED, RACE TO RESPOND!!

**R**escue or remove anyone (including yourself) who is in immediate danger from the fire to the closest safe area. Simultaneously notify other building occupants to evacuate the area. Use the stairs. Do not use elevators.

Activate the **A**larm by pulling the nearest fire alarm pull station and call **UCI Police 9-1-1**.

**C**onfine or contain the fire by closing all doors and windows in and around the fire area to prevent the spread of smoke and fire. Shut off all appliances and other equipment if safe to do so.

**E**xtinguish the fire with a portable fire extinguisher if safe. **E**vacuate the area. Use fire extinguishers on small fires only – trash cans or smaller. After extinguishing a fire, back away and watch for re-ignition. Attend fire extinguisher training (sign up via [www.ucl.edu](http://www.ucl.edu), search words: fire extinguisher).

**TO OPERATE A PORTABLE FIRE EXTINGUisher:**

**P.A.S.S.**

- **PULL** - the pin to release the handle
- **AIM** - the extinguisher at the base of the flames
- **SQUEEZE** - the handle to release the extinguishing agent
- **Sweep** - back and forth across the base of the flames, and if the fire does not seem to be getting any smaller, LEAVE THE AREA IMMEDIATELY and call for help

**IF YOU CAN’T EVACUATE:**

- Move to a safe location with fire-rated walls, doors, and few interior openings.
- Use a phone to call **UCI Police 9-1-1** for assistance.
- Place wet towels or other materials around or under doors to keep smoke out.
- Display a sign or signal in the window to alert others to your location.
- Heat and smoke rise so stay as low as possible. Breathe shallowly through nose and use clothing as a filter.
- If clothing catches fire – **STOP DROP and ROLL**
DURING AN EARTHQUAKE:
If Inside:

<table>
<thead>
<tr>
<th>DROP</th>
<th>COVER</th>
<th>HOLD</th>
</tr>
</thead>
<tbody>
<tr>
<td>DROP down on the floor</td>
<td>Take COVER under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.</td>
<td>If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move. • Do not run outdoors. • Do not use elevators. • Follow directions of emergency personnel.</td>
</tr>
</tbody>
</table>

If in a Crowded Stadium, Theatre, or Lecture Hall:
• Stay in your seat, protect your head and neck.
• Do not rush for the exits.
• Follow directions of emergency personnel.

If in an Elevator:
• If power fails, elevators will stop and lights will go off.
• Be patient. Emergency personnel will rescue you as soon as possible.

If Outside:
• Move to a clear area if safe to do so. Avoid falling hazards.
• Drop, cover, and hold in an open area. Protect your head and neck.
• Follow directions of emergency personnel.

If in a Vehicle:
• Pull over and stop in clear area. Avoid overpasses, power lines, and structural hazards.
• Stay with your vehicle.

AFTER THE SHAKING STOPS:
If Inside a Campus Building:
• Expect aftershocks over the next hours or days.
• Check yourself and others for injuries. Report any injuries to supervisor or emergency personnel.
• 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 assembly areas, move swiftly. Grab keys, personal items, and emergency supplies only if convenient and safe to do so.
• Follow directions of emergency responders.
• Do not re-enter building until told it is safe.

If Outdoors on Campus:
• Stay clear of buildings, trees, or other falling hazard areas.
• Move to evacuation assembly areas.
• Follow directions of emergency personnel.

WHEN TO GO HOME:
In the event of a major earthquake, be prepared to stay on campus. You should not try to get home until emergency personnel say it is safe, the streets are cleared for travel, and most emergency conditions have been stabilized. The campus is prepared to provide emergency care and shelter in partnership with the American Red Cross.
Are you prepared for an emergency situation? Take these simple steps to improve the preparedness of you, your family and your work colleagues.

**GET A KIT**
- WATER – one gallon per person per day for at least 3 days for drinking and sanitation
- FOOD – at least a 3 day supply of non-perishable food
- Battery operated RADIO and FLASHLIGHT with extra batteries
- FIRST AID KIT
- WHISTLE to use as a signaling device
- Simple TOOLS such as wrench, pliers, can opener
- Basic SANITATION items like towelettes, garbage bags, tissues
- Change of CLOTHES including sturdy SHOES

**MAKE AN EMERGENCY PLAN**
- Have an OUT-OF-TOWN contact for all family members to report in to
- ICE your cell phone – identify who to call In Case of Emergency
- Be prepared to LIMIT PHONE USE to essential calls and text messages only
- Select a FAMILY MEETING LOCATION in case your house is not safe or accessible

**BE INFORMED**
- Get to know the Zone Crew members in your area. They are vital members of the comprehensive UCI response and recovery plan
- Know the emergency plan for your department
- Inquire about the emergency plan for family members’ work and school
- For workplace preparedness, go to [http://www.police.uci.edu/](http://www.police.uci.edu/)
- Sign up to receive zotALERT text messages at [http://www.oit.uci.edu/zotALERT/](http://www.oit.uci.edu/zotALERT/)

Emergencies can come without warning – natural disasters, human caused events, deliberate or accidental. The information included in this guide is intended to cover most emergency situations but is not all-inclusive. No matter what the incident, THINK before you ACT, then act swiftly to minimize your exposure to danger.

UCI Emergency Information Line: 866.IRV.NEWS (866.478.6397). After a large scale emergency, UCI will activate this emergency information line. Information regarding the status of the campus, employees, and students will be available through this number. DO NOT CALL THIS NUMBER TO REPORT AN EMERGENCY.

For area wide emergency information and instructions, tune to the Emergency Alert System:
- Local KUCI: [www.kuci.org](http://www.kuci.org) and 88.9 FM
- UCI Zot Radio: WQTB 1690 AM
- Orange County Radio Station: KWVE 107.9 FM
- Los Angeles County Radio Stations: KFI 640 AM, KNX 1070 AM, KFWB 980 AM
- UCIPD Social media Links:
  - [http://facebook.com/UCLrvinePD](http://facebook.com/UCLrvinePD)
  - [http://twitter.com/UCLrvinePD](http://twitter.com/UCLrvinePD)
  - [http://police.uci.edu](http://police.uci.edu)
  - [http://sites.uci.edu/emergencymanagement](http://sites.uci.edu/emergencymanagement)

**GET INVOLVED**
- To become a Zone Crew member, contact your Zone Captain. See [http://police.uci.edu/em/ZoneCrew.html](http://police.uci.edu/em/ZoneCrew.html) for information on the Zone Crew.
- To become a Campus Search and Rescue Team Member (C-SAR), See [http://police.uci.edu/em/CSAR.html](http://police.uci.edu/em/CSAR.html) for training sessions and more information.
- For First Aid and CPR training: The ARC offers free or low cost classes conducted by the American Red Cross. Go to [http://www.campusrec.uci.edu/](http://www.campusrec.uci.edu/) Classes and Clinics for details.