EMERGENCY PREPAREDNESS

I. REFERENCE

A. UC Facilities Manual - 11/91
B. SEMS Regulations - State of California - 1996
C. UCSD Emergency Management Plan

II. POLICY

As directed by Systemwide policy, UCSD shall develop and maintain a comprehensive Emergency Management Plan which addresses the campus community's planned response to various levels of man-made or natural emergency situations including fires, hazardous spills, earthquakes, flooding, explosion, and civil disorders.

III. PROCEDURES

A. The Office of Environment, Health and Safety (EH&S) has assumed the lead responsibility for managing the overall campuswide program.

B. UCSD’s Plan is comprised of two broad parts:
   1. Response Phase - anticipating immediate response activities which will be needed within the first few hours to deal with medical issues, containment of hazardous materials releases, assessment of building damages, etc.
   2. Recovery Phase - sets forth procedures to successfully interface with both federal and state agencies to secure reimbursement grants to cover physical damage to the campus.

C. An integral part of the University’s program is the development of a specific Emergency Action Plan for each department. These Action Plans provide safety procedures for building occupants to recognize and react to hazards that may be encountered on the job and be able to successfully evacuate the facility to designated gathering areas outside.

D. EH&S maintains an extensive network of emergency contacts for all departmental spaces on campus. These individuals receive periodic emergency planning information and training from EH&S to share with their faculty, staff, and student peers. This ensures the on-going flow of important emergency planning information into all areas of the University in a timely fashion.
IV. RESPONSIBILITIES

A. The Chancellor has overall responsibility for UCSD’s emergency management program. The Office of Environment, Health and Safety has been designated to manage the daily planning and operational aspects of the campuswide program.

B. Vice Chancellors, Deans, and Provosts are responsible for ensuring that departments are complying with all aspects of the overall program including personnel training, mitigating potential safety hazards, and developing specific departmental response plans.

C. Department Chairs and Directors are responsible for the development of Emergency Action Plans for each of their areas.

D. Supervisors are responsible for training their employees in all appropriate emergency response activities.

E. Employees are responsible for understanding their roles and responsibilities within their department’s Emergency Action Plan. This includes knowledge of building evacuation routes; use of fire extinguishers, hoses and alarms; accessing emergency services; responding during an earthquake; reacting to hazardous material spills; and dealing with personnel injuries.