This Building Emergency Plan (BEP) provides information you should know about what to do when there is an emergency in your building – where to go, who to call, where to find emergency equipment and supplies. Used in conjunction with the campus Emergency Procedures, this Plan will tell you what you need to know to safely leave your building.

If you have questions about this Plan, contact your Building Supervisor for Emergency Conditions (see Page 9) or Environmental Health and Safety at 2-5528.

This BEP is specific to your building and does not address what your department or the campus as a whole would be doing during an emergency. For that information, look at the campus Emergency Operations Plan and your Department Emergency Operations Plan.
Building Affected by this Plan

- Insectary & Quarantine

Departments Involved in this Plan

- Entomology

People Responsible for this Plan

Drafted by:

<table>
<thead>
<tr>
<th>Name</th>
<th>Imad Bayoun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Insectary &amp; Quarantine Officer &amp; BSEC</td>
</tr>
<tr>
<td>Dept</td>
<td>Entomology</td>
</tr>
<tr>
<td>Phone</td>
<td>951-827-2595</td>
</tr>
<tr>
<td>Date</td>
<td>February 10, 2006</td>
</tr>
</tbody>
</table>

Approved by:

<table>
<thead>
<tr>
<th>Name</th>
<th>Ralph Fowler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Dept</td>
<td>Entomology</td>
</tr>
<tr>
<td>Phone</td>
<td>951-827-5806</td>
</tr>
<tr>
<td>Date</td>
<td>February 10, 2006</td>
</tr>
</tbody>
</table>

Environmental Health & Safety review by:

<table>
<thead>
<tr>
<th>Name</th>
<th>Lance Charnes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Emergency Management Specialist</td>
</tr>
<tr>
<td>Dept</td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Phone</td>
<td>951-827-2609</td>
</tr>
<tr>
<td>Date</td>
<td>14 Feb 2006</td>
</tr>
</tbody>
</table>
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Acronyms and Abbreviations

BEP    Building Emergency Plan
BES    Building Emergency Staff
BSEC   Building Supervisor for Emergency Conditions
CISM   Critical Incident Stress Management
DERP   Departmental Emergency Response Plan
DSC    Department Safety Coordinator
EAA    Emergency Assembly Area
EAS    Emergency Alert System
EH&S   Environmental Health & Safety
EMTF   Emergency Management Task Force
EOC    Emergency Operations Center
EOP    Emergency Operations Plan
ERP    Hazardous Materials Emergency Response Plan
ERT    Emergency Response Team
IC     Incident Commander
ICS    Incident Command System
ISEM   Integrated Safety and Environmental Management
LSO    Laboratory Safety Officer
OD&C   Office of Design & Construction
RAA    Rescue Assistance Area
RIMS   Response Information Management System
SEMS   Standardized Emergency Management System
SEOC   Satellite Emergency Operations Center
TAPS   Transportation and Parking Services
UCPD   University of California Police Department
I. Campus Emergency Operations Plan: Executive Summary

A. Mission

The mission of the University of California Riverside (UCR) emergency management program (Emergency Management Organization, UCR Emergency Operations Plan, and Emergency Operations Center) is:

- Protect life safety
- Secure critical infrastructure and facilities
- Resume teaching and research programs

B. Emergency Management Organization

The UCR Emergency Management Organization is responsible for preparing and maintaining emergency operation plans and procedures that will ensure the campus has the ability to respond to and recover from any emergency. Departments and individuals with specific responsibilities in the EOP are part of the UCR Emergency Management Organization. Departments and employees with emergency management responsibilities are expected to develop policies and procedures to accomplish their duties using guidelines within the EOP and their Department Emergency Operations Plans.

Consistent with the Integrated Safety and Environmental Management system, all UCR employees have responsibilities regarding emergency management. The UCR Emergency Management Organization functions under the supervision of the Vice Chancellor Administration. The Environmental Health and Safety Department manages the campus emergency management program on a day-to-day basis. All departments are required to develop a plan and participate in emergency preparedness activities.

C. Emergency Operations Plan (EOP)

The EOP contains policies, guidelines, and procedures to follow before, during, and after an emergency. The purpose of the EOP is to:

- Identify personnel, equipment, facilities, supplies, and other resources available on campus that may be needed in an emergency or disaster
- Develop coordinated actions for natural or man-made disasters

D. Emergency Operations Center (EOC)

The EOC serves as focal point and command center for information management, decision-making, and emergency support and resource distribution throughout an emergency.
II. Key Personnel

1. Building Supervisors for Emergency Conditions (BSEC)

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept.</th>
<th>Room</th>
<th>Ofc. Phone</th>
<th>Mobile/Pager</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imad Bayoun (BSEC)</td>
<td>Entomology</td>
<td>306</td>
<td>2-2595</td>
<td>909-910-6520</td>
<td><a href="mailto:imad.bayoun@ucr.edu">imad.bayoun@ucr.edu</a></td>
</tr>
<tr>
<td>Serguei Triapitsyn (Alternate BSEC)</td>
<td>Entomology (Entomology Museum Bldg)</td>
<td>105B</td>
<td>2-7817</td>
<td></td>
<td><a href="mailto:serguei.triapitsyn@ucr.edu">serguei.triapitsyn@ucr.edu</a></td>
</tr>
</tbody>
</table>

2. Building Emergency Staff (BES)

* If checked, this person has been trained to act as a BSEC in the absence of the designated BSEC(s).

<table>
<thead>
<tr>
<th>*Alt BSEC?</th>
<th>Name</th>
<th>Dept.</th>
<th>Room</th>
<th>Ofc. Phone</th>
<th>Mobile/Pager</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Porfirio, Pacheco (1\textsuperscript{st} Floor)</td>
<td>Entomology (Chapman)</td>
<td>11</td>
<td>2-2594</td>
<td></td>
<td><a href="mailto:porfirio.pacheco@ucr.edu">porfirio.pacheco@ucr.edu</a></td>
</tr>
<tr>
<td></td>
<td>Robert Trautman (2\textsuperscript{nd} Floor)</td>
<td>Entomology (Chapman)</td>
<td>9</td>
<td>2-2594</td>
<td></td>
<td><a href="mailto:robert.trautman@ucr.edu">robert.trautman@ucr.edu</a></td>
</tr>
<tr>
<td>X</td>
<td>Serguei Triapitsyn (3\textsuperscript{rd} Floor)</td>
<td>Entomology (Entomology Museum Bldg)</td>
<td>105B</td>
<td>2-7817</td>
<td></td>
<td><a href="mailto:serguei.triapitsyn@ucr.edu">serguei.triapitsyn@ucr.edu</a></td>
</tr>
</tbody>
</table>

3. Department Safety Coordinators (DSC)

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept.</th>
<th>Room</th>
<th>Ofc. Phone</th>
<th>Mobile/Pager</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peggy Wirth</td>
<td>Entomology (Entomology Museum Bldg)</td>
<td>203</td>
<td>2-3918</td>
<td></td>
<td><a href="mailto:margaret.wirth@ucr.edu">margaret.wirth@ucr.edu</a></td>
</tr>
<tr>
<td>Bill Sutton (Alternate DSC)</td>
<td>Entomology</td>
<td>170</td>
<td>2-5704</td>
<td></td>
<td><a href="mailto:bill.sutton@ucr.edu">bill.sutton@ucr.edu</a></td>
</tr>
</tbody>
</table>

4. Laboratory Safety Officers (LSO)

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept.</th>
<th>Room</th>
<th>Ofc. Phone</th>
<th>Mobile/Pager</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peggy Wirth</td>
<td>Entomology (Entomology Museum Bldg)</td>
<td>203</td>
<td>2-3918</td>
<td></td>
<td><a href="mailto:margaret.wirth@ucr.edu">margaret.wirth@ucr.edu</a></td>
</tr>
</tbody>
</table>
### 5. Department Directors/Program Chairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept.</th>
<th>Ofc. Phone</th>
<th>Mobile/Pager</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ring Carde</td>
<td>Entomology</td>
<td>2-4492</td>
<td>951-789-8686</td>
<td><a href="mailto:ring.carde@ucr.edu">ring.carde@ucr.edu</a></td>
</tr>
<tr>
<td>Richard Redak</td>
<td>Entomology</td>
<td>2-7250</td>
<td>951-781-4701</td>
<td><a href="mailto:redak@mail.ucr.edu">redak@mail.ucr.edu</a></td>
</tr>
</tbody>
</table>

### 6. Department Business Officers

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept.</th>
<th>Ofc. Phone</th>
<th>Mobile/Pager</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Millie Garrison</td>
<td>Entomology</td>
<td>2-3006</td>
<td>951-316-0534</td>
<td><a href="mailto:millie.garrison@ucr.edu">millie.garrison@ucr.edu</a></td>
</tr>
</tbody>
</table>

### 7. Key Phone Numbers

<table>
<thead>
<tr>
<th>Emergencies</th>
<th>911</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCPD Dispatch</td>
<td>2-5222</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety</td>
<td>2-5528 (day)</td>
</tr>
<tr>
<td></td>
<td>2-5222 (eve/weekend)</td>
</tr>
<tr>
<td>UCR Emergency Operations Center</td>
<td>2-7210</td>
</tr>
<tr>
<td>Facilities problems, including:</td>
<td></td>
</tr>
<tr>
<td>• Utilities outages</td>
<td>2-4214 (day)</td>
</tr>
<tr>
<td>• Fire alarm maintenance</td>
<td>2-4677 (eve/weekend)</td>
</tr>
<tr>
<td>• Fire suppression equipment maintenance</td>
<td></td>
</tr>
<tr>
<td>Telephone outages</td>
<td>2-3939 x1</td>
</tr>
</tbody>
</table>
III. Evacuation

A. Campus Policy

UCR policy requires that when any evacuation alarm sounds within a building, all faculty, staff, students and any others within the building must promptly and calmly depart the building using designated exit routes.

- Departments are responsible to ensure all people in their building are aware of exit routes and location of their building Emergency Assembly Area (EAA).
- Signs showing evacuation routes should be posted near stairwells and outside exits.
- Personnel may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.
- All building occupants will follow instructions relevant to public safety issued by the Building Supervisor for Emergency Conditions (BSEC), Department Safety Coordinator (DSC), Building Emergency Staff (BES) or fire and police personnel.
- After exiting building, occupants are to go directly to their designated EAA and follow guidance provided by the BSEC and emergency responders.
- No one should re-enter building until authorized to do so by UCR safety personnel or the BSEC.

B. Building Procedures

1. Location of EAAs (see also following maps)

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking area of the Building Services bldg, east of the I&amp;Q bldg.</td>
</tr>
</tbody>
</table>

2. Special Procedures

- Occupants of the I&Q building are to go to the indicated EAA.
3. EAA Map
4. Arial view of EAA (arrow):
C. General Evacuation Procedures

If you hear the evacuation alarm or are instructed to leave the building:

- Immediately obey evacuation alarms and orders. Tell others to evacuate.
- No one may be required to remain inside a building when an evacuation is in progress.
- Classes in session must evacuate.
- If involved with in hazardous research or doing a dangerous procedure, immediately shutdown operations that could create additional hazards if left unattended. Evacuate as soon as possible.
- When you evacuate, take keys, coat, purse and any other critical personal items with you to the Emergency Assembly Area (EAA).
- Close doors as rooms are vacated.
- Assist those who need help but do not put yourself at risk attempting to rescue trapped or injured victims.
  - Note location of trapped and injured victims and notify emergency responders.
- Walk calmly but quickly to the nearest emergency exit using posted evacuation routes or as directed by Building Emergency Staff.
- Close doors you see open while you are exiting the building
- Use stairways only. Do not use elevators.
- Keep to the right side of corridors and stairwells as you exit.

- Proceed directly to your designated EAA. Stay away from the immediate area near the building you evacuated.
- Obey instructions from BSEC and Building Emergency Staff.
- Remain in EAA until roll is taken and instructions given.
- Do not reenter the building unless officially authorized to do so after the "All Clear" is given by the BSEC or authorized safety personnel.
D. Evacuation for Special Populations

1. General Policy

- UCR faculty and staff who are mobility impaired should let the BSEC know the location of their usual work area and special needs.

- Whenever possible, mobility-impaired individuals should arrange in advance with several specific co-workers or associates for their assistance in the event of an evacuation or other emergency.

- Mobility-impaired individuals should also be aware of exit routes, Rescue Assistance Areas, and the designated Emergency Assembly Areas for the building. This information is available through the BSEC and is contained in the Building Emergency Plan.

- The BSEC can also facilitate development of a "buddy system" in support of special evacuation needs within the building.

- Before assisting anyone that is mobility impaired during an emergency, UCR personnel should always ask what aid the individual needs provided. Also, helpers should ascertain if the person they are aiding requires any items that need to stay with them in a place of refuge, Emergency Assembly Area, or campus care and shelter location.

- If a helper has to leave a mobility impaired person in a Rescue Assistance Area (RAA), that individual is responsible for notifying the BSEC or emergency responders in the Emergency Assembly Area where they left the person they were aiding.

2. Rescue Assistance Areas

<table>
<thead>
<tr>
<th>Location</th>
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<tbody>
<tr>
<td>N/A</td>
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</tbody>
</table>

3. Names & Locations of Known Mobility-Impaired Building Occupants

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
IV. Response

A. General Policy

- The UCR Emergency Operations Plan (EOP) contains detailed policies and procedures concerning the way the campus community is expected to respond to emergency situations.

- The BSEC is assigned responsibility for planning, organizing, and administering emergency preparedness programs at the building and department level. Designated Building Emergency Staff (BES) may assist the BSEC. All have responsibilities during an emergency.

- UCR faculty, staff, and students who are not designated as emergency responders are not to directly become involved with the response to an emergency unless otherwise directed by fire, police or UCR officials.

- All UCR employees are designated as Disaster Service Workers in accordance with California law. As such they can be trained and required to assist in UCR preparedness, response, and recovery activities by UCR officials. Department managers designate which functions and people are essential during an emergency.

- In accordance with state law, members of the campus community will obey all lawful directives issued by fire, police, and public health officers.

- If an emergency situation is of such magnitude that it warrants additional planning or logistical support, UCR will activate the campus Emergency Operations Center (EOC). The EOC staff will manage UCR support of the incident command system and campus emergency response effort.

- If warranted, UCR PD or the EOC will request assistance from the City of Riverside or Riverside County emergency response resources.

- If warranted, the appropriate Satellite Emergency Operations Center (SEOC) may be activated to coordinate information gathering and support to BSECs.

B. Building/Department Response/Recall Policy

- Personnel with emergency response and service responsibilities are subject to working extended hours and to being recalled to campus after working hours. These people will be designated as "Essential Personnel." The functions they perform are deemed "Mission Critical." The following definitions apply:

  - **ESSENTIAL PERSONNEL.** Employees essential for maintaining the health, safety, and mission of the UCR campus following an emergency or disaster.

  - **MISSION CRITICAL FUNCTIONS.** Those positions and jobs deemed essential to the health, safety, overall well-being of the public or to the continuity of the UCR mission following a disaster. Term also may be applied to academic, research, laboratory, housing, library and other tasks in facilities that must remain open whenever the UCR campus is in operation.

- The Chancellor or designee may authorize general release or recall of UCR personnel.
2. Fire and Life Safety Equipment

The location of all fire and life safety equipment in common areas (fire extinguishers and hoses, standpipes, eye-and-hand-washes, spill kits and automatic external defibrillators) is shown on the following floorplans. These floorplans do not show the locations of this equipment in individual rooms.

C. Satellite Emergency Operations Centers

The following SEOCs may become involved in an emergency occurring in this building:

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNAS</td>
<td>161 Entomology</td>
</tr>
</tbody>
</table>

D. Emergency Communications

1. Emergency “Blue Light” Phones (see also Section III.B.3, EAA Map)
   - Across the street from the Entomology building entrance on Citrus Drive.
   - On Eucalyptus Drive, next to the Fawcett Laboratory.
   - On Eucalyptus Drive, next to the University Laboratory building.

2. Pay Phones
   - Corner of parking lot 12 entrance and Eucalyptus Drive.

E. Emergency Equipment

1. Building Emergency Supply Caches

<table>
<thead>
<tr>
<th>Type</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
I&Q 2nd Floor:

[Diagram of the 2nd floor]
V. For More Information

UCR Emergency Plans
http://www.ehs.ucr.edu/programs/em/emergency_plans.asp

Emergency Procedures
http://www.ehs.ucr.edu/programs/em/ep/

Lists of UCR Safety Partners
UCR Safety Partner Procedures
http://www.ehs.ucr.edu/safety/default.asp

Earthquake Preparedness
http://www.ehs.ucr.edu/programs/em/ep/emerg_prep_eq.asp