UC Riverside
900 University Avenue
Riverside, CA 92521

Bourns College
of Engineering

Department Emergency Operations Plan

Non-SEOC Center

Center for Research in Intelligent Systems

University of California, Riverside

01 May 2008

Prepared and managed by

UC Riverside Center for Research in Intelligent Systems

951-827-3954 http://www.cris.ucr.edu

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DEOP Acronyms and Abbreviations

BES	Building Emergency Staff
BSEC	Building Supervisor for Emergency Conditions
DEOP	Departmental Emergency Operations Plan
DEOP SUP	Departmental Emergency Operations Plan Supplement
DSC	Department Safety Coordinator
EAA	Emergency Assembly Area
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
IC	Incident Commander
ICS	Incident Command System
LSO	Laboratory Safety Officer
SEMS	Standardized Emergency Management System
SEOC	Satellite Emergency Operations Center

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I. Roles & Responsibilities

A. Scope of Response Duties

During an emergency or disaster, the mission of the Center for Research in Intelligent Systems (CRIS) is as follows:

- Support the campus response to the emergency/disaster by providing and disseminating information as required.
- Plan for and support resumption of research at the earliest supportable time.

B. Role in UCR Emergency Management Organization

As defined in the Campus Emergency Operations Plan (EOP), the Emergency Management Organization includes all centers, organizations and people who have direct responsibilities for public safety, security, or protecting UCR assets and resources.

The center is not prepared to carry out sustained operations during a disaster or large-scale emergency.

C. Center Response Priorities

The center will preserve life and property to the extent capable and execute an orderly evacuation of any facilities under its control to allow emergency responders maximum focus on rescue, recovery and other necessary operations.

D. Reporting

The center will coordinate its activities with the campus Emergency Operations Center (EOC) during an emergency through the Situation Assessment and Damage Assessment Units in the Planning & Intelligence Section.

II. Organization

A. Line of Succession

During a disaster/emergency, it is important to maintain a clear chain of command, regardless of the availability of particular individuals.

The most senior center official on campus and available at the time of the emergency/disaster will assume responsibility for directing the center response and support activities as set out in this Plan. Seniority is determined by position title and is listed here in descending order:

- Center for Research in Intelligent Systems Director
- Electrical Engineering Management Services Officer (MSO)
- Electrical Engineering Safety Coordinator (DSC)
- Center for Research in Intelligent Systems Computer Systems Administrator/Information Systems Technology Manager

B. Recall & Notification

During Business Hours

If emergencies /disasters occur during normal business hours, the following center personnel shall be notified as follows:

- The Center for Research in Intelligent Systems Director is notified via personal contact, telephone and/or e-mail, at the earliest availability, the director will notify the Building Supervisor for Emergency Conditions (BSEC);
- Building Supervisor for Emergency Conditions (BSEC) is notified by the CRIS Director and will determine action to take and notify appropriate campus authorities of the situational condition via personal contact, telephone, two-way radio and/or e-mail, at the earliest availability;
- Electrical Engineering Department Safety Coordinator (DSC) is notified by the CRIS Director and/or the BSEC of the situational condition. The DSC will notify via personal contact, telephone and/or e-mail, at the earliest availability the faculty, students, technical personnel, research personnel and the;
- Electrical Engineering Management Services Officer (MSO) is notified by the DSC of the situational condition. The MSO will notify via personal contact, telephone and/or e-mail, at the earliest availability the administrative staff and the;
- Center for Research in Intelligent Systems Computer Systems Administrator is notified by the MSO of the situational condition. The Computer Systems Administrator/Information Technology Manager will notify via personal contact, telephone and/or e-mail, at the earliest availability the students, faculty, technical and research personnel.
- Electrical Engineering Department Safety Coordinator (DSC) will notify the appropriate dean's office staff and BSEC of the situational condition once prescribed procedures are in progress and

be available for incident investigation activities and reporting. The DSC will provide expertise on the development of preventive measures in post emergency/disaster review reporting.

Outside Business Hours

If an emergency occurs outside normal business hours center personnel shall be notified in the following manner:

- The Electrical Engineering Department Safety Coordinator (DSC) is the primary Point of Contact (POC) for all emergencies occurring outside normal business hours. The DSC will make contact with the appropriate emergency responders and the:
- Building Supervisor for Emergency Conditions (BSEC). The BSEC will make contact with the;
- Center Director and/or the Management Services Officer (MSO) the Director or MSO will contact the:
    - Appropriate Assistant and/or Associate Dean(s) of the Bourns College of Engineering.
    - As necessary the MSO will contact the;
    - Center Computer Systems Administrator/Information Technology Manager. The Center Computer Systems Administrator/Information Technology Manager, as necessary, will make contact with the:
    - College Computer Systems Administrator and if appropriate the Computer Systems Administrator for the Computer Science and Engineering center;
- The Assistant and/or Associate Dean(s) of the Bourns College of Engineering will contact the Bourns College of Engineering Dean.

C. Field Organization

Not Applicable

D. Shifts

Not Applicable

E. EOC Representatives

Not Applicable

F. Supplemental Personnel

Not Applicable

(Intentionally blank)

III. SEOC Operations Guide

Not Applicable

(Intentionally blank)

IV. Logistics

A. Special Financial Procedures

The Center will follow normal financial procedures during and after an emergency/disaster incident. Assuming normal computer enabled applications systems are non-functional:

- Purchasing requests shall be approved via a paper-based requisition form system if central computer systems cannot be restored to standard operation.
- No changes in purchasing authority shall be adopted.
- No changes in procurement card authorization or increased limits shall be adopted.
- Should central Sales and Service activities be called upon in an emergency, a paper-based, hardcopy invoicing system shall be employed if central or campus computer systems cannot be restored to standard operation.

B. Special Administrative Procedures

Timekeeping

The Center will follow normal timekeeping procedures during and after an emergency or disaster.

Records management

The Center will follow normal records management procedures during and after an emergency.

- The EE MSO shall maintain responsibility for center records;
- Logs and rosters will be developed and annotated as necessary to record events;
- The records will be archived with other center records and labeled such that retrieval can be achieved easily;
- Records shall be filed in a manner that safeguards sensitive data. Sensitive data shall be filed and clearly annotated;
- Electronic records shall be given the same safeguards as hardcopy records.

C. Emergency Communications

Not Applicable

D. Supplies, Equipment and Services

Not Applicable

E. Center Support

The Center will attempt to support its own emergency operations with supplies and staffing.

General campus support

During an emergency, the center director will determine which normal services provided by the center will be suspended and the duration of the suspension. This decision will be coordinated with the Policy Group through the EOC Planning & Intelligence Section.

Services suspended during an emergency, include but are not limited to:

- Research
- Sales and Service activity (as applicable)

The suspension will remain in effect until higher authority declares the emergency condition contained and provides instruction to begin sustained recovery operations.

V. Operations and Situation-Specific Procedures

The following documents form a part of this procedure to extent specified:

Reference: Center Emergency Operations Plan located at http://www.cris.ucr.edu

Reference: Center Emergency Operations Plan Supplement located at http://www.cris.ucr.edu

Reference: Campus Emergency Response Plan document located at http://www.ehs.ucr.edu/ep/ep_sept06.pdf

Reference: the College Emergency Response Plan document located at Bourns College of Engineering Dean's Office

Reference: UCR Pandemic Influenza Preparedness Plan document located at http://respond.ucr.edu/docs/Avian%20and%20Pandemic%20Flu/UCR%20Pandemic%20Influenza%20Preparedness%20Plan.doc

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VI. Plan Approval & Maintenance

A. Approval and Distribution

This Departmental Emergency Operations Plan (DEOP) establishes policies and procedures for the Center for Research in Intelligent Systems (CRIS)

The CRIS DEOP will undergo the following review and approval process before becoming official:

- Center Director (review)
- Emergency Management Task Force (EMTF) (review)
- Bourns College of Engineering Dean (review and approval)

The Center will distribute this Plan and familiarize its staff with the contents. The plan will be made available on the Center website at http://www.cris.ucr.edu for the general campus community to become familiar with the plan. Printed copies will be sent to the following:

- Building Supervisor for Emergency Conditions (BSEC) (2 copies) (1 for BSEC and 1 for Alternate BSEC)
- Environmental Health & Safety (2 copies) (1 for EOC and 1 for Alternate EOC)

B. Maintenance and Revision

The DEOP is a living document and will be reviewed and modified on a regular basis.

The Center will review the DEOP at least in the following circumstances:

- After any Center, College or Campus-wide emergency exercise
- After any actual emergency that affects the Center
- After any major change in state or federal law affecting the Center's operations
- After one year has passed since the last review

Minor changes may be made by the Center and distributed without requiring subsequent review by the EMTF and approval by the Bourns College of Engineering Dean. Changes of this sort might include:

- New titles for positions
- Name changes for departments referenced in the Plan
- Changes to telephone numbers or addresses

"Major" and "minor" changes are clearly subjective measures, and the ultimate decision to seek approval to changes with this document rests with the Center Director. Examples of major changes include:

- Substantive revisions to reporting or organizational structures
- Changes to more than 15% of the Plan at one time

In addition, the Center will seek EMTF review and Bourns College of Engineering Dean, re-approval of the DEOP if more than three years have passed since the last major review.

The Center will distribute updated versions of the DEOP as outlined previously.

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Department Emergency Operations Plan Supplement

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EAA	Emergency Assembly Area
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
IC	Incident Commander
ICS	Incident Command System
LSO	Laboratory Safety Officer
SEMS	Standardized Emergency Management System
SEOC	Satellite Emergency Operations Center

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I. Classification of Emergencies

A. Center Designation of Emergency Classifications

The Center for Research in Intelligent Systems (CRIS) shall have four major classifications of emergencies with sub-classifications as necessary:

- Classification 1A: An emergency designated as a Classification 1A Emergency (Class One Alpha Emergency) shall consist of incidents involving a workplace related injury, medical emergency, accident or exposure requiring immediate attention. Dispatch of emergency responder personnel may or may not be required depending upon the type and severity of the incident. Facility alarm activation and evacuation may or may not be required depending upon type, scope and severity of the incident.
- Classification 1B: An emergency designated as a Classification 1B Emergency (Class One Bravo Emergency) shall consist of unscheduled/unplanned interruption and/or failure of utilities service. Facility alarm activation and evacuation may or may not be required depending upon type, scope and severity of the incident.
- Classification 2: An emergency designation of Classification 2 Emergency (Class Two Emergency) shall consist of natural disaster or severe weather conditions. Shelter-In-Place declaration may or may not be required depending upon type, scope and severity of conditions.
- Classification 3A: An emergency designation of Classification 3A Emergency (Class Three Alpha Emergency) shall consist of those activities taking place in which the immediate dispatch and response of law enforcement personnel is necessary. Facility alarm activation and evacuation may or may not be required depending upon type, scope and severity of the incident.
- Classification 3B: An emergency designation of Classification 3B Emergency (Class Three Bravo Emergency) shall consist of those activities taking place in which the immediate dispatch and response of emergency responder personnel (Fire, Medical, EH&S, Physical Plant, etc.) is necessary. Facility alarm activation and evacuation may or may not be required depending upon type, scope and severity of the incident.
- Classification 4: An emergency designation of Classification 4 Emergency (Class Four Emergency) shall consist of a biohazard, contamination, pandemic or other similarly related acute or chronic, toxic exposure to hazardous substances or outbreak of communicable disease(s), which may pose a threat to persons, contaminate property or cause environmental damage or pollution.

II. Points of Contact (POCs)

A. Campus Points of Contact (POCs)

ORGANIZATION	TELEPHONE No.	WEB SITE/E-MAIL	POC
Police Center	**9-1-1**	**EMERGENCY ONLY**	Public Safety Dispatcher
Police Center	(951) 827-5222	http://police2.ucr.edu	Public Safety Dispatcher
Campus Counseling Ctr	(951) 827-5531	http://counseling.ucr.edu	Administrative Ast
Campus Escort Svc	(951) 827-3772	http://www.escortservice.ucr.edu	Student Ast
Campus Housing	(951) 827-6500	http://housing.ucr.edu	Administrative Ast
Campus Health Center	(951) 827-3031	http://campushealth.ucr.edu	Medical Assistant
EH&S Administration	(951) 827-5528	http://www.ehs.ucr.edu	Lanie Ivey
EH&S Bio Safety	(951) 827-2648	john.colladay@ucr.edu	John Colladay
EH&S Emergency Mgt	(951) 827-2609	paul.walker@ucr.edu	Paul Walker
EH&S Fire Prevention	(951) 827-6309	scott.corrin@ucr.edu	Scott Corrin
EH&S Lab Safety	(951) 827-5119	russell.vernon@ucr.edu	Russ Vernon
EH&S Radiation Safety	(951) 827-5746	ondra.carter@ucr.edu	Ondra Carter
EH&S Waste Mgt	(951) 827-6311	ed.trujillo@ucredu	Ed Trujillo
KUCR	(951) 827-3737	http://kucr.org/	Ast Manager
Media Relations	(951) 827-6397	http://pr.ucr.edu	Kris Lovekin
Physical Plant	(951) 827-4214	http://www.pplant.ucr.edu	Work Ctrl Center
Worker's Compensation	(951) 827-3641	nini.furst@ucr.edu	Nini Furst

B. College Points of Contact (POCs)

ORGANIZATION	TELEPHONE No.	WEB SITE/E-MAIL	POC
COE Dean	(951) 827-5190	rabba@engr.ucr.edu	Reza Abbaschian
Communications Dir	(951) 827-2532	jdexter@engr.ucr.edu	Jim Dexter
Ast Dean/CFAO	(951) 827-5653	pat@engr.ucr.edu	Pat Hartney
Asc Dean	(951) 827-3197	matsumot@engr.ucr.edu	Mark Matsumoto
Admin Ast	(951) 827-5190	beckijo@engr.ucr.edu	Becki Jo Ray
Asc Dean	(951) 827-5318	ravi@cs.ucr.edu	Chinya Ravishankar
Manager Std Affairs	(951) 827-3647	rsmith@engr.ucr.edu	Rod Smith
Spcl Ast to the Deans	(951) 827-1241	twillette@engr.ucr.edu	Tim Willette

C. Center Points of Contact (POCs)

ORGANIZATION	TELEPHONE No.	WEB SITE/E-MAIL	POC
CRIS Director	(951) 827-2918	bhanu@cris.ucr.edu	Bir Bhanu
EE DSC	(951) 827-2220	epalma@ee.ucr.edu	Elmar Palma
EE MSO	(951) 827-2397	bill@ee.ucr.edu	Bill Bingham
CRIS IT Mgr/Systems	(951) 827-2452	steven@ee.ucr.edu	Steven Haughton

D. Off-Campus Points of Contact (POCs)

ORGANIZATION	TELEPHONE No.	WEB SITE/E-MAIL	POC
Animal Control	(951) 358-7387	http://www.rcdas.org	Dispatcher
CA Governor's Office of Emergency Services	(916) 845-8510	http:// www.oes.ca.gov/	Operator
Caltrans	(800) 427-7623	http://www.dot.ca.gov/	Dispatcher
Disaster Preparedness	(951) 826-5550	http://www.riversideca.gov/fire	Dispatcher
Emergency Ops Coord	(951) 826-5550	http://www.riversideca.gov/fire	Dispatcher

ORGANIZATION	TELEPHONE No.	WEB SITE/E-MAIL	POC
Federal Emergency Mgmt Agency	(800) 621-3362	http://www.fema.gov/	Operator
Natl Suicide Helpline	(800) 784-2433	http://www.hopeline.com	Counselor
Natl Weather Service Forecast Office-WFO	(858) 675-8706	http://www.nws.noaa.gov/	Operator
Riverside Public Utilities	(951) 782-0330	http://www.riversideca.gov /utilities	Operator
Poison Control Center	(800) 222-1222	http://www.aapcc.org/DNN/	Operator
Street Maintenance Div	(951) 826-5311	http://www.riversideca.gov/ pworks/street	Dispatcher
US Geological Survey	(916) 278-3026	http://www.usgs.gov/	Operator

III. Emergency Assembly Areas (EAAs)

A. Emergency Assembly Area (EAA)

The Building Supervisor for Emergency Conditions (BSEC) for each College facility shall designate primary and alternate rally points for personnel to muster in the event of a facility/building evacuation.

FACILITY	PRIMARY EAA	ALTERNATE EAA	BSEC
Bourns Hall A	North Campus Drive/ Aberdeen Drive (Northwest corner)	Commons (in front of UCR Bookstore)	Thomas McGraw
Bourns Hall B	Commons in front Of UCR Bookstore	North Campus Drive/ Aberdeen Drive (Northwest corner)	Hugo Galdamez
Engineering Bldg Unit 2	North Campus Drive/ Aberdeen Drive (Northeast corner)	TBD	Bill Bingham
Materials Science Bldg	TBD	TBD	TBD

B. Shelters

The Building Supervisor for Emergency Conditions (BSEC) for each College facility shall designate primary and alternate shelters for personnel to muster in case of a severe weather event.

FACILITY	PRIMARY SHELTER	ALTERNATE SHELTERS	BSEC
Bourns Hall A	TBD	TBD	Thomas McGraw
Bourns Hall B	TBD	TBD	Hugo Galdamez
Engineering Bldg Unit 2	Room 109	Rooms 128/234	Bill Bingham
Materials Science Bldg	TBD	TBD	TBD

IV. Operations and Situation-Specific Procedures

A. Emergency Classification One Procedures

EMERGENCY CLASSIFICATION 1A:
WORK RELATED INJURIES AND MEDICAL EMERGENCIES

Faculty, Staff and Visitor Work Related Injuries

1. Call **9-1-1** If the victim requires immediate medical assistance
    - Stabilize victim in place if safe to do so
    - Take all necessary action to protect other personnel from danger and prevent damage to property
    - If victim is subject to further harm, carefully move the victim to a safe location and await emergency response personnel arrival
    - Contact the EE Department Safety Coordinator (DSC) during standard duty hours at (951) 827-2220. The DSC shall provide direction and initiate contact with the Building Supervisor for Emergency Conditions (BSEC), as required

2. For incidents not requiring the dispatch of emergency responder personnel:
    - Stabilize victim in place if safe to do so
    - If necessary carefully move the victim to a safe location
    - Take all necessary action to protect other personnel from danger and prevent damage to property
    - Contact the EE Department Safety Coordinator (DSC) during standard duty hours at (951) 827-2220. The DSC shall provide direction and initiate contact with the Building Supervisor for Emergency Conditions (BSEC), as required

3. The DSC upon arriving on scene shall ensure the victim is rendered proper medical attention and transported as appropriate to the proper medical facility. The DSC shall provide the Electrical Engineering (EE) administrative staff with the initial report for all work related injuries. The administrative staff shall immediately contact Workers' Compensation at (951) 827-3641 to report injuries and to obtain authorization for initial medical treatment. If a work-related injury occurs outside of normal duty hours, contact the Workers' Compensation office at (951) 827-3641 within one business day. If an employee is hospitalized for 24 hours or more (other than for observation), or has an injury that results in a partial or full loss of limb (amputation), or loss of life, contact Environmental Health and Safety (EH&S) at (951) 827-5528 immediately. The campus must report these types of injuries to the Occupational Safety and Health Administration (OSHA) within 8 hours of the event

4. Post-Incident, the DSC shall work with EH&S, other appropriate officials and the EE MSO to investigate the cause and develop preventive measures

Student Injuries

1. Call **9-1-1** if the victim requires immediate medical assistance

2. Undergraduates and graduate students can be seen at the Campus Health Center at (951) 827-3031. University health insurance requires referral by the Campus Health Center to an off-campus health provider for non-emergency/non-life threatening medical conditions and treatment.

MEDICAL EMERGENCY

All Personnel

Call **9-1-1** if the condition requires immediate medical attention. For suspected poisoning, contact the Poison Control Center at (800) 222-1222.

EMERGENCY CLASSIFICATION 1B: UTILITY SERVICE INTERUPTION/FAILURE

Gas Leaks/Steam Leaks

1. If you hear, see or smell gas or steam leaking, and if personal safety allows, turn off the source and evacuate the immediate area. Move outdoors and upwind from the area

2. The human nose is extremely sensitive to the odorant placed into natural gas and so it is detectable far below any fire/explosion levels. For low-level smells, immediately report the condition by contacting **9-1-1** from a telephone away from the immediate area

3. If gas odor is strong, evacuate the building using the fire alarm pull station and call **9-1-1** Evacuate to your building Emergency Assembly Area (EAA)

4. Do not turn on/off any electrical equipment or light switches. Do not use radios or cellular telephones in proximity of the gas leak

Electrical Power Service Outage

1. Power down and unplug sensitive equipment, not connected to a surge protector

2. Disconnect hazardous equipment in accordance with manufacturer's recommendations

3. Check elevators for trapped individuals and call **9-1-1** as required

4. Stay clear of downed power lines

5. Emergency exit lighting may only stay on for a short time

6. During an extended power service outage, you may have to leave the building and go to your Emergency Assembly Area (EAA)

7. In order to maximize the emergency generator run time and efficiency, power down non-essential areas and equipment

POWER OUTAGES IN LABORATORIES

Prepare for a Power Outage

1. Ensure the Points of Contact (POCs) information on your lab door placard is up-to-date. Ideally, contacts should be knowledgeable about all of the lab's sensitive operations

2. Put essential equipment on emergency power circuits, as available

3. Program hazardous processes that operate unattended to shut down safely during a power failure and ensure the processes do not restart automatically when power returns

4. Obtain an emergency source of dry ice for items requiring cold storage. Do not use dry ice in small enclosed and occupied areas due to hazardous concentrations of CO2 that can accumulate. Unopened refrigerators/freezers will maintain temperature for several hours

During Power Outage

1. Shut down experiments that involve hazardous materials or equipment that automatically restarts when power returns

2. Make sure that experiments are stable. Cap all chemical containers that are safe to cap and close fume hood sashes

3. Check equipment on emergency power. In some cases, it may take 20 to 30 seconds for the emergency power to activate after a power failure

4. Disconnect unattended equipment and turn off unnecessary equipment

5. When power returns, reset/restart/check equipment; check the airflow of fume hoods. Often, hoods will not automatically restart

Plumbing/Flooding

1. If personal safety allows, power off electrical equipment and evacuate area. Do not enter area where live electrical circuits are in contact with water

2. Do not drink water from any campus system after an earthquake or a flood

3. Report plumbing breaks to Physical Plant at (951) 827-4214 after 4:30 p.m. call (951) 827-4677

Heating, Ventilation and Air Conditioning (HVAC)

Report air conditioning or heating problems to Steam Plant at (951) 827-4677

B. Emergency Classification Two Procedures

EMERGENCY CLASSIFICATION 2:
NATURAL DISASTERS/SEVERE WEATHER EMERGENCIES

Earthquake

Before:

1. Anchor all bookcases, cabinets, compressed gas cylinders and other furnishings to a wall or to the floor

2. Store all heavy items below head level

3. Restrain chemicals on open shelves with seismic retaining strips

Outside:

Get to an open area away from trees, buildings, power lines and other objects

Vehicle:

1. Pull to the side of the road away from underpasses, bridges and buildings

2. Remain in the vehicle until the shaking stops. Remain in the vehicle if a power line has fallen on or near the vehicle

Inside:

1. Stay away from windows and get under a desk or a table
2. Duck, cover and hold
3. In a hallway, sit against the wall and protect your head with your arms
4. In an auditorium or lecture hall, duck between the rows of seats and protect your head
5. Wait inside until the shaking stops; evacuate the building and go to your Emergency Assembly Area (EAA) as instructed
6. Do not use elevators for evacuation
7. Designated personnel should assist individuals with disabilities to a safe location, e.g., an enclosed stairwell landing with a ground level exit to the exterior or if obstructed, an office space with a door
8. Report to the Building Supervisor for Emergency Conditions (BSEC) or the Alternate Building Supervisor for Emergency Conditions (ABSEC) The BSEC and/or ABSEC will complete a status report and transmit it to the campus Emergency Operations Center (EOC)
9. Do not re-enter the building until authorized to do so by appropriate emergency response personnel and/or appropriate campus authorities

SEVERE WEATHER

Actions to take at work:

1. Monitor media reports, specifically 88.3 FM (KUCR) or via the Web at Uniform Resource Locator (URL): http://kucr.org or call (951) 827-3737
2. Monitor e-mail for pertinent messages from campus officials
3. Check UCR EH&S home page at http://www.ehs.ucr.edu
4. Determine if roads are safe before leaving campus

Actions to take at home:

1. Assess conditions prior to leaving home
2. Monitor available media for conditions
3. Check UCR home page at http://www.ucr.edu
4. Do not take risks in order to return to campus
5. Contact the Center Safety Coordinator (DSC) for information at (951) 827-2220

SHELTER-IN-PLACE

Shelter-in-place means to seek immediate shelter inside a building. Take this action during a release of hazardous materials to the outside air, a flash flood, tornado or other related emergency.

1. Isolate yourself as much as possible from the external environment

2. If the instruction is given to assemble to a shelter, the designated primary shelter for the Center for Intelligent Systems is Room 109 Engineering Building Unit 2 (The Teaching Assistants Office); the alternate/over flow shelters are Rooms 128 and/or 234 Engineering Building Unit 2

2. Secure all doors and windows

3. Seal cracks around doors and windows as best as possible (e.g., with duct tape)

4. Notify the Campus Police Public Safety Dispatcher (PSD) on duty of your status at (951) 827-5222

5. Monitor all available communication

C. Emergency Classification Three Procedures

EMERGENCY CLASSIFICATION 3A:
LAW ENFORCEMENT ASSISTANCE

ACTIVE SHOOTER/TERRORIST ACTIVITY
In response to a report of a shooting or terrorist activity, the following action is recommended:

1. Respond: Take cover/stay down on the ground or floor and away from windows. If you must flee the immediate area of gunfire, run swiftly to cover away from the shooter/terrorist and attempt to use any obstructions between you and the gunfire as cover. Avoid running down a long straight hallway. Find a safe cover position in or behind a building and stay there until instructed otherwise from Law Enforcement personnel

2. Assess: Get a description of the individual(s), type and number of weapon(s), targets, clothing, direction of travel, etc.

3. Isolate: Lock doors and secure a perimeter. If safe and in a secure location do not evacuate rooms or buildings unless instructed to do so by Police or unless it is absolutely clear that it is safe to do so

4. Notify: Call **9-1-1** remain calm

5. Hold your position under cover and listen for directions from Law Enforcement personnel. Comply with all directions given to you by the Police

CIVIL DISTURBANCE OR DEMONSTRATION
Most campus demonstrations are peaceful and business should continue as usual.

1. Avoid provoking or obstructing the demonstrators

2. Avoid the area of disturbance

3. Disruptions of a classes or lectures should not occur; should an individual disrupt a class or a lecture, request the offending person(s) to leave. If they refuse, call Campus Police at **9-1-1**

4. Continue with your normal routine. Stay away from doors or windows if the disturbance is outside.

CRIME IN PROGRESS

1. Do not put yourself or the victim at risk

2. Do not interfere with persons committing the crime or creating the disturbance

3. If you are the victim of, involved in, or witness to any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, call Police at **9-1-1** immediately with the following information:
   - Nature of incident
   - Location of incident
   - Description of person(s) involved
   - Location of person(s) involved
   - Your name, location, center and contact information

4. If personal safety allows, try to get a good description of the criminal. Note height, weight, sex, color/race, approximate age, clothing, method and direction of travel, and name if known

5. Remain in place until a police officer arrives

SUSPICIOUS PACKAGE/MAIL

Suspicious Package/Parcel/Letter/Object:

1. If you receive or discover a suspicious package, letter or object, do not touch, tamper with, or move the suspicious parcel

2. Report item immediately to Campus Police at **9-1-1** use a landline (Do NOT use cellular telephones or two-way radios) away from the area the location of the suspicious item

Characteristics of suspicious letters and packages:

1. Origin - Postmark does not match the city of the return address, name of sender is unusual or unknown, or no return address is given

2. Postage - Excessive or inadequate postage

3. Balance - The letter is lopsided, unusually thick, has an unusual amount of tape, has an irregular shape, soft spots or bulges, or the letter or package seems heavy for its size

4. Contents - Stiffness or springiness of contents; protruding wires or components; oily outer wrapping or envelope; feels like it contains powdery substance; is buzzing, ticking, or has a sloshing sound

5. Smell - Particularly almond or other suspicious odors

6. Writing - Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient, or cut-and-paste or rub-on block letters are used. Common words, names, or titles are misspelled, or special instructions like "fragile," "confidential," or "do not delay" are present

BOMB THREATS

Bomb threats usually come by telephone. They are generally made by individuals who want to create an atmosphere of general anxiety or panic. All bomb threats should be taken seriously.

By Telephone:

1. Take the caller seriously, but remain calm

2. Ask several 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 someone to call Police while you continue talking to the caller

5. Call Police at **9-1-1** immediately after the threat

6. Notify your supervisor/center head as soon as possible after calling the Police

7. Campus Police will determine if evacuation is necessary. If you do evacuate, vacate to your building Emergency Assembly Area (EAA) and await further instruction

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

Ascertain the following:
Exact wording of the threat:
Gender/Sex of caller:
Age:
Length of Call:
Telephone Number at which call was received:
Time:
Date:
Day:
Digital Display on your LCD Panel:

Caller's Voice:
- Accent
  - Local
  - Regional
  - Foreign
- Angry
- Calm
- Cracked Voice
- Crying
- Deep
- Deep Breathing
- Disguised
- Distinct
- Excited
- Familiar
  - If voice is familiar, whom did it sound like?
- Frequent Clearing of Throat
- Giggle/giddy
- Normal

- Nasal
- Slow
- Raspy
- Laughter
- Lisp
- Loud
- Ragged
- Rapid
- Slurred
- Soft
- Stutter

Background Sounds:
- Animal Noises
- Aircraft Noises
- Booth
- Factory Machinery
- House
- Local
- Long Distance
- Motor
- Music
- Noises
- Office Equipment
- Other
- Public Address System
- Static
- Street Noises
- Train
- Vehicle
- Voices

Tone:
- Incoherent
- Irrational
- Message Read by Threat Maker
- Profane
- Tape Recorded Message
- Well Spoken (Educated)

EMERGENCY CLASSIFICATION 3B:

EMERGENCY RESPONDER ASSISTANCE

FIRE

1. Know the location of fire extinguishers in your area and know how to use the correct fire extinguisher for the proper type of fire

2. Only attempt to extinguish a fire if you have completed fire extinguisher training; for a minor fire that appears to be controllable, activate the building fire alarm system at the nearest manual fire alarm pull station. Immediately call **9-1-1** then use the appropriate fire extinguisher to control the flames

3. For a larger fire that is not easily controllable, close all doors to confine the fire to reduce oxygen to the fire. Activate the building fire alarm system at the nearest manual fire alarm pull

station, then immediately call **9-1-1**. Give all information requested by the Public Safety Dispatcher (PSD) on duty

4. Notify your supervisor or instructor, and then evacuate the building by quickly walking to the nearest exit, alerting people as you go, and assisting those with disabilities as necessary. Do not use elevators for evacuation

5. Once outside, move to the Emergency Assembly Area (EAA) of the affected building. Keep the walkways and roadways clear for emergency vehicle access. Wait for instructions from the Building Supervisor for Emergency Conditions (BSEC)

6. DO NOT RETURN TO THE AFFECTED BUILDING UNTIL TOLD IT IS SAFE BY A CAMPUS FIRE OFFICIAL

7. Report all fires, regardless of size to Campus Public Safety Dispatcher (PSD) on duty at (951) 827-5222

8. Report to EH&S any out of date inspection tag, discharged, damaged, or low pressure fire extinguisher to EH&S at (951) 827-6309

9. The Center Safety Coordinator, Center MSO and Campus Fire Marshall shall coordinate post incident review and provide a full report to the College Facility Manager with preventive measures and recommendations

MEDICAL EMERGENCY

Call **9-1-1** for a victim in need of immediate medical attention. For suspected poisoning, contact the Poison Control Center at 1-800-222-1222

D. Emergency Classification Four Procedures

EMERGENCY CLASSIFICATION 4:
BIOHAZARDS, CONTAMINATION AND PANDEMIC EMERGENCIES

RADIOACTIVE CONTAMINATION/SPILLS
Call EH&S at (951) 827-5528 for assistance. Call **9-1-1** if medical attention is required.

1. State EH&S assistance is needed for a radiological emergency

2. State your name, contact information, location of the radiation emergency and the nature of the emergency (personnel contamination, area contamination, etc.)

Personnel Decontamination*
For personnel contamination with radioactive material:

1. Immediately remove all contaminated items of clothing. Place contaminated items in appropriate disposal bag

2. Wash contaminated skin with cold water and a mild soap

Containing the Spill/Room Evacuation*
1. Notify personnel in the immediate area that a radiation hazard exists

2. Confine/isolate the spill with absorbent material or another suitable material

3. If deemed appropriate, or if directed by EH&S, evacuate all people from the immediate area of the spill to a nearby location where they can be surveyed for contamination

4. Close all doors to the contaminated room and post signs indicating a hazardous condition exists

5. Confine contaminated personnel to one area to reduce the spread of contamination

*Decontamination of personnel and facilities shall be performed by individuals who are properly trained and wearing appropriate Personnel Protective Equipment (PPE) and clothing. Personnel performing decontamination shall have required radiation-monitoring dosimeters and survey meters and other equipment appropriate for the radiation emitted by the radionuclide materials involved in the spill.

INCIDENTS INVOLVING CHEMICALS

Exposure to Personnel

1. If safe to do so, remove exposed victim(s) from area

2. Call **9-1-1** for immediate medical attention, or if chemical release threatens others. In extreme circumstances, activate the fire alarm, and evacuate the building. Call the Poison Control Center at (800) 222-1222

3. Remove contaminated clothing and use emergency eyewash/shower

4. Administer first aid as appropriate

5. Notify EH&S at (951) 827-5528

6. Provide information, including Material Safety Data Sheets (MSDS) to emergency responders MSDS are on file with EH&S at URL: http://ehs.ucr.edu/ehs_msds.aspx

Contamination of Equipment/Facilities

1. Call **9-1-1** if a spill/release is an immediate threat to anyone's health

2. Restrict access to avoid exposure or spread of contamination

3. Cleanup only if you feel it is safe to do so, you are familiar with the material, and you are properly trained and equipped. Consult EH&S

4. If needed, request cleanup assistance from EH&S at (951) 827-5528

5. If material is radioactive or biological, review "Radioactive Contamination/Spills" or "Exposure to Blood or Other Potentially Infectious Materials"

6. Collect the waste and use a EH&S Hazardous Waste Label. Store waste in a fume hood if material is volatile. Call EH&S at for pick up at (951) 827-5119

Release to the Environment (Air, Water, Soil)

1. If safe to do so, stop the release. Notify EH&S at (951) 827-5528

2. Follow procedures for contamination of equipment/facilities

EXPOSURE TO BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS

If you are exposed to blood or other potentially infectious materials or substances:

1. Immediately wash area(s) with soap and water and use an emergency eyewash or shower for 15 minutes

2. Obtain medical assistance

3. Notify your supervisor or instructor

4. Notify EH&S at (951) 827-5528

PANDEMIC RESPONSE ACTIONS
In the event of a pandemic, the center shall take the following actions:

1. The UCR Pandemic Influenza Preparedness Plan shall be the governing document in all center operations during an outbreak

2. The center director will consult with the Bourns College of Engineering Dean's Office to determine which center activities will be cancelled and which activities will continue to be provided based upon conditions

3. The center director will assess faculty and technical support availability in order to determine which activities will continue on a modified basis and which activities can continue in the standard format

V. Evacuations

A. Room Evacuation Procedures

ROOM EVACUATION

1. Calmly proceed to the exit
2. Assist injured or mobility impaired individuals
3. Form a single file line and proceed out the door; injured and/or mobility impaired individuals should be evacuated first and moved clear of the exit
4. Be prepared for to evacuate the building should conditions change for the worse
5. Do not re-enter the room until instructions from emergency responder personnel or the BSEC are received and the "All Clear" is given

B. Building Evacuation Procedures

BUILDING EVACUATION

If a building evacuation is necessary, the following steps should be observed:

1. Emergency procedures and State law require that everyone exit a building when the fire alarm is activated
2. Evacuation procedures should be followed according to campus emergency operation plan
3. Do not use elevators for fire/earthquake evacuation because they may be damaged and unreliable
4. Proceed toward the nearest safe exit
5. After exiting your building go directly to your building Emergency Assembly Area (EAA). If that area is no longer safe, determine the safest place away from imminent danger
6. Await instructions from emergency responder personnel. DO NOT return to your building until notified by emergency responder personnel or the BSEC

EVACUATION OF PERSONS WITH DISABILITIES

During emergencies when an elevator is not available for use, the following procedures have been developed to handle situations in multistory buildings for those unable to use the stairs:

1. When the fire alarm is activated, designated personnel should assist/escort individuals with mobility disabilities to a safe location (enclosed stairwell landing that leads to an exterior exit at the ground level)
2. Someone should remain with the individual while another person notifies arriving emergency personnel of the location of anyone who needs assistance

3. The instructions of the emergency responder should be followed, and no attempt should be made to move the individual to another building level unless there is imminent danger in the safe refuge, e.g., there is heavy smoke in the stairwell

4. Individuals unable to utilize the stairs and working alone should call 9-1-1 (or 9-9-1-1 from a campus phone) and report the location of their planned refuge (stairwell landing)

5. Anyone unable to reach a stairwell (for instance due to smoke), should close all doors into their area, call 9-1-1 and wait for emergency personnel to arrive

B. Campus Evacuation Procedures

CAMPUS EVACUATION
In the event of a campus evacuation, the following instructions should be observed:

1. The Emergency Operations Center (EOC) shall expedite campus evacuation on a priority basis

2. Remain in your EAA or shelter until instructed to evacuate

3. The EOC shall issue instructions as to where to obtain transportation and which routes to use to safely evacuate the campus

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VI. Plan Approval & Maintenance

A. Approval and Distribution

This Department Emergency Operations Plan (DEOP) establishes policies and procedures for the Center for Research in Intelligent Systems (CRIS)

The CRIS DEOP will undergo the following review and approval process before becoming official:

- Center Director (review)
- Emergency Management Task Force (EMTF) (review)
- Bourns College of Engineering Dean (review and approval)

The center will distribute this Plan and familiarize its staff with the contents. The plan will be made available on the Center website at http://www.ee.ucr.edu for the general campus community to become familiar with the plan. Printed copies will be sent to the following:

- Building Supervisor for Emergency Conditions (BSEC) (2 copies) (1 for BSEC and 1 for Alternate BSEC).
- Environmental Health & Safety (2 copies) (1 for EOC and 1 for Alternate EOC).

B. Maintenance and Revision

The DEOP is a living document and will be reviewed and modified on a regular basis.

The Center will review the DEOP at least in the following circumstances:

- After any Center, College or Campus-wide emergency exercise
- After any actual emergency that affects the Center
- After any major change in state or federal law affecting the Center's operations
- After one year has passed since the last review

Minor changes may be made by the Center and distributed without requiring subsequent review by the EMTF and approval by the Bourns College of Engineering Dean. Changes of this sort might include:

- New titles for positions
- Name changes for centers referenced in the Plan
- Changes to telephone numbers or addresses

"Major" and "minor" changes are clearly subjective measures, and the ultimate decision to seek approval to changes with this document rests with the Center Director. Examples of major changes include:

- Substantive revisions to reporting or organizational structures
- Changes to more than 15% of the Plan at one time

In addition, the Center will seek EMTF review and Bourns College of Engineering Dean, re-approval of the DEOP if more than three years have passed since the last major review.

The Center will distribute updated versions of the DEOP as outlined previously.