

## **Humanities Facilities Manager**

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Gateway  
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## **EH&S Coordinators**

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(Alternate) (949) 337-2334 Mobile  
[dmelitz@uci.edu](mailto:dmelitz@uci.edu)

## **Important Phone Numbers**

Facilities Service (949) 824-5444  
Desk

Facilities After (949) 824-5520  
Hours

Campus & (949) 824-6316  
Environmental  
Planning

Capital Planning (949) 824-4475

Design & (949) 824-6630  
Construction

Equipment (949) 824-6111  
Management

Faculty & Staff (949) 824-2425  
Housing

Parking (949) 824-7486

Scheduling & Conference Services	(949) 824-5252
Student Housing	(949) 824-7247
C&CS On-Call Assistance (M-F, 8- 8)	(949) 824-8833

### **Emergency Contacts - UCI Campus Police Phone Numbers**

Emergency Phone (Campus Phone Only)	911
Dispatch Center	(949) 824-5223 (949) 824-5224
Lost & Found	(949) 824-8073
Major Utility / Electrical Failure	(949) 824-5444

### **Medical Center Police Phone Numbers**

Police Emergency	(714) 456-5222
Fire and Medical Emergency	(714) 456-6123
Substation	(714) 456-6501

### **Additional Important Phone Numbers**

UCI Disaster Information Line	(866) 478-6397
Campus Assault Resources & Education	(949) 824-7273
Environmental Health & Safety	(949) 824-6200
Faculty & Staff Counseling Center (FSCC)	(949) 824-8355

Poison Control Center (800) 222-1222

Safety Escorts (949) 824-7233

Student Health Center (949) 824-5304

Workers' Compensation (949) 824-7008

### **Workplace Violence Prevention**

Police Department 911  
(24 Hours) (949) 824-5223

Faculty & Staff Counseling Center (949) 824-8355  
(FSCC)

Counseling Center (949) 824-6457  
(Students)

# Humanities Emergency Response Information

## Instructor Information

What to do in an emergency:

### BEFORE

- Look at the following web sites for campus safety information:
  - <http://snap.uci.edu/viewXmlFile.jsp?resourceID=1404> (This is the main Emergency Response Team (ERT) web site. Here you will find links to the campus zone map, which details evacuation information for every campus building, as well as ERT member information.)
  - <http://today.uci.edu/news/preparedness/intro.asp> (This web site will be updated with current conditions, as possible, during a large event.)
  - <http://www.ehs.uci.edu/eprepman/flipchrt.html> (campus emergency procedures flip chart on the web)
- Know the evacuation routes from the classroom(s) in which you teach
- Know the basic procedures for dealing with different types of emergencies (see the flip chart link above)
- Have your class roster with you at each class meeting
- Tell your students that, in an emergency, they are to follow you and to STAY TOGETHER at the designated evacuation point. Designated ERT members will have colored vests and hard hats and will be in charge of building evacuations. Follow their instructions.

### DURING

- Try to remain calm
- Pay attention to fire alarms and emergency response personnel
- Evacuate as quickly as possible if the situation warrants it and if it is safe to do so
- Keep your class together as you move to the evacuation point

### AFTER

- Advise ERT members if anyone needs assistance or remained in the building during an evacuation
- Give your class roster to the appropriate ERT member, advising them of who was in class at the time of the event, and their current location

More information, including building layouts, evacuation routes and assembly points, may be found on the Humanities emergency response web site:

<http://www.humanities.uci.edu/ert/index.php>

For additional questions about emergency procedures, contact Colin Andrews at 949-824-2493 or [andrewsc@uci.edu](mailto:andrewsc@uci.edu).

<b>Emergency Contacts</b>	
Emergency Phone	<b>911</b>
Dispatch Center	(949)824-5223 (949) 824-5224
Lost and Found	(949) 824-8073
Major Utility/Electrical Failure	(949) 824-5444
<b>Medical Center, Police Phone Numbers</b>	
Police Emergency	(714) 456-5222
Fire and Medical Emergency	(714) 456-6123
Substation	(714) 456-6501
<b>Additional Important Phone Numbers</b>	
UCI Disaster Information Line	866-IRV-NEWS
Environmental Health and Safety	(949) 824-6200
Faculty and Staff Counseling Center (FSCC)	(949) 824-8355
Poison Control Center	800-222-1222
Rape Prevention Education Program	(949) 824-7273
Safety Escorts	(949) 824-SAFE(7233)
Student Health Center	(949) 824-5304
Workers Compensation	(949) 824-7008
<b>Workplace Violence Prevention</b>	
Police Department (24 hours)	(949) 824-5223/911
Faculty and Staff Counseling Center (FSCC)	(949) 824-8355
Counseling Center (for students)	(949) 824-6457

## Building Information Humanities Zone 6

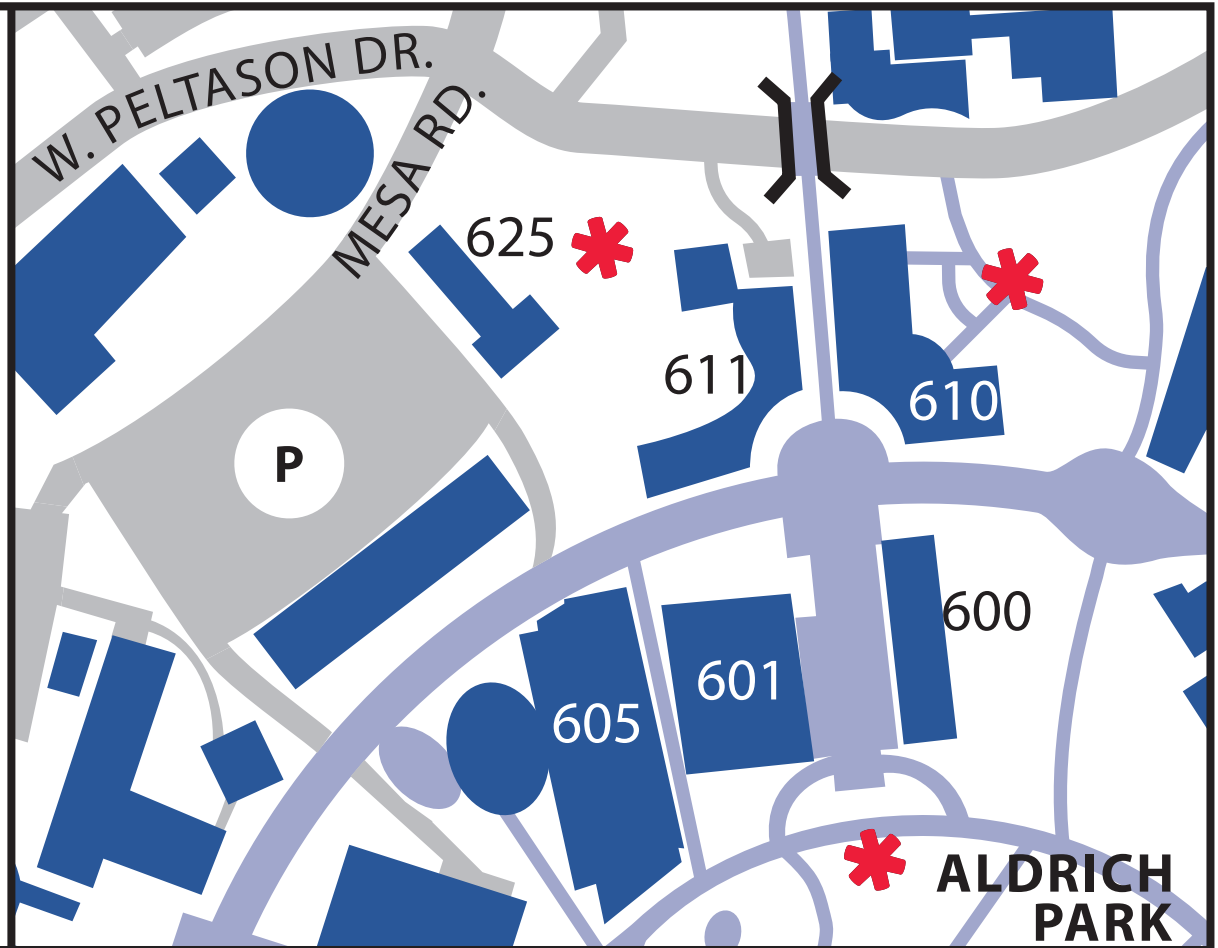
	<b>Name</b>	<b>Phone</b>	<b>E-mail</b>	
<b>Zone Captain</b>	Colin Andrews	824.2493	<a href="mailto:andrewsc@uci.edu">andrewsc@uci.edu</a>	
<b>Zone Captain (Alt.)</b>	Laura Swendson	824-6408	<a href="mailto:laura.s@uci.edu">laura.s@uci.edu</a>	
<b>Zone Captain (Alt.)</b>	Deedee Nunez	824-6713	<a href="mailto:dynunez@uci.edu">dynunez@uci.edu</a>	
<b>Building</b>	<b>Building No.</b>	<b>Street</b>	<b>Floors</b>	<b>Assembly Areas</b>
MURRAY KRIEGER HALL	600	Humanities Ct.	5.0	<b>Assembly Area:</b> Inner ring to Adrich Park.
HUMANITIES HALL	601	Humanities Ct.	3.0	<b>Assembly Area:</b> Inner ring to Adrich Park.
HUMANITIES INSTRUCTION BLDG	610	Humanities Ct.	5.0	<b>Assembly Area:</b> Grass area on corner of West Peltason. <b>Alternate:</b> Inner ring of Aldrich Park
HUMANITIES GATEWAY	611	Humanities Ct.	4.0	<b>Assembly Area:</b> Grass Area on corner of West Peltason at Mesa Drive
HUMANITIES OFFICE BLDG 2	625	Humanities Ct.	2.0	<b>Assembly Area:</b> Grass Area on corner of West Peltason at Mesa Drive
Instructional Resource Center	603	Humanities Ct.	1.0	<b>Assembly Area:</b> Inner ring to Adrich Park.

# Zone 6 Humanities

BLDG NO BUILDING NAME

- 600 KRIEGER HALL
- 601 HUMANITIES HALL
- 605 ANTEATER LEARNING PAVILION
- 610 HUMANITIES INSTRUCTIONAL BUILDING
- 611 HUMANITIES GATEWAY
- 625 INTERCOLLEGIATE ATHLETICS BUILDING

 ASSEMBLY AREA





## Individual and Family Emergency Planning

When disaster strikes, will you be ready? Do you know what to do at work and at home? Do you have a family plan? It's important for all of us to be prepared to take care of our families, our homes, our campus community and ourselves. In California, whether it's wildfires, earthquakes or winter storms, it's not a matter of "if" a disaster will strike, but "when". We face our share of natural disasters and we're not immune to human caused events. BE SMART. BE RESPONSIBLE. BE PREPARED. BE READY!

Here are *Ten Ways You Can Be Disaster Prepared*. This list is adapted from guidance developed by the California Office of Emergency Services. Take action today – get prepared...

### Step 1: Identify your risk.

What are the hazards where you live? What hazards do we face on campus? Find out what natural or human caused disasters pose a risk for you. Do you live or work in a flood plain, near a major earthquake fault or in a high fire danger area? Are you prepared for an unexpected human-made disaster that can strike at any time? Does your neighborhood or community have a disaster plan?

At home, check with your insurance company to see if your home is in a high-risk area for fire, flood or earthquakes. Make sure your insurance coverage is up-to-date on an annual basis.

On campus, familiarize yourself with the Emergency Procedures blue flip chart. Contact EH&S at 4-6200 for additional copies for your work area.

- [Campus Emergency Procedures](#)
- [Earthquake information](#)

### Step 2: Create a family disaster plan:

Your family needs a plan that tells everyone:

Where to meet if you have to evacuate. Designate a meeting place outside your home where family members can go. Have a backup meeting place in your neighborhood in case your first rendezvous point is inaccessible. Make sure your children's schools and day-care providers or caregivers have a disaster plan and that they schedule annual "disaster drills" with parents to ensure your children's safety.

Who you've identified as the out-of-state friend or family member to be your "family contact" for everyone to check-in with. It is often easier to call long-distance following a disaster.

How to get important information in your community and how to talk to family members should you become separated. To be fully informed:

- Know your area's emergency alerting radio station. Make sure to have a portable radio with extra batteries so your family has access to important information about emergency response efforts in your community. The primary Emergency Alert Station for Orange County is KWVE 107.9 FM. On campus, KUCI is prepared to provide emergency updates for local and regional events.
- Keep a touch-tone phone that does not require plugging into an electric outlet. Include the proper cord that can plug the phone into a home phone jack. After a disaster, cell phones may not be working. Keep calls brief and to the point. Phone lines are valuable communications channels for emergency responders.

If you are in your car, pull over to a safe place and stay in your car. Listen to your car radio for important information.

How to take care of your family pets. Store food and water for them in your disaster supply kit. Keep their tags up-to-date. Keep current pictures in case they get separated from your family.

On campus:

- Maintain a contact list for your department and develop a procedure for contacting colleagues during and after work hours. • Review how to report an emergency in your area.

- Maintain a personal kit of emergency supplies and keep it accessible to "grab and go".
  - Review work area or lab specific emergency procedures.
  - Know the location of fire extinguishers and alarms, eye wash stations and other emergency equipment.
  - Learn at least two ways to exit your work area and get to your pre-designated assembly area.
  - Know your Zone Crew members who will be assisting in safe evacuations.
- 
- [Family Plan Checklist](#)
  - [Red Cross Guidance](#)
  - [Campus Assembly Areas and Zone Crew Listing](#)

### Step 3: Practice your disaster plan:

After you have developed your plan, practice it! Start by having family members meet at a designated spot outside your home like you would after a fire or after the shaking stops. Know how to respond in the event of any disaster, whether to stay put indoors or whether to evacuate your neighborhood by car. If your family needs to evacuate, know the proper evacuation procedures and routes as determined by your local city officials.

On campus, review your work area or department plan with your colleagues. Take an opportunity at an upcoming staff meeting to review emergency procedures. To coordinate a brief evacuation drill, contact your school's facility manager or zone captain.

### Step 4: Build disaster supply kits for your office, home and car:

If you are stranded in your car or have to be self-sufficient at home until help arrives, you need to have a disaster kit with you. Be prepared with a minimum of 3 days of supplies in case vital services are unavailable or utilities are shut off.

On campus, it's wise to keep some essential items such as a change of clothes, sturdy shoes, flashlight, first aid kit, snacks and water on hand. The campus plan makes provisions for care and shelter, but, depending on the size of the incident, it may be a few hours before the response is assessed, organized and operational.

- [California OES Emergency Supplies Checklist](#)
- [Grab 'n Go Bags](#)
- [Three Day Survival Kit](#)

### Step 5: Prepare your children:

Parents, talk with your kids about what the risks are and what your family will do if disaster strikes. Practice your family disaster plan every 6 months. Empower your children to help write the family plan, build the disaster supply kit, and lead the drills. Refresh the kit twice each year to insure age appropriate supplies for your children. The more informed and involved children are in disaster planning, the more prepared they will be.

- [California OES Tips for Preparing Children](#)

### Step 6: Don't forget those with special needs:

Infants, seniors and those with special needs must not be forgotten. Make sure that supplies for your infant are in your kit and that you have items such as medication, oxygen tank or other medical supplies that seniors or persons with disabilities may need. Be sure that you have enough special needs supplies for at least 3 days. If you have a family member in an assisted living facility, ask to review the facility's disaster plan.

On campus, the Disability Services Center has brochures to assist in the planning process for individuals with disabilities or special needs. Persons with disabilities are encouraged to self-identify and work with their supervisors and colleagues on emergency plans customized for their needs and abilities.

- [California OES Tips for the Physically Challenged](#)
- [California OES Tips for the Elderly](#)
- [National Organization on Disability](#)

### Step 7: Learn CPR and First Aid:

Take a basic first aid and CPR course from the American Red Cross. Make sure to take the periodic refresher courses to keep your training current. The training could save the life of a loved one or neighbor following a disaster.

On campus, the Anteater Recreation Center (ARC) offers low cost (or sometimes free) classes. Classes are scheduled conveniently during the workday and on weekends.



- [UCI Anteater Recreation Center](#)

## Step 8: Eliminate hazards in your home and in your workplace:

You must secure the contents of your home or office to reduce hazards, especially during shaking from an earthquake or an explosion. Strap down large electronics, secure cabinet doors, anchor tall furniture and secure overhead objects such as ceiling fans and pictures.

If you live in a high fire danger area, also take the necessary steps to protect your home against wildfires. For advice on making your home fire safe, contact your local fire department.

On campus, Facilities Maintenance is available to assist in securing the contents of your work area. This is a recharge item: make a list, develop a budget, correct items when possible.

- [How to Secure Your Furniture](#)
- [IBHS: Protecting Your Home from Earthquake](#)
- [Make Your Home Fire Safe](#)

## Step 9: Understand post 9/11 risks:

Disaster preparedness must now account for man-made disasters as well as natural ones. Knowing what to do during an emergency is an important part of being prepared and may make all the difference when seconds count. Be vigilant for suspicious packages, unusual activities or behaviors, and out-of-place, unattended backpacks or other materials. Take action to notify the police so that they can respond appropriately.

- [Ready.Gov Website](#)

## Step 10: Get involved, volunteer:

Take part in your community planning, preparedness and response teams. Join your local Community Emergency Response Team (CERT), the American Red Cross, and other community or faith-based organizations in your area.

On campus, keep emergency preparedness on your staff meeting agendas. Participate in Zone Crew activities. Attend training and become a Campus Search and Rescue (CSAR) Team Member.

- [Community Emergency Response Teams \(CERT\)](#)
- [American Red Cross, Orange County Chapter](#)
- [UCI CSAR Program \(Campus Search and Rescue\)](#)

University of California, Irvine Environmental Health & Safety  
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# Emergency Supplies Checklist

## Can You Go It Alone for Three Days?

### Essentials

- Water — One gallon per person per day (a week's supply of water is preferable)
- Water purification kit
- First aid kit, freshly stocked
- First aid book
- Food
- Can opener (non-electric)
- Blankets or sleeping bags
- Portable radio, flashlight and spare batteries
- Essential medications
- Extra pair of eyeglasses
- Extra pair of house and car keys
- Fire extinguisher — A-B-C type
- Food, water and restraint (leash or carrier) for pets
- Cash and change
- Baby supplies: formula, bottle, pacifier, soap and baby powder, clothing, blankets, baby wipes, disposable diapers, canned food and juices.

### Sanitation Supplies

- Large plastic trash bags for waste; tarps and rain ponchos
- Large trash cans
- Bar soap and liquid detergent
- Shampoo
- Toothpaste and toothbrushes
- Feminine hygiene supplies
- Toilet paper
- Household bleach

The first 72 hours after a major emergency or disaster are critical. Electricity, gas, water, and telephones may not be working. In addition, public safety services such as police and fire departments will be busy handling serious crises. You should be prepared to be self-sufficient — able to live without running water, electricity and/or gas, and telephones — for at least three days following a major emergency. To do so, keep on hand in a central location the following.

### Safety and Comfort

- Sturdy shoes
- Heavy gloves for clearing debris
- Candles and matches
- Light sticks
- Change of clothing
- Knife or razor blades
- Garden hose for siphoning and firefighting
- Tent
- Communication kit: paper, pens, stamps

### Cooking

- Plastic knives, forks, spoons
- Paper plates and cups
- Paper towels
- Heavy-duty aluminum foil
- Camping stove for outdoor cooking (caution: before using fire to cook, make sure there are no gas leaks; never use charcoal indoors)

### Tools and Supplies

- Axe, shovel, broom
- Adjustable wrench for turning off gas
- Tool kit including a screwdriver, pliers and a hammer
- Coil of ½" rope
- Plastic tape, staple gun and sheeting for window replacement
- Bicycle
- City map



# Grab 'n Go Bags

Have a *Grab 'n Go Bag* for each person in the house. Keep it by your bed. If you need to evacuate, grab your bag and go.



## Adult Bag

- Flashlight, batteries, and light sticks
- Portable radio and batteries
- Keys (house and car)
- Money (coins and bills)
- Glasses, contacts lenses and solutions
- Medications (at least one-week supply)
- Comfortable shoes, two pairs of socks
- Comfortable clothing (sweats, extra underwear)
- Jacket or sweatshirt
- Whistle (call for help if trapped)
- Pocket knife
- Paper and pencil
- "Okay" and "Help" signs (provided by CERT)
- Emergency phone list, out-of-state contact #
- Lists of people to notify if you are injured
- Copies of important documents: insurance, identification, social security, etc.
- Small first aid kit
- Toilet articles: comb, toothbrush, toothpaste, soap, washcloth, face towel, shampoo, lotion, razor, lip balm, emery board, nail clipper, sanitary products, tissue, sunscreen, etc.
- Toilet paper
- Zip-lock bags, plastic grocery bags
- Good book, playing cards, crossword puzzles
- Work gloves, several pairs of latex gloves
- Blanket
- Plastic ground cloth
- Dust mask
- Crow bar (may need to remove debris)
- Drinking water – store in a separate place (minimum one gallon per person)
- Food
- Snacks (granola bars, trail mix, peanut butter)



## Seniors or Disabled Bag

These items are in addition to the Adult Grab 'n Go Bag.

- Food for special diet needs
- Batteries for hearing aids, wheelchair, etc.
- List of style and serial # of medical devices
- Special supplies: oxygen, catheters, etc.
- Prescriptions for eyeglasses (not older than one year)
- Personal sanitary items (Depends, disposable bags, ties, wipes)
- For guide dogs see Pet Grab 'n Go Bag.



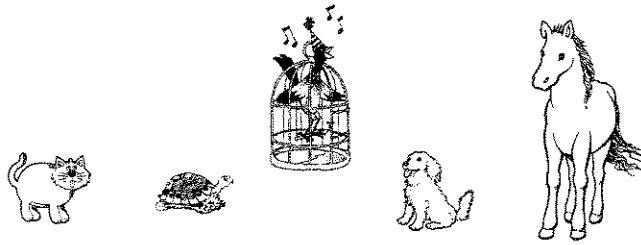
## Infant and Toddler Bags

These items are in addition to the Adult Grab 'n Go Bag.

- Formula, disposable bottles, nipples
- Diapers and wipes
- Instant baby cereal
- Bowl and spoon
- Sunscreen
- At least two changes of clothes
- Light jacket
- Thermometer
- Medicine dropper
- Pedialite, electrolyte replacement solution
- Tylenol, Triaminic and other medications
- Firm soled slippers or shoes
- Toys, books, stuffed animals
- Authorization to Consent to Treatment of Minor Form, completed

## Pet Grab 'n Go Bag

Keep your Pet Grab 'n Go Bag in an easily accessible location near your own emergency supplies.



- Food, water – 3-day supply for each pet
- Bowls - non-spillable
- Collar and leash -for dogs and cats
- Muzzle
- Poop scooper, bags
- Treats, toy
- Blanket, towel, or newspaper for warmth
- ID tag should always be on pet
- Extra name tag
- License number
- Pet carrier or crate for each pet labeled with pet and owner's information (keep near your bag).
- Name, address and phone number of veterinarian, animal control agency and shelters.
- People to contact to take care of the animal
- Vaccination and medical records. Keep inoculations current. In an emergency, pets may come in contact with diseased animals.
- Allergy or other special instructions

### Pet First Aid Kit

- Scissors
- Gauze pads
- Wipes
- Instant cold pack
- Adhesive tape
- Tweezers
- Soap
- Antiseptic cream
- Eye drops

## Car Emergency Kit

- Water
- Food (canned, dehydrated, snacks)
- Sweater or jacket, extra clothing
- Comfortable walking shoes
- Money (coins and bills)
- Flashlight (extra batteries)
- Blanket
- First Aid Kit (bandages, gauze, etc.)
- Pocket knife
- Matches (waterproof)
- Flares
- Fire extinguisher
- Work gloves
- Jumper cables
- Pencil and paper
- Tools (screwdriver, pliers, wire, crowbar, rope, etc.)
- Emergency phone numbers, including your contact person
- Maps of your most often traveled routes
- Personal items – eyeglasses, toothbrush and toothpaste, soap, tissues, hand wipes, toilet tissue, etc.
- Special needs – medication, diapers, infant formula, etc.
- Favorite book, crossword puzzles or games





Write your family's name above

### Family Emergency Communication Plan

#### HOUSEHOLD INFORMATION

Home #: .....

Address: .....

Name: ..... Mobile #: .....

Other # or social media: ..... Email: .....

Important medical or other information: .....

Name: ..... Mobile #: .....

Other # or social media: ..... Email: .....

Important medical or other information: .....

FOLD HERE

#### IN CASE OF EMERGENCY (ICE) CONTACT

Name: ..... Mobile #: .....

Home #: ..... Email: .....

Address: .....

#### OUT-OF-TOWN CONTACT

Name: ..... Mobile #: .....

Home #: ..... Email: .....

Address: .....

#### EMERGENCY MEETING PLACES

Indoor: .....

Instructions: .....

Neighborhood: .....

Instructions: .....

FOLD HERE

Name: ..... Mobile #: .....

Other # or social media: ..... Email: .....

Important medical or other information: .....

Name: ..... Mobile #: .....

Other # or social media: ..... Email: .....

Important medical or other information: .....

Out-of-Neighborhood: .....

Address: .....

Instructions: .....

Out-of-Town: .....

Address: .....

Instructions: .....

FOLD HERE

#### SCHOOL, CHILDCARE, CAREGIVER, AND WORKPLACE EMERGENCY PLANS

Name: .....

Address: .....

Emergency/Hotline #: ..... Website: .....

Emergency Plan/Pick-Up: .....

Name: .....

Address: .....

Emergency/Hotline #: ..... Website: .....

Emergency Plan/Pick-Up: .....

Name: .....

Address: .....

Emergency/Hotline #: ..... Website: .....

Emergency Plan/Pick-Up: .....

#### IMPORTANT NUMBERS OR INFORMATION

Police: ..... Dial 911 or #: .....

Fire: ..... Dial 911 or #: .....

Poison Control: ..... #: .....

Doctor: ..... #: .....

Doctor: ..... #: .....

Pediatrician: ..... #: .....

Dentist: ..... #: .....

Medical Insurance: ..... #: .....

Policy #: .....

Medical Insurance: ..... #: .....

Policy #: .....

Hospital/Clinic: ..... #: .....

Pharmacy: ..... #: .....

Homeowner/Rental Insurance: ..... #: .....

Policy #: .....

Flood Insurance: ..... #: .....

Policy #: .....

Veterinarian: ..... #: .....

Kennel: ..... #: .....

Electric Company: ..... #: .....

Gas Company: ..... #: .....

Water Company: ..... #: .....

Alternate/Accessible Transportation: ..... #: .....

Other: .....







Other: .....

FOLD HERE

# American Red Cross Emergency Contact Card

Get a kit. Make a plan. Be informed.

- Directions:
- \* Print out a card for every member of your household.
  - \* Fill in your emergency contact information.
  - \* Carry this card with you to reference in the event of a disaster or other emergency.

<p>Health Care Provider: _____</p> <p>Poison Control Center: 800-222-1222</p> <p>Ambulance: Call 9-1-1 or _____</p> <p>Fire Dept.: Call 9-1-1 or _____</p> <p>Police: Call 9-1-1 or _____</p>  <p><b>Important Phone Nos.</b></p>	<p>Health Care Provider: _____</p> <p>Poison Control Center: 800-222-1222</p> <p>Ambulance: Call 9-1-1 or _____</p> <p>Fire Dept.: Call 9-1-1 or _____</p> <p>Police: Call 9-1-1 or _____</p>  <p><b>Important Phone Nos.</b></p>
<p><b>Emergency Contact Card</b></p>  <p>Name: _____</p> <p>Phone: _____</p> <p>Home Address: _____</p>	<p><b>Emergency Contact Card</b></p>  <p>Name: _____</p> <p>Phone: _____</p> <p>Home Address: _____</p>
<p><b>People to Call or Text in an Emergency</b></p>  <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>People to Call or Text in an Emergency</b></p>  <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Out-of-Area Contact Person: _____</p> <p>Phone: _____</p> <p>Meeting Place Outside of Neighborhood: _____</p>	<p>Out-of-Area Contact Person: _____</p> <p>Phone: _____</p> <p>Meeting Place Outside of Neighborhood: _____</p>

Visit [RedCross.org](http://RedCross.org) for more valuable information about creating an emergency communications plan, putting together an emergency preparedness kit and for other important preparedness information.