

# UCSF Campus Emergency Action Plan (EAP)

Your Department Emergency Action Plan (EAP) is an integral and vital part of maintaining the preparedness and safety of your worksite community. It is important for you to read and understand your work site Emergency Action Plan BEFORE an emergency occurs. Questions regarding the procedures contained within this Emergency Action Plan should be directed to your worksite manager or the EAP Approver listed in this document.

## This EAP is for...

Control Point \*

S/M - School of Medicine

Department \*

Cellular and Molecular Pharmacology

Unit

Fujimori Lab

EAP Preparer Name

Rebecca Wheeler

Preparer Email

rebecca.wheeler@ucsf.edu

Approver Name

Danica Fujimori

Approver Email

Danica.Fujimori@ucsf.edu

Date Submitted

07/30/2015

Is this an update to this year's Emergency Action Plan?

No  / Yes

If yes, date of original EAP

07/09/2015

## Location

Campus: \*

Mission Bay

Address

600 16th Street, San Francisco CA 94143

Building

Genentech Hall

Floor

5th

Room

N572, N586

## Key Personnel Assignment

### Emergency Coordinators

Emergency Coordinator

Danica Fujimori

Emergency Coordinator Email

danica.fujimori@ucsf.edu

Emergency Coordinator Phone Number

415.514.0147

Alternate Emergency Coordinator

Rebecca Wheeler

Alternate Emergency Coordinator Email

rebecca.wheeler@ucsf.edu

Alternate Emergency Coordinator Phone Number

415.514.1283

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## Floor Wardens

Floor Warden

Vanja Stojkovic

Floor Warden Email

vanja.stojkovic@ucsf.edu

Floor Warden Phone Number

319-594-2414

Alternate Floor Warden

Alternate Floor Warden Email

Alternate Floor Warden Phone Number

## Personnel Roster

List personnel covered under this EAP (Name, Email, Phone) or [download](http://police.ucsf.edu/system/files/eap_roster.doc) ([http://police.ucsf.edu/system/files/eap\\_roster.doc](http://police.ucsf.edu/system/files/eap_roster.doc)) and attach to your completed EAP

Tongyue Chu, tongyue.chu@ucsf.edu, 415.514.4856  
Danica Fujimori, danica.fujimori@ucsf.edu, 415.514.0147  
Christina Fitzsimmons, christina.fitzsimmons@ucsf.edu, 415.514.4856  
Yi-Chang Liu, yichang.liu@ucsf.edu, 415.514.4856  
Lindsey Pack, lindsey.pack@ucsf.edu, 415.514.4856  
Vanja Stojkovic, vanja.stojkovic@ucsf.edu, 415.514.4856  
Rebecca Wheeler, rebecca.wheeler@ucsf.edu, 415.514.1283

Do any personnel require evacuation assistance?

No  / Yes

Are any personnel required for critical operations prior to evacuation?

No  / Yes

## Emergency Chain of Command

List the persons who can make decisions in the event of an emergency

Primary Contact Name

Danica Fujimori

Primary Contact 24 Hour Phone Number

415.601.895

Secondary Contact Name

Vanja Stojkovic

Secondary Contact 24 Hour Phone Number

319-594-2414

## Locations that you need to know...

Nearest Emergency Red Phone (<https://directory.ucsf.edu/page/emergency>.  
(<https://directory.ucsf.edu/page/emergency>))

GH Security Desk, GH Lobby, 415.242.3563

Nearest Fire Alarm Pull Station

N586 exit door, 5N5 Stairwell Exit, N501 Hallway

Nearest Fire Extinguisher

N576 Hallway, N586 Exit door, inside and outside of exit door.

Nearest Automated External Defibrillator (AED)

None

Nearest First Aid Kit

Administrative desk in N572

Location of Emergency Supplies

Administrative desk in N572, Each lab desk in N586, PI Office in N572E

## Important Phone Numbers

### Fire - Police - Medical Emergencies - Hazardous Materials

<b>If you are calling from...</b>	<b>Dial this phone number...</b>
Campus Phones	9-911
SFGH / Non-Campus Phone / Cell Phone	415-476-6911
Non-UCSF Emergency	911
UCSF Police - Non Emergency	415-476-1414

## Evacuation Procedures

State law requires occupants to evacuate to a safe location when the fire alarm sounds, or when ordered to do so by emergency response personnel. Department Managers are responsible for ensuring that employees know their Emergency Assembly Area (EAA) location, and two evacuation routes from the work site location. In your Evacuation Plan:

- Describe the evacuation route out of your building. Remind staff NEVER to use elevator.
- Identify the Emergency Assembly Area (EAA) for the work site. EAAs are places for your department/unit staff to gather and wait for instructions and/or the "all clear" notification by emergency response personnel.
- EAAs should be external to your building in a safe, open area, away from power lines and glass windows. NEVER assemble in any building where the fire alarm is sounding.
- Develop a personal evacuation plan for any person in the Department who might require special assistance during an evacuation. (See Campus Evacuation Policy for People with Disabilities).
- Educate staff to the type of fire alarm system (e.g. sound/strobe lights/pre-recorded voice announcements) specific to your building. Alarm systems vary depending on the UCSF building. Check with your Building Manager if you are unsure. Go to the EH&S web site for information on the Building Fire Alarm System.

**Emergency Exit Locations**

Stairs at S5S, Stairs at 5S3

**Evacuation Route(s)**

Stairs at S5S, Stairs at 5S3

**Your Emergency Assembly Area (EAA) Location is:**

Koret Quad Central, near stone pyramid. Look for rainbow flag.

It is suggested that you draw on a separate piece of paper and attach to your approved EAP Printout a simple diagram showing exits from your building, and evacuation routes to your Emergency Assembly Area (EAA).

**ASSEMBLY POINT:**  
KORET QUAD, NEAR  
PYRAMID SCULPTURE

## AREA B

SHOKAT, TAUNTON LABS

## AREA A

CORREIA, FUJIMORI LABS



**EXIT**

**Alternate Exit**

**A** Fire/Chemical Alarms

Fire Extinguisher