

EMERGENCY ACTION PLAN

This Emergency Plan is written for occupants of the following location.

Building/Room(s) #: HSW 10th floor

Department: Diabetes Center

Division/Unit/Lab: Metabolic Research Unit, Department of Medicine, Division of Endocrinology

Manager: Mounira Kenaani

Phone: 415-885-7606

Email: KenaaniM@derm.ucsf.edu **Campus Mailbox # 0540**

Date Completed: January 15, 2015

The Campus Emergency Preparedness Program assists the campus community to implement emergency preparedness, response and recovery programs, and to ensure compliance with the Campus Emergency Response Management Plan, and the emergency planning policies and mandates of the University of California System and the State of California.

Campus Emergency Preparedness Program
c/o UCSF Police Department, Attn: Michael Sorenson
Box 0238, 476-5683
www.police.ucsf.edu Emergency Preparedness Program

University Policy - 4.10.1 Emergency Preparedness Program
Emergency operations plans for each administrative and academic Department shall be developed.

DEPARTMENT "UNIT" EMERGENCY COORDINATOR (DEC)

Coordinator: Frances DeNoto Reynolds
415-476-2433
fdenoto@diabetes.ucsf.edu
707-689-4127

Co-Coordinator: Mounira Kenaani
Phone: 415-885-7606
Email: KenaaniM@derm.ucsf.edu **Campus Mailbox # 0540**

FLOOR WARDEN(S)

(It is recommended that one person be assigned to function as a Floor Warden during building evacuations, especially if your office/lab has more than 10 people. Floor Wardens will be provided training and are expected to participate in their building's annual evacuation drill)

HSW 10 FLOOR WARDEN **Lily Yu**
415-476-4661
lyu@diabetes.ucsf.edu

EMERGENCY ASSEMBLY AREAS (EAA):

HSW (EAA #10): Go to the 5th Avenue sidewalk between Kirkham & Judah Streets

Note: Go to EAA ONLY IF the emergency requires that the building be evacuated; otherwise, for an emergency on the floor, take stairs down 4 floors and hold.

EMERGENCY SUPPLIES

Emergency supplies are maintained at this work site. , First aid supplies, spill kits, flashlights, and glow sticks and a transistor radio are located in the wall cabinet outside administrative offices. Flashlights are located in the Fire Hose Boxes in the main corridors and near the back stairs.

Campus EMERGENCY PHONE: **9+911**

LOCATION OF NEAREST FIRE ALARM PULL STATION:

For HSW 10:

Main Hallway
Near Back Stairwell

LOCATION OF NEAREST FIRE EXTINGUISHER(S):

For HSW 11:

- **In every room**

EVACUATION ROUTE:

HSW: Stair Exit on South side of building

INDIVIDUALS REQUIRING SPECIAL ASSISTANCE IN AN EVACUATION:

✓ Currently, there are no special needs individuals at this location.

DEPARTMENT ESSENTIAL FUNCTIONS and SPECIAL NEEDS

Identify department critical operations and resources that need to be protected

Laboratories - all

- Freezers & Refrigerators
- Incubators
- Animals
- Specialized Equipment

Comments:

Check power to refrigerators, freezers, and incubators

Key Staff Assignments: List Name/Duty:

Name	Assignment
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ADMINISTRATION

Mounira Kenaani	Shut down File Server, Office Computers, and Printers. Act as Lead Person during Emergency.
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Lily Yu	Check conference rooms HSW 1057 for visitors and assist as necessary.
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Snow Nguyen	Box and secure grant files Box and secure financial files
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LABS

DeNoto / All Lab Managers	Check for damage. Report Major Hazardous Spills to 911
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Principal Investigators: Bhushan, Ku, McManus, Marson, Sneddon	Box & Save Current Raw Data Books
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Chain of Command: Key staff and contact information which will have decision making authorization for the Department/ unit during, and immediately following a disaster situation:

Frances DeNoto Reynolds Lab Manager	MSB 1212	415-476-2433 (work) 707-689-4127 (cell)	fdenoto@diabetes.ucsf.edu
Mounira Kenaani Manager	HSW 1118	415-885-7606 (work) 650-922-9040 (cell)	KenaaniM@derm.ucsf.edu
Matthias Hebrok Director	HSW 1114	415-514-0820 (work)	mhebrok@diabetes.ucsf.edu

