

# EMERGENCY ACTION PLAN

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

**Building/Room(s) #: HSW 11<sup>th</sup> 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](mailto: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 11 FLOOR WARDEN**                      **Jimmy Chen**  
**415-476-9425**  
[jchen@diabetes.ucsf.edu](mailto:jchen@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 11:**

Main Hallway

Near Back Stairwell

**LOCATION OF NEAREST FIRE EXTINGUISHER(S):**

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**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:**

<b>Name</b>	<b>Assignment</b>
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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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Jimmy Chen	Check conference rooms HSW 1128 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: Bluestone, Anderson, Gardner, Hebrok, Vaisse	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

