

EMERGENCY ACTION PLAN

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

Building/Room(s) #: MSB 12th 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: February 5, 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)

MSB 12 FLOOR WARDEN **Frances DeNoto Reynolds**
415-476-2433
fdenoto@diabetes.ucsf.edu

EMERGENCY ASSEMBLY AREAS (EAA):

HSW (EAA #10): Go to the 4th Avenue sidewalk between Parnassus & Irving 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, and flashlights are located in S 1222, S 1230 and S 1258

Campus EMERGENCY PHONE: **9+911**

LOCATION OF NEAREST FIRE ALARM PULL STATION:

For MSB 12:

Hallway near MSB 1210

Hallway near MSB 1230

LOCATION OF NEAREST FIRE EXTINGUISHER(S):

For MSB 12
Inside S 1222
Inside S 1230
Outside S 1230, S 1210
Inside S 1258

EVACUATION ROUTE:

MSB: Stair Exit on East side of building by elevators or stairs by S1210

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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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: Koliwad, Sanda, Xu	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

