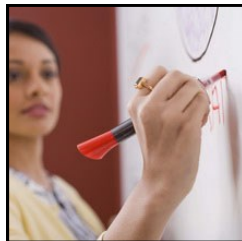




# ARE YOU PREPARED?

Natural disasters such as flood, fire, earthquake, tornado, and windstorm affect thousands of people every year. You should know what your risks are and prepare to protect yourself, your family, and community. Here are some basic tips and guidelines:

- Know your building's emergency plan.
- Know the evacuation assembly areas for your residence and classroom buildings. [www.ehs.uci.edu/em/zonemap.html](http://www.ehs.uci.edu/em/zonemap.html)
- Identify two alternate ways to exit your room or apartment building.
- Locate the fire extinguishers and learn how to use them.
- Develop an emergency communications plan in case family members are separated.
- Have a communication plan with your family; know how to reach them.
- Enter your 'In Case of Emergency' (ICE) into your cell phone so emergency workers know who to contact in the event you're injured. (i.e. ICE-Mom (949) 824-5223)



Stay up to date with news, announcements, and information by following the UCI Police Department on social media or visiting the links below!



**Emergency Management Zot Portal Page**  
<http://police.uci.edu>  
Click on 'Emergency Management'



**Emergency Management Blog**  
<http://sites.uci.edu/emergencymanagement/>



**UCI Police Department Facebook**  
<http://facebook.com/UCIrvinePD>



**UCI Police Department Twitter**  
<http://twitter.com/UCIrvinePD>



**UCI Police Department Nixle**  
<http://nixle.com/University-of-California-Irvine-Police-Department>



## Important Phone Numbers

|   |                                  |
|---|----------------------------------|
| Emergency   | <b>9-1-1</b>                     |
| UCI Police Department<br>(24 hour business line)                                | (949) 824-5223                   |
| UCI Automated Emergency<br>Hotline  | (866) 478-6397<br>(866) IRV-NEWS |
| ZOT Radio (Traffic, Road<br>Closures, Safety Updates,<br>Emergency Information) | Radio 1690 AM                    |

Revised 6/22/15



# EMERGENCY PREPAREDNESS

*For Faculty and Staff*



## UCI Police Department

150 Public Services Building  
Irvine, CA 92697-4900  
(949) 824-5223  
[www.police.uci.edu](http://www.police.uci.edu)

## Emergency Notification

Emergency notifications are issued by the UCI Police Department to the campus community via zotALERTS and ZotMail.



It is important that everyone takes these message seriously. They provide important information known to authorities at a specific point in time.

Additional information will be sent as it becomes available via additional text messages, social media, email, and smart classroom messaging. You will be notified once the emergency or dangerous situation has been mitigated.

**Sign up to receive zotALERT text messages.**

[www.oit.uci.edu/zotalert](http://www.oit.uci.edu/zotalert)

## Building Evacuation

- Stay calm. Do not panic. Move swiftly.
- Safely stop your work and secure any hazardous materials or equipment before leaving.
- Gather your personal belongings if safe to do so.
- Proceed to the nearest safe exit.
- Do not use elevators.
- Proceed to the designated assembly area.
- Wait for instructions from emergency responders.
- Do not re-enter the building until an all clear message is given by emergency responders.



## Secure-In-Place

A Secure-In-Place notification may be issued when the UCI Police Department determines that there is a potential threat to the campus. When notified to Secure-In-Place, initiate action immediately. Take ALL zotALERTs seriously. You will be safest by placing a locked door or other barricade between you and the associated violence or danger.

### How do I Secure-In-Place?

- Stay calm. Do not panic.
- Find a room and lock or barricade doors.
- Turn off lights, silence phones, and close blinds.
- Move away from doors and windows.
- Use furniture for added protection.
- If there are other employees or students/visitors in the vicinity, instruct them to go to the closet/office/classroom/lab/residence hall.
- If you are in a classroom, notify class of "Secure-In-Place" notification. Lock and barricade all doors.
- Follow instructions from police, fire, zone crew team members, and other first responders.
- Stay sheltered until an all clear message is given.

### What if I am outside?

- Seek shelter in a nearby building.
- If you are unable to get inside a building, seek nearby shelter, e.g. large trees, walls, cars in a parking lot/garage, away from the danger area (if known) or leave the campus.

## Faculty & Staff Responsibilities

- Review the UCI Emergency Procedures Chart. [www.police.uci.edu/UCI\\_EmerProc.pdf](http://www.police.uci.edu/UCI_EmerProc.pdf)
- Review the campus Emergency Operations Plan. [police.uci.edu/em/EmergencyManagementPlan.pdf](http://police.uci.edu/em/EmergencyManagementPlan.pdf)
- Know what to do in a campus emergency.
- Know your Zone Captain and Zone Crew members in your area. [www.ehs.uci.edu/em/zonemap.html](http://www.ehs.uci.edu/em/zonemap.html)
- Have an emergency kit in your car, home, and office.

## Hazardous Material Shelter-In-Place

Shelter-In-Place simply means seeking immediate shelter inside a building due to a release of toxic chemicals, biological or radioactive materials to the outside air. If the outside air quality is threatened or compromised, sheltering in place keeps you inside an area offering more protection. Although rarely called for, Shelter-In-Place usually lasts only a few hours.

You may be notified to Shelter-In-Place via Zone Crew members, emergency responders, ZotMail, and zotALERT text messages.

[police.uci.edu/em/eprepman/documents/hmsp.pdf](http://police.uci.edu/em/eprepman/documents/hmsp.pdf)



**S-I-P**  
Shelter - In - Place