

**UCLA**

# School of Dentistry

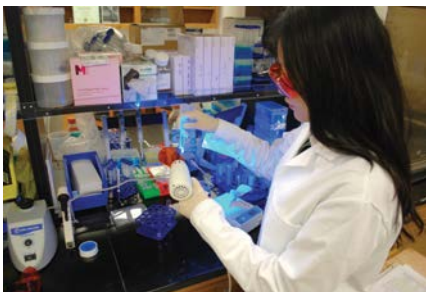


## Emergency Action Plan

**School of Dentistry**  
714 Tiverton Drive  
Los Angeles, CA 90095



**Venice Dental Center**  
323 S. Lincoln Blvd  
Venice, CA 90291



Revised May 2017

## TABLE OF CONTENTS

<b>FOREWORD</b> .....	<b>3</b>
<b>SECTION 1: EMERGENCY TELEPHONE NUMBERS</b> .....	<b>4</b>
1.1 SCHOOL OF DENTISTRY .....	4
1.2 VENICE DENTAL CENTER .....	5
<b>SECTION 2: EMERGENCY ACTION PLAN</b> .....	<b>6</b>
2.1 FIRE .....	6
2.2 BUILDING EVACUATION .....	7
2.3 IN THE EVENT OF AN EARTHQUAKE .....	10
2.4 IN THE EVENT OF A MEDICAL EMERGENCY.....	11
2.5 IN THE EVENT OF A BOMB THREAT.....	12
2.6 IN THE EVENT OF A HAZARDOUS MATERIAL SPILL OR RELEASE.....	13
2.7 SHELTER IN PLACE .....	13
<b>ATTACHMENTS</b> .....	<b>14</b>
<b>ATTACHMENT A: SOD EMERGENCY ASSEMBLY AREA</b> .....	<b>15</b>
<b>ATTACHMENT B: VENICE DENTAL EMERGENCY ASSEMBLY AREA</b> .....	<b>16</b>
<b>ATTACHMENT C: FACILITY WARDEN PROGRAM ROSTER</b> .....	<b>17</b>
<b>ATTACHMENT D: PERSONAL EMERGENCY KIT</b> .....	<b>21</b>

## FOREWORD

The School of Dentistry developed this Emergency Action Plan (EAP) in accordance with the requirements outlined in Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1910.38. The Department Emergency Coordinator, in coordination with the Facility Warden, the Building Manager, and other key personnel, provided building-specific information contained in this document.

**Department Emergency Coordinator:**

Name: Vina Chin

**Facility Warden:**

Name: Arik Baharouzi

**Building Manager:**

Name: Lisa Gotori-Koga

**My assigned:**

Floor Warden is (if applicable): \_\_\_\_\_  
(name) (phone number)

*\* Refer to Attachment C for a complete listing of Wardens for your building.*



**1.2 VENICE DENTAL CENTER – 323 S. Lincoln Blvd, Venice, CA 90291**

**Emergency: Fire/Medical/Police**

**All Emergencies**..... **9-1-1**  
LAPD West Bureau..... (310) 482-6334  
LAFD Station 63..... (310) 575-8563

**Non-Emergency**

Department Emergency Coordinator..... (310) 206-7094  
SOD Environmental, Health and Safety..... (310) 825-4306  
SOD Facilities Management..... (310) 825-7141  
CHS Occupational Health Unit..... (310) 825-6771

## **SECTION 2: EMERGENCY ACTION PLAN**

### **2.1 FIRE**

#### **In the Event of a Fire:**

- 1) Sound the nearest alarm.
- 2) Call for help. Dial 911 from a campus phone or UCPD at (310) 825-1491.
- 3) Follow the evacuation route and exit the building using the nearest safe stairwell.
- 4) DO NOT use the elevator.

#### **If You Hear a Fire Alarm:**

- 1) When a building fire alarm is activated, never assume it is a false alarm. Everyone must exit the building.
- 2) If there is smoke in the hallway as you exit, stay low to the floor.

#### **If You Are Trapped Inside a Room by Fire:**

If you hear a fire alarm and you are inside a room, feel the door before opening it. If it is hot, do not open it. Fire may be in the hallway. If you must remain inside the room:

- 1) Call UCPD Dispatch, tell them your location and that you need Fire Department assistance to get out. Seal up the bottom of the door with cloth to prevent smoke from entering.
- 2) If you need more air and the windows are operable, open the window. Break windows only as a last resort.
- 3) Signal from the window to show the Fire Department your location.

## Fire Extinguishers

Before attempting to extinguish a fire, sound the alarm and call for help. If you use the extinguisher, stay between the fire and the exit. Do not try to extinguish a fire larger than the size of a trash can.

### To use a fire extinguisher, remember to **PASS**:

- P. PULL** the pin from the handle.
- A. AIM** the extinguisher nozzle at the base of the fire.
- S. SQUEEZE** the handle to begin the flow of extinguishing material.
- S. SWEEP** the nozzle slowly from side to side.

## 2.2 BUILDING EVACUATION

- 1) Prior to an emergency, take the time to identify alternate paths to exit the building, noting the location of all stairwells.
- 2) Always keep corridors and hallways clear so as not to impede evacuation.
- 3) Everyone must leave the building immediately if the fire alarm is activated or if directed to do so. If working with a patient, terminate the dental procedure immediately and instruct the patient to leave the chair.
- 4) Follow the evacuation route and exit the building using the nearest safe exit or exit stairwell. Follow the instructions of the Floor Warden and remember to never use the elevators in an emergency evacuation.
- 5) If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards, proceed to another exit or exit stairwell.
- 6) During stairwell evacuation, hold the handrail, and stay to the right side of the stairwell. Allow enough room for others to enter the flow of traffic.
- 7) As conditions permit, proceed to the SOD assembly area on the east sidewalk of Tiverton Ave., across the street from the School of Dentistry Clinic lobby. Do not go into the Botanical Gardens (See attachment A).

At the Venice Dental Clinic, please proceed to the west end of the parking lot. If you need to evacuate the property, exit through the gate on the south side of the parking lot (See attachment B).

- 8) Do not re-enter the building until given the “all clear” by emergency personnel.

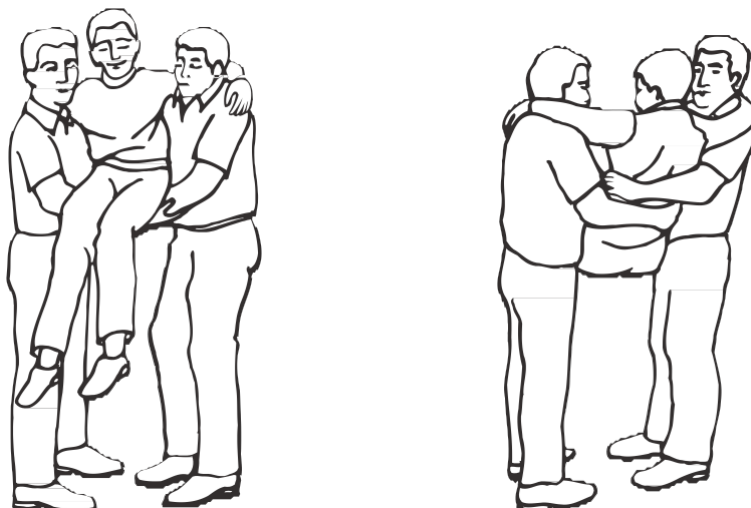
## Emergency Evacuation for People with Disabilities

In the event of a building evacuation, some individuals with disabilities may require special assistance. Everyone can help by becoming aware of those who may need assistance.

### Mobility-Impaired/Wheelchair

For wheelchair users on upper floors, assistance normally will be provided by trained Fire Department personnel. Building occupants should remain with the disabled person in a room with an exterior window, a telephone, a solid door, and send someone out to notify emergency personnel of the location of the person in need of assistance. Fire Department personnel can then assist the person. Only when the Fire Department is not available and there is an imminent hazard should occupants evacuate wheelchair users. If this must be attempted, one of two techniques that may be used is the **two-person cradle carry**.

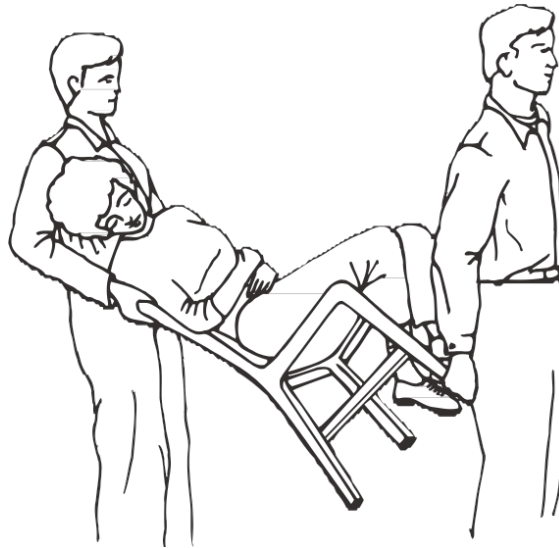
- 1) With a second person, wait until other evacuees have moved down the stairwell.
- 2) Both of you stand on either side of the individual.
- 3) Reach under the individual and lift them out in a cradle.
- 4) Control the descent by walking slowly and cautiously.
- 5) Never leave the wheelchair in a stairwell to avoid impeding evacuation. Leave the wheelchair in the hallway once other evacuees have moved down the stairwell.





A second technique is the **office chair evacuation**:

- 1) Transfer the individual to a sturdy office chair.
- 2) First helper gently leans the chair backwards.
- 3) The other helper holds onto the front legs of the chair. Both will lift the chair simultaneously.
- 4) The helpers control the descent by bending their legs slowly and keeping their back straight.



### **Hearing Impaired**

People with hearing impairments may not hear audio emergency alarms and will need to be alerted by other building occupants.

### **Visually Impaired**

People who are visually impaired may need assistance in evacuating. The assisting individual should offer his/her elbow to the individual with a visual impairment and guide him/her through the evacuation route.

## 2.3 IN THE EVENT OF AN EARTHQUAKE

A major earthquake may cause damage, injuries, and many emergencies on campus. In the event of a major earthquake:

- 1) **Drop, cover and hold.** Protect yourself from falling objects such as light fixtures or bookcases. Stay away from windows. Get under a table or desk, or stay in an area free of falling hazards.
- 2) Do not stand in a doorway. Doorways offer no greater protection than any other area.
- 3) If outside, move away from structures, power poles, or other possible hazards. Stay in an open area.
- 4) During the shaking, do not run for exits or attempt to leave the building. Walking may be difficult and heavy objects may fall in your path. Remember to **drop, cover and hold.**
- 5) When the shaking stops, check for injuries to people in the area. Call for medical assistance and render first aid if required.
- 6) UCLA, using BruinAlert, will alert the campus community during a major emergency or disaster. You can sign up to receive text messages at <https://www.transportation.ucla.edu/bruinalert>. You can also listen to the battery-operated radio found in your emergency kit for emergency information (AM 1630).

### Emergency Response Kit

Every employee/student is given a personal emergency kit issued by the School of Dentistry in case of earthquake or other disasters. This kit should contain essentials to secure survival for 72 hours, including:

- 1) Water and non-perishable food to sustain you for three days.
- 2) Emergency space blanket.
- 3) First aid supplies.
- 4) Portable AM/FM radio (spare batteries or hand crank).
- 5) Flashlight (spare batteries or hand crank).

It is your responsibility to update your personal emergency kit once it has been issued. Replacement supplies may be purchased through:

More Prepared  
4857 W. 147<sup>th</sup> St. Suite C  
Hawthorne, CA 90250  
Tel: (888) 733-7245  
[www.moreprepared.com](http://www.moreprepared.com)

SOS Survival Products  
15705 Strathern St. #11  
Van Nuys, CA 91406  
Tel: (800) 479-7998  
[www.sosproducts.com](http://www.sosproducts.com)

The following additional supplies may be added to your emergency response kit:

Medications: Buy only currently date stock, and rotate your supply.

- Necessary medication (prescription)
- Hydrogen peroxide
- Skin disinfectant spray
- Diarrhea medication
- Eye drops
- Cold/cough medicine
- Antihistamines (Benadryl)
- Insect spray

**Everyone is encouraged to assemble personal emergency go kits and have them accessible at all times. Please see attachment D for suggested items**

## 2.4 IN THE EVENT OF A MEDICAL EMERGENCY

- 1) Call 911 from a campus phone or UCDP Dispatch at (310) 825-1491.
- 2) Provide the location, nature of injury or illness, and the subject's current condition.
- 3) If possible, provide information about the age and sex of the subject, and any known medical history.
- 4) Stay with the subject. Do not move the subject unless either of you are in immediate danger of further injury.
- 5) Notify Environmental Health and Safety at (310) 825-4306 and fill out incident report after the emergency has passed.

## **2.5 IN THE EVENT OF A BOMB THREAT**

Get as much information as possible from the caller and report the threat immediately to UCPD Dispatch at (310) 825-1491.

- 1) The exact time of the call.
- 2) The caller's exact words.
- 3) Any noticeable characteristics of the caller.
- 4) Any information about the explosive device or its location.

Bomb threats received through the mail or by other means are also to be reported immediately.

UCPD will assess the threat and advise the building's occupants if it is necessary to evacuate the building. If it is necessary to evacuate, proceed to the Emergency Assembly Area. Stay away from the building until advised to return.

### **Suspicious Object/Package**

- 1) Do not touch or disturb the object.
- 2) Clear the area and notify UCPD Dispatch at (310) 825-1491.
- 3) Notify a supervisor or building manager. Stay away from the object or package.

### **Suspicious Person**

- 1) Do not physically confront the individual.
- 2) Do not let any suspicious person into a locked building or office.
- 3) Do not block the person's access to an exit.
- 4) Notify UCPD Dispatch at (310) 825-1491 or CHS Security at (310) 267-7100.

## **2.6 IN THE EVENT OF A HAZARDOUS MATERIAL SPILL OR RELEASE**

In the event of a spill or release of a hazardous material in a laboratory or other location:

- 1) Faculty, staff, and students should not attempt to clean up hazardous spills.
- 2) Notify Environmental Health and Safety at (310) 825-9797 of any hazardous materials spill, even if small.
- 3) Depending on severity of spill or release, call 911 or UCPD Dispatch at (310) 825-1491.
- 4) Provide detailed information on the spill or release.

## **2.7 SHELTER IN PLACE**

In some unusual situations, it may be necessary to remain inside the building rather than evacuate. Examples include a civil disturbance, or incident involving chemical or other weapons on campus. If you become aware of such situation:

- 1) Go indoors.
- 2) Close doors and windows.
- 3) Move to an interior room away from windows.
- 4) Stay in place until notified by CHS Safety Officers or UCPD Officers.

## **ATTACHMENTS**

Attachment A: SOD Emergency Assembly Area

Attachment B: Venice Dental Emergency Assembly Area

Attachment C: Facility Warden Program Roster

Attachment D: Personal Emergency Go Kit

## ATTACHMENT A: SOD EMERGENCY ASSEMBLY AREA

Everyone must leave the building immediately if the fire alarm is activated or if directed to do so. Proceed to the SOD emergency assembly area on the east sidewalk of Tiverton Ave., across the street from the School of Dentistry Clinic. Do not go into the Botanical Gardens.



When evacuating through the breezeway, proceed to the east sidewalk of Tiverton Ave.



When evacuating through the clinic lobby, stay on the sidewalk and proceed to the east sidewalk of Tiverton Ave.



SOD Emergency Assembly Area. Do not go into the Botanical Gardens. Do not re-enter the building until given the “all clear” by emergency personnel.

## ATTACHMENT B: VENICE DENTAL EMERGENCY ASSEMBLY AREA

Everyone must leave the building immediately if the fire alarm is activated or if directed to do so. Proceed to the Venice Dental emergency assembly area on the west end of the parking lot. If you need to evacuate the property, exit through the gate on the south side of the parking lot.





## ATTACHMENT C: FACILITY WARDEN PROGRAM ROSTER

<b>Building: School of Dentistry, CHS</b>			
<b>Position</b>	<b>Name</b>	<b>Room</b>	<b>Phone</b>
<b>Department Emergency Coordinator</b>	Vina Chin	53-038	310-206-7094
<b>Building Manager/Coordinator</b>	Lisa Gotori-Koga	B0-011	310-825-7141
<b>Facility Warden</b>	Arik Baharouzi	A3-062	310-825-4306

<b>Floor Warden(s)</b>				
<b>Area</b>	<b>Floor</b>	<b>Name</b>	<b>Room</b>	<b>Phone</b>
Corridor 3	B3 Level	Jesus Suarez	B3-012A	310-206-7569
	A Level	Minh Tran	A3-062	310-825-0031
	1 <sup>st</sup>	Matthew Dingman	13-089	310-825-1955
	2 <sup>nd</sup>	Veronica Rios	23-068	310-825-1850
	3 <sup>rd</sup>	Elizabeth Wilcox	33-064A	310-825-4736
	4 <sup>th</sup>	Miguel Gomez	43-042A	310-825-3037
	5 <sup>th</sup>	Maria Saldana	53-045	310-825-4141
	6 <sup>th</sup>	Leslie Hanson	63-045	310-825-4443
	7 <sup>th</sup>	Muneeza Irfani	73-010	310-206-8045
Corridor 3 Backups	B Level	Joseph Alcocer Jr.	B3-029	310-825-5035
	A Level	Genevieve Cedillo	A3-062	310-825-9597
	2 <sup>nd</sup>	Lesley Carrillo	23-020	310-206-3237
	3 <sup>rd</sup>	Constance Daino	33-064	310-825-4736

	5 <sup>th</sup>	Steve Shaevel	53-011	310-206-6072
	7 <sup>th</sup>	Michael Tu	73-017	310-206-8045
Clinic	B Level	Sandy Ferrer	B0-130	310-825-9501
	A Level – SA, CE, A0-125, Locker Rooms	Noemi Benitez	A0-111	310-794-7971
	A Level – A0-156	Torey Moody	A0-156	310-825-7223
	1 <sup>st</sup>	Jeff Goldstein	10-136A	310-794-5565
	2 <sup>nd</sup>	Lorena De La Torre	20-137	310-825-5619
	3 <sup>rd</sup>	Walter Amaya	30-125	310-206-8395
Clinic Backups	B Level	Janet Cicero	B3-129	310-794-7939
	A Level – SA, CE, A0-125, Locker Rooms	Maribel Uribe	A0-111	310-825-9789
	A Level – A0-156	Diane Cudal	A0-156	310-825-0834
	1 <sup>st</sup>	Vincent Chan	10-136	310-206-1184
	2 <sup>nd</sup>	Daniel Mendoza	20-140	310-825-5161
	3 <sup>rd</sup>	Irma Correa	30-131	310-825-9295

<b>Stairwell Monitor(s)</b>				
<b>Area</b>	<b>Floor</b>	<b>Name</b>	<b>Room</b>	<b>Phone</b>
Corridor 3 B-Bank	B Level	Victoria Sandoval	B3-087A	310-206-8515
	A Level	Louis Gutierrez	A0-111	310-825-7478
	1 <sup>st</sup>	Dorothy Jackson	13-089	310-825-6406
	2 <sup>nd</sup>	Ned Avejic	23-068	310-825-5311
	3 <sup>rd</sup>	Rosa Hernandez	33-039	310-825-6672
	4 <sup>th</sup>	TBD		
	5 <sup>th</sup>	Pat Rowley	53-045	310-825-5636
	6 <sup>th</sup>	Olga Bezougliaia	63-014B	310-825-2880
	7 <sup>th</sup>	Susan Kim	73-017A	310-206-7310
Corridor 3 Backups	B Level	Guillermina Gaeta Huizar	B3-087	310-825-5889
	A Level	Kyle Tupaz	A3-062	310-825-9597
	2 <sup>nd</sup>	Sandy Lam	23-068	310-825-6534
	3 <sup>rd</sup>	Yasmin Sharawy	33-009	310-794-4387
	5 <sup>th</sup>	William Rivera	53-045	310-825-5636
	7 <sup>th</sup>	TBD		
Clinic A Bank	B Level	Brian Lozano	B0-111	310-825-5920
	A Level	Nancy Corona	A0-156	310-825-0834
	1 <sup>st</sup>	Cheryll Andico	10-139B	310-825-2038
	2 <sup>nd</sup>	Lidia Bolanos	30-118	310-825-4619
	3 <sup>rd</sup>	Maria Delgadillo	30-144	310-206-8947

Clinic Backups	B Level	Maria Guevara	B0-129	310-206-1343
	A Level	Jodie Baker	A0-156	310-825-7223
	1 <sup>st</sup>	Yancy Coto	10-158	310-825-5896
	2 <sup>nd</sup>	Veronica Cerna-Guzman	30-118	310-267-0502
	3 <sup>rd</sup>	Lizette Perez	30-125	310-825-4348

<b>Building: Venice Dental Center</b>			
<b>Floor Warden(s)</b>			
Area	Floor	Name	Phone
Clinic	Main Level	Arianna Altfeld	310-450-7178
Clinic Backups	Main Level	Debra Thomas	310-392-4103

## ATTACHMENT D: PERSONAL EMERGENCY GO KIT

Everyone is encouraged to assemble personal emergency Go Kits and have them accessible at all times. Go Kits should be available at home, in the car, and at work. Work and car emergency kits typically contain fewer items than home kits. Suggested items to include in your personal emergency supply Go Kit at home are listed in the table below. Kits should be checked routinely and prior to expiration date(s) if the kit contains items that expire or are perishable.

### Personal Go Kit (Home)

<b>Clothing</b>
Underwear (5)
Socks (5)
Comfortable shoes
Casual shirts or blouses (5)
Casual pants/skirts (khakis and jeans are fine-2 pairs)
Sweater or light jacket (1)
Pajamas (1)
Exercise clothes
Business clothes (1 set if involved with other agencies or media)
Dress shoes and belt (if involved with other agencies or media)
Seasonal outerwear (coat, hat, gloves, rain gear)

<b>Essentials</b>	<b>Expiration Date</b>
Two weeks supply of non-perishable/special dietary foods	
Eating utensils	
Drinking water/containers -1 gallon per person/per day (minimum 3 days)	
Personal identification/driver's license	
Insurance card(s)	
Government Emergency Telecommunications Services (GETS) Card, if applicable	
Credit cards, check book, cash (at least \$50), including coins for vending machines	
Photocopies of credit and identification cards	
Personal hygiene items (toothpaste/toothbrush, soap, brush, razor, shampoo, deodorant, etc.)	
Toilet paper and pre-moistened towelettes	
Medications (At least 14 day - preferably a 30 day - supply)	

Flashlight/batteries	
Emergency contact phone numbers (including out-of-area) and important documents	
Contact lenses and solution/extra pair of glasses	

Miscellaneous Items	Expiration Date
Laundry Bag	
Laundry Soap (for 3-6 loads)	
First aid book and kit	
Sewing Kit (Thread, Needles, Safety Pins, Buttons)	
Personal Reading	
Camera and film	
Extra batteries for cameral flashlights, radio, portable TV & lamps/ etc.	
5-6 Trash Bags	
Favorite packaged snacks or candy (7 days)	
Stamps, envelopes, and paper	
Personal address book	
Instant tire sealer	
Games/ books, playing cards, etc.	
Portable radio with batteries	
Sleeping bag/blankets, pillow	