

UCSD Price Center Facility Building Evacuation Procedures

- 1) If the event that:
 - a) The fire alarm sounds
 - b) The building shaking subsides (after a major earthquake),
 - c) The building power fails
 - d) A terrorist attack occurs and subsides
 - e) Any other major building emergency occurs
- 2) All employees must gather their important personal belongings (i.e. keys, purses, wallets, cell phones, etc.) and exit immediately, closing (not locking, if possible) office doors behind them.
- 3) Designated Evacuation Area Managers (see list below) or their alternates must then sweep through their assigned areas (see list below) upon exiting the building – informing everyone to exit immediately as they go (knock on locked doors).
- 4) Human Resources office Managers or their designees exit the building carrying their Current Employee Rosters.
- 5) All patrons and employees gather at the Library Walk Dentil 1979, not in the Plaza.
- 6) Employees and supervisors for each department gather together.
- 7) Department supervisors account for all supervised employees with the help of their staff.
- 8) Department supervisors report all missing employees known to be working that day to the most senior Student Affairs officer present (i.e. Assistant Vice Chancellor for Student Life), along with the most likely areas where these employees could be found.
- 9) Most senior Student Affairs officer present records this information on the Current Employee Rosters and shares it with emergency personnel upon their arrival.
- 10) Employees wait for further instructions from emergency personnel before leaving, returning to work, or assisting with victim care.
- 11) If the facility is determined to be unsafe by emergency personnel, the most senior Student Affairs officer present records the time each employee is released on the Current Employee Lists before he/she exits the campus.
- 12) If the facility is determined to be safe by emergency personnel, the most senior Student Affairs officer present records the time each employee returns to work on the Current Employee Lists before he/she re-enters the building.

EVACUATION AREA MANAGERS – PRICE CENTER

1st Floor

- ❑ **Vendors (Bookstore, food vendors, etc)**
Regular: Vendor Management
- ❑ **Food Court, Restrooms**
Regular: Custodial Services Manager & Maintenance Supervisor
Alternate: No alternate
- ❑ **Box Office, Theatre, Theatre Lobby & Surrounding Offices, EDNA, Restrooms**
Regular: Box Office Manager
Alternate: Campus Tours Coordinator

2nd Floor

- ❑ **Vendors (Bookstore, Post Office, Imprints, etc)**
Regular: Vendor Management
- ❑ **Catering Kitchen**
Regular: Head Chef
Alternate: Banquet Manager
- ❑ **Ballroom AB, Ballroom Foyer, Green Room, Restrooms**
Regular: Operations Manager
Alternate: Information Systems Manager
- ❑ **Administrative Offices**
Regular: University Centers Director
Alternate: University Centers Administrative Assistant
- ❑ **Catering Office, Catering Director's Office**
Regular: Catering Director
Alternate: Catering Production Manager
- ❑ **Reservations Desk, Meeting Rooms, Operations, Business Office, Info. Systems**
Regular: Scheduling & Events Manager
Alternate: University Centers Associate Director
- ❑ **Gameroom, Library Lounge, D/RS, Gallery AB, Restrooms**
Regular: Technical Services Manager
Alternate: Technical Services Assistant Manager

3rd Floor

- ❑ **Bookstore**
Bookstore Management
- ❑ **A.S. Business Offices, UEO Offices**
Regular: UEO Director
Alternate: Director, Student Programs Business Office
- ❑ **SOLO lounge & Surrounding Offices, Balcony, Student Leadership Chambers**
Regular: SOLO Director
Alternate: SOLO Senior Advisor
- ❑ **A.S. Student offices, Senate Chambers, Back Hallway, Restrooms**
Regular: A.S. Executive Assistant
Alternate: AVC Administrative Assistant