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

10/24/2005