

5.1 BEFORE THE EMERGENCY

Prepare for Emergency Evacuations

- Locate your primary and secondary exits (refer to the Emergency Evacuation Plan at the end of this document).
- Locate your Assembly and Rescue Assistance Areas.
- Keep halls and emergency exits clear of boxes/other items.
- Report hazardous conditions.
- Know who your Facility, Floor and/or Area Warden(s) are.
- Identify people in your area who may require assistance in an evacuation.
- Know your emergency phone numbers.
- Know best way to manage situations involving animals you may be working with.

Prevent Fires

- Avoid the “electrical octopus” (too many plugs in a multi-plug outlet).
- Do not run cords under carpeting.
- Replace broken or frayed cords.
- Maintain appliances (no toasters/toaster ovens).
- Do not allow trash and boxes to accumulate, especially near heating elements and electrical equipment.
- Store flammable liquids and other combustible materials in approved containers.

For electrical safety concerns, contact [Facilities Management Trouble Call Desk] at [(310) 825-9236] or [310-825-1423], and your Facility Warden (refer to Attachment C).

Prepare for Shelter-In-Place (SIP)

- Know where your Shelter-in-Place area(s) are.
- Be prepared to perform shelter-in-place tasks if pre-designated to do so by your Floor/Area Warden.

Prepare for Earthquakes

- Determine the safest place to take cover.

- Assess personal work areas as follows:
 - Window glass: If your workstation is near a window or glass partition, decide where you will take cover to avoid being injured by flying glass.
 - Heavy objects: Anchor heavy objects (e.g., tall filing cabinets/shelves) to the wall. (Note: Furnishings over 5 feet 9 inches must be anchored; for healthcare facilities, furnishings over 4 feet must be anchored).
 - Loose objects: If you have materials stored on top of cabinets or shelves, determine if these items should be secured or moved to lower shelves.

NOTE: Remember, most injuries sustained in an earthquake are caused by flying, loose objects.

Additional information on family and personal preparedness may be found on the UCLA Health System website at: <http://www.uclahealth.org/body.cfm?id=1779>. Recommended Personal Emergency Go Kit items are found in Attachment F.