

**UC MERCED FRESNO CENTER**

**EMERGENCY ACTION PLAN**



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# **UC MERCED FRESNO CENTER EMERGENCY CONTACTS**

## **Primary Contact**

Van Van Vleet – Facilities Manager, Fresno Center

Office: 559-241-7420

Cell: 559 313 7420

## **EMERGENCY RESPONDERS**

Police & Fire: 911

## UC MERCED FRESNO CENTER SUITE CONTACT DIRECTORY

<b>Suites</b>	<b>Contact</b>	<b>Primary</b>
212 UCM Facilities Management	241-7400 313-7420	Jen Rodarte Van Van Vleet
100 UCM SBDC Regional Network	241-6590	Diane Howerton
100 Central Valley Higher Education Consortium	292-0576	Angel Ramirez
100 UCM External Relations	241-7512	Mort Peyvandi
100 UCM Office of Admissions	241-7452	Encarnacion Ruiz
100 CAT Card Program and Systems	241-6574	Abraham Cereno
100 UCM Real Estate Services	241-7507	Francesca Cannizzo
100 UCM Office of Campus Culture & Compliance	209-756-6326	Sheryl Ireland
105 UCM Center for Educational Partnerships	241-6508	Melissa Mayorga
130 Armenian Heritage Museum / ATG	224-1000	Varoujan Der Simonian
130 UCM Office of Research and Economic Development	209-285-9447	Melissa Tatham
210A UCSF Fresno LaCMER	241-7659	Denise Ramos
210B UC Cooperative Extension	241-7519	Yolanda Murillo
215 SEIU-UHW	265-4890	Ninfa Mananian
230 Fresno State OCED	278-0519	Ismael Herrera
240 Fresno State Educational Opportunity Center	278-5328	Jenny Amaro
240 Fresno State Cal-SOAP	278-5209	Maribel Gonzalez
240 Kids In Need of Defense (KIND)	240-4184	Alejandra Tovar
240 Hmong Cultural Heritage Center	801-6471	Blouanew Yang
240 SEIU-ED Fund	241-6520	Ed Ballesteros

Front Desk  
Emergency Procedure  
**Personal Threats**

Definition:

Any aggressive (physical or verbal) attack that you believe will turn into a violent act that could cause personal injury to yourself or others in the building.

Front Desk:

1. Activate Panic Button by holding the button for 30 seconds (You can carry the button with you)
2. Evacuate yourself to a safe harbor, Suite 100 if possible.

Support Staff:

1. Call key partner contacts and inform them that a personal threat situation is in progress.
2. Instruct them to lock all suite entrance doors.
3. Have all personnel remain in their suites, (under desk) until notified that the building has become secure.
4. Make contact with Fresno Police to pass on the actual situation under way.

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240	Fresno State Educational Opportunity Center	278-5328	Jenny Amaro
240	Fresno State Cal-SOAP	278-5209	Maribel Gonzalez
240	Kids In Need of Defense (KIND)	240-4184	Alejandra Tovar
240	Hmong Cultural Heritage Center	801-6471	Blouanew Yang
240	SEIU-ED Fund	241-6520	Ed Ballesteros

Partner  
Emergency Procedure  
**Personal Threats**

**Definition:**

Any aggressive (physical or verbal) attack that you believe will turn into a violent act that could cause personal injury to yourself or others in the building.

**Originating from the Main Reception Area:**

Personal threats can come in many forms, some of which have lead to the death of innocent people. In order to reduce risk to you, we ask that you adhere to the following guidelines should a violent threat be encountered at the UC Center Reception Area.

You will receive a call from UC Merced official indicating that a potentially violent threat is in progress. Please adhere to the following guidelines.

1. Immediately lock all suite entry doors
2. Do not open the doors unless you are sure who is on the other side.
3. Notify all occupants to remain in their office until notified by the Fresno police or other UC Merced official that the situation has been secured. Exiting your suite could lead to confusion and personal danger!
4. Try to remain calm and reduce the use of phones so as not to overwhelm the phone system.
5. The Fresno police or other UC Merced official will notify you when the situation has been cleared and the building is once again safe.

**Originating from within a Partner Suite:**

Should a threat originate from with a partner suite, it is imperative that the police and other building occupants be notified as soon as possible.

You will receive a call from a UC Merced official indicating that a potentially violent threat is in progress. Please follow the following guidelines:

6. Immediately lock all suite entry doors
7. Do not open the doors unless you are sure who is on the other side.
8. Notify all occupants to remain in their offices until notified by the Fresno police or other UC Merced official that the situation has been secured. Exiting your suite could lead to confusion and personal danger!
9. Try to remain calm and reduce the use of phones so as not to overwhelm the phone system. The Fresno police or other UC Merced official will notify you when the situation has been cleared and the building is once again safe.

Front Desk  
Emergency Procedure  
**Fire**

1. Call 911 to report the fire and as a backup please press the “Panic Button” for 30 seconds (You can carry the Panic Button with you)
2. Call all suites and require an immediate evacuation of the building in an orderly manner.
3. Make sure Restrooms are empty and Conference Rooms are notified that they must vacate the building and assemble near the designated evacuation point. (Building Management must be positioned at the front and rear exits to direct conference attendees to their appointed area).
4. Exit yourself to the designated evacuation point.
5. Do not reenter the building until told to do so by Fresno Police or UC Merced officials.

Partner  
Emergency Procedure  
**Fire**

1. If a fire breaks out immediately contact the UC Center front desk for response procedures.
2. Notify all personnel in suite to evacuate building.
3. Evacuate yourself to your suite's designated evacuation point.
4. Upon assembling at designated evacuation point immediately do a roll call for all personnel in your suite and check in with UC Center Building Personnel at the designated evacuation point to report your suite's roll call status.
5. The Fresno Fire Department/Police or other UC Merced official will notify you when the situation has been cleared and the building is once again safe.



Front Desk  
Emergency Procedure  
**Earthquake**

Front Desk:

1. Notify support staff to alert suites.
2. Evacuate yourself to the designated point (Point #1).

Support Staff

3. Call key partner contacts and inform them of the emergency in progress and instruct all partners to evacuate to their designated evacuation point.
4. Evacuate yourself to the designated evacuation point.
5. Do not return to the building until instructed to do so.

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Partner  
Emergency Procedure  
**Earthquake**

1. Notify all personnel in suite to evacuate building.
2. Evacuate yourself to your suite's designated evacuation point.
3. Upon assembling at designated evacuation point immediately do a role call for all personnel in your suite and check in with UC Center Building Personnel at the designated evacuation point to report your suite's roll call status.
4. The Fresno police or other UC Merced official will notify you when the situation has been cleared and the building is once again safe

Front Desk  
Emergency Procedure  
**Bomb Threat**

1. Call Fresno Police by holding the “Panic Button” for 30 seconds or dial 911 (You can carry the Panic Button with you)
2. Call all suites and require an immediate evacuation of the building in an orderly manner.
3. Make sure Restrooms are empty and Conference Rooms are notified that they must vacate the building and assemble near Evacuation Point 1. (Building Management must be positioned at the front and rear exits to direct conference attendees to their appointed area)
4. Exit yourself to the Center’s Designated Evacuation Point
5. Do not reenter the building until told to do so by Fresno Police or UC Merced officials
6. Ask anyone in Suite 100 to help make the calls

Partner  
Emergency Procedure  
**Bomb Threat**

1. Upon receipt of a perceived bomb threat immediately evacuate entire suite to designated evacuation point.
2. Immediately contact front desk and alert Building Management to the threat. The Building Management will forward the need to evacuate to all of the Center's suites.
3. If instructed to evacuate, assemble at designated evacuation point and immediately do a role call for all personnel in your suite and check in with UC Center Building Personnel at the designated evacuation point to report your suite's roll call status.
4. The Fresno Police or other UC Merced official will notify you when the situation has been cleared and the building is once again safe.

