

# Environment, Health & Safety

# Safety Briefs

Please Post!

March/April 2006

## Cell Phone Tip Calling for Emergency Help on Campus

Add the Campus Police phone number to your cell phone: (858) 534-4357

If your cell phone is not from the 858 area code, make sure to include the 858 area code so the call will go through.

Whether you use a cell phone or a campus phone, you must dial a number to reach a dispatcher. **Dialing 911 reliably connects you with police, fire, or medical assistance.** But the dispatcher you reach (the UCSD Police dispatcher or the California Highway Patrol dispatcher) will depend on the phone you call from.

- From **UCSD campus phones and pay phones**, dialing 911 reaches the UCSD Police dispatcher.
- From **cell phones or off-campus phones**, dialing 911 reaches the California Highway Patrol dispatcher and the local jurisdiction, respectively.

What difference does it make? UCSD Police are on-site, know the campus, and will get to you much more quickly than off-campus responders. That's why it's a good idea to have their number at your fingertips.



UCSD Police dispatcher

— Safety tip from Teresa Allen,  
Department Safety Coordinator for VC-Student Affairs

## How to Report an Emergency at UCSD

<http://blink.ucsd.edu/go/reportemergency>

Learn how to report a crime or emergency at UCSD. In addition to campus phones and your cell phone, UCSD has emergency call boxes and other systems in place to reach a Police dispatcher fast. Get detailed information on Blink at <http://blink.ucsd.edu/go/reportemergency>.

## Building Evacuation Procedures

Every UCSD department must have an **Emergency Action Plan**. Evacuation procedures for clearing all students, faculty, staff, and visitors from your building or facility form a key part of that plan.



Building occupants, gathered at their assembly area, listen to an emergency responder.

Become familiar with your building evacuation routes and the outside assembly area for your department. Follow these basic procedures when a fire alarm is activated or you are instructed to evacuate:

- Safely stop your work. If it is safe, do the following without delay:
  - Shut down equipment that could become unstable or present a hazard
  - Gather your personal belongings (glasses, prescription medication, keys, purse, etc.)
  - Close exterior window(s)
  - Quickly move outside using the nearest door marked with an EXIT sign
  - Touch a closed door before opening it; if the surface is hot, **DO NOT OPEN IT** — use another exit route
  - Close, but do not lock, all doors as you leave

**continued on back ... see Evacuation Procedures**

## Take the Stairs

Make a point of climbing the stairs instead of taking an elevator. As a supplement to other forms of exercise, stair climbing may help keep your weight in check while it strengthens your legs. Bonus: UCSD has many buildings with fabulous views from the upper floors. Take advantage of the exercise opportunity and the scenery!



Buildings with outdoor stairs are great for fresh air exercise and taking in the view.



Please Post or Circulate



## “Safety Training Days” on Enrollment Central

Register for EH&S safety training  
on Enrollment Central at:

<http://enrollmentcentral.ucsd.edu>

Browse “EH&S—Safety” under Course Topics for classes and schedules. Learn more about UCSD safety training resources at <http://blink.ucsd.edu/go/safetytraining>.

## Ergonomics Resource Fund

**EH&S has funding assistance available** to help purchase ergonomic products from Marketplace for employees who have completed ergonomic training. This includes ergonomically-designed lab products. Learn how to take advantage of the EH&S Ergonomics Resource Fund on Blink at <http://blink.ucsd.edu/go/ergofund>.

Explore the range of Marketplace Ergonomic Solutions at <http://marketplace.ucsd.edu/Ergonomic.asp>.

## Evacuation Procedures...continued

- **Do not use elevators** — go to the nearest safe stairway
- Help those who need special assistance (disabled, small children, etc.)
- Report immediately to your designated assembly area so a head count can be taken
- If anyone is unaccounted for, report the name of the individual(s) and last known location to emergency responders
- Notify emergency responders about sensitive research, operating equipment, animals left in laboratories, etc.
- Remain outside at your designated assembly area
- Do not reenter the building until the building is declared safe by an appropriate authority (police, fire department, hazmat team, etc.).



Waiting outside after a building evacuation.

Find more information on Blink at <http://blink.ucsd.edu/go/emergencyprep>, including how to develop a Department Emergency Action Plan. Contact EH&S Emergency Services if you need assistance: [ehsemerg@ucsd.edu](mailto:ehsemerg@ucsd.edu).

## Campus Casualties Incident Reports



- An employee’s head, neck, back, and hip were injured when the individual climbed out on a beam to take pictures, lost balance, and fell onto a deck and concrete floor below.
- A vertical filing cabinet became top-heavy, tipped over and fell on the employee who opened its two top drawers at the same time.
- An employee placed a box on a dolly with the weight too far forward on the tray. The dolly abruptly tilted forward and slammed the employee’s forehead.

## Develop Your Ergonomic Awareness: Posture and Positioning for Computer Users

**There’s a lot you can do** to avoid muscle aches and discomfort associated with prolonged and repetitive use of a computer keyboard and mouse. Become a keen observer of your own posture and the positioning of your equipment.

Incorporate these tips into your work style to avoid problems:

- **Maintain good posture when working.** Sit all the way back in the chair against the backrest. Keep knees equal to or lower than your hips and your feet flat on the floor or on a footrest.
  - **Keep your elbows in a slightly open angle with your wrists in a straight position.** The keyboard tilt can help you attain the correct arm position. A negative tilt (front of keyboard higher than back) helps when working in upright sitting positions. If you recline, a positive tilt (front of the keyboard lower than the back) might be necessary.
  - **Avoid overreaching.** Keep the mouse and keyboard within close reach. Center the most frequently used section of the keyboard directly in front of you.
  - **Center the monitor in front of you** at arm’s length distance. Position the top of the monitor 2” to 3” above seated eye level. You should be able to view the screen without turning or tilting your head up or down.
  - **Place source documents on a document holder** positioned between your monitor and keyboard. If there is not enough space, place documents on an elevated surface close to your screen.
- Find more ergonomic self-help** on Blink at <http://blink.ucsd.edu/go/ergo>.