EDUCATION & RESEARCH

Emergency Action & Evacuation Plan

In compliance with:
California Code of Regulations
Title 8, Section 3220

Implementation Date: July 28, 2020
Annual Review Date*: 07/28/2020_ESI

*Reviewed and initialed by Safety Coordinator
Table of Contents

PART A:
CONTACT INFORMATION ........................................................................................................... 3
EMERGENCY PROTOCOLS – ALERT NOTIFICATION ................................................................. 4
EMERGENCY PROTOCOLS – EVACUATION .............................................................................. 5
ASSIGNED JOB RESPONSIBILITIES ....................................................................................... 6
RESPONSIBILITIES OF SAFETY OFFICER/COORDINATOR .................................................... 7

PART B:
PURPOSE OF EMERGENCY ACTION PLAN (EAP). ................................................................... 8
EMERGENCY COORDINATORS/EVACUATION ......................................................................... 9
FIRE & SMOKE ........................................................................................................................... 9
POWER FAILURE ....................................................................................................................... 11
EARTHQUAKE ............................................................................................................................ 12
FLOODING .................................................................................................................................. 13
FUMES & TOXIC SPILLS ............................................................................................................ 13
BOMB THREATS & DISRUPTIVE BEHAVIOR ......................................................................... 14
INJURIES ..................................................................................................................................... 15
EVACUATION OF ANIMALS & HANDICAPPED INDIVIDUALS ............................................... 16
EVACUATION OPTIONS DURING A FIRE ALARM .................................................................... 17
ADDITIONAL SAFETY INFORMATION ....................................................................................... 20
COMMUNICATIONS FOR CAMPUS WIDE EMERGENCIES .................................................... 21
SHELTERING IN PLACE ............................................................................................................. 22
COMMUNITY SURVIVAL & STRATEGIES FOR AN ACTIVE SHOOTER ................................. 23

APPENDIX ................................................................................................................................. 24
   DEPARTMENT ROLL CALL SHEET            BUILDINGS OCCUPIED BY DEPARTMENT           MAPS
EAP CONTACT INFORMATION

This EAP has been prepared for:

EDUCATION & RESEARCH

The plan complies with the California Code of Regulations, Title 8, and Section 3220.

Department Name: See Department Contact(s) form
Department Location(s): See Department Contact(s) form
Department Chairperson: See Department Contact(s) form
Department CAO/MSO: See Department Contact(s) form

Department Safety Officer(s):

Sacramento Campus
Elizabeth Ingham 916-947-9847 esingham@ucdavis.edu

Davis Campus
Brett Smith 530-752-9996 brsmith@ucdavis.edu
EMERGENCY PROTOCOLS – ALERT NOTIFICATION

Reporting Emergencies:

In the event of an emergency, UC Davis (Davis & Sacramento campus) employees should contact UC Davis Dispatch by dialing 9-1-1 from a land line or a cell phone.

You should call 9-1-1:
- In the event of a medical emergency
- To report all fire incidents, even if the fire is extinguished
- To report criminal or suspicious behavior
- If you are in doubt about the seriousness of a situation, such as any possible situation that you believe may be serious and that may result in injury, death, loss of property, apprehension of a suspected criminal or prevention of a crime that is about to occur.

Provide the following information to UC Davis Dispatch upon calling:
- Who you are
- Whether you are in a safe location
- What the nature of the emergency is
- Where it is located
- When it happened
- How it happened

Alert and Notification of Employees:

If an emergency calls for an evacuation or employees to take action, there needs to be a system in place to notify them. Emergency alert and notification of employees should be multi-layered, as systems can fail. A variety of methods are available, though not all systems apply to every building on the UC Davis (Davis & Sacramento campus), including:
- Audible alarm
- Visual alarms/signals
- Verbal notification
- UC Davis WarnMe
- Via other electronic media

Examples of notification methods include: fire alarm system, PA system, phone tree, bullhorn, even just flashing the lights can be a way to let people know there is an emergency happening.

The methods of alert and notification of employees in this department are:

Primary Method: **FIRE ALARMS – AUDIO ONLY! VISUAL ALARMS!**

Additional notifications: **CELL PHONE, VERBAL COMMUNICATION**
EMERGENCY PROTOCOLS – EVACUATION

Evacuation Procedures & Routes

Many incidents (e.g., building fire, police response) could require an evacuation of all or part of the campus. All employees must evacuate the building when notified to do so. Please refer to Policy & Procedure Manual 390-10 for more information on Campus Emergency Policy. http://manuals.ucdavis.edu/PPM/390/390-10.pdf

Prior to Exiting
After being notified to evacuate, stop all work activities and evacuate immediately. Close, but do not lock, the doors (locked doors can hamper rescue operations). Remember that you may not be allowed back into the building for an extended time.

Evacuation Routes/Exiting the Building
During an emergency evacuation, use the nearest door or stairway if available. Each employee needs to be aware of at least two exit routes in their main building in the event one is compromised. All campus buildings over one story high must have building evacuation signs posted on every floor. The signs must be posted at all stairway and elevator landings and immediately inside all public entrances to the buildings. More information on this is available in the Fire Net on Evacuation Signs: https://safetyservices.ucdavis.edu/safetynet/emergency-evacuation-signs

Persons involved with developing the EAP need to address how to evacuate colleagues with special needs that are unable to evacuate on their own. More information and guidance on this topic can be found in the Fire Net on Guidelines to Emergency Evacuation Procedures for the Disabled: https://safetyservices.ucdavis.edu/units/emergency-preparedness/community/special-needs

Assembly Area
After exiting the building, all employees, students, volunteers, and visitors should follow the evacuation route to the pre-arranged assembly area.

The department Director/Dean/Chair should assign an Assembly Area Manager to each evacuation location. List all buildings in which department members are assigned space and the corresponding assembly areas and manager.

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>ASSEMBLY AREA LOCATION</th>
<th>AREA MANAGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>(SEE MAPS)</td>
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</table>

All employees should stay within your respective group at the Assembly Area. No one should leave the area until notified by the First Responders, Assembly Area Manager, or Responder Liaison.
ASSIGNED JOB RESPONSIBILITIES

Assembly Area Manager Duties:
It is recommended that the senior employee or their designee acts as the Assembly Area Manager. The Assembly Area Manager should be responsible for taking roll call and therefore it is imperative that prior to an emergency the Department Safety Coordinator (Safety Officer) and Assembly Area Manager work together to ensure an updated employee roll call sheet is available and accessible at the time of the emergency. Ideally, the person responsible for roll call will take a personnel list (use attached form or alternate) before leaving the building. The Assembly Area Manager should report any injuries in need of immediate care to First Responders. Any other minor injuries should be documented and reported through the proper chain of command to the Department Director/Dean/Chair.
The Assembly Area Manager is responsible for sharing information as it becomes available to the evacuated persons. The Assembly Area Manager should not leave the assembly area, therefore it is suggested the Assembly Area Manager assign a liaison to the First Responders.

Responder Liaison Duties:
The Responder Liaison ensures important communication and information exchange between the First and Second Responders (e.g. Fire, Police, Facilities), and the Area Assembly Manager. The Responder Liaison (whom may be the DSC if present) is responsible for informing the on-scene Incident Commander of the status of department employees and visitors. Responder Liaisons should be prepared to provide the following information (if known):

- Nature of the emergency (e.g. fire)
- Location of the emergency
- Number of persons trapped
- Number of persons hurt
- Number of persons unaccounted for

NOTE: After a major incident, building occupants may not re-enter buildings until cleared by a CAMPUS OFFICIAL.

Procedures for Employees Who Remain to Operate Critical Operations

Safety is a top priority at UC Davis, and there are no critical operations worth risking one’s welfare to perform. If you believe your department has critical operations requiring an employee(s) to remain in the building during an evacuation (most departments will not), please contact UC Davis Office of Emergency Management and Mission Continuity (prepare@ucdavis.edu) to develop this section of the plan.
RESPONSIBILITIES OF THE DEPARTMENT SAFETY OFFICER / COORDINATOR

The Safety Officer(s) and Department Safety Coordinators are responsible for implementing essential elements including planning, evaluating, and implementing the EAP. The following duties must be performed to maintain an effective EAP:

- Review and update the EAP annually or as needed.
- Update and submit the Emergency Call List to the UC Davis Dispatch Center (letgarcia@ucdavis.edu).
- Train employees on the location of emergency exits, fire extinguishers, manual pull stations, first aid kits, and AEDs if applicable.
- Ensure evacuation routes are posted and walkways remain clear at all times.
- Train employees annually on the EAP, including the “Additional Training” sections. Ensure all new hires are familiar with the procedures and a copy of the plan is made available. Document all training.
- Train the Assembly Area Managers, Responder Liaisons, and Alternate Department Safety Contact. Confirm they understand their duties as assigned in the plan.
- Exercise your department’s EAP annually. It is recommended you exercise your plan in the following order:

  1. **Conduct a Tabletop Exercise.** This will allow departments to use their training on the EAP, as well as to work through any inefficiencies prior to an emergency. Contact the UC Davis Office of Emergency Management and Mission Continuity (prepare@ucdavis.edu) for training or assistance with your tabletop exercise.

  2. **Schedule a Building Evacuation.** The UC Davis Fire Department can perform a limited number of building evacuations each month. Advanced notice and coordination between the departments that share your building before the exercise is critical. The Fire Department will not conduct the exercise if coordination between department DSCs has not occurred. Please contact your Department Safety Coordinator to schedule an exercise. Evacuations will be scheduled on a first come first serve basis and times and dates will be decided based on the Fire Department’s availability. To schedule a fire drill, please contact the UC Davis Fire Department.
PURPOSE OF EMERGENCY ACTION PLAN (EAP)

This document represents an emergency procedure action plan intended to provide guidance in the initial response to unexpected events and emergency situations. It is only a guide, and at all times personnel are expected to be able to assess the severity of each situation and to act in a manner intended to protect themselves and others before protecting property and animals. You should never put yourself in danger to protect university property or the life of an animal. **Never jeopardize your own safety and become a victim.**

Supervisors are responsible for ensuring that this information is presented to all staff, students, and temporary workers. Supervisors must maintain a log of training sessions addressing these procedures. The emergency action plan will be kept in a written form at appropriate areas that can be accessed at all times by staff for reference. Each employee is responsible to read the EAP in order to be prepared for an emergency. Quick action may prevent minor emergencies from becoming major ones.

**General Safety Information Websites:**
- Emergency Services/Campus Safety: [http://ucdavis.edu/emergency/emergency-services.html](http://ucdavis.edu/emergency/emergency-services.html)

**Communication**

In many cases communication is the most important action that you can take in response to an emergency. You should remain calm. In a life-threatening emergency your first reaction should be to communicate to those within immediate danger that an emergency exists and then to contact the appropriate authorities. Always protect yourself before attempting to contact authorities. When contacting them, you should be prepared to state the nature of the emergency, the location and the current status of the emergency. Give them a phone number and a location where you can meet them safely if that is appropriate. Again, take steps to remove you and warn others to leave the area of danger. If you have a cellular phone carries it all times during an emergency and gives the phone number to your area supervisors.
EMERGENCY COORDINATORS/EVACUATION

Your Supervisor will be the area emergency supervisor. Always attempt to contact them. The area emergency supervisor should contact the emergency coordinator as follows:

UC Davis Health:  
(Building)

Emergency Coordinator:  
(Primary)  (Phone)

Emergency Coordinator:  
(Alternate)  (Phone)

Schools of Health Safety Officers

Elizabeth Ingham  esingham@ucdavis.edu  916-947-9847
(Sacramento Campus)

Brett Smith  brsmith@ucdavis.edu  530-752-9666
(Davis Campus)

Emergency Coordinators are responsible for coordinating continuing responses to ongoing emergencies. They will serve as the point contact for communications concerning campus wide responses to emergencies. Overall, campus animal coordination will be done through the Office of the Campus Veterinarian (530-219-3076). The emergency command post will be at the Office of the Campus Veterinarian, at the Teaching and Research Animal Care Services (TRACS) headquarters, if no phones are functioning. Teaching and Research Animal Care Services (TRACS) will provide basic care for animals.

FIRE & SMOKE:

FIRE EMERGENCY: 911

Reporting a Fire:
Report the first sign of fire or smoke to the fire department either by activating a fire alarm or by calling 911. When calling give your name, phone number, the area and location of the fire and its nature or source if known. Tell them where you can meet them outside the building or structure. DO NOT WAIT INSIDE the building for the fire department. DO NOT STAY INSIDE THE BUILDING IF A FIRE ALARM SOUNDS. Warn others in the immediate area and then quickly evacuate the building.
**Small fires:**
If a fire is very small (no larger than a 5-gallon bucket), you may attempt to extinguish it with a fire extinguisher. Always contact the fire department first. Never place yourself in a position where the fire can expand and trap you inside. For that reason, if there is any doubt about the size of the fire, ALWAYS LEAVE the building.

- Class A fires involve paper, cloth, wood and similar combustibles. Water may be used on these fires.
- Class B fires are from gasoline, oil and grease type fires. NEVER use water on these types of fires, as it can make them worse. Use a DRY or CHEMICAL fire extinguisher that is designed for such fires.
- Class C fires are electrical based fires. Again NEVER use water on such fires. Use a DRY or CHEMICAL fire extinguisher designed for such fires.

Emergency coordinators and supervisors are responsible for showing employees the locations and types of fire extinguishers in each area.

Operating instructions and cautions for each extinguisher are printed on the name plate. Read the instructions before you need to use it.

Supervisors are responsible for having the fire extinguishers serviced on a regular basis by the appropriate fire department.

Evacuation: Follow the existing evacuation plans for your area (see Evacuation Maps at end of this document). When evacuating, try to close as many doors, windows or vents as possible to reduce oxygen to the fire and to slow its spread to other areas. If you have time, leave the doors unlocked, but closed, to aid firefighters in gaining access to areas.

If the fire is confined to a small portion of a large building, the decision to evacuate the entire building will be made by the Fire Department or Emergency Coordinators. Always err on the safe side, and leave a building if you feel personally threatened.

How to evacuate: Stay close to the floor until you are sure there is no smoke. Take your keys, if you encounter unsafe conditions you may have to return to your room. Check each door for heat and smoke.

Shut doors and fire doors between you and the fire (do not lock them). Go to the nearest exit, use stairs (not elevators) and once outside report to your evacuation assembly point (see evacuations maps).

If you can’t evacuate: Move to a safe location, preferably a room with fire-rated walls and or doors. Use a phone to notify authorities of your location. Hang something outside a window to mark your location. Place wet towels or other material at bottom of doors.
POWER FAILURE

Facilities (Davis Campus): 530-752-1655
Plant Operations (Sacramento Campus): 916-734-2763

Building or individual room power failure:
In the case of an individual building or room power failure, your first action should be to report the failure to Facilities (Davis Campus) or Plant Operations (Sacramento Campus). Next you must contact your area supervisor and the appropriate Emergency Coordinator (for building power failure). Follow their instructions.

Total Campus Power Failure:
In the event of a total campus-wide power failure, you should attempt to contact Facilities (Davis Campus) or Plant Operations (Sacramento Campus), your supervisor and the appropriate Emergency Coordinator in the same manner as described above and evacuate as needed. Again report to the evacuation assembly point (as stated in the Building Evacuation Plan) and await further instructions.

Flashlights:
All supervisors are required to stock at least one flashlight or automatic lighting device in the immediate work area. These must be checked quarterly and new batteries purchased as needed.

Computer Failures:
Report all computer failures to: Data Center (Davis Campus) @ 530-752-1566
Computer Services (Sacramento Campus) @ 916-734-4357.

Special Actions:
When evacuating an area due to power failure, make an attempt to turn off as many electrical devices as you reasonable can without endangering yourself. This may prevent problems when the power is restored and will allow emergency generators to run longer.

Extended Power Outage:
Your supervisor will need your help to deal with an extended power outage. Consult with your supervisor, but in general, you should continue to report to work each day. Initially you should report to work at the evacuation assembly point, unless your supervisor advises you to meet at a different location.

Communication is crucial. Area supervisors with cellular phones are encouraged to use them. Supervisors must contact Emergency Coordinators throughout the day for instructions and to coordinate activities for each day of the emergency.
Emergency Coordinators are responsible for directing overall response to the power outage and they will serve as the liaison between Facilities/Plant Operations, Teaching and Research Animal Care Services, Office of the Campus Veterinarian, other supervisors and various departments on Campus.

Emergency Coordinators should be aware of the location of back-up generators. They are responsible for deploying portable generators and authorizing the use of any back-up power generators. At any time, Plant Operations can authorize the use of a back-up generator.

Emergency Coordinators should work closely with laboratory personnel to discuss the impact of the situation on the animal colony.

**EARTHQUAKE**

**During Quake:**
During a quake you should take steps to protect yourself. You should take cover under sturdy heavy furniture or in steel doorframes. Stay away from glass windows or from unsecured item that can fall. Make sure gas tanks, bookshelves etc. are fastened to the wall. Wait for the tremor to stop before moving. Since aftershocks are common and often severe, always plan for a second or third protection source when thinking through your escape from the building. NEVER use elevators during or after an earthquake.

**After Quake:**
Stay away from windows and damaged areas. Expect aftershocks. Avoid objects that may have become unstable during the quake and have the potential to fall as you approach them. Do not use elevators. Do not turn on any electrical devices that could cause a spark, as gas lines may have ruptured and the spark may cause an explosion. In all instances, immediately evacuate the building and meet at the evacuation assembly point for your area. Your area supervisor will give you further instructions.

If it is a major earthquake, with potential for structural damage, the supervisor should immediately contact their Emergency Coordinator for instructions. Emergency Coordinators will contact the dispatcher or police department. Civil response agencies will provide further instructions. If a fire is present call 911 from a safe location.

You should expect that you would be on your own for a significant amount of time after a major quake. Fire departments and other civil response agencies will screen calls and respond to life threatening emergencies first. Ultimately, you are responsible for your own safety. Expect aftershocks, fires, fallen or exposed electrical lines, gas leaks and falling debris are the most likely hazards you will encounter.

If the quake is small, survey your unit and call your supervisor. The supervisor will contact the Director's Office.
FLOODING

Facilities (Davis Campus): 530-752-1655
Plant Operations (Sacramento Campus): 916-734-2763

Individual room or building flooding:
If a waterline bursts or some other event causes a room or floor of a building to flood, you should immediately call Facilities/Plant Operations and report the flood. Contact your area supervisor next, and they will take appropriate steps to stop the water and assess the damage.

NEVER GO INTO A FLOODED ROOM UNLESS THE ELECTRICAL POWER IS OFF.

Supervisors should immediately call the Facility Manager and attempt to determine the source of the water. If safe to do so, they may attempt to stop the water flow while waiting for Physical Plant to respond. Relocate portable equipment if it is safe to do so. Relocate animals if it appears they will come in contact with drain water.

FUMES AND TOXIC SPILLS

Fire Department: 911 from a land line
530-752-1234 (cell phone for Davis Campus)
916-734-2555 (cell phone for Sacramento Campus)

Fumes and Odors:
If you smell fumes or irritating odors, leave the area, closing the door behind you. Contact your supervisor who then should assess the situation and immediately call Facilities/Plant Operations. If your supervisor is unavailable, call Facilities/Plant Operations and report the location and the situation. If animals are in an area that is potentially affected by fumes, and it is still safe for you to enter that space, move them to a more secure location. In the case of primates, consider the biosafety hazards that are created by moving the animals to a different area. Never put yourself in danger to protect the life of an animal or university property.

Gas:
If you smell natural gas in high concentrations, confine the gas by shutting the door and leave the area, notifying people in your area to leave as well. After leaving the building, call 911 and report the situation and location. Then contact your area supervisor and report the situation and location. Do not turn on any electrical devices that could cause a spark and subsequent explosion.
Toxic Spills:
When 1 pint or more of a hazardous material or any amount of an extremely toxic substance is spilled, or when in doubt, call UCD Fire Department: 911 from a land line
530-752-1234 (cell phone for Davis Campus)
916-734-2555 (cell phone for Sacramento Campus)
Evacuate the room, close the door and wait for emergency personnel. Review Safety Net #13 “Guidelines for Chemical Spill Control”
https://safetyservices.ucdavis.edu/safetynet/guidelines-for-chemical-spill

In all cases of fumes, odors, gas leaks and spills, the supervisor should contact their Emergency Coordinator and advise them of the situation after the appropriate initial response agencies (Facilities/Physical Plant, Fire Department, Public Safety Dispatcher) have been contacted. Emergency Coordinators will decide what further action is needed. Make sure the Schools of Health Safety Officer(s) are also aware of these occurrences.

Sacramento Campus:
Elizabeth Ingham 916-947-9847 esingham@ucdavis.edu

Davis Campus:
Brett Smith 530-752-9996 brsmith@ucdavis.edu

BOMB THREATS & DISRUPTIVE BEHAVIOR

Police department: 911 from a land line
530-752-1230 (cell phone for Davis Campus)
916-734-2555 (cell phone for Sacramento Campus)

If you receive a threatening phone call DO NOT HANG UP. Keep the caller on the line as long as possible and try to get as much information as possible, without agitating them. If there is a co-worker in the area get their attention and signal to them that you have a phone threat. The co-worker should immediately dial 911 and report the situation. Even if the caller hangs up, you should not hang up the phone until the police tell you to do so. The connection may still be open and that can aid police in tracing the call.

Once the call has ended, immediately report it to the police, if you have not yet done so, and contact your supervisor. Supervisors must immediately report the threat to their Emergency Coordinator who will give them further instructions.

If you feel there is a valid and immediate threat to you, advise everyone in your area of its nature, then follow standard evacuation procedures to leave the area.
In the case of a bomb threat, do not search for the bomb. The police will handle that process. Evacuate the building immediately.
RIOTS & DISRUPTIVE ACTIVITY

Police department:  911 from a land line
                   530-752-1230 (cell phone for Davis Campus)
                   916-734-2555 (cell phone for Sacramento Campus)

If a person or persons are acting in a manner that is threatening, immediately leave the area. Call the Police, your Emergency Coordinator and supervisor to report the situation.

If you observe a person committing a crime; call the Police, your Emergency Coordinator and supervisor to report the situation.

In case of a robbery, do not argue or resist the person committing the crime. When the robbery is over call the Police, your Emergency Coordinator and supervisor to report the incident.

INJURIES

In a medical emergency:  911 from a land line
                         530-752-1234 (cell phone for Davis Campus)
                         916-734-2555 (cell phone for Sacramento Campus)

Minor injuries: (non-emergency)
Have individual evacuate to safe area if necessary. Provide first aid. Each lab should have a first aid kit available. If needed, transport individual to medical facility when it is safe to do so.

Refer to Safety Net #52 Emergency Medical Care
https://safetyservices.ucdavis.edu/safetynet/emergency-medical-care

Major Injuries: (require emergency medical personnel)

Do not move individual unless the situation they are in is life-threatening. Call 911. Follow the instructions of the emergency personnel. Do not attempt to transport a seriously injured individual to a hospital.
EVACUATIONS

Be familiar with the Schools of Health (School of Medicine & School of Nursing) Evacuation Maps. Know the evacuation assembly points and other details contained in that document.

ANIMAL EVACUATIONS

Protection of yourself and co-workers is your first priority. Always take steps towards accomplishing that goal before considering the animals in your area. Emergency personnel (e.g. police & firefighters) who are on the scene will have human safety as an obvious first priority. If they feel this priority has been met, they may work with personnel to move animals and other university assets to areas of safety. Before moving animals, consider the biohazard issues associated with the animals. If they are considered hazardous to humans in any way, they may pose a threat to emergency personnel and contaminate the area to which you are moving them. Since many of the buildings have fire resistant characteristics, such as fire doors, the safest place may be in the room they are housed. Your immediate action should be to close their room door and leave the building. If there is no time to do that, just evacuate the building. On-going emergencies will require coordination with TRACS personnel for the care of the animals. When possible, assist TRACS in providing for the animal’s basic needs.

Anesthetized animals should be removed from the immediate area of danger, if it is safe to do so. The procedure may then be finished. Enough emergency lighting should be available in the event of a power outage to finish a procedure. In some cases, and if there is time, it may be necessary to euthanize the animal, and then evacuate the building. In all situations, human safety must be considered first.

ON-GOING EMERGENCIES

Stay in daily contact with your supervisor for instructions. They should in turn be in contact with the Emergency Coordinators and campus. Your continuing contact with your supervisor will assist him/her in providing for the ongoing needs of the laboratories, allocating resources, etc.

HANDICAPPED INDIVIDUALS

UC Davis requires that all persons in a facility evacuate that facility any time the fire alarm system is activated. Persons with disability may not be able to evacuate unassisted. Therefore, they should inform another person that assistance may be necessary during fire alarm activation.
“BUDDY SYSTEM” OPTION

Make use of a “Buddy System.” With assistance from the MSO/SUPERVISOR and Safety Officer, make several acquaintances with fellow students, residents, class members, or office workers. Inform them of any special assistance that may be required in the event of a fire alarm (i.e., hearing the alarm, guidance during evacuation, etc.)

When the fire alarm sounds, the “Buddy” (or assistant) will make sure of the location of the person with disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

EVACUATION OPTIONS DURING A FIRE ALARM

Use of the “Buddy System,” along with the following evacuation options, will help to assure the prompt evacuation of any person with disability.

- **Horizontal Evacuation:**
  Move away from the area of imminent danger to a safe distance (i.e., another wing, an adjoining building, opposite end of the corridor, or outside if on the ground level).

- **Vertical (Stairway) Evacuation:**
  Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disability may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially where several flights of stairs are concerned.

- **Stay-in-Place**
  Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door if possible.

Call dispatch and give your name, location and reason you are calling.

- 911 from a land line
- 530-752-1234 (cell phone for Davis Campus)
- 916-734-2555 (cell phone for Sacramento Campus)

The operator will relay the information to Campus Fire/Police, who will assist by notifying on-scene emergency personnel. Phone lines normally remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

- **Area of Refuge**
  If the person with disability cannot get far enough away from the danger by using Horizontal or Vertical Evacuation, then that person should seek an Area of Refuge. Such an area should have the following:
  1) telephone communication, 2) a sprinkler system, and 3) one-hour fire-rated assembly (i.e. fire-rated door, walls, ceiling).
DISABILITY GUIDELINES

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

- **Mobility Impaired (Wheelchair)**
  Persons using wheelchairs should Stay-in-Place, or move to an Area-of-Refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell emergency personnel the location of the person with disability. If the person with disability is alone, he/she should phone 911. He/she should give their present location and need of assistance or the Area-of-Refuge to which they are headed.

- **Mobility Impaired (Non-Wheelchair)**
  Persons with mobility impairments, who can walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire or unusual odor), the person with disability may choose to stay in the building, using the other options, until emergency personnel arrive.

- **Hearing Impaired**
  Most buildings on campus are equipped with fire alarm horns/strobes that sound the alarm and flash strobe lights. The strobe lights are for hearing-impaired persons. Persons with hearing impairments may not notice or hear emergency alarms and will need to be alerted of emergency situations. Contact EH&S or your Safety Officer if an upgrade strobe-light is needed.

- **Visually Impaired**
  Most buildings on campus are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The horn is for sight-impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently-traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer assistance to the individual with visual impairment and guide his or her through the evacuation route.

Faculty, staff, or students with disability need to make their location known. Faculty, staff or students with disability should register their room number and description of disability with the MSO/SUPERVISOR and Safety Officer. The MSO/SUPERVISOR and Safety Officer will keep this record confidential and make it available only to responding emergency personnel for the purpose of locating persons with disability during an emergency.

To ensure the list is up-to-date, the faculty, staff or student with disability will notify the MSO/SUPERVISOR and Safety Officer anytime he/she moves to another room in the building.
ROOMS THAT QUALIFY AS AREAS OF REFUGE:

- They are fully "sprinklered."
- 2-way communication is available via telephone.
- The doors, walls and ceiling are fire-rated.
- Most rooms have windows (for fresh air or to make a signal).

ELEVATOR EMERGENCY

Note: Emergency instructions are posted inside the elevator.
If people are trapped in the elevator:

- Do not attempt to open the elevator door
- Tell the occupants to read the instructions inside the elevator on how to use the phone or press the alarm.
- Call yourself to inform the dispatcher people trapped in the elevator, providing as much information to dispatch as you can:

  911 from a land line or
  530-752-1234 (cell phone for Davis Campus)
  916-734-2555 (cell phone for Sacramento Campus)
Additional information about the following topics is provided by the UCD Police Department and EH&S Safety Nets

  - Suspicious Activities
  - Angry Clients
  - Personal Security


It is important to understand that you will not be notified of every incident that UC Davis Police or Fire responds to. In a campus-wide emergency, communications may be sent out one or all of the ways listed above and will vary depending on the incident.
COMMUNICATIONS FOR CAMPUS-WIDE EMERGENCIES

In the event of a major emergency, there are multiple ways to distribute life-saving and other important information. Familiarize the individuals in your department with these communication methods:

- **Sign up in advance to receive UC Davis WarnMe messages**
  This emergency notification service provides students and employees with timely information and instructions during emergencies. UC Davis WarnMe can send alerts by e-mail, text, telephone and cell phone messaging. To deliver messages, WarnMe uses employees’ work contact information from the university’s online directory, students’ e-mail addresses and personal contact information you voluntarily provide. Register and update your information at [http://warnme.ucdavis.edu](http://warnme.ucdavis.edu).

- **Check the University homepage** [www.ucdavis.edu](http://www.ucdavis.edu)

- **Check official UC Davis social media channels**
  UC Davis posts emergency information on its official social media channels. These channels include twitter, Facebook, Instagram and Snapchat. You can subscribe to updates from UC Davis by liking or following the channels. You can find all of the University’s official social media channels at [https://www.ucdavis.edu/social-media](https://www.ucdavis.edu/social-media).

- **Call the Emergency Status Line:**
  - (530) 752-4000 (Davis campus)
  - (916) 734-2555 (Sacramento Campus)
  The Emergency Status Line provides a brief recorded telephone message about the status of the Davis campus in an emergency. Messages will indicate the emergency’s nature, and provide brief instructions. As more information becomes available, messages will point to additional information sources, such as the UC Davis home page.

- **Follow reports in the news media**
  UC Davis works with the news media to share information about emergencies and provide direction to the university community. KFBK Radio in Sacramento (93.1 FM / 1530 AM) is the primary station for the federal Emergency Alert System for several area counties.

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*In a campus-wide emergency, the campus may communicate using one or all of the above methods of communication depending on the incident. You will not be notified of every incident to which the UC Davis Police or Fire departments responds.*
Sheltering-in-Place

One of the instructions you may be given in an emergency is to shelter-in-place. Shelter-in-place is used mainly for hazardous materials incidents and sustained police action, or when it is more dangerous to venture outside than to remain indoors in your current location. This means you should remain indoors until authorities tell you it is safe or you are told to evacuate. The following are guidelines that should be shared with your department’s employees.

General Guidelines on how to Shelter-in-Place

- Select a small, interior room, with no or few windows, ideally with a hard-wired telephone (cellular telephone equipment may be overwhelmed or damaged during an emergency).
- Close and lock all windows and exterior doors.
- Review your EAP, inspect your workplace emergency kits if you have them.
- Do not exit the building until instructed to do so by campus officials.
- Check for status updates using the resources detailed in the section, “Communications for Campus Wide Emergencies.”

Specific for a Hazardous Material Incident

- Turn off all fans, heating and air conditioning systems.
- If possible, seal all cracks around the door and any vents into the room.
- If you are in your car, close windows and turn off vents and air conditioning.

In an incident requiring you to shelter-in-place, it may take several hours before it is safe to leave your building. It is important to have food and water in your office or work location to last a minimum of 24 hours, and preferably up to 72 hours. Having a workplace preparedness kit is easy to make and a good idea.
COMMUNITY SURVIVAL STRATEGIES FOR AN ACTIVE SHOOTER

The UC Davis Police Department hosts workshops for members of the campus community on strategies to increase the likelihood of surviving an active shooter incident. The workshop covers five steps for increasing your chances of surviving an active shooter incidents and also provides demonstrations for attacking the attacker. It is recommended departments allow two hours release time for employees. Community presentations are available on the Davis and Sacramento campuses throughout the year. To locate or schedule a workshop visit the UC Davis Police Department website.

In the training, Community Survival Strategies for an Active Shooter participants should be aware that the presentation deals with a very sensitive subject and uses actual audio tape from the 9-1-1 call at the Columbine shootings. Participants will also have the opportunity to see different types of firearms and should be prepared to hear what an actual gunshot sounds like.
DEPARTMENT ROLL CALL:

Office Location:

UNIT LAB SUPERVISORS are responsible for maintaining a current list of personnel in their unit. This form can be used, or, if your department currently has a directory, you can format it into a roll sheet with room and building location and attach it to the EAP. Assembly Area Managers and DSCs should have a copy to complete roll call during an emergency.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Phone</th>
<th>Cell/Other Phone</th>
<th>Building/Room</th>
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Buildings Occupied by Department: 

1. Building: ___________________________ Unit(s):
   Contact: _______________________________
   Phone: _______________________________  Alternate: _____________________________
   Phone: _______________________________

2. Building: ___________________________ Unit(s):
   Contact: _______________________________
   Phone: _______________________________  Alternate: _____________________________
   Phone: _______________________________

3. Building: ___________________________ Unit(s):
   Contact: _______________________________
   Phone: _______________________________  Alternate: _____________________________
   Phone: _______________________________

4. Building: ___________________________ Unit(s):
   Contact: _______________________________
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5. Building: ___________________________ Unit(s):
   Contact: _______________________________
   Phone: _______________________________  Alternate: _____________________________
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6. Building: ___________________________ Unit(s):
   Contact: _______________________________
   Phone: _______________________________  Alternate: _____________________________
   Phone: _______________________________

7. Building: ___________________________ Unit(s):
   Contact: _______________________________
   Phone: _______________________________  Alternate: _____________________________
   Phone: _______________________________

8. Building: ___________________________ Unit(s):
   Contact: _______________________________
   Phone: _______________________________  Alternate: Phone: 
   ___________________________________
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Institut for Regenerative Cures
Building 41

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