

UCDAVIS HEALTH

EDUCATION & RESEARCH

Emergency Action & Evacuation Plan Location: Shriners Hospital

In compliance with:

California Code of Regulations

Title 8, Section 3220

Implementation Date: March 30, 2022

Annual Review 03/30/2022_SL

Date*:

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*Reviewed and initialed by Safety Coordinator

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EAP CONTACT INFORMATION

This EAP has been prepared for:



EDUCATION & RESEARCH

Location: Shriners Hospital

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](#)

SOM Department Safety Officer(s):

Steve Libertini 916-460-1259 sjlibertini@ucdavis.edu

Brett Smith 530-752-9996 brsmith@ucdavis.edu

Shriners Safety Officer:

Craig Collum 916-453-5050 craig.collum@shrinenet.org

EMERGENCY PROTOCOLS – ALERT NOTIFICATION

Reporting Emergencies:

In the event of an emergency, **UC Davis employees working in the Shriners Hospital for Children-Northern California (2425 Stockton Boulevard, Sacramento, CA 95817)** should contact Emergency 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 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 building. All employees must evacuate when notified to do so.

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 follow the **Shriners Evacuation/Relocation Plan** on page 20. 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.

Supervisors are responsible for assisting any special needs person (employee or a guest) who is unable to evacuate on one's own. More information and guidance on this topic can be found in the UCD 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 (see map).

The department manager should assign an Assembly Area Supervisor to each evacuation location.

<u>BUILDING</u>	<u>ASSEMBLY AREA LOCATION</u>	<u>AREA SUPERVISOR</u>
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Shriners	See Map	Research Mgr. or Research Analyst
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All employees are to remain within their respective group at the Assembly Area. No one is to leave the area until notified by the First Responders, Assembly Area Supervisor, or Responder Liaison.

ASSIGNED JOB RESPONSIBILITIES

Assembly Area Supervisor Duties:

The Research Manager will act as the Assembly Area Supervisor. The Assembly Area Supervisor is responsible for taking roll call. Therefore, it is imperative that *prior* to an emergency the UCD Department Safety Coordinator (Safety Officer) and Assembly Area Supervisor 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 Supervisor should report any injuries in need of immediate care to First Responders. Any minor injuries should be documented and reported through the proper chain of command to **ASSIGNED ASSEMBLY AREA SUPERVISOR.**

The Assembly Area Supervisor is responsible for sharing information as it becomes available to the evacuated persons. The Assembly Area Supervisor *should not leave* the assembly area.

A Shriners representative will update the UCD Assembly Area Supervisor as information becomes available.

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

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:

- In conjunction with the Shriners' Safety Officer, 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, and manual pull stations, first aid kits, and AEDs if applicable.
- Ensure evacuation routes 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 Supervisors, 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 by:
 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. You may contact the [UC Davis Office of Emergency Management and Mission Continuity \(prepare@ucdavis.edu\)](#) for training or assistance with your tabletop exercise.

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. 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 must 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: <https://www.ucdavis.edu/campus-life/wellness-safety/emergency>

Communication

In many cases communication is the most important action in response to an emergency. You should remain calm. In a life-threatening emergency your first reaction is to communicate to those within immediate danger that an emergency exists and then contact the appropriate authorities. Always protect yourself before attempting to contact authorities. Upon contact be prepared to state the nature of the emergency, the location and the current status of the emergency. Provide the phone number and location where you can safely meet them if appropriate. Again, take steps to remove yourself and warn others to leave the area of danger. If you have a cellular phone, carry it at all times during an emergency and give 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: Shriners Hospital 6th Floor

Emergency Coordinator: Craig Collum, Manager: Facilities, Safety & Security 916-453-5050
(Primary) (Phone)

Emergency Coordinator: _____
(Alternate) (Phone)

(Schools of Health Safety Officers) (email) (Phone)

Steve Libertini sjlibertini@ucdavis.edu 916-460-1259
(Schools of Health Safety Officer, Sac Campus)

Brett Smith brsmith@ucdavis.edu 530-752-9996
(Schools of Health Safety Officer, Davis Campus)

Emergency Coordinators are responsible for coordinating continuing responses to ongoing emergencies. They will serve as the point contact for communications concerning responses to emergencies. The Shriners Incident Command Center is on the 7th Floor.

FIRE & SMOKE:

FIRE EMERGENCY: 911

I. POLICY

All UC Davis employees, volunteers, medical staff, and licensed independent practitioners working in Shriners Hospitals for Children - Northern California (SHCNC) will be familiar with the fire alarm response and evacuation policy and procedure. Orientation and continuing education will include a measure of performance in these areas and be documented on an annual basis.

At least twelve fire drills, (50% unannounced), will be held yearly, one per shift per quarter. Each fire drill shall be documented on an Observer Check Sheet and reviewed by the Emergency Preparedness Committee (EPC). All areas of the building are included in the fire drill. Observers will monitor the area of the drill and the adjacent smoke compartments as part of the drill evaluation. All personnel on duty will participate, except where patient care will be compromised.

II. PROCEDURE
A. RESPONSE FOR A FIRE IN YOUR AREA

1. R.A.C.E.
Immediate response actions must be taken AT ONCE. Certain actions pertain to all departments. Other actions will be taken only in specific departments. Remain CALM. Do not shout "FIRE".
 - a. RESCUE Personnel, patients and visitors who are in immediate danger.
 - b. ALARM Pull alarm box (located near stairwell)
Dial 55: Hospital Operator Emergency Line
Report location
Report the type of fire/what type of material is burning.
 - c. CONTAIN Close all doors avoiding drafts that could spread fire, smoke and toxic fumes.
 - d. EVACUATE or EXTINGUISH:
Fight fire ONLY if:
Feel it is safe;
Have a way out; and
Have been trained.

B. RESPONSE IF FIRE IS NOT IN YOUR AREA:

1. Remain calm and continue your activities as usual.
2. Close doors; do not allow non-emergency personnel, patients or visitors to travel through the fire or smoke doors.
3. Ask patients and/or visitors to remain in their locations, remain calm and assure them that a response is in progress.
4. If you are in a reception area, ask patients and/or visitors to clear hallways and traffic areas, and ask them to be seated.
5. Telephones should not be used, except for emergency calls. Any phone calls in progress should be ended as soon as possible.

C. HOW TO OPERATE A FIRE EXTINGUISHER

1. P.A.S.S.
 - P Pull and twist the pin on the fire extinguisher to activate it.
 - A Aim the extinguisher at the base of the fire.
 - S Squeeze the trigger.
 - S Sweep from side to side at the base of the fire.

D. FIRE RESPONSE TEAM

The Shriners Fire Response Team is responsible for reporting ALL fire incidents. The Fire Response Team consists of the following staff members:

1. House Nursing Supervisor (cell: 916-208-0397 or ICU x2111 or South Unit x2155 or the West Unit x2150)
 - a. House Nursing Supervisor Procedure
 - 1) The House Nursing Supervisor will report to the scene to determine whether or not the Emergency Preparedness Plan should be implemented (see Shriners EOC 1.19 Emergency Preparedness Management Plan for criteria).
 - 2) The House Nursing Supervisor will implement the Fire Safety Evacuation Plan should the need arise.
2. Security Officers (Security Office is located in the basement and can be reached by phone x3000 or "0" for the Operator)
 - a. Security Officer Procedure
 - 1) The Security Officer will control access to the fire.
 - 2) The Security Officer will restrict elevator use; elevators will be used by Fire Department only.
 - 3) The Security Officer will stand by to assist in evacuation if necessary.
3. Engineers on duty (Facilities Office is located on the 8th floor and can be reached at x2074 or by cell phone 916-709-6973) Engineering management can be reached by phone x5050 or x2256)
 - a. Engineer's Procedure
 - 1) The Engineer assigned to "Fire Response" watch will respond to the scene of the alarm with an extinguisher.
 - 2) The "Boiler Watch" engineer will advise operator of alarm location. The engineer will then report to the Fire Command Room and meet the Fire Department upon their arrival. The "Boiler Watch" engineer will assign an alternate to report to the fire command room and meet with Sacramento Fire Department personnel whenever additional staff are available. The "Fire Response" engineer will communicate via radio with other engineers on duty and security officers.
 - 3) The first engineer to reach the source of the fire alarm activation shall determine whether or not the situation is under control. If the situation does not require additional responders, the alarm bells should be silenced as soon as is possible. If the situation requires additional help to contain or control, the bells shall be allowed to continue to sound. Note silencing the bells will allow the strobes to continue to flash.
 - 4) As soon as authorized by Fire Department, the "Fire Response" engineer will advise the operator to announce code red "All Clear" via the overhead paging system. Whenever the Fire Department is dispatched, The Fire Alarm system will not be reset until authorization is received from the Fire Department

- 5) All other Engineers on duty will assist the “Fire Response” engineer in Code Red response.
- 6) When the fire sprinkler system is activated, “Fire Response” engineer will verify the valves are open and fire pump is operating as appropriate. He may assign another engineer to perform this function when additional staff are available.

E. EVACUATION

Evacuation should be carried out as follows:

1. Until the Fire Department arrives, a decision to evacuate will be made by the Administrator, Administrator-On-Call, Chief of Medical Staff or designee, who will consider the hazards of both the evacuation and the fire.
2. If you receive evacuation orders from the Administrator, Administrator-On-Call, Chief of Medical Staff, designee or the Fire Department refer to the **Evacuation/Relocation Plan** in the **Evacuations** section on page 20 of this document (see attached MAPS for Evacuation Routes by Floor and the designated Emergency Assembly Area(s)).

F. SPECIFIC DEPARTMENTAL CONSIDERATIONS

1. UCD Laboratories:
 - a. Turn off all non-essential equipment. Return all flammables to Flammable Storage Cabinet.
 - b. Lock cabinets containing any pharmaceuticals / controlled substances.
 - c. Be aware that any fire in a laboratory may involve hazardous materials.
Note: Gas lines will be shut off by the Engineering Department
2. Shriners Facilities/Engineering:
 - a. Shut off medical gas flow to areas affected by fire when instructed by House Nursing Supervisor.
 - b. Check system to verify that smoke control is operating properly.
 - c. Secure electricity to major equipment threatened by fire.

G. FIRE ALARM AND SIGNAL POLICIES

The Shriners building is equipped with fire alarm pull boxes and automatic smoke detectors. These are connected to the fire control panel located in the fire command room on the first floor, room M105. The system will call the monitoring company, Johnson Control/TYCO Integrated Security, who will dispatch the Fire Department.

The boiler watch Engineer will notify the operator of the location of the alarm activation, and the operator will announce the location of the alarm.

If a location announcement is not heard and an employee comes upon the location of smoke or fire, he/she must notify the operator by dialing the Emergency Line (55).

H. ALL CLEAR SIGNAL

The Incident Commander will, after receiving clearance from the Fire Department and the Facilities Manager, tell the operator to issue the “All Clear” signal.

I. TRAINING

Training is essential in order to be fully prepared in the event of an emergency. The annual training program consists of the following:

1. The Department Managers are responsible for showing new employees the locations of alarms and extinguishers.
2. All Shriners and UCD personnel will attend in-service training annually. The Staff Development Department will be responsible for providing the training. The Shriners' Safety Officer will prepare materials for the annual training.
3. The following standards of evaluation apply to all training:
 - a. 100% of all employees participating in fire drills must demonstrate proficiency in fire emergency procedures.

J. FIRE DRILLS

Fire drills will be conducted on each shift on a quarterly basis. These drills will satisfy the standards of the National Fire Protection Association (NFPA), The Joint Commission (TJC) and the Department of Health Services (DHS).

All building occupants will participate in every fire drill.

Fire drills will serve as a training tool and as an aid in evaluating the Fire Plan.

All fire drills will be documented by evaluators and reviewed by the Shriners Emergency Preparedness Committee.

All staff is expected to provide the following information when questioned.

- Where is the closest manual pull station?
- Where are your fire extinguishers?
- What is your route of egress?
- What are the steps you take when the fire alarm goes off in your immediate area?
- What are the steps you take when the fire alarm goes off and the location is not in your immediate area?

POWER FAILURE

Shriners Facilities Office:

916-453-2070

Shriners Front Desk Security:

Dial 55, or

916-453-3000

Building or individual room power failure:

In the case of an individual building or room power failure, your first action is to report the failure to Shriners Facilities Office and Front Desk Security. Next you must contact your area supervisor and the appropriate Emergency Coordinator (for building power failure). Follow their 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.

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.

EARTHQUAKE

During Quake:

During a quake you should take steps to protect yourself. Take cover under sturdy heavy furniture or in steel doorframes. Stay away from glass windows and 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 the Shriners Facility Manager, Engineering Department, or Safety Officer for instructions. The Shriners Incident Commander will address the emergency. Civil response agencies will provide further instructions. If a fire is present call **911** from a safe location.

Expect to 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 Engineering Department.

FLOODING

Shriners Facilities Office:

916-453-2070

Shriners Front Desk Security:

Dial 55, or

916-453-3000

Individual room or building flooding:

If a waterline bursts or some other event causes a room or floor of a building to flood, immediately call Shriners Facilities Office and Front Desk Security to 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 Office 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 Shriners Facilities Office 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

Police Department: 911 from a landline or cell phone

Shriners Front Desk Security: Dial 55, or 916-453-3000

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 Shriners Facilities Office and Front Desk Security. If your supervisor is unavailable, call Shriners Facilities Office and Front Desk Security and report the location and the situation. If animals are in an area that is potentially affected by fumes, and it is still safe to enter that space, move them to a more secure location. In the case of primates, consider the biosafety hazards created by moving the animals to a different area. Never put yourself in danger to protect the life of an animal or hospital 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. **Dial 55 or 916-453-3000 to report the location.** 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 (could be less) or more of a hazardous material or any amount of an extremely toxic substance is spilled, or when in doubt, call the Fire Department: **911 from a landline or cell phone**

Evacuate the room, close the door and wait for emergency personnel. Review the attached 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 is to notify the **Emergency Coordinator** of the situation after the appropriate initial response agencies (Shriners Facilities Office, Fire Department, Public Safety Dispatcher) have been contacted. Emergency Coordinators will decide what further action is needed and ensure the Schools of Health Safety Officer(s) are also aware of these occurrences.

Emergency Coordinator:

Craig Collum 916-453-5044 craig.collum@shrinenet.org

Schools of Health Safety Officer(s):

Sacramento Campus:

Steve Libertini 916-460-1259 sjlibertini@ucdavis.edu

Davis Campus:

Brett Smith 530-752-9996 brsmith@ucdavis.edu

BOMB THREATS & DISRUPTIVE BEHAVIOR

Police Department: 911 from a landline or cell phone

Shriners Front Desk Security: Dial 55, or 916-453-3000

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, notify Front Desk Security 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 landline or cell phone

Shriners Front Desk Security: Dial 55, or 916-453-3000

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

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

INJURIES

In a medical emergency: 911 from a landline or cell phone

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, call for transport to relocate to a medical facility when safe to do so. Contact your supervisor for further instructions.

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 individuals unless the situation 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 **Shriners Hospitals for Children (Northern California) Evacuation Maps**. Know the evacuation assembly points and other details contained in that document.

Evacuation should be carried out as follows:

1. Until First Responders arrive, a decision to evacuate will be made by the Administrator, Administrator-On-Call, Chief of Medical Staff or designee, who will consider the hazards of both the evacuation and the fire.
2. If you receive evacuation orders from the Administrator, Administrator-On-Call, Chief of Medical Staff, designee or the Fire Department follow the below Evacuation/Relocation Plan (see attached MAPS for Evacuation Routes by floor and designated Emergency Assembly Area(s)).

Shriners Evacuation/Relocation Plan

- A. Evacuate most hazardous areas first (those closest to danger or farthest from exit).
- B. The building should be evacuated from the top down as evacuation at the lower levels can be easily accelerated if the danger increases rapidly. (See Attached Evacuation Route MAPS)
- C. The primary assembly point will be the north side of the building, front open parking lot north of the flagpoles (see attached map). The secondary site will be determined by the Administrator or Administrator On-Call in consultation with Sacramento Police Department or Fire Department.
- D. Use the nearest or safest appropriate exit. Do not use elevators during an evacuation for a fire, unless authorized by the Administrator or Fire Department.
- E. The Security Manager/Supervisor will assign a Security Officer to the assembly point to control the flow of traffic.

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 animals' 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 and then evacuate. In all situations, human safety must be considered first.

ONGOING EMERGENCIES

Stay in daily contact with your supervisor for instructions. Your supervisor will stay in communication with Shriners Facilities/Engineering & Security. Your continuing contact with your supervisor will assist him/her in providing ongoing needs of the laboratories, allocating resources, etc.

HANDICAPPED INDIVIDUALS

UC Davis staff are responsible for visitors and guests (with or without disabilities) while in the building. Persons with a disability may not be able to evacuate unassisted. Therefore, UC Davis must provide assistance to their guests if needed.

“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 verify the location of the disabled person, then proceed to inform emergency personnel that a person needs evacuation assistance. Emergency personnel will then evacuate that person.

EVACUATION OPTIONS DURING A FIRE ALARM

Use of the “Buddy System”, along with the following evacuation options, will help ensure the prompt evacuation of any disabled person.

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 Front Desk Security and give your name, location and reason you are calling.

Emergency Dispatch: 911 from a landline or cell phone

Shriners Front Desk Security: Dial 55, or call 916-453-3000

The operator will relay the information to 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 to ensure 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 are able to 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.

ELEVATOR EMERGENCY

If the elevator malfunctions, use the Emergency Telephone to call for assistance.

If trapped in an elevator:

- Do not attempt to open the elevator door
- Use the emergency telephone to call for assistance.
- Press the alarm button.

Fire Department: 911 from a landline or cell phone

Shriners Front Desk Security: Dial 55, or call 916-453-3000

Additional information about the following topics is provided by the UCD Police Department and EH&S Safety Nets

- Emergency Procedures –
<https://police.ucdavis.edu/education-outreach/safety-tips>
 - Suspicious Activities
 - Angry Clients
 - Personal Security
- Safety Net #52 Emergency Medical Care –
<http://safetyservices.ucdavis.edu/safetynet/emergency-medical-care>
- Safety Net #127 Biological Spills –
<http://safetyservices.ucdavis.edu/safetynet/biological-and-biohazardous-spill-response>
- Safety Net #13 Chemical Spills –
<http://safetyservices.ucdavis.edu/safetynet/guidelines-chemical-spill-control>
- Safety Net #37 Radioactive Spills –
<https://safetyservices.ucdavis.edu/safetynet/radioactive-spills-splashes-decontamination>
- Safety Net #109 Power Outages –
<http://safetyservices.ucdavis.edu/safetynet/power-outages>

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>.

- **Check the University homepage www.ucdavis.edu**

UC Davis posts information about emergencies and other major news on its home page at www.ucdavis.edu. News can also be found at www.news.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>.

- **Call the Emergency Status Line: (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.

*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.

Employee Name	Phone	Cell/Other Phone	Building/Room	Status/ Location

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: _____
Phone: _____ Alternate: _____
Phone: _____
5. Building: _____ Unit(s): _____
Contact: _____
Phone: _____ Alternate: _____
Phone: _____
6. Building: _____ Unit(s): _____
Contact: _____
Phone: _____ Alternate: _____
Phone: _____
7. Building: _____ Unit(s): _____
Contact: _____
Phone: _____ Alternate: _____
Phone: _____
8. Building: _____ Unit(s): _____
Contact: _____
_____ Phone: _____ Alternate: _____
Phone: _____

INSERT MAP(S) HERE

