



To Report An Emergency:

call 9-1-1

Police - Fire - Medical

UCDHS Emergency Status Line:

888 - 542 - 6992

Emergency Services/
Campus Safety Website:

emergency.ucdavis.edu

Sign Up For Emergency Notification System At:

warnme.ucdavis.edu

UCDAVIS

**RESEARCH & EDUCATION OPERATIONS
UC DAVIS HEALTH SYSTEM - SACRAMENTO CAMPUS
EMERGENCY RESPONSE GUIDE**

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Emergency Contacts

Important Phone Numbers

EMERGENCIES **9-1-1** OR **916-734-2555 (CELL PHONE)**
POLICE - FIRE - MEDICAL

NOT LIFE-THREATENING MEDICAL / MENTAL HEALTH INCIDENT

Employee Health Services (Employees):	916-734-8199
Student Health and Counseling Services:	530-752-2300 (Medical) 530-752-0871 (Mental Health)
Academic & Staff Assistance Program (ASAP):	916-734-2727
Mercy Medical Urgent Care:	916-733-3333 (After hours/Weekends only)

ON-CALL ENVIRONMENTAL HEALTH & SAFETY SPECIALIST HELPLINE

EH&S: <i>Business hours</i>	530-752-1493
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Department Safety Coordinator: _____

EMERGENCY CONTACTS

Civil Disturbance or Demonstration

Most campus demonstrations will be peaceful and business should continue as usual.

1. Avoid provoking or obstructing the demonstrators.
2. Avoid the area of disturbance.
3. If a class, lecture or your workplace is disrupted, the offending person(s) should be requested to leave. If they refuse, call 911.
4. Continue with your normal routine. Stay away from doors or windows if the disturbance is outside.



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CIVIL DISTURBANCE OR DEMONSTRATION

Severe Weather

If at work:

1. Monitor media reports, especially City of Davis Emergency AM 1300 radio and Sacramento KFBK 1530 AM.
2. Check campus e-mail for pertinent messages.
3. Check UC Davis home page at <http://www.ucdavis.edu/>
4. For daily observations you may also call the UC Davis NOAA Climate Station at (530) 752-8933.
5. Determine if roads are safe before leaving.

If at home:

1. Assess conditions prior to leaving home.
2. Monitor available media for conditions, especially City of Davis Emergency AM 1300 radio and Sacramento KFBK 1530 AM.
3. Check UC Davis home page at <http://www.ucdavis.edu/>
4. Do not take risks in order to return to campus.
5. Contact your department for information.



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SEVERE WEATHER

Shelter-in-Place

Shelter-in-place means to seek immediate shelter inside a building. This action may be taken during a release of hazardous materials to the outside air, severe weather, hostage situation, or other emergency. For shelter-in-place due to violence in progress, see the tab “Active Shooter.”

If you are ever advised to shelter-in-place:

1. Isolate yourself as much as possible from the external environment.
2. Shut all doors and windows.
3. Seal cracks around doors and windows as best as possible (e.g., with duct tape).
4. Remain in shelter-in-place until the “All Clear” is announced.
5. Monitor all available communications.



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SHELTER-IN-PLACE

Utilities

Electrical Outage

Notify at 916-734-2763

1. Evacuate the building when the fire alarm sounds.
2. If safe to do so, assist those who are disabled to leave the building.

Elevator Problem

1. Use elevator phone or call 9-1-1.
2. If trapped inside, use the elevator emergency phone, and also activate the emergency alarm.

Gas Leak

1. Stop all operations.
2. Do NOT switch lights on or off!
3. Do NOT turn electrical equipment on or off!
4. Evacuate the area.
5. Call 9-1-1.

Plumbing/Flooding

1. Stop using all electrical equipment.
2. Immediately call 916-734-2763.
3. Take reasonable actions to protect property and prevent damage (e.g., move adjacent equipment).
4. If necessary, evacuate the area.



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Steam Line Stoppage/Rupture

1. Immediately call 916-734-2763.
2. Evacuate the area.

Heating or Ventilation

1. If odors come from the ventilation system, immediately call 916-734-2763.
2. If necessary, stop all operations and evacuate the area.

Telephone Failure

1. If you have trouble with your phone, go to a working telephone or use your cell phone and call the Telecommunications Repair Line (24 hours) at 916-734-8700; Press Option 2 for Telecom.
2. You can make calls on telephones outside the campus using a pay phone and some fax phones (only those that do not begin with the 703 or 734 prefix).

Crime/Violence

To report crimes in progress or violent behavior:

Do NOT Take Unnecessary Chances!
Call 9-1-1

What to Do If You Are Held Hostage

1. Stay calm and be alert to situations that you can use to your advantage.
2. Listen to what the person is saying. Co-operate within reason.
3. Do not raise your voice or make sudden movements.
4. Try to remember all activities including times in transit, direction, distances, speeds, landmarks along the way, special odors, and sounds of transportation like train whistles, bells, construction, etc.
5. Generally, do not expect a good opportunity for escape. Attempts to escape should not be made unless your life is in imminent danger. Carefully calculate the best possible odds for a successful outcome.

Suspicious Letter or Package

If you receive a suspicious letter or package:

1. Handle it with care. Do not shake or bump. Stay calm.
2. Isolate it immediately. Do not allow co-workers to mingle nearby.
3. Do not open, smell, touch or taste.
4. Call 9-1-1 and follow their instructions.
5. Notify your supervisor.
6. Wash your hands with soap and warm water for at least one minute.



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Telephone Bomb Threats

Attempt to keep the caller on the line as long as possible while noting:

1. Phone number, if caller ID available.
2. Time and Date of call; age & gender of caller.
3. Caller's Message.
4. Distinguishing speech characteristics.
5. Background noises.
6. Any other conversation or comments.

Then:

1. Call 9-1-1.
2. Do not touch, handle or move a suspicious object.
3. Evacuate yourself and others immediately, taking your purse/briefcase and keys with you if possible.

Violent, Hostile or Suspicious Persons

- Take precautions to protect yourself and others.
- Actions to take depend on events & may include evacuating, hiding, or locking doors.
- Call 9-1-1 as soon as possible.

CRIME/VIOLENCE

Active Shooter

Active shooter notification (for calling police dispatch)

1. To contact UC Davis PD, call 9-1-1.
 - From Cell Phone, call 916-734-2555
2. Provide location of incident: building name, floor level, room number.
3. Describe briefly what is happening (i.e. man or woman with a gun shooting).
4. Provide your name and phone number.
5. Provide suspect physical description.
6. Give weapon description.

Immediate Actions

- If possible, run away from the threat as fast as you can.
- If you cannot flee, lock and barricade doors. If there are no locks, barricade the door with furniture.
- Take adequate cover/protection behind solid objects that are as far away from the door as possible.
- If the assailant enters your room and leaves, lock or barricade the door after he or she has left.
- If it is safe to do so, allow others to seek refuge with you.

Protective Actions

- Close blinds and cover windows, and turn off lights.
- Turn off all computer monitors, radios, and other electronic equipment.
- Silence cell phones, after calling 9-1-1.
- If it is safe to do so, place signs in exterior windows to identify your location and the location of those that are injured.

If You Are in an Unsecured Area

- If you find yourself in an open area, immediately seek protection. Put a barrier between you and the assailant.
- Consider trying to escape if you know the location of the assailant and there appears to be an escape route immediately available.
- If in doubt, find the safest area available and secure it the best way that you can.



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- If the shooter confronts you and you cannot flee, you can hide. You may choose to play dead, if other victims are around you. Your last option may be to fight back. This is dangerous, but depending on your situation, this could be your last option.

Keeping the Area Secure

- Always consider the risk of exposure by opening the door for any reason.
- Attempts to rescue people should only be made if it can be done without further endangering either yourself or the persons inside of the secured area.
- Be aware that the assailant may bang on the door, yell for help, or otherwise try to entice you to open the door of a secured area.
- If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.

Law Enforcement Response

- UC Davis Police Department will immediately respond to the area.
- Law enforcement will locate, contain, and stop the assailant.
- Law enforcement officers may ignore you and other wounded until the assailant is stopped.
- Remain inside a secure area until instructed otherwise.

ACTIVE SHOOTER

Fire

Report all fire incidents to 9-1-1 even if the fire is extinguished. Also, alert the UCDHS Fire Prevention Department of any extinguisher usage at 916-734-3060.

R.A.C.E.

- Rescue** Rescue anyone (including yourself) who is in immediate danger from the fire. Remove these people to the closest safe area, simultaneously notifying other building occupants to evacuate the area. *Use the stairs. Do not use elevators.*
- Alarm** Sound the fire alarm by pulling the nearest fire alarm pull station and dialing 9-1-1.
- Confine** Confine the fire by closing all doors and windows in and around the fire area. This will help prevent the spread of smoke and fire. Shut off appliances and other equipment. Leave lights on.
- Extinguish** Extinguish the fire by using a portable fire extinguisher only if safe to do so.

If you Can't Evacuate

1. Move to a safe location. In case of fire, locate a room or office with fire-rated walls, heavy or fire-rated doors and few interior openings.
2. If available, use a phone to notify authorities of your whereabouts and how to locate you. Also, turn on lights and hang towel or other material outside a window to mark your location.
3. Place wet towels or other material at the bottom of doors to keep fire and smoke out.

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Operation of Portable Fire Extinguishers



Pull

Stand back and pull the pin.



Aim

Aim the nozzle at the base of the fire.



Squeeze

Squeeze the handle.

Sweep

Sweep the nozzle from side to side at the base of the flames until the fire is completely extinguished.

Ordinary
Combustibles



Flammable
Liquid



Electrical
Equipment



FIRE

Radiation Spill

S.W.I.M.

Stop the spill

Warn others

Isolate the area

Minimize your exposure

ARE YOU CONTAMINATED?

- Call 9-1-1 for medical emergency.
- Remove contaminated clothing.
- **Skin & Hair:** Wash 2-3 minutes with soap/detergent & water. Repeat 3 to 4 times only, using care not to abrade the skin. Monitor.
- **Eyes, ears, nose, mouth, and wounds:** Flush with large amounts of water, call UCDHS Health Physics Office at 916-734-3355 or call Pager 916-816-1994 if after hours.
- **If Ingested:** Contact EH&S at 530-752-1493

HOW BIG IS THE SPILL?

MAJOR: milliCurie Quantities

- Call 9-1-1
- Contact UCDHS Health Physics Office at **916-734-3355** or call pager **916-816-1994**
- **Use absorbent material to prevent spill from spreading. Isolate area until assistance arrives.**
- **MINOR:** microCurie quantities. Wear personal protective equipment (PPE)
- Initiate cleanup by lab staff



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Important information

Spill Kit Location: _____

Fire Extinguisher Location: _____

First Aid Kit Location: _____

Principal Investigator:

_____ **EXT**

Cell Phone: _____

Back-up Contact:

_____ **EXT**

Cell Phone: _____

RADIATION SPILL

Chemical Spill

ARE YOU CONTAMINATED?

- Call **9-1-1** for medical emergency.
- Remove contaminated clothing.
- Find nearest eyewash and shower; wash for 15 minutes.
- Check for signs of irritation.
- Notify Principal Investigator (PI).

RESTRICT ACCESS TO SPILL

If the spill is hazardous, more than 500 mLs, or spill area is bigger than an 8.5" x 11" sheet of paper, then:

- Call 9-1-1 and contact EH&S at 530-752-1493
- Evacuate area
- Tell others
- Close doors (do not lock)

If the spill is not hazardous, less than 500 mLs, or spill area is smaller than an 8.5" x 11" sheet of paper, then:

Initiate clean-up by lab staff if they:

- Know hazards & clean-up procedure
- Know location of spill kit
- Can clean spill within one hour
- Wear Personal Protective Equipment (PPE)



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Important information

Spill Kit Location: _____

Fire Extinguisher Location: _____

First Aid Kit Location: _____

Principal Investigator: _____

EXT

Cell Phone: _____

Back-up Contact: _____

EXT

Cell Phone: _____

CHEMICAL SPILL

Biological Spill

ARE YOU CONTAMINATED?

- Remove contaminated clothing.
- Find nearest eyewash and shower; wash for 15 minutes.
- Check for signs of irritation.
- Notify Principal Investigator (PI).

SHARP OR NEEDLE STICK CONTAMINATION

- Flush affected area for 15 minutes with water
- Locate First Aid Kit
- Avoid strong disinfectants (e.g. Bleach)
- Apply pressure with clean gauze to control bleeding
- Retain sharp or needle & syringe in puncture-proof container
- Call Employee Health Services for medical attention 916-734-7585
- Report to Principal Investigator (PI)

BIOLOGICAL SPILL (SAFETY NET 127)

- Call 9-1-1 if spill is greater than 500 mLs
- Restrict access to spill, warn others (verbally or post a sign)
- Prevent spill from spreading or going into drains or waterways (collect or absorb spilled material)
- Clean affected area



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Important information

Spill Kit Location: _____

First Aid Kit Location: _____

Principal Investigator: _____

EXT

Cell Phone: _____

Back-up Contact: _____

EXT

Cell Phone: _____

BIOLOGICAL SPILL

Building Evacuation

Localized events, such as a single building fire or a chemical release, would require evacuation of the immediate area. Sacramento City Fire Department or Police Department would direct the building evacuation. During an evacuation, Parking & Transportation Services (P&TS) and the UC Davis Police Department will direct traffic at major intersections to maintain a smooth flow of vehicles.

BUILDING EVACUATION

If a building evacuation is necessary, the following steps should be observed:

1. Emergency procedures and state law require that everyone exit a building when a fire alarm is activated.
2. Evacuation procedures should be followed according to your department's plan.
3. Be aware of all exits from your area and building. Know the routes from your work area.
4. Do not use elevators for fire/earthquake evacuation because they may be damaged and unreliable.
5. Proceed toward the nearest safe exit. Take your purse, briefcase, backpack and keys with you if possible.
6. Assist persons who are disabled to exit the building.
7. After exiting your building go directly to your designated evacuation area. If that area is no longer safe, determine the safest place away from imminent danger.
8. Wait for instructions from emergency personnel. DO NOT return to your building until notified by emergency personnel

EVACUATION OF PERSONS WITH DISABILITIES

During emergencies when an elevator is not available for use, the following procedures have been developed to handle situations in multi-story buildings for those unable to use the stairs:

1. When the fire alarm is activated, designated personnel should assist/escort individuals with mobility, visual, and hearing disabilities to a safe location (enclosed stairwell landing that leads to an exterior exit at the ground level).
2. Someone should remain with the individual while another person notifies arriving emergency personnel of the location of anyone who needs assistance.
3. The instructions of the emergency responder should be followed, and no attempt should be made to move the individual to another building level unless there is imminent danger, e.g., there is heavy smoke in the stairwell.
4. Individuals unable to utilize the stairs and working alone should call 9-1-1 and report the location of their planned refuge (stairwell landing).
5. Anyone unable to reach a stairwell (for instance due to smoke), should close all doors into their area, call 9-1-1 and wait for Sacramento City Fire Department to assist.

Assembly Area: _____

Personal Preparedness 101

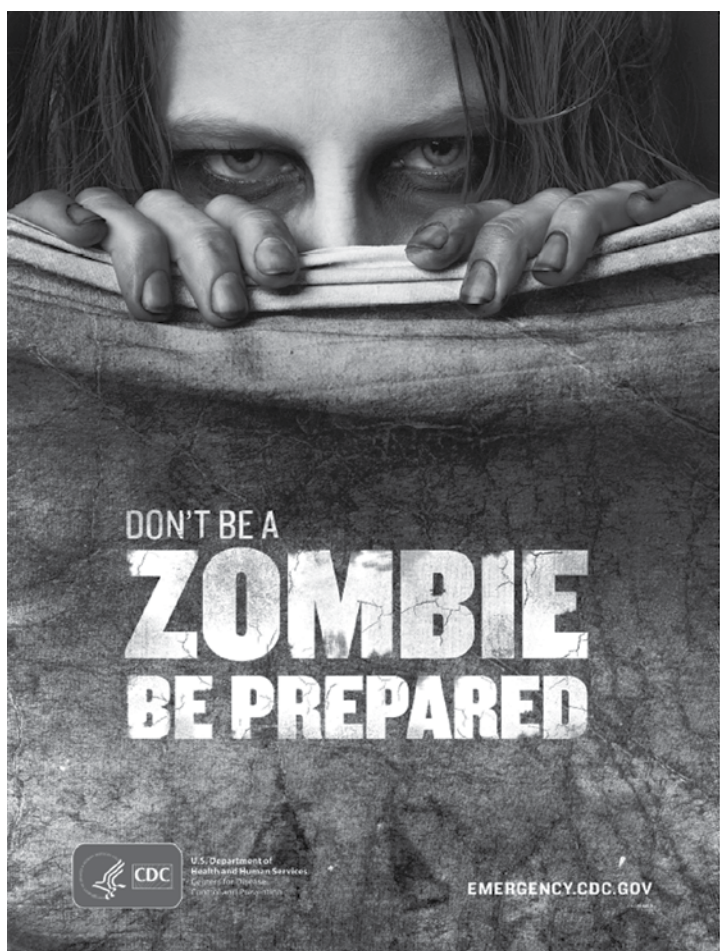
GET A KIT

Have at least three days of supplies to sustain yourself. Recommended items:

- Water—one gallon per person, per day
- Food—nonperishable, easy-to-prepare items (minimum 3-day supply)
- Flashlight
- Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
- Extra batteries
- First aid kit (whistle, antibiotic ointment, bandages, face masks, gloves and reference book)
- Medications (7-day supply and medicinal dispensers if necessary)
- Multipurpose supplies (wrench, pliers, plastic sheet, duct tape, scissors, matches)
- Sanitation/personal hygiene items and bleach
- Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies)
- Cell phone with charger
- Family Disaster Plan (family and emergency contact information)
- Extra cash
- Emergency blanket, extra clothes, sleeping bag (1 for each person)
- Map(s) of the area

Suggested items to help meet additional needs are:

- Specific medical supplies (hearing aids/extra batteries, glasses, contact lenses, syringes, cane)
- Baby supplies (bottles, formula, baby food, diapers)
- Games and activities
- Pet supplies (collar, leash, ID, food, carrier, bowl)
- Two-way radios
- Extra set of car keys and house keys



For more information visit: www.cdc.gov/phpr.

MAKE A PLAN

Get Away/Evacuate

- ✓ Know alternate exit routes.
- ✓ Identify assembly areas (near and far).

Shelter-in-Place

- ✓ Identify a safe location to shelter.
- ✓ Know how to protect and isolate yourself from threat.

Communication

- ✓ Consider a variety of ways to keep in contact with family, friends, roommates, and co-workers.

People with Disabilities/Special Needs

- ✓ Include family, friends, roommates and co-workers in your plan by helping them understand your needs during an emergency.

STAY INFORMED

- UC Davis posts information about emergencies and other major news on its home page at www.ucdavis.edu.
- Sign up for emergency notification system at warnme.ucdavis.edu.
- Learn more about Davis campus safety and emergency readiness at emergency.ucdavis.edu.

PREPARE YOUR DEPARTMENT

- Review your department's Emergency Action & Evacuation Plan (EAP).
- Complete or update your department's UC Ready continuity plan at ucready.ucdavis.edu.
- For more information, email Emergency Management and Mission Continuity Staff at prepare@ucdavis.edu.
- <http://intranet.ucdmc.ucdavis.edu/emergencypreparedness/>

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