



Plant Pathology

Emergency Action Plan

In compliance with:

California Code of Regulations

Title 8, Section 3220

Implementation Date: 12/6/17

Annual Review Date*:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Reviewed and initialed by Department Safety Coordinator

Introduction

An Emergency Action & Evacuation Plan (herein referred to as an EAP) covers designated actions employers and employees must take to ensure employee safety from emergencies. [Cal-OSHA regulations](#) require employers to establish, implement and maintain an EAP. The program must be in writing and include the following elements:

- The preferred means of reporting fires and other emergencies
- A system to alert and notify employees of an emergency
- Evacuation procedures and emergency escape routes
- Procedures for employees who remain to operate critical plant operations before they evacuate
- A procedure to account for all employees after an emergency evacuation is completed
- Rescue and medical duties for those employees who are able to perform them
- Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan

Contact Information

This EAP has been prepared for UC Davis Department of Plant Pathology. The plan complies with California Code of Regulations, Title 8, Section 3220.

Plant Pathology

(Office Name)

354 Hutchison Hall

(Office Location)

(530) 752-0300

mttuccori@ucdavis.edu

(Phone)

(email)

David Rizzo

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dmrizzo@ucdavis.edu

(Director/Dean/Chairperson)

(Phone)

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Andrew Ross

(530) 752-2592

abross@ucdavis.edu

(Department Safety Coordinator)

(Phone)

(email)

Jennifer Long

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jslong@ucdavis.edu

(Alternate Safety Contact)

(Phone)

(email)

Nora Orozco

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norozco@ucdavis.edu

(Department CAO)

(Phone)

(email)

This Emergency Action & Evacuation Plan will be reviewed annually in: December

Emergency Protocols-Alert and Notification

Reporting Emergencies:

In the event of an emergency, UC Davis 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.

*You should
immediately alert the
UC Davis Fire
Department of any
extinguisher usage.*

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:

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

Primary Method: Audible and Visual Strobe Alarms

Additional notifications: Phone, Email and Verbal Notifications

These systems are tested regularly by frequent fire alarms. However, individuals interested in receiving up to date emergency notifications through email, phone, or mobile device can sign up for the UCDavis WarnMe system at <https://warnme.ucdavis.edu/>

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 [390-10](#) for more information on Campus Emergency Policy.

Prior to Exiting

After being notified to evacuate, stop all work activities and evacuate immediately. Securely close departmental and office doors behind you. You may choose to lock your doors to prevent property theft (the UC Davis Fire Department has keys to campus buildings and rooms if access is necessary). 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 FireNet [Emergency Evacuation Signs](#).

Employees should use stairways to exit the building. Do not use elevators. Hutchison Hall basement, first and second floors have three stairway exits located at the Northeast, Southeast, and Southwest sides of the building. Hutchison Hall third, fourth, and fifth floors have two stairway exits located at the Southeast and Southwest sides of the building. Robbins Hall first and second floors have exits on the East and West sides of the Building. Armstrong Shop and headhouse have exits on the North and South sides of the buildings. Hutchison Hall and Robbins Hall have evacuation signs posted on every floor near elevator and stairwell landings.

Special Considerations for Persons with Disabilities

No persons with disabilities were identified by the Human Resources Representative for Plant Pathology. A confidential questionnaire is included in the new employee packet. Furthermore, only one person within the department responded to a confidential email questionnaire sent to the Plant Pathology department during the time this EAP was written. This person has difficulties descending stairs due to vision problems but did not wish to have a dedicated volunteer help. Alternatively, they will ask for assistance from whoever is nearest during the evacuation.

Assembly Areas

After exiting the building, all employees, students, volunteers, and visitors should follow the evacuation route to the pre-arranged assembly area. The primary assembly area is the preferred gathering location.

However, if environmental or building conditions become too hazardous (smoke, possible building collapse, etc.), personnel should move to the secondary assembly area.

<u>Hutchison Hall</u>	<u>Grassy Area West of Biological Sciences Lab Building</u>	<u>Andrew Ross</u>
<i>(Building)</i>	<i>(Primary Assembly Area)</i>	<i>(Responder Liaison)</i>

<u>Lobby of Biological Sciences Lab Building</u>	<u>Jennifer Long</u>
<i>(Secondary Assembly Area)</i>	<i>(Assembly Area Manager)</i>

<u>Robbins Hall</u>	<u>Grassy Area South of Building</u>	<u>Randy Ruan</u>
<i>(Building)</i>	<i>(Primary Assembly Area)</i>	<i>(Primary Assembly Area Manager)</i>

<u>Lobby of Haring Hall</u>	<u>Noelia Carrasquilla-Garcia</u>
<i>(Secondary Assembly Area)</i>	<i>(Secondary Assembly Area Manager)</i>

<u>Armstrong</u>	<u>Paved area North of Shop Building</u>	<u>Bryan Pellisier</u>
<i>(Building)</i>	<i>(Primary Assembly Area)</i>	<i>(Primary Assembly Area Manager)</i>

<u>Gravel Area South Of Shop Building</u>	<u>Alexa Sommers-Miller</u>
<i>(Secondary Assembly Area)</i>	<i>(Secondary Assembly Area Manager)</i>

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 (DSC) 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 of Plant Pathology chair, David Rizzo.

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

If needed, the Responder Liaison should recruit volunteers to help direct and contain evacuees to the Assembly Area.

After a major incident, building occupants may not re-enter buildings until cleared by a campus official.

Rescue & Medical Duties

UC Davis relies on the UC Davis Fire Department and partnering agencies to provide rescue and medical duties. It may be useful to document employees in your department who have specialized medical training.

AED's are located on the 3rd and 4th floors of Hutchison toward the East end of the main hallway.

Andrew Ross	CPR/AED	December 2017
Elvira Hack	CPR/AED	December 2017
Tanya Chilcote	CPR/AED	December 2017
Veronica Chavez	CPR/AED	December 2017
Maria Tuccori	CPR/AED	December 2017
Elizabeth Lowrie	CPR/AED	December 2017
Kaitlyn Kelly	CPR/AED	December 2017
Emily Bergmann	CPR/AED	December 2017
Natalie Swinhoe	CPR/AED	December 2017
Julia Vo	CPR/AED	December 2017
Ali McClean	CPR/AED/First Aid	May 2016

The individuals listed above should not practice outside their scope of training and are not expected or required to assist in any emergency or medical situation.


Responsibilities of the Department Safety Coordinator

Andrew Ross is 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](#).
- 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. Due to the frequency of fire drills for both Hutchison and Robbins Halls, additional training is not required or scheduled. However, all lab and office supervisors are required to insure all personnel under their supervision are familiar with evacuation procedures and this Emergency Action Plan. Training is required during but not limited to employee’s initial lab safety training and reviewed during the annual lab safety refresher training
 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](#).

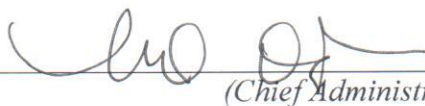
Signatures

This EAP has been reviewed and approved by the following individuals:



(Department Chair, or other Responsible Person) 12/13/2017

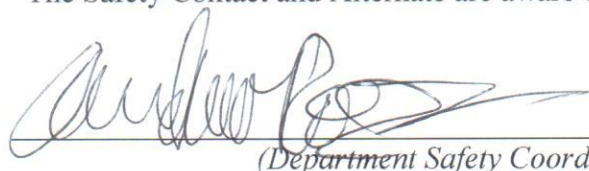
(Date)



(Chief Administrative Officer) 12/13/2017


(Date)

The Safety Contact and Alternate are aware of their responsibilities, as described in this plan:




(Department Safety Coordinator) 12/13/17

(Date)



(Alternate Safety Contact) 12/13/2017

(Date)



(Alternate Safety Contact) 12/13/2017

(Date)

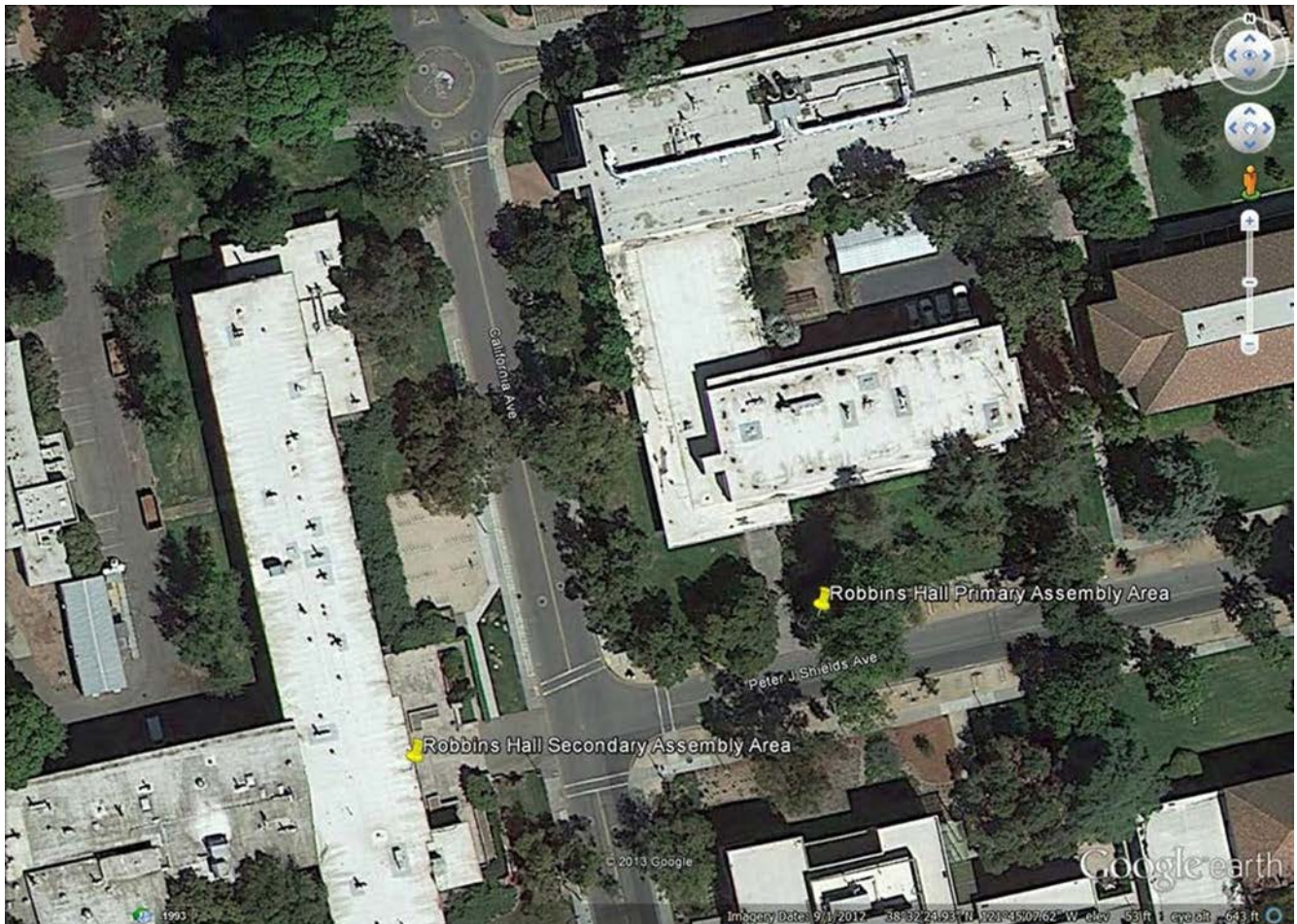
Additional Comments:

ASSEMBLY AREA LOCATIONS

Hutchison or Storer Hall



Robbins Hall



Armstrong Field Station

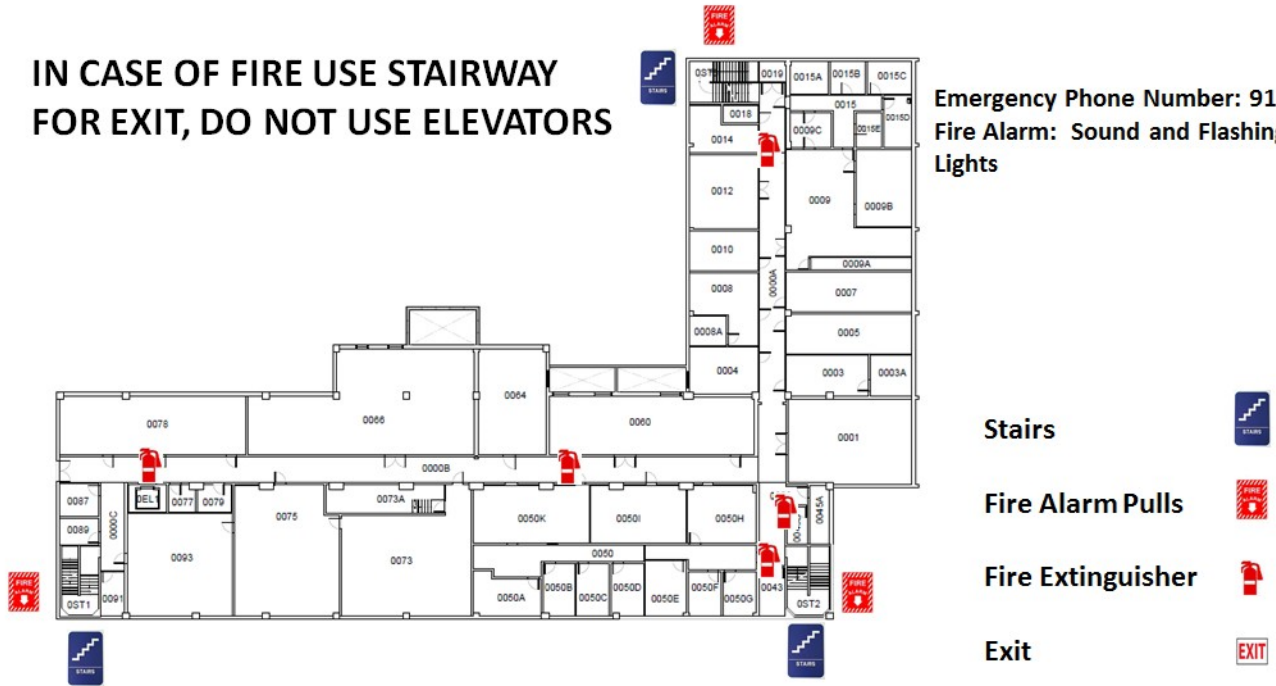


EVACUATION MAPS

Hutchison Hall Basement

**IN CASE OF FIRE USE STAIRWAY
FOR EXIT, DO NOT USE ELEVATORS**

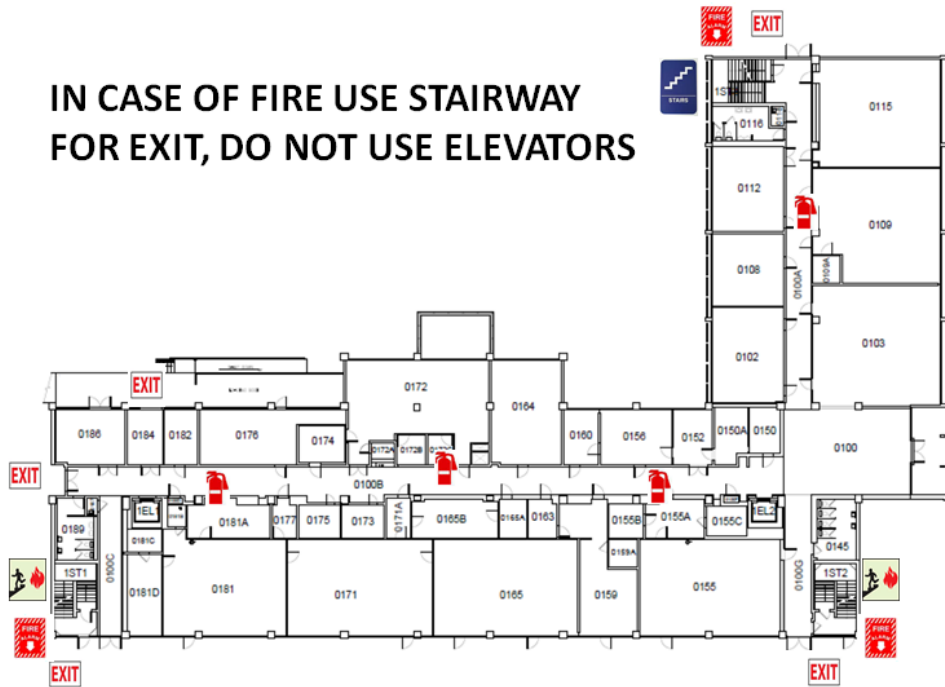
**Emergency Phone Number: 911
Fire Alarm: Sound and Flashing
Lights**



Hutchison Hall 1st Floor

**IN CASE OF FIRE USE STAIRWAY
FOR EXIT, DO NOT USE ELEVATORS**

Emergency Phone Number: 911
Fire Alarm: Sound and Flashing Lights



Fire Stairs



Stairs



Fire Alarm Pulls



Fire Extinguisher



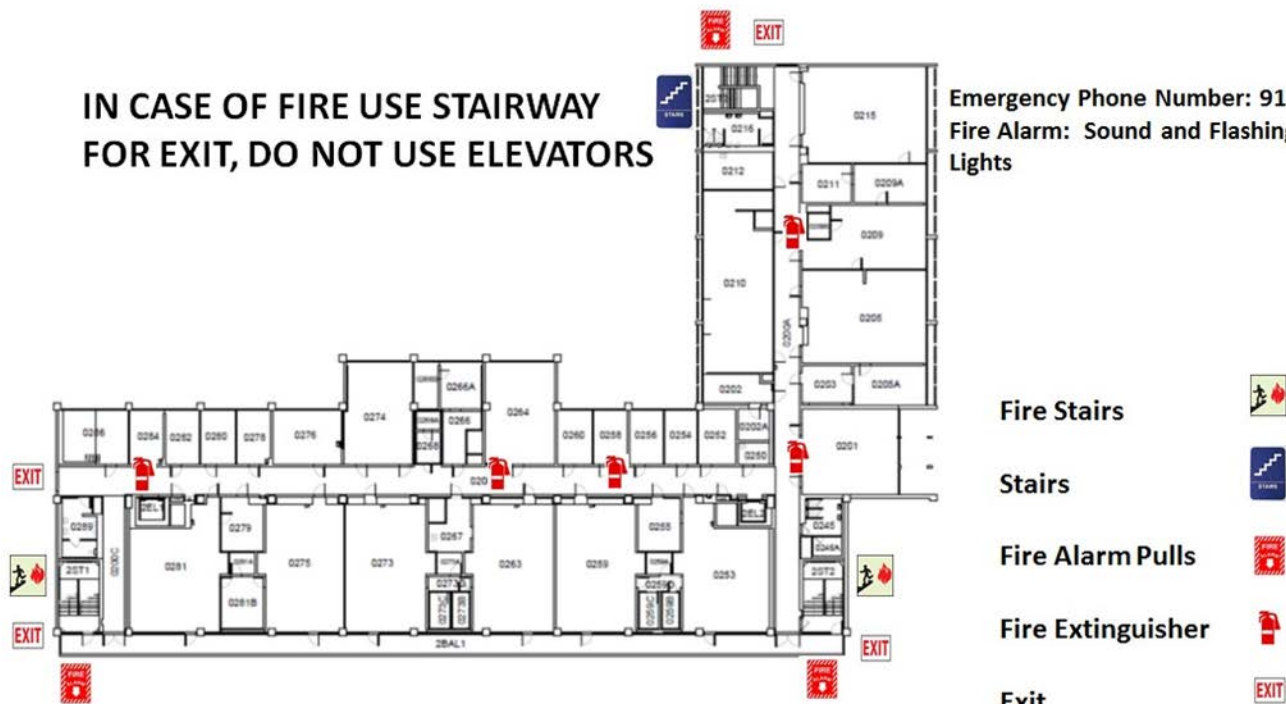
Exit



Hutchison Hall 2nd Floor

**IN CASE OF FIRE USE STAIRWAY
FOR EXIT, DO NOT USE ELEVATORS**

Emergency Phone Number: 911
Fire Alarm: Sound and Flashing
Lights



Hutchison Hall 3rd Floor

Emergency Phone Number: 911

Fire Alarm: Sound and Flashing Lights



**IN CASE OF FIRE USE STAIRWAY
FOR EXIT, DO NOT USE ELEVATORS**

Fire Stairs

Fire Alarm Pulls

Fire Extinguisher

Exit

Hutchison Hall 4th Floor

Emergency Phone Number: 911

Fire Alarm: Sound and Flashing Lights



**IN CASE OF FIRE USE STAIRWAY
FOR EXIT, DO NOT USE ELEVATORS**

Fire Stairs

Fire Alarm Pulls

Fire Extinguisher

Exit

Hutchison Hall 5th Floor

Emergency Phone Number: 911

Fire Alarm: Sound and Flashing Lights



**IN CASE OF FIRE USE STAIRWAY
FOR EXIT, DO NOT USE ELEVATORS**



Fire Stairs



Fire Alarm



Fire Extinguisher

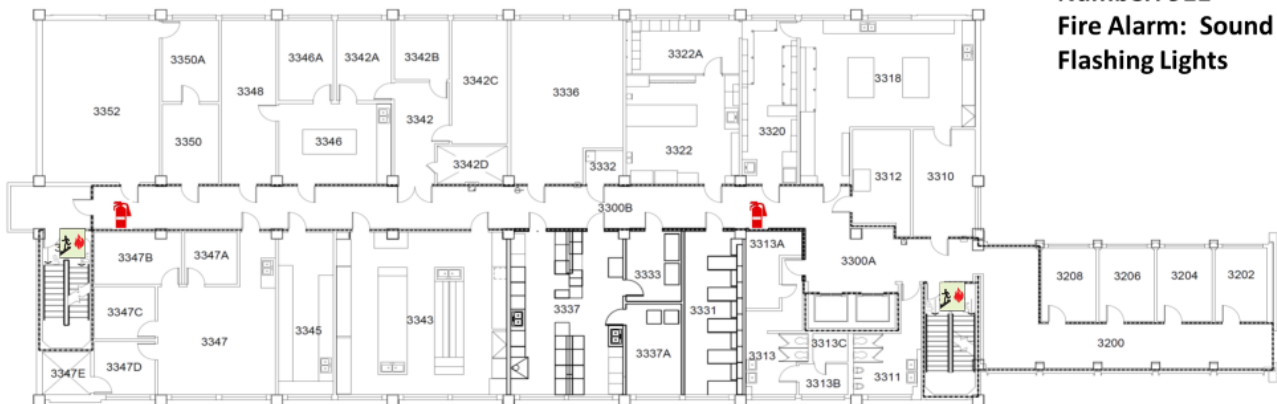


Exit



Storer Hall 3rd Floor

Emergency Phone
Number: 911
Fire Alarm: Sound and
Flashing Lights



**IN CASE OF FIRE USE STAIRWAY
FOR EXIT, DO NOT USE ELEVATORS**

Stairs



Fire Alarm



Fire Extinguisher

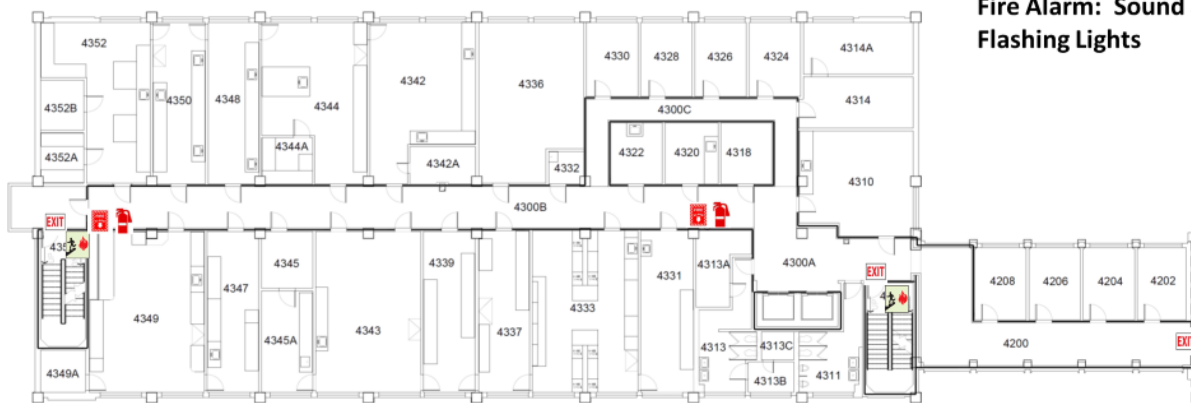


Exit



Storer Hall 4th Floor

Emergency Phone
Number: 911
Fire Alarm: Sound and
Flashing Lights



**IN CASE OF FIRE USE STAIRWAY
FOR EXIT, DO NOT USE ELEVATORS**

Stairs



Fire Alarm



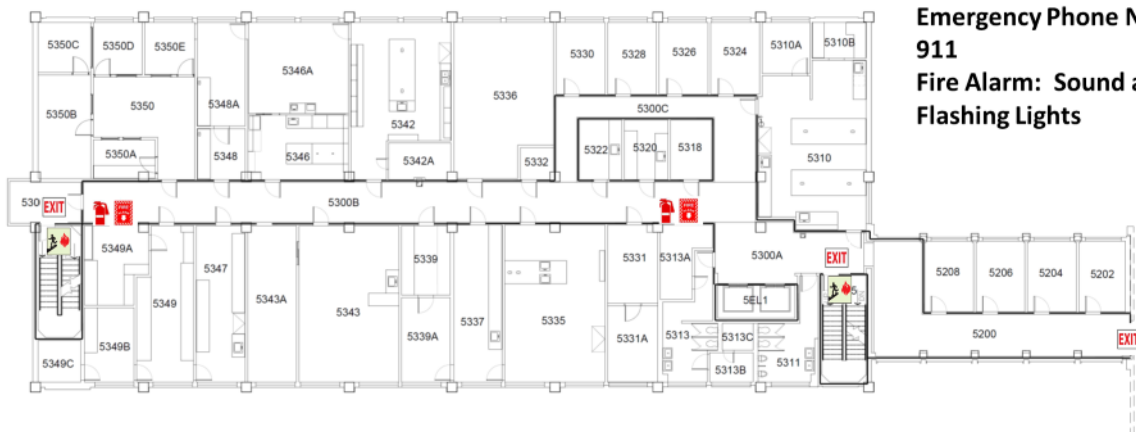
Fire Extinguisher



Exit



Storer Hall 5th Floor



Emergency Phone Number:
911
Fire Alarm: Sound and
Flashing Lights

**IN CASE OF FIRE USE STAIRWAY
FOR EXIT, DO NOT USE ELEVATORS**

Stairs



Fire Alarm



Fire Extinguisher

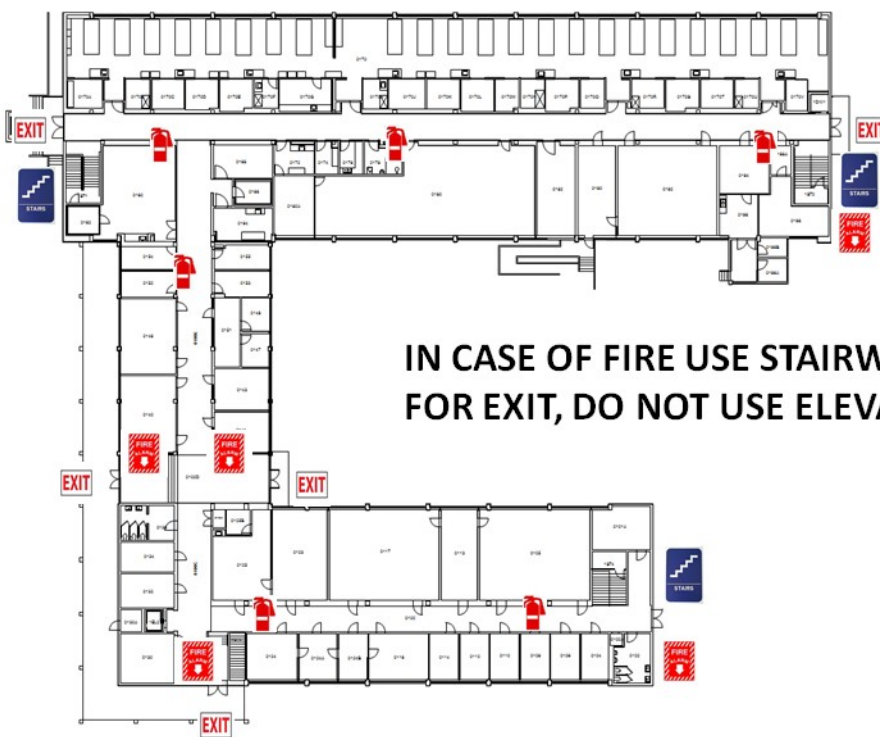


Exit



Robbins Hall 1st Floor

Emergency Phone Number: 911
Fire Alarm: Sound and Flashing Lights



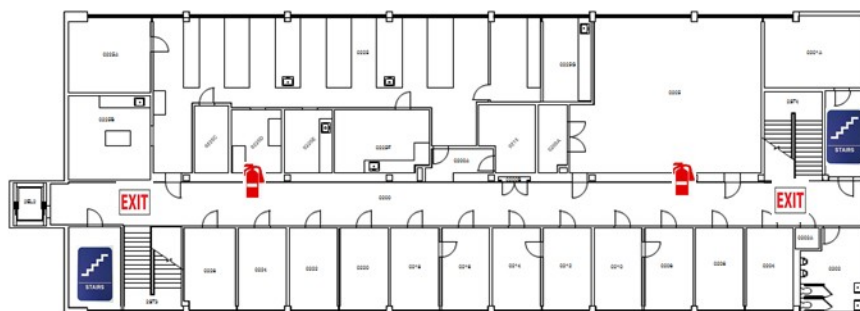
**IN CASE OF FIRE USE STAIRWAY
FOR EXIT, DO NOT USE ELEVATORS**

- Stairs 
- Fire Alarm 
- Fire Extinguisher 
- Exit 

Robbins Hall 2nd Floor South Wing

Emergency Phone Number: 911

Fire Alarm: Sound and Flashing
Lights



**IN CASE OF FIRE USE STAIRWAY
FOR EXIT, DO NOT USE ELEVATORS**

Stairs



Fire Alarm



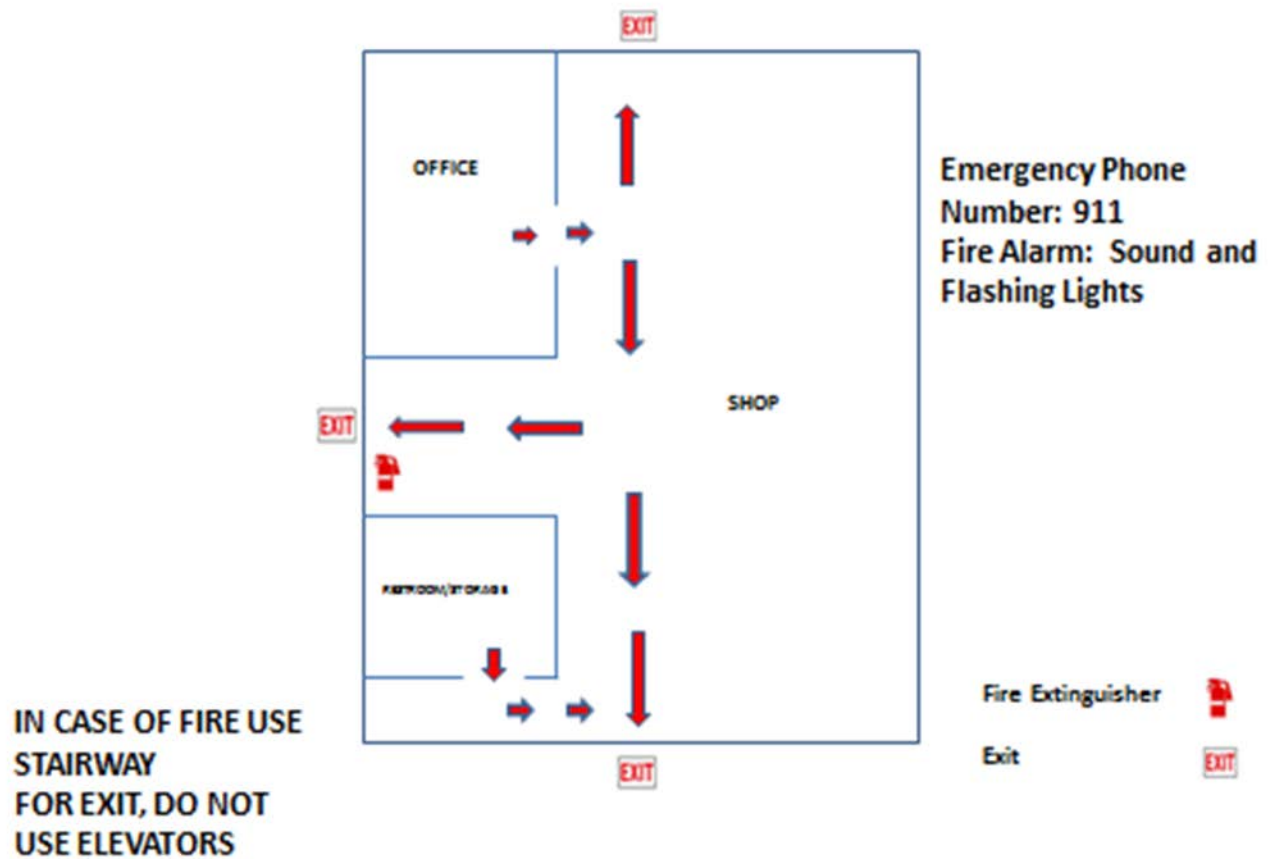
Fire Extinguisher



Exit



ARMSTRONG SHOP BUILDING



Roll Call Sheet

Enter lab or administrative section name here:

All labs or administrative section safety officers are required to keep an up to date record of all employees under their supervision. This form can be used as a roll call list to make sure all lab or administrative section personnel have evacuated the building safely.

[illegible]

Additional Training:

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:

- **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 or <http://www.ucdavis.edu/emergency/emergency-services.html>
- **Call the Emergency Status Line (530) 752-4000**
The Emergency Status Line provides a recorded telephone message about the status of the Davis campus in an emergency. It indicates the emergency's nature and provides brief instructions.
- **Listen to the News Media**
UC Davis works with the news media to share information about emergencies and provide direction to the university community.

AM radio KFBK 1530 initiates public Emergency Alert System messages for several area counties. The station offers live audio streaming at www.kfbk.com
- **Become a "Fan" on Facebook**
UC Davis sends emergency bulletins to its "fans" on Facebook. If you aren't already a member, join Facebook at www.facebook.com. Then you will be able to visit UC Davis' Facebook site and click through to become a fan.
- **Sign up for Personal Alerts through the WarnMe system**
This emergency notification service provides students and employees with timely information and instructions during emergencies. UC Davis WarnMe sends alerts by e-mail, telephone, cell phone and text messaging. To deliver messages, WarnMe uses employees' work contact information from the university's online directory, students' email addresses and personal contact information you voluntarily provide. Register and update your information at <http://warnme.ucdavis.edu>.

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.

Additional Training:

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 instructed, use duct tape and plastic sheeting (heavier than food wrap) to 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.

Additional Training:

Community Survival Strategies for an Active Shooter

The UC Davis Police Department hosts workshops to the members of the campus community presenting strategies to increase the likelihood of surviving an active shooter. The workshop covers five steps for increasing your chances of surviving an active shooter and also provides demonstrations for attacking the attacker.

Presentations run approximately 90 minutes including a question/answer session, but it is recommended departments allow 2 hours release time for employees, as there is a hands-on component at the end of the presentation. Community presentations are available on the Davis and Sacramento campuses throughout the year. To schedule a workshop please contact:

Chief of Police

Matthew Carmichael

(530) 752-5350

mecarmichael@ucdavis.edu

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.

Training Sign-in Sheet

****All Employees need to have documented training ****

Training Topic: Emergency Action & Evacuation Plan

Date: _____

Instructor/Trainer: _____

1. _____
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