



Chemistry Department

Emergency Action Plan

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

Implementation Date:	4/01/2014		
Review Date*:	08/06/2014	02/06/2015	03/03.2016
	_____	_____	_____
12/09/2016	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

*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

How to Complete This Plan Successfully:

This document includes a template for creating a departmental EAP, as well as additional incident and emergency response training that should be incorporated into the annual training for the EAP. As you read through the document, click on the gray shaded areas and type in the information requested.

Example: Chemistry Department

This template was designed to help the Department Safety Coordinator (herein referred to as “DSC”) create an EAP, with the understanding that not all departments will have the same structure or protocols during an emergency. As the creator of your department’s plan, you have the flexibility to adjust it to fit your needs to best assure the safety of your colleagues in an emergency.

EAPs are often lengthy documents filled with explanations of the intended actions of every conceivable building occupant. When an event actually occurs, such plans are seldom used efficiently for three reasons: 1) people lack knowledge of the plan, 2) people do not understand the plan, or 3) the plan fails to address the varied physical locations where it must work.

In order for your EAP to be successful, there are essential elements that need to be implemented. These essential elements are detailed on page 8, *Responsibilities of the Department Safety Coordinators*.

If you have questions or suggestions regarding this document, please direct those to:

Steve Ball

sdball@ucdavis.edu

Contact Information

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

Chemistry Department

(Office Name)

Chemistry Annex Room #3467

(Office Location)

(530)752-8900

Chem-info@ucdavis.edu

(Phone)

(email)

Ting Guo

(530)754-5283

tguo@ucdavis.edu

(Director/Dean/Chairperson)

(Phone)

(email)

Debbie M. Decker

(530)754-7964

dmdecker@ucdavis.edu

(Department Safety Coordinator)

(Phone)

(email)

Scott Berg

(530)752-1957

spberg@ucdavis.edu

(Alternate Safety Contact)

(Phone)

(email)

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

February

Revision History:

12/09/2016: Updated with new Department Chair. Added evacuation map. Included evacuation route for Room 093 (NMR Facility). Minor editorial changes.

03/03/2016: Updated onto new EAP template.

02/06/2015: Updated to reflect Scott Berg as alternate emergency contact. Removed roll sheets which were not useful.

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:

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 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: Audible/visible building alarms

Additional notifications: department email notification, UC Davis WarnMe

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, secure hazardous operations, and evacuate immediately. Securely close departmental and office doors behind you. 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](#).

Persons involved with developing the EAP need to address how to evacuate colleagues with special needs who are unable to evacuate on their own. More information and guidance on this topic can be found in the SafetyNet #534 [Guidelines to Emergency Evacuation Procedures for Employees/Clients with Disabilities](#).

Assembly Area

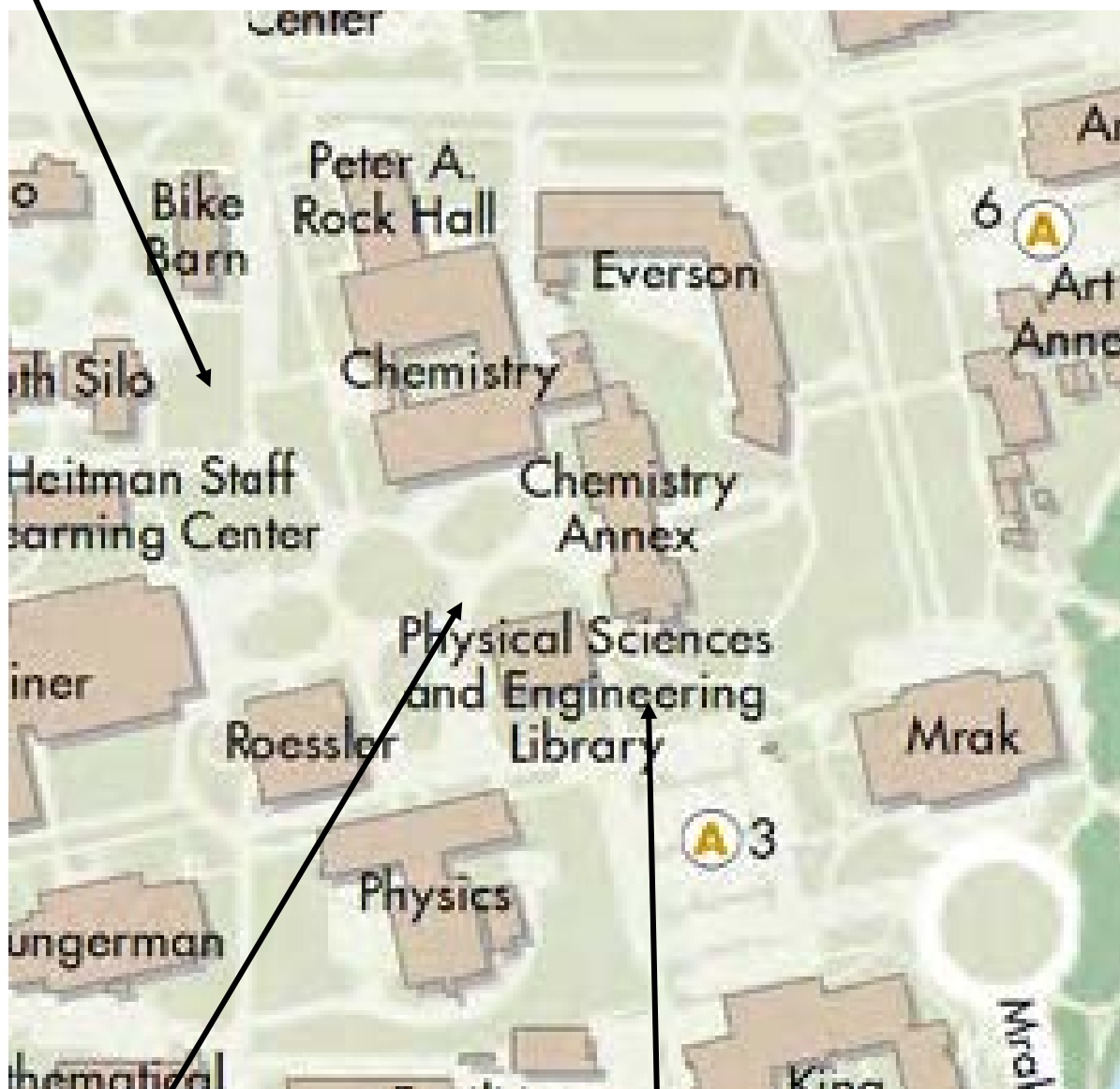
After exiting the building, all employees, students, volunteers, and visitors should follow the evacuation route to the pre-arranged assembly area.

*[Assembly Area Guidelines](#)
have been developed to
help DSCs choose the
safest location to
assemble.*

Each research laboratory has a designated assembly area, described in their lab-specific Laboratory Safety Plan and posted in the laboratory. The Staff assembly area is at the “Stonehenge” sculpture across from the west entrance to the Chemistry building. Laboratory personnel evacuating from the Chemistry building to the west gather at the “Stonehenge” sculpture across from the west entrance to the Chemistry building. Laboratory personnel evacuating from the Chemistry or Chemistry Annex buildings to the south gather in between the two grassy hills, closest to the Physical Sciences/Engineering Library. Laboratory and staff evacuating from the Chemistry Annex gather on the grass, closest to the Mrak Hall parking lot. See attached evacuation map.

DEPARTMENT OF CHEMISTRY Areas of Evacuation

Stonehenge sculpture (entitled *Stone Poem*) at the Silo.



2nd Grass Knoll between Chemistry and Physical Sciences and Engineering Library.

The grassy area between Chemistry Annex and the Mrak Parking Lot (Lot 3).

The Department Safety Manager will contact each laboratory group and receive verbal confirmation everyone in the group is accounted for. The Department Chief Administrative Officer or Facility Manager will account for the staff and provide verbal confirmation to the Department Safety Manager the staff is accounted for.

All employees should stay within your respective group at the Assembly Area. No one should leave the area until notified by the First Responders, Department Safety Manager, Facility Manager, or CAO.

Classes which meet in the Chemistry Annex evacuate to the south and gather in between the two grassy hills, closest to the Physical Sciences/Engineering Library. Teaching Assistants will take roll of their students. Dispensary staff will account for their student workers.

Roll Call Sheets

Chemistry

Office Location: 3467 Chemistry

Department Safety Manager, Facility Manager and/or CAO are responsible for maintaining a current list of PI research lab groups and in which building they are located. A current staff list will also be maintained. These lists will be used to account for lab groups in an emergency. Each lab group will assure to the Department Safety Manager, Facility Manager, and/or CAO that all of their workers are accounted for. Department Safety Manager, Facility Manager and/or CAO will call roll of the staff.

Persons evacuating from the NMR Facility, Room 093, should gather at Stonehenge. The NMR Facility Manager will make sure everyone is out of the building and accounted for.

Roll Sheets are provided below:

PIs in Chemistry/Chem Annex Buildings

Staff in Chemistry/Chem Annex Buildings

Staff, TAs, Student workers in Sciences Lab Building and Earth and Planetary Science Building

PI Evacuation Roll Sheet (Chemistry Department)

Date: _____

Person accounting for evacuees: _____

PI Name	Evacuation Muster Point	Accounted for?
Ames	Stonehenge	
Atsumi	Stonehenge	
Augustine	Stonehenge	
Balch	2 nd Grassy Knoll	
Beal	Mrak Lot	
Berben	2 nd Grassy Knoll	
Britt	Stonehenge	
Casey	Mrak Lot	
Chamberlain	Stonehenge	
Chen	Stonehenge	
Crabtree	Stonehenge	
Cramer	Mrak Lot	
David	Stonehenge	
Donadio	Stonehenge	
Dudnik	2 nd Grassy Knoll	
Filloux	Mrak Lot	
Fisher	Mrak Lot	
Franz	2 nd Grassy Knoll	
Gervay-Hague	Mrak Lot	
Goodin	2 nd Grassy Knoll	
Gulacar	Stonehenge	
Guo	2 nd Grassy Knoll	
Kauzlarich	Stonehenge	
Kovnir	Stonehenge	
Kurth	2 nd Grassy Knoll	
Land	Stonehenge	
Larsen	Stonehenge	
Lebrilla	2 nd Grassy Knoll	
Liu	2 nd Grassy Knoll	
Mascal	Stonehenge	
McCurdy	Stonehenge	
Nasiri	Stonehenge	
Ng	2 nd Grassy Knoll	
Osterloh	2 nd Grassy Knoll	
Power	2 nd Grassy Knoll	
Schore	Stonehenge	
Shaw	Stonehenge	
Siegel	Stonehenge	
Stuchebrukhov	Stonehenge	

Tantillo	2 nd Grassy Knoll	
Toney	2 nd Grassy Knoll	
Velazquez	Mrak Lot	
Wang	Stonehenge	

Staff Evacuation Roll Sheet (evacuate to Stonehenge)

Date: _____

Person accounting for evacuees: _____

Staff Name	Accounted for?
Albert Sy	
Anderson Ellis	
Brad Wolf	
DeAnn Ronning	
Debbie Decker	
Eileen Rivera	
Eric Rosario	
Henry Sanchez	
Jason Endres	
Jenny Tran	
Jessica Goodall	
Jessica Potts	
Jillian Emerson	
Jim Fettinger	
Jim Smithers	
Judy Fisher	
Laura Troutner	
Lydia Musgrave	
Minh Hoang	
Patricia Chuda	
Paul Hrvatin	
Paul Stucky	
Perry Gee	
Rose Smith	
Scott Berg	
Susan Stagner	
William Angel	

Evacuation Procedures & Routes - Sciences Lab Building (SLB)

After exiting the building, all occupants should follow the evacuation route to the pre-arranged assembly area.

The assembly area for Chemistry department personnel in the SLB is the grassy area northwest of the West Entrance to the Sciences Lab Building near the tree.

The SLB Chemistry dispensary supervisor will contact each teaching laboratory instructor and receive verbal confirmation that everyone in the teaching labs is accounted for. The dispensary supervisor will also account for the dispensary staff and lecturers with offices in the SLB to confirm all department personnel are accounted for.

All students and staff should stay within respective group at the Assembly Area. No one should leave the area until notified by the First Responders, Department Safety Manager, CAO, or the Dispensary Supervisor.

Evacuation Roll Sheet -Sciences Lab Building

Date:_____

Person accounting for evacuees: _____

Personnel	Accounted for?	Undergraduate roll call? (if applicable)
William Huang		
Theodore Okodogbe		
Qiuning Huang		
Dispensary Student Worker(s)		
Lab Instructor –SLB 1051		
Lab Instructor –SLB 1059		
Lab Instructor –SLB 1067		
Lab Instructor –SLB 1068		
Lab Instructor –SLB 1075		
Lab Instructor –SLB 1076		
Lab Instructor –SLB 2051		
Lab Instructor –SLB 2059		
Lab Instructor –SLB 2068		
Lab Instructor –SLB 2076		
Office Hour TA on duty		
Office Hour TA on duty		
Lecturer in SLB: Enderle		
Lecturer in SLB: Toupadakis		

Evacuation Procedures & Routes - Earth and Planetary Sciences Building (EPS)

After exiting the building, all occupants should follow the evacuation route to the pre-arranged assembly area.

The assembly area for Chemistry department personnel in the EPS is the bike rack area on the west entrance of the Earth and Physical Science Building.

The EPS Chemistry dispensary supervisor will contact each teaching laboratory instructor and receive verbal confirmation that everyone in the teaching labs is accounted for. The dispensary supervisor will also account for all the dispensary staff in the building.

All students and staff should stay within respective group at the Assembly Area. No one should leave the area until notified by the First Responders, Department Safety Manager, CAO, or the Dispensary Supervisor.

Evacuation Roll Sheet – Earth and Physical Sciences Building

Date: _____

Person accounting for evacuees: _____

Personnel	Accounted for?	Undergraduate roll call? (if applicable)
Jillian Emerson		
Michael Goldsmith		
Ashna Prasad		
Dispensary Student Worker(s) EPS 3314		
Dispensary Student Worker(s) EPS 2350		
Lab Instructor – EPS 2342		
Lab Instructor – EPS 2354		
Lab Instructor – EPS 3359		
Lab Instructor – EPS 3342		
Lab Instructor – EPS 3303		
Lab Instructor – EPS 3317		
Lecturer in EPS: Lievens		
Office Hour TA on duty – EPS 2343		

Responsibilities of the Department Safety Coordinator

Chemistry Department Safety Manager 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. **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 [Steve Ball](#) 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](#).

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' e-mail 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

Active Shooter Survival Workshop is offered under the auspices of the campus Police Department. The next workshop is open to all. For dates, times and to register please click on the link below:

http://sdps.ucdavis.edu/course_catalog/environmental_occ_safety/cmtly_survival.html

This **DYNAMIC** workshop, geared to members of the campus community, presents strategies to increase the likelihood of surviving an active shooter incident. The presentation covers the three steps for increasing your chances of surviving an active shooter:

- **Run**
- **Hide**
- **Fight (Last Resort)**

Staff from several academic departments and student services units participate with police officers in delivering the workshop. This team approach helps faculty, students and staff better relate to the scenarios and concepts demonstrated in the program, which includes demonstrations for attacking an attacker including taking away a handgun. Other topics covered include:

- The will to survive
- Identifying police department capabilities
- Weapon identification for community members

The Active Shooter Survival Workshop emphasizes the need for communities to pre-plan for catastrophic events and shows them how to identify an active-incident safe space in the campus environment.

ADDITIONAL RESOURCES:

[Active Shooter Pocket Card](#)

[Active Shooter Information Guide](#)

[Active Incident Safe Space](#)

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.