

# UC DAVIS HEALTH

## EDUCATION & RESEARCH

### Emergency Action & Evacuation Plan

In compliance with:

California Code of Regulations

Title 8, Section 3220

Implementation Date: November 21, 2019  
Annual Review            11/21/2019\_ESI/SR  
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**

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

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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):**

Shawn Rasmussen	916-761-7582	<a href="mailto:serasmussen@ucdavis.edu">serasmussen@ucdavis.edu</a>
Elizabeth Ingham	530-752-9996	<a href="mailto:esingham@ucdavis.edu">esingham@ucdavis.edu</a>

### **Shriners Safety Officer:**

Linda Viscardi	916-202-4506	<a href="mailto:lviscardi@shrinenet.org">lviscardi@shrinenet.org</a>
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# **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 campus. All employees must evacuate the building when notified to do so. Please refer to Policy & Procedure Manual 390-10 for more information on Campus Emergency Policy. <http://manuals.ucdavis.edu/PPM/390/390-10.pdf>

### **Prior to Exiting**

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

### **Evacuation Routes/Exiting the Building**

During an emergency evacuation follow the **Shriners Evacuation/Relocation Plan** on page 21. Use the nearest door or stairway if available. Each employee needs to be aware of at least two exit routes in their main building in the event one is compromised.

All campus buildings over one story high must have building evacuation signs posted on every floor. The signs must be posted at all stairway and elevator landings and immediately inside all public entrances to the buildings. More information on this is available in the Fire Net on Evacuation Signs: <http://safetyservices.ucdavis.edu/ps/fp/fn/ee/emergencyEvacuationSigns.pdf/view>

Persons involved with developing the EAP need to address how to evacuate colleagues with special needs that are unable to evacuate on their own. More information and guidance on this topic can be found in the Fire Net on Guidelines to Emergency Evacuation Procedures for the Disabled: <http://safetyservices.ucdavis.edu/ps/fp/fn/ee/emergencyEvacuationOfDisabled.pdf/view>

### **Assembly Area**

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

The department manager should assign an Assembly Area Supervisor to each evacuation location. List all buildings in which

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

department members are assigned space and the corresponding assembly areas and manager.

### **BUILDING**

### **ASSEMBLY AREA LOCATION**

### **AREA SUPERVISOR**

**(SEE MAP)**

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 Supervisor, or Safety Officer.

## **ASSIGNED JOB RESPONSIBILITIES**

### **Assembly Area Supervisor Duties:**

It is recommended that the senior employee or their designee acts as the Assembly Area Supervisor. The Assembly Area Supervisor should be responsible for taking roll call and therefore it is imperative that *prior* to an emergency the Department Safety Coordinator (Safety Officer) and Assembly Area 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 other 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, therefore it is suggested the Assembly Area Supervisor assign a liaison to the First Responders.

### **Responder Liaison Duties: (Assembly Area Helper)**

The Responder Liaison ensures important communication and information exchange between the First and Second Responders (e.g. Fire, Police, Facilities), and the Area Assembly Supervisor. The Responder Liaison (whom may be the Safety Officer 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.*

**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:

- Review and update the EAP annually or as needed.
- Update and submit the Emergency Call List to the UC Davis Dispatch Center (see address at bottom of Emergency Call List). <http://police.ucdavis.edu/docs/emergencycall.pdf>
- Train employees on the location of emergency exits, fire extinguishers, and 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 Supervisors, 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 inefficiency *prior* to an emergency.
  2. **Schedule a Building Evacuation.** The 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 **Safety Officer(s)** 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.

## **PURPOSE OF EMERGENCY ACTION PLAN (EAP)**

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

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

### **General Safety Information Websites:**

Emergency Services/Campus Safety: <http://ucdavis.edu/emergency/emergency-services.html>

## **Communication**

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



# EMERGENCY COORDINATORS/EVACUATION

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

UC Davis Health:	<u>Shriner's Hospital 6<sup>th</sup> Floor</u>	
Emergency Coordinator:	<u>Linda Viscardi</u> (Primary)	<u>916-202-4506</u> (Phone)
Emergency Coordinator:	_____ (Alternate)	_____ (Phone)

(Schools of Health Safety Officers)	(email)	(Phone)
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<u>Shawn Rasmussen</u> (Schools of Health Safety Officer)	<a href="mailto:serasmussen@ucdavis.edu">serasmussen@ucdavis.edu</a>	<u>916-761-7582</u>
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<u>Elizabeth Ingham</u> (Schools of Health Safety Officer, Davis Campus)	<a href="mailto:esingham@ucdavis.edu">esingham@ucdavis.edu</a>	<u>530-752-9996</u>
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Emergency Coordinators are responsible for coordinating continuing responses to ongoing emergencies. They will serve as the point contact for communications concerning campus wide responses to emergencies. Overall, campus animal coordination will be done through the Office of the Campus Veterinarian (530-219-3076). The emergency command post will be at the Office of the Campus Veterinarian, at the Teaching and Research Animal Care Services (TRACS) headquarters, if no phones are functioning. Teaching and Research Animal Care Services (TRACS) will provide basic care for animals.

## FIRE & SMOKE:

### **FIRE EMERGENCY: 911**

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

1. House Nursing Supervisor (pager 523-9311 or ICU x2111 or South Unit x2155 or the West Unit x2150)
2. Security Officers (Security Office is located in the basement and can be reached by pager 590-6100 or by phone x3000 or "0" for the Operator)
3. Engineers on duty (Facilities Office is located on the 8<sup>th</sup> floor and can be reached at x2074 or by cell phone 916-709-6973) Engineering management can be reached via pager 590-5483 or 590-5050 or phone x 5050 or 2256)

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 Emergency Preparedness Plan for criteria).
- 2) The House Nursing Supervisor will implement the Fire Safety Evacuation Plan should the need arise.

b. 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.

c. 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, Chiefs 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 21 of this document (see attached MAPS for Evacuation Routes by Floor and the designated Emergency Assembly Area(s)).

## F. SPECIFIC DEPARTMENTAL CONSIDERATIONS

1. Nursing Units:
  - a. Alert personnel without creating panic. Make sure all doors are closed. Call personnel to the Nurses Station. DO NOT SHOUT "FIRE".
  - b. If the Unit is threatened by fire, close medical gas valves and provide patients with portable tanks and masks as needed. (Staff is required to keep a reserve of portable oxygen tanks in the Nursing Unit at all times.)
  - c. Assign personnel to care for certain beds, ensuring that all patients are accounted for.
2. Laundry:
  - a. Turn off all machinery threatened by fire.
  - b. Evacuate the area as required.
3. Laboratories:
  - a. Turn off all non-essential equipment. Return all flammables to Flammable Storage Cabinet.
  - b. Lock the narcotic cabinet
  - c. Be aware that any fire in a laboratory may involve hazardous materials.

4. Surgery:
  - a. Remove all patients who are awaiting surgery to a safe place.
  - b. Take protective measures for both patient and operating staff if surgery is in progress.
  - c. Close all doors, including those that lead to the Surgery Suites. Turn off gas, oxygen, and anesthesia machines as soon as possible.
5. Nutritional Services:
  - a. Shut down all cooking equipment.
  - b. Turn off any gas or electrical equipment that is threatened by fire.
  - c. Activate hood extinguisher system (yellow pull boxes) as appropriate.
6. Central Sterile:
  - a. Be sure all Flammables are properly stored in Flammable Storage Cabinets.
  - b. Shut down any equipment in danger of being subjected to fire.
7. Facilities:
  - a. Shut off medical gas flow to areas affected by fire.
  - 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**

All buildings are 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, 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 no location announcement is heard, the staff on duty may determine the location by checking on the LCD 80 annunciators. Staff may 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.

## **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 should be 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.

### **Total Campus Power Failure:**

In the event of a total campus-wide power failure, you should attempt to contact Shriners Facilities Office and Front Desk Security, your supervisor and the appropriate Emergency Coordinator in the same manner as described above and evacuate as needed. Again report to the evacuation assembly point (see attached MAPS for the designated Emergency Assembly Area(s)) and await further instructions.

### **Flashlights:**

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

### **Special Actions:**

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

### **Extended Power Outage:**

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

Communication is crucial. Area supervisors with cellular phones are encouraged to use them. Supervisors must contact Emergency Coordinators throughout the day for instructions and to coordinate activities for each day of the emergency.

Emergency Coordinators are responsible for directing overall response to the power outage and they will serve as the liaison between Facilities/Plant Operations, Teaching and Research Animal Care Services, Office of the Campus Veterinarian, other supervisors and various departments on Campus.

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

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

# **EARTHQUAKE**

## **During Quake:**

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

## **After Quake:**

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

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

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

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



## **FLOODING**

**Shriners Facilities Office:**

**916-453-2074**

**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, you should 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**

**Fire Department: 911 from a land line 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 for you to enter that space, move them to a more secure location. In the case of primates, consider the biosafety hazards that are created by moving the animals to a different area. Never put yourself in danger to protect the life of an animal or 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. After leaving the building, call 911 and report the situation and location. Then contact your area supervisor and report the situation and location. Do not turn on any electrical devices that could cause a spark and subsequent explosion.

### **Toxic Spills:**

When 1 pint or more of a hazardous material or any amount of an extremely toxic substance is spilled, or when in doubt, call the Fire Department: **911 from a land line 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"

<http://safetyservices.ucdavis.edu/snfn/safetynets/snml/sn13/sn13>

### **Emergency Coordinators:**

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

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## **BOMB THREATS & DISRUPTIVE BEHAVIOR**

**Police Department: 911 from a land line 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 land line or cell phone**

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

If a person or persons are acting in a manner that is threatening, 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 land line 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, transport individual to medical facility when it is safe to do so. Contact your supervisor for further instructions.

Refer to Safety Net #52 Emergency Medical Care

<http://safetyservices.ucdavis.edu/sfn/safetynets/snml/sn52/sn52>

### **Major Injuries: (require emergency medical personnel)**

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

# **EVACUATIONS**

Be familiar with the **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, Chiefs 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 northwest side (**i.e. X Street**) of the hospital either inside or adjacent to the parking structure. 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. Elevators will not be used in the event of an evacuation for a fire, unless authorized by the Administrator or Fire Department. The sequence of patient evacuation is the following:
  1. Patients who are in immediate danger.
  2. The route/method of Critical Care Patients movement will be determined by the Senior Medical Representative.
  3. Ambulatory patients shall be instructed to line up outside their rooms, form a chain by holding hands, and follow the lead nurse to a safe area.
  4. All non-ambulatory patients shall be moved by bed, stretcher, blanket, wheelchair or other conveyance to the nearest and safest protected area.
  5. Carry patients as a last resort, if no other way is available, in order to escape dangerous areas. Evacuation chairs are mounted in each stairwell on levels 3 and 4.
  6. All rooms shall be checked for stragglers and all doors will be closed and marked with a chalk "x" to indicate patients have been evacuated.

- E. The Security Manager/Supervisor will assign a Security Officer to the assembly point to control the flow of traffic.
- F. Inpatient nurse managers and/or charge nurses:
  - 1. Assign specific nurses to maintain patient care.
  - 2. Assign staff (i.e. RN, LVN) to prepare patients for evacuation.
    - a. Place belongings in the clothing bag with the patient's name and medical record number. Place all patient's medications (including IVs and IV medications), prosthetics and special patient need items in a labeled bag inside the clothing bag.
    - b. Place KARDEX on the outside of the patient's chart and secure to chart with tape.
    - c. Ensure all charts (i.e., current and old) remain with the patient.
  - 3. Assign a person to record Evacuation Activity using the Patient Evacuation Checklist (see attachment).
  - 4. Forward documentation of evacuation and patient disposition to the Administrator or AOC via runner.

## **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. Ongoing emergencies will require coordination with TRACS personnel for the care of the animals. When possible, assist TRACS in providing for the animal's basic needs.

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

## **ON-GOING EMERGENCIES**

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

## **HANDICAPPED INDIVIDUALS**

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

## **“BUDDY SYSTEM” OPTION**

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

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

## **EVACUATION OPTIONS DURING A FIRE ALARM**

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

### **Horizontal Evacuation:**

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

### **Vertical (Stairway) Evacuation:**

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

### **Stay-in-Place**

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

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

**Emergency Dispatch:                      911 from a land line 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 in assuring a safe evacuation.

### **☐ Mobility Impaired (Wheelchair)**

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

### **☐ Mobility Impaired (Non-Wheelchair)**

Persons with mobility impairments, who 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.

## ROOMS THAT QUALIFY AS AREAS OF REFUGE:

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

## ELEVATOR EMERGENCY

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

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

**Fire Department:** 911 from a land line or cell phone  
**Shriners Front Desk Security:** Dial 55, or call 916-453-3000

## **CIVIL RESPONSE**

All employees should listen to broadcast media for instructions from civil response agencies and follow those instructions. Most laboratories have a radio. Civil response agency instructions supersede those in this plan. You are responsible for your own safety.

## **INDIVIDUAL, FAMILY, HOME & COMMUNITY PLANNING**

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

- Emergency Procedures –  
[http://police.ucdavis.edu/divisions\\_services/operations/general\\_information.html](http://police.ucdavis.edu/divisions_services/operations/general_information.html)
  - Suspicious Packages
  - Angry Clients
  - Personal Security
  - Phoned BombThreats
- 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 –  
<http://safetyservices.ucdavis.edu/safetynet/radioactive-spills-splashes-and-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:

- **UC Davis Emergency Notifications & information about emergencies**

The campus is prepared to meet the need for urgent communication as part of its comprehensive emergency management program. There are multiple ways to distribute life-saving and other important information in major emergencies. Be prepared to play your part. Familiarize yourself with these communication methods. For those that require your contact information in advance, sign up now.

<http://ucdavis.edu/emergency/emergency-notifications.html>

- **Call the Emergency Status Line 530-752-4000 (Davis Campus)  
916-734-2555 (Sacramento Campus)**

The Emergency Status Line provides a recorded telephone message about the status of the 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](http://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](http://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>.

## **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." <http://ucdavis.edu/emergency/emergency-notifications.html>

### **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.*

## **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 the UC Davis Police Department for more information and training on active shooter response in your workplace.

Phone: 530-754-9153

Email: [memacias@ucdavis.edu](mailto:memacias@ucdavis.edu)

Active Shooter Pocket Card:

[http://police.ucdavis.edu/divisions\\_services/outreach/documents/active\\_shooter\\_pocket\\_card\\_new.pdf](http://police.ucdavis.edu/divisions_services/outreach/documents/active_shooter_pocket_card_new.pdf)

In the training, *Community Survival Strategies for 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: \_\_\_\_\_  
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Phone: \_\_\_\_\_
6. Building: \_\_\_\_\_ Unit(s): \_\_\_\_\_  
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7. Building: \_\_\_\_\_ Unit(s): \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_  
Phone: \_\_\_\_\_
8. Building: \_\_\_\_\_ Unit(s): \_\_\_\_\_  
Contact: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_  
Phone: \_\_\_\_\_



**INSERT MAP(S) HERE**

# Evacuation Plan, 6th Floor

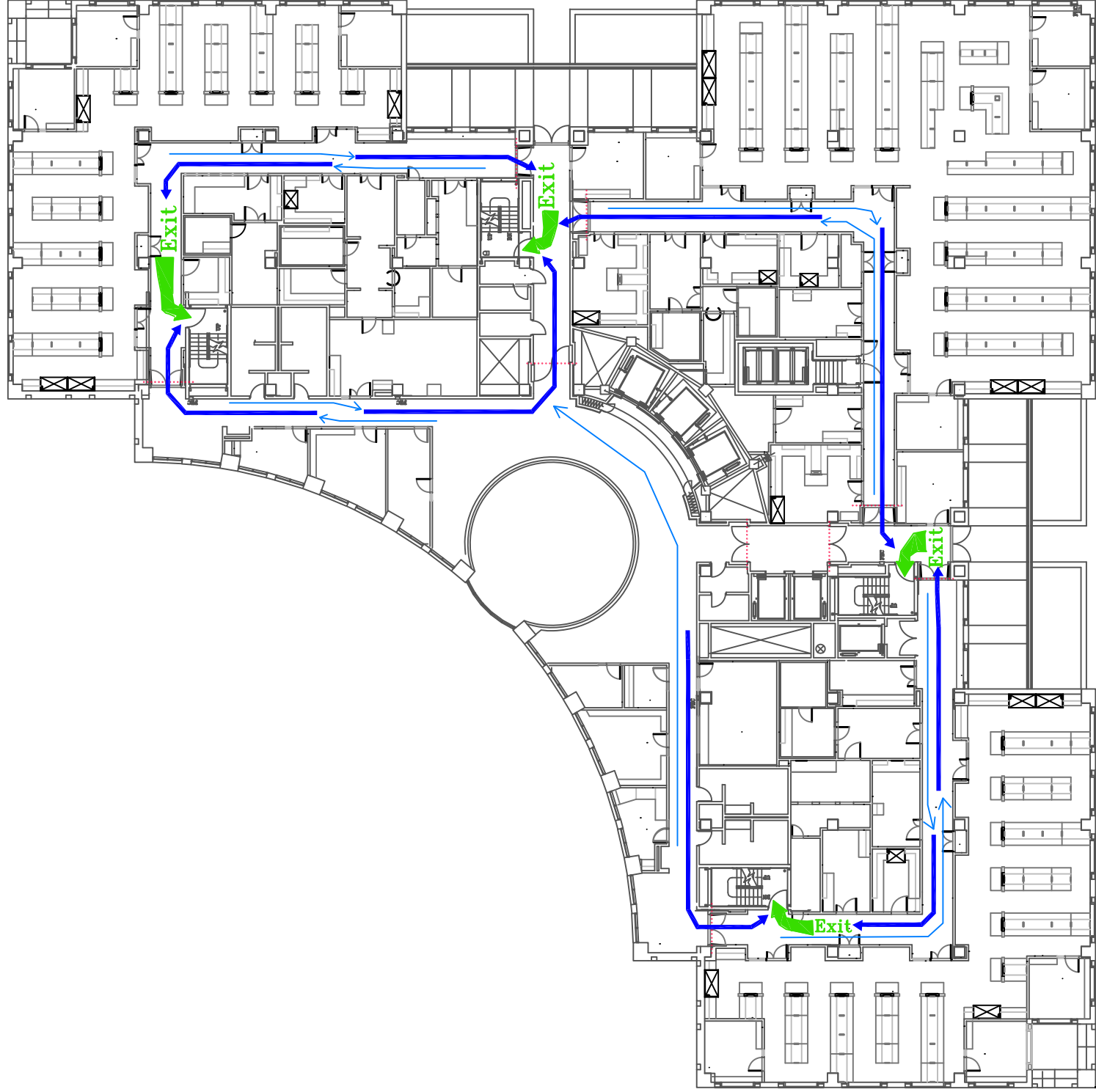
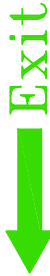


SHRINERS  
HOSPITALS  
FOR  
CHILDREN  
Northern  
California  
Unit

6th Floor

6

KEY



# Evacuation Assembly Areas

Normal

Inclement Weather

