

# Hart Interdisciplinary Programs

## Emergency Action & Evacuation Plan

**In compliance with:**

California Code of Regulations

Title 8, Section 3220

Implementation Date: 8.19.2019

Date of last Revision: \_\_\_\_\_

# BUILDING EVACUATION PLAN

## INTRODUCTION

An "evacuation" is defined as the emptying of an occupied area and the transference of occupants to a safe location. The need to evacuate may be caused by any hazard --- natural, technological, or human --- that threatens the UC Davis campus. The Building Evacuation Plan is the first part of a department's Emergency Action Plan (EAP). The campus EAP coordinates the safe evacuation of students, staff and faculty from building assembly areas to zone assembly areas, and if necessary, to a mass care facility.

The **HART INTERDISCIPLINARY PROGRAMS** Building Evacuation Protocol complies with the California Code of Regulations, Title 8, Section 3220; the California Education Code, Parts 40 and 59-Chapter C4.1, Section 66210 and Chapter 6, Section 94600; Title 19, Section 3.09 and 3.13; and UC Davis Policy & Procedure 290-05.

## DEPARTMENT INFORMATION

Department Name: **Hart Interdisciplinary Programs**

Location: **2201 Hart Hall**

Department Fax Number: **530-752-9704**

Date of Annual Review of Department Action Plan: \_\_\_\_\_

Date of Annual Evacuation Drill: \_\_\_\_\_

Department CAO: **Carlos Garcia**

Email Address: [cgc Garcia@ucdavis.edu](mailto:cgc Garcia@ucdavis.edu)

Phone number: **530-752-0675**

Contact for: African American and African Studies Program  
American Studies Program  
Asian American Studies Department  
Chicana/o Studies Department  
Cultural Studies Graduate Group  
Native American Studies Department  
Taller Arte del Nuevo Amanecer (TANA)  
Gender, Sexuality, and Women's Studies

## **EMERGENCY EVACUATION PROTOCOL**

### **Warning and Alarms**

Two types of warnings are used to notify the **HART INTERDISCIPLINARY PROGRAMS** personnel to evacuate a building: (1) evacuation alarms, horns, and flashing lights; and (2) verbal warning in person or by phone.

Department Safety Coordinators and Office Staff: **To the extent it is safe for you, direct everyone to evacuate.**

### **Prior to Exiting**

After hearing the alarm to evacuate, stop all work activities. If time permits, each person will gather their valuables (e.g. car keys), turn off computers, depower experimental equipment, lock away sensitive items, leave the lights on, and close, but do not lock the doors (locked doors can hamper rescue operations). The person responsible for roll call will take the personnel list before leaving the building.

### **Coordinator Information**

Coordinators will: 1) familiarize with the location of fire extinguishers, pull alarms and first aid kit, 2) confirm that evacuation routes are posted and hallways are clear, 3) if safe to do so, when alarm sounds, systematically check Hart Interdisciplinary Programs hallways to assure that all areas have been evacuated, 4) recruit assistants to guide evacuees to the assembly area, 5) assist differently-abled personnel to evacuate safely, 6) if ordered by the on-scene incident commander, move all personnel to the zone assembly area, 7) if ordered by the on-scene incident commander, inform personnel when it is safe to re-enter the building. After a major earthquake, personnel may not re-enter the building until cleared by a qualified inspector.

### **Evacuation Routes**

Emergency evacuation routes are posted at end of all hallways assigned to Hart Interdisciplinary Programs. The map shows the primary route evacuees will take to exit the building. Walk, **do not run**, to the emergency exit.

*Safety Coordinators:* Recruit volunteers to help you direct evacuees to the Building Assembly Area.

### **Persons responsible for Roll Call in Hart Interdisciplinary Programs**

Units Name: Hart Interdisciplinary Programs

Responsible personnel: Carlos Garcia, Daniel Cordova or designated HIP staff.

Report injuries to: Carlos Garcia, Daniel Cordova or designated HIP staff.

## Building Assembly Area

After exiting the building, employees, students, and visitors will follow the evacuation route to the pre-arranged Building Assembly Area (refer to the evacuation route map). The supervisor is responsible for taking roll call and reporting injuries to the Department Safety Coordinator. The DSC is responsible for informing the on-scene Incident Commander of the status of employees. If an employee is in immediate danger, report the location of the person directly to the nearest emergency responder.

Stay within your respective group at the Building Assembly Area. Do not leave the area. During inclement weather, evacuees will be directed to an alternate Building Assembly Area.

The Building Assembly Area for employees in **HART INTERDISCIPLINARY PROGRAMS** is the southwest corner of the grassy area immediately east of Hart Hall; also identified as the intersection of West Quad and Peter J. Shields streets.

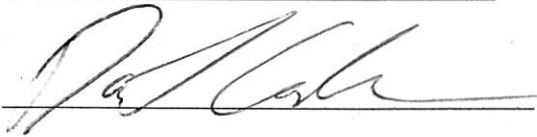
Units reporting to this area:

HART INTERDISCIPLINARY PROGRAM  
AFRICAN AMERICAN AND AFRICAN STUDIES  
AMERICAN STUDIES  
ASIAN AMERICAN STUDIES  
CHICANA/O STUDIES  
C.N. GORMAN MUSEUM  
CULTURAL STUDIES GRADUATE GROUP  
NATIVE AMERICAN STUDIES  
GENDER, SEXUALITY AND WOMEN'S STUDIES

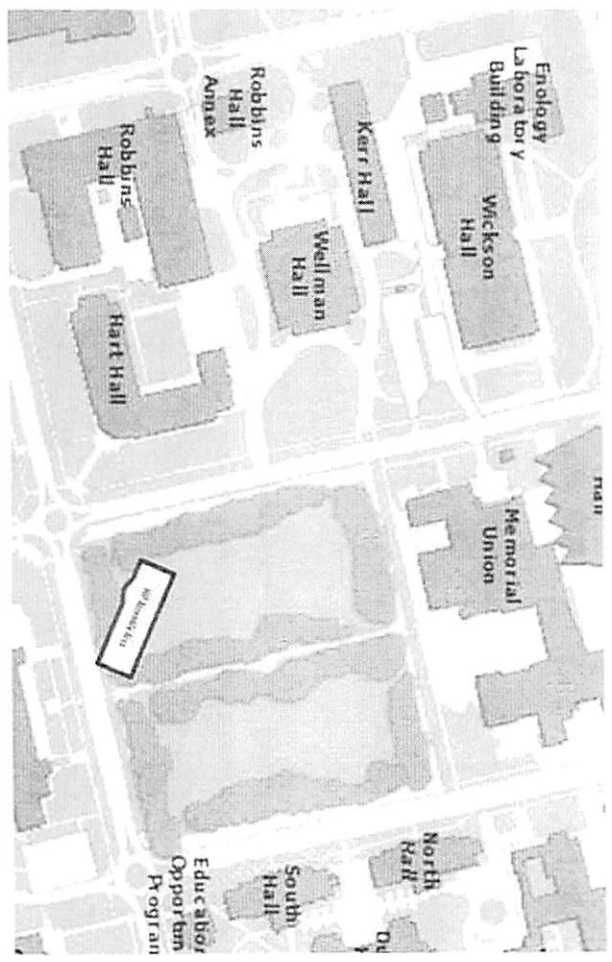
Zone Assembly Area: Hart Hall

This Building Evacuation Protocol has been reviewed and approved by the CAO and the Safety Coordinator.

Carlos C. Garcia:  Date: 8/19/19

Daniel Cordova:  Date: 8/19/19

Assembly Area: West Quad and Peter J. Shields Avenue



## ***BUILDING EVACUATION PROCEDURES***

1. A building evacuation will occur when a fire and/or life safety emergency occurs, the fire alarm evacuation (audible and/or visual) devices are activated, and/or upon notification by emergency response personnel, departmental Safety Coordinator, or Building Coordinator.
2. Be aware of all exits from your area and building. Know the routes from your work area. Departmental Safety Coordinators have maps showing emergency exit routes for your building.
3. If necessary or if directed to do so by emergency response personnel, departmental Safety Coordinator, or Building Coordinator, activate the building fire alarm. **CAUTION: Building fire alarms may stop ringing. If they stop, continue evacuation unless instructed otherwise by the personnel listed above.**
4. When the fire alarm evacuation devices sound, or when told to leave by emergency response personnel, the departmental Safety Coordinator, or the Building Coordinator, **WALK** quickly to the nearest marked exit and ask others to do the same. **DO NOT** use elevators unless directed.
5. **ASSIST** those persons who are disabled to exit the building! Elevators may be used to evacuate disabled persons **ONLY** after the elevator has been declared safe. Always evacuate mobility aids (wheelchairs, crutches, etc.) with the person, if possible.
6. Once outside, move to a clear area that is at **least 100 feet** away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
7. If requested, assist police or fire personnel, Departmental Safety Coordinator, and Building Coordinator.
8. An emergency command post may be set up near the emergency site. Keep clear of the command post unless you have important information to report.
9. **DO NOT** return to an evacuated building unless directed to do so by emergency response personnel, the departmental Safety Coordinator, or the Building Coordinator.

## **FIRE PROCEDURES**

### **The RACE Acronym and Prioritized Fire Procedures**

**Rescue**      Rescue anyone (including yourself) who is in immediate danger from the fire. Remove these people to the closest safe area, simultaneously notifying other building occupants to evacuate the area. Know the location of a primary and secondary exit and plan a means of escape. It helps to count the number of doorways between your room and the exit. Remember, the way you entered may not be the best way to exit in an emergency.

Use the stairs. Do not use elevators.

**Alarm**      Sound the fire alarm by pulling the nearest fire alarm pull station and dialing 911.

If emergency procedure information has been posted in your building, or if this information has been made available to you, take a few moments to read this information and become familiar with the building floor plan.

**Confine**      Confine the fire by closing all doors and windows in and around the fire area. This will help prevent the spread of smoke and fire. Shut off appliances and other equipment. Do not turn off the lights.

**Extinguish**      Extinguish the fire by using a portable fire extinguisher if safe to do so.

### **How Do You Evacuate?**

1. Stay close to the floor until you are sure there is no smoke. Smoke contains hot and toxic gases.
2. Take your keys. If you encounter fire or unsafe conditions, you may have to return to your room or office.
3. Check each door for heat before opening. Open the door slowly and check for smoke.
4. Shut your room or office door and all fire doors between you and the fire. This will help prevent smoke and fire from spreading. Do not lock doors as this will slow the work of firefighters and rescuers.
5. Only take personal belongings and medicine. Attempting to move equipment or other items wastes time and makes evacuating more difficult.
6. Go to the nearest exit. If blocked, proceed to your secondary exit.
7. Use the stairs. Do not use elevators. Power may fail causing elevators to stop between floors or elevator doors may open onto the fire floor. Some elevators become inoperable during a fire so do not waste time waiting for them.
8. When outside, move away from the building and go to your assigned meeting place.
9. Observe all instructions from fire or police authorities.

### **If You Can't Evacuate**

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

3. Wet Towels or other material and place them at the bottom of doors to keep fire and smoke out.

### **Your Pre-fire Responsibilities**

1. Be alert for signs of fire. If you see or smell smoke, report it immediately by pulling the nearest fire alarm pull station and dialing 9-1-1. Early detection means prompt fire extinguishment. Form habits of watchful care; above all, be alert at night.
2. Memorize the location of fire alarm pull stations, fire extinguishers and exits. Never tamper with any fire or emergency warning or protection device. When needed, you'll want them to work properly. Immediately report deficiencies to the UC Davis Fire Department.
3. Avoid panic - remain calm. Do not alarm others by excited motions. Never shout "fire." Other building occupants may look to you for protection. Reassure others that everything is under control - there will be plenty of help to assist them.
4. Do not go to the fire area unless you are assigned to do so. Unless you are actively engaged in your routinely assigned fire response, moving from your regularly assigned area into the fire area will only make your whereabouts unknown to those who may need you before the end of the alarm and may further complicate emergency fire operations.
5. Know the fire procedures and remember that fire prevention is your responsibility, not only as an employee but, more importantly, as a trustee of human life.

### **You Can Help Prevent Fires**

1. Most fire safety is common sense. Think about your actions.
2. Observe fire regulations. They are designed to protect you.
3. When in a lab or other hazardous area, observe all safety requirements.
4. The more combustibles in an area, the more likely a fire will start and the faster it will spread. Discard combustibles that are no longer needed.
5. Do not use extension cords. Extension cords are generally not approved for use on campus. Use only the building's wiring service unless otherwise approved by the campus Fire Department. If necessary, relocate appliances so the cord can reach the outlet.
6. Do not use unauthorized cooking or heating appliances.
7. Use all electrical and heating appliances as they were intended.
8. Use and store flammable or combustible liquids safely and keep a fire extinguisher handy.
9. Dispose of smoking material properly.
10. Do not block stairways and exits and ensure that corridors are kept clear and unobstructed.

For more information on fire safety, please telephone the UC Davis Fire Department at 752-1236.



## **Persons With Mobility Impairment**

The following guidelines will assist differently abled employees with emergency evacuation.

### **Visually Impaired:**

1. Describe the nature of the emergency to the person.
2. Offer to guide the person and ask if he/she prefers to take your elbow.
3. Advise the person about the evacuation route.
4. Take the person to the Building Assembly Area.

### **Hearing Impaired:**

1. Never assume a hearing impaired person can lip read.
2. If the person did not hear the warning or alarm, write down the type of emergency and direct them to the emergency exit.
3. Offer to walk with the person to the exit.
4. Take the person to the Building Assembly Area.

### **Persons using Crutches, Canes, or Walkers:**

1. Describe the nature of the emergency.
2. Offer to guide the person and ask if he/she prefers to take your elbow.
3. Advise the person about the evacuation route.
4. Take the person to the Building Assembly Area.

### **Person using Wheelchairs:**

1. Describe the nature of the emergency.
2. Ask the person how you can help him/her to exit the building.
3. Always follow the instructions of the wheelchair user.
4. Do not remove a person from a wheelchair unless they agree to such a procedure.
5. Some electric wheelchairs can weigh 400 lbs. If needed, use a minimum of four injury-free employees with strong backs to move the chair without the battery. Follow correct lifting techniques.
6. Take extra care for wheelchair users attached to a respirator. Detach and test the portable respirator unit prior to disconnecting the battery-operated respirator.

### **Unconscious Person in a Wheelchair:**

1. Call 911.
2. Give your name, department, and phone number.
3. Describe the situation and where you will meet emergency personnel.
4. If you are unable to meet emergency personnel outside, ask someone in your unit to escort emergency personnel to your location.
5. If immediate evacuation is required, do what is required to exit safely.
6. Follow all instruction from the emergency dispatcher.

IN THE EVENT OF MAJOR UTILITY FAILURE, NOTIFY Facilities Services at 752-1655 (24 hours a day). If there is also an imminent emergency (i.e., downed power lines) or if directed to do so by the department Safety Coordinator, activate the nearest fire alarm or call 911.

1. Building evacuations will occur when the fire alarm sounds and/or upon notification by a police officer, the department Safety Coordinator, fire or medical personnel.
2. Panic can be partially avoided by making immediate decisions about the need to evacuate or cancel classes.
3. ASSIST those who are disabled in exiting the building!
4. Flashlights should be kept available to assist in evacuation if necessary.
5. A major power outage may not itself be destructive, but panic and/or fire could endanger life and property.

#### ELEVATOR FAILURE

If you are trapped in an elevator, use the emergency phone in the elevator, which will call 911. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel), which will signal your need for help.

#### PLUMBING FAILURE/FLOODING

Cease using all electrical equipment. Call 752-1655 and alert the safety coordinators and Hart Interdisciplinary Programs Computer Services personnel. If necessary, evacuate the area.

#### SERIOUS GAS LEAK

Cease all operations. Do Not Switch On Lights! Disconnect all electrical equipment. Call 752-1655 and your department safety coordinators. Evacuate the area.

#### STEAM LINE FAILURE

Immediately call 752-1655 and your department safety coordinators. Evacuate the area.

#### VENTILATION PROBLEM

If smoke or odors come from the ventilation system, immediately call 752-1655 and your department safety coordinators. If necessary, cease all operations and evacuate the area.

HANTAVIRUS safety training websites (please visit and read):

<http://www.cdc.gov/ncidod/diseases/hanta/hps/noframes/printgenlsection.htm>

<http://ehs.ucdavis.edu/animal/health/hantavirus.cfm>

<http://www.cdc.gov/ncidod/diseases/hanta/hps/noframes/generalinfoindex.htm>

<http://www.cdc.gov/ncidod/diseases/hanta/hps/noframes/prevcard.htm>



# Training Sign-in Sheet

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

Training Topic: Emergency Action & Evacuation Plan

Date: \_\_\_\_\_

Instructor/Trainer: \_\_\_\_\_

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