Molecular & Cellular Biology
Emergency Action Plan

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

Implementation Date: 2019.10.09
Annual Review Date*:
10/29/19

*Reviewed and initialed by Department Safety Coordinator
Contact Information

This EAP has been prepared for UC Davis Molecular & Cellular Biology Dept. The plan complies with California Code of Regulations, Title 8, Section 3220.

Molecular & Cellular Biology

(Office Name)

149 Briggs Hall

(Office Location)

(Phone) (email)

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(Director/Dean/Chairperson/Lead) (Phone) (email)

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(Alternate Safety Contact) (Phone) (email)

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

Emergency Protocols-Alert and Notification
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. The type of evacuation or protective measure may be specified as part of the notification. Please refer to Policy & Procedure 390-10 for more information on Campus Emergency Policy.

Evacuation Types

- **Evacuation**: Evacuation is total building or partial building evacuation due to conditions making it no longer safe to remain inside a building or a specific area in a building. This level of evacuation requires occupants to move out and away from the building being evacuated.

- **Controlled Evacuation**: Controlled evacuation is total building or partial building evacuation due to safety conditions or an armed intruder making it no longer safe to remain inside a building or specific area in a building. This level of evacuation requires occupants to move out and away from the building once notified.

- **Shelter-in-Place**: Shelter-in-place means selecting a small interior room, with no or few windows, and taking refuge there; it does not mean sealing off your entire office. Shelter-in-place is used in emergency situations where hazardous materials have been released into the atmosphere or in emergencies related to civil unrest or violent demonstrations.

- **Lock Down**: Lockdown is the temporary sheltering technique utilized to limit exposure to an armed intruder or similar incident. When alerted, occupants of a building within the area of concern will lock all doors and windows, not allowing entry or exit to anyone until the all clear has been sounded. If you are in a ground floor office or common area, take precautions and move away from glass windows or doors and seek shelter in a locked room of office.

Prior to Exiting

After being notified to evacuate, stop all work activities and evacuate immediately. Securely close departmental and office doors behind you. You may choose to lock your doors to prevent property theft (the UC Davis Fire Department has keys to campus buildings and rooms if access is necessary). Remember that you may not be allowed back into the building for an extended time.

Evacuation Routes/Exiting the Building

During an emergency evacuation, use the nearest door or stairway if available. Each employee needs to be aware of at least two exit routes in their main building in the event one is compromised.

All campus buildings over one story high must have building evacuation signs posted on every floor. The signs must be posted at all stairway and elevator landings and immediately inside all public entrances to the buildings. More information on this is available in the FireNet Emergency Evacuation Signs.

Revised March 2019
**Responder Liaison Duties:**
The Responder Liaison ensures important communication and information exchange between the First and Second Responders (e.g. Fire, Police, Facilities), and the Area Assembly Manager. The Responder Liaison (whom may be the DSC if present) is responsible for informing the on-scene Incident Commander of the status of department employees and visitors. Responder Liaisons should be prepared to provide the following information (if known):

- Nature of the emergency (e.g. fire)
- Location of the emergency
- Number of persons trapped
- Number of persons hurt
- Number of persons unaccounted for

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

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

**Procedures for Employees Who Remain to Operate Critical Operations**

Safety is a top priority at UC Davis, and there are no critical operations worth risking one’s welfare to perform. If you believe your department has critical operations requiring an employee(s) to remain in the building during an evacuation (most departments will not), please contact UC Davis Office of Emergency Management and Mission Continuity to develop this section of the plan.

**AED / CPR Training**

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

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<tr>
<th>Employee Name</th>
<th>Type of Training</th>
<th>Certification Date</th>
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*The individuals listed above should not practice outside their scope of training and are not expected or required to assist in any emergency or medical situation.*

Revised March 2019
Signatures

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

[Signature]
(Department Chair, or other Responsible Person)

10-30-19
(Date)

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

[Signature]
(Department Safety Coordinator)

6-25-19
(Date)

[Signature]
(Alternate Safety Contact)

10-30-19
(Date)

Additional Comments:
Roll Call Sheet

Enter Department Name
Office Location: Enter Office Location

Dept. Safety Coordinator and Alternate Safety Contact are responsible for maintaining a current list of personnel in the department. 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.

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<tr>
<th>Employee Name</th>
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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 possible, 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.
Training Sign-in Sheet

**All Employees need to have documented training**

Training Topic: Emergency Action & Evacuation Plan

Date: 

Instructor/Trainer:

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Revised March 2019