



UC DAVIS

Mechanical and Aerospace Engineering
Bainer Hall, Wind Tunnel Building (EU II WTB), Academic
Surge Building, AMRL, Ghausi Hall, Kemper Hall,
and TB 207

EMERGENCY ACTION PLAN:

Building Evacuation

In compliance with:

California Code of Regulations
Title 8, Section 3220

UC Davis Policies 290-15 and 390-10

Implementation Date: 08 May 2009
Date of last Revision: 15 September 2016

UC DAVIS
Mechanical and Aerospace Engineering
EMERGENCY ACTION PLAN

INTRODUCTION

This Emergency Action Plan has been prepared for the UC Davis Department of Mechanical and Aerospace Engineering (MAE). The plan complies with the California Code of Regulations, Title 8, Section 3220 and UC Davis Policy [290-15](#) and [390-10](#).

This Emergency Action Plan covers Bainer Hall, the adjacent Wind Tunnel Building, Academic Surge Building, AMRL, Ghausi Hall, Kemper Hall, and TB 207.

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, including those due to natural, technological or human causes, that threatens MAE.

MAE OFFICE INFORMATION

Mechanical and Aerospace Engineering

(Office Name)

2132 Bainer Hall

(Office Location)

(530)752-0580

(Phone)

(530)752-4158

(Fax)

Stephen K. Robinson

(Chair)

(530)752-7741

(Phone)

stephen.k.robinson@ucdavis.edu

(email)

(on leave till Oct '16) Loan-anh Nguyen

(Safety Contact)

(408) 506-3277

(Phone)

longuyen@ucdavis.edu

(email)

Felicia Smith

(Alternate Safety Contact)

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(Phone)

fasmith@ucdavis.edu

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Bo Fu

(Interim Safety Contact)

(530) 750-9187

(Phone)

bofu@ucdavis.edu

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Victor Duraj

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This Emergency Action Plan will be reviewed annually in:

August

EMERGENCY ACTION PROTOCOL

Emergency Notification and Alarms

- During an emergency evacuation, MAE personnel may be notified of the emergency condition by audible and/or visual alarms.
- Emergency responders will be notified when the fire alarm system is activated.
- The alternate notification methods include the following:
 - Verbal notification.
 - UC Davis WarnMe emergency notification system. All MAE personnel are encouraged to sign up for the UC Davis WarnMe (<https://warnme.ucdavis.edu>) system.
 - Other electronic media.

A building occupant is required by law to evacuate the building when the fire alarm sounds.

Prior to Exiting

After hearing the alarm 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). If time permits, each person should gather their valuables (e.g., car keys, medication and other critical personal items). Remember that you may not be allowed back into the building for an extended time.

The Safety Contact and/or Alternate Safety Contact will take a personnel and faculty list with them before leaving the building. The Safety Contact will check faculty offices along the North and South hallways of the 2nd floor of Bainer and the Alternate Safety Contact will check faculty offices along the East hallway of the 2nd floor of Bainer.

Procedures for Personnel or Visitors with Disabilities

Supervisors/Pis need to identify personnel or visitors needing assistance during an emergency. A sample memo and form to use is available on the campus' Safety Service Website (<http://safetyservices.ucdavis.edu/safetynet/emergency-evacuation-disabled-persons>).

It will not always be possible to evacuate those needing assistance without risking your own safety. If that is the case, have the individual remain in a "refuge" location near an exit and notify an incident responder (police, fire, or other responder) immediately of the specific location of the individual and their need.

Principal Investigator's Responsibilities

It is the responsibility of each PI who has space in any of these buildings to provide documented training to their personnel on emergency evacuation procedures annually and to name a Laboratory Safety Contact (LSC) with responsibilities (related to building evacuation) listed below.

Each PI is to update the Laboratory Contact and Hazard Information through the Mechanical and Aerospace Safety Website (<http://mae.ucdavis.edu/resources/safety-information/>) on at least an annual basis or whenever there are changes.

Laboratory Safety Contact Responsibilities

Ensure everyone evacuates the assigned laboratory and/or office area. Report any refusals to evacuate immediately to the emergency responders.

Injuries to the extent that evacuation is not possible are reported to emergency medical personnel. Any other injuries are reported to a MAE Safety Coordinator, MSO, or Department Chair. If an employee is in immediate danger, report the location of the person directly to the nearest emergency responder.

If safe to do so, the LSC assists people exiting rooms, floors, or the building. Recruit volunteers to help you direct evacuees to the Assembly Area. If there is a mobility-impaired person in the lab, the LSC provides assistance to safely evacuate the building.

Safety Contact Duties

If safe to do so, assist people exiting rooms, floors, or the building. Recruit volunteers to help you direct evacuees to the Assembly Area. After evacuation, use the attached form or similar format to take roll call for administrative staff.

Notify emergency responders and assist by providing information.

Roll call

The practice of a formal roll call for faculty and students does not work, since the faculty and students come and go at will and the whereabouts of individual faculty and students may be unknown. A roll call will be taken of administrative staff by the Department Safety Contact. (See Appendix 1 for the Administrative Staff Roll Call Sheet.)

Evacuation Routes

During an emergency evacuation use the nearest door or stairway (do not use elevator).

Report the count of evacuated staff members and visitors and any injuries to MAE Chair and/or manager as soon as possible.

Assembly Area

After exiting the building, employees, students, volunteers and visitors will follow the evacuation route to the pre-arranged Assembly Area. Stay within your respective group at the Assembly Area. Do not leave the area until notified.

Bainer Hall

The pre-arranged Assembly Area for Bainer Hall is Area 1 on Evacuation Procedure Form - See Appendix 2. The Safety Contact or Alternate Safety Contact is responsible for taking administrative staff roll call and reporting injuries to the MAE Chair. The MAE Chair is responsible for informing the on-scene Incident Commander of the status of department employees and visitors. If an employee is in immediate danger, report the location of the person directly to the nearest emergency responder.

Other Areas

After exiting the building, employees, students, volunteers and visitors will follow the evacuation route to the pre-arranged Assembly Area – numbered area nearest your laboratory or office on the Evacuation Procedure Form - See Appendix 2.

Person(s) Responsible for Administrative Staff Roll Call

Responsible person: Bo Fu (until Loan-anh Nguyen returns from leave)

Alternate person: Felicia Smith

Units Reporting to the Assembly Areas

All personnel, students, volunteers, and visitors.

RESPONSIBILITIES OF THE SAFETY CONTACT

Bo Fu (until Loan-anh Nguyen returns from leave) is the Safety Contact responsible for the planning, evaluation, and execution of the Building Evacuation Plan and should perform the following duties:

1. Review and update this Emergency Action Plan annually or as needed.
2. Conduct annual evacuation drills for department. Know the location of all fire extinguishers; pull alarms, and first aid kits. Ensure evacuation routes are posted and walkways remain clear at all times.
3. Assist mobility impaired persons in evacuating or staging at a pre-designated room.
4. Keep people calm and informed.
5. If ordered by on-scene Incident Commander, move all people to the Assembly Area and inform people when it is safe to re-enter buildings. After a major earthquake, a person may not re-enter buildings until cleared by a qualified building inspector.

If the Safety Contact is not available, the Alternate Safety Contact, Felicia Smith or supervisors are responsible for reporting directly to the on-scene Incident Commander and for the responsibilities 3 through 5 noted above.

SIGNATURES

This Emergency Evacuation Plan has been reviewed and approved by the following individuals:

_____	_____
<i>(Chair)</i>	<i>(Date)</i>

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

_____	_____
<i>(Safety Contact)</i>	<i>(Date)</i>

_____	_____
<i>(Alternate Safety Contact)</i>	<i>(Date)</i>

**Administrative Staff Roll Call Sheet
Mechanical and Aerospace Engineering
Office Location: 2132 Bainer Hall**

Jennifer Young and Felicia Smith are responsible for maintaining a current list of personnel in the department on this roll call sheet, retrieving this sheet during an emergency, and tracking where the staff are during that emergency.

Last Name	First Name	Phone	Pager/Cell	Assigned Space	Status
Anderson	Lisa	752-9499	Cell Form	2132B Bainer	
Case	Kristi	752-0581	Cell Form	2132A Bainer	
Coyle	Cole	752-6256	Cell Form	2132D Bainer	
Kisting	Pamela	752-2267	Cell Form	2132C Bainer	
Kitada	Jacob	752-1834	Cell Form	2007 Bainer	
Nguyen	Loan-anh	752-8488	Cell Form	2101 Bainer	
Sabato	Zac	752-9283	Cell Form	2011 Bainer	
Scheiber	Lili	752-7266	Cell Form	2002 Bainer	
Smith	Felicia	752-0582	Cell Form	2006 Bainer	
Young	Jennifer	752-1498	Cell Form	2132 Bainer	

In case of evacuation, faculty phone list will be brought with the above staff Roll Call Sheet.

In case of evacuation, the Safety Contact checks faculty offices along the North and South hallways of the 2nd floor of Bainer Hall and the Alternate Safety Contact checks faculty offices along the East hallway of the 2nd floor of Bainer Hall.

EMERGENCY PROCEDURES



Police

- Disruptive or illegal behavior, harassments, or civil disorders.



Fire

- Pull nearest fire alarm, then....



Ambulance

Hazardous Spills

- Chemical Radioactive
- Biological/Infectious Agents
- Fumes



Bomb Threats

- Use form on next page

Get maximum information:

- Time call received/ended?
- Caller's exact words
- Bomb location(s)?
- What kind of bomb?
- Age, sex, accent, background noise of call
- If ETS phone, check caller's number!



Robbery

- Follow robber's instructions. Don't argue, fight, chase, or follow the robber.
- Observe robber's physical and behavioral characteristics.



Utilities

- Power
- Water
- Elevator
- Gas Leaks
- Sewer
- Fumes

From campus phone, call

911

Give building name, floor, room number, your name, position, and phone number.



If using a cell phone, call

530-752-1230

(Fire/Police) to report emergencies.

DO NOT LEAVE UNTIL YOU HAVE SPOKEN WITH FIRST RESPONDER!

After robber leaves:

CALL 911

- Use reporting form on next page.

CALL 2-1655

- Inform your supervisor.

Earthquake

- Stay calm.
- Get under a table, desk, or bench or stand in a doorway.
- Avoid windows.
- Leave building by stairs after shaking has stopped.
- Do not use elevators.
- When outside, stay clear of buildings and overhead hazards.

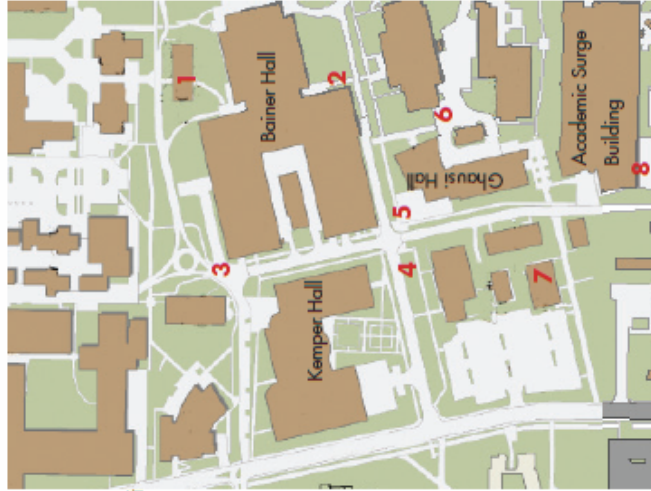
In case of an evacuation:

- Close and **unlock** doors as you leave the area.
- Do not use elevators.
- Use stairwells to first-floor exit doors.
- Use posted exit doors to outside areas.

Designated meeting locations:

(The closest meeting place is circled below.)

- 1 Bainer Hall North
- 2 Bainer Hall South
- 3 Kemper Hall North
- 4 Kemper Hall South
- 5 Ghausi Hall North
- 6 Ghausi Hall South
- 7 Academic Surge North
- 8 Academic Surge South



ENGINEERING EMERGENCY PHONE NUMBER:

J.P. Hooks - 864-314-4610

DEPARTMENT SAFETY CONTACT:

Felicia Smith 916-539-4036 • Loan-Anh Nguyen 408-506-3277