UC DAVIS

Mechanical and Aerospace Engineering
Bainer Hall & Wind Tunnel Building (EU II WTB)

EMERGENCY ACTION PLAN:
Building Evacuation

In compliance with:

California Code of Regulations
Title 8, Section 3220

Implementation Date: 08 May 2009
Date of last Revision: 10 August 2009
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.

This Emergency Action Plan covers Bainer Hall and the adjacent Wind Tunnel Building. Other buildings are covered in the departments Secondary Emergency Action Plan.

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 (530)752-4158

(Phone) (Fax)

Jean-Jacques Chattot (530)752-0812 jjchattot@ucdavis.edu

(Chair) (Phone) (email)

J. A. Schaaf (530)752-5548 jas@ucdavis.edu

(Safety Contact) (Phone) (email)

Felicia Smith (530)752-0582 fasmith@ucdavis.edu

(Alternate Safety Contact) (Phone) (email)

This Emergency Action Plan will be reviewed annually in: August
EMERGENCY ACTION PROTOCOL

Warning and Alarms
- During an emergency evacuation, employees may be notified of the emergency condition by an audible alarm.
- Emergency responders will be notified when the fire alarm system is activated.
- The alternate alarm method will be verbal notification.

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. If time permits, each person should gather their valuables (e.g., car keys, medication and other critical personal items) and close the doors (locked doors can hamper rescue operations). 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.

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. 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.

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. (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 – 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.

Stay within your respective group at the Assembly Area. Do not leave the area until notified.

Person(s) Responsible for Administrative Staff Roll Call
Responsible person:  J. A. Schaaf
Alternate person:  Felicia Smith

Units Reporting to the Assembly Area
All personnel, students, volunteers, and visitors.

RESPONSIBILITIES OF THE SAFETY CONTACT

J. A. Schaaf 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:

_________________________________________  (Chair)  (Date)

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

_________________________________________  (Safety Contact)  (Date)

_________________________________________  (Alternate Safety Contact)  (Date)
Administrative Staff Roll Call Sheet
Mechanical and Aerospace Engineering
Office Location: 2132 Bainer Hall

J. A. Schaaf 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.

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<th>Last Name</th>
<th>First Name</th>
<th>Phone</th>
<th>Pager/Cell</th>
<th>Assigned Space</th>
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</tbody>
</table>

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 office 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.
### Appendix 2: Evacuation Procedures

#### EMERGENCY PROCEDURES

**Earthquake**
- Stay calm.
- Get under a table, desk, or chair, 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.
- Do not use exterior doors.

**Designated meeting locations:**

1. Boilermaker Hall North Side
2. Boilermaker Hall South Side
3. Kemper Hall North Side
4. Kemper Hall South Side
5. Engineering III North Side
6. Engineering III South Side
7. Academic Surge North Side
8. Academic Surge South Side

#### 911

From campus phone, call 911.
Give building name, floor, room number, your name, position, and phone number.

If using a cell phone, call (330) 752-1234.

**Fire (Police) to report emergencies.**

#### CALL 911

- After robber leaves:
  - Use reporting form on next page.

- Inform your supervisor.

#### CALL 2-1655

- Inform your supervisor.

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

#### Fire
- Full nearest fire alarm, then....

### Hazardous Spills

- Chemical/Radiocative Agents
- Fumes

### Bomb Threats

- Get maximum information:
  - Time received/ended?
  - Caller’s exact words?
  - Caller’s 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, or chase.
- Observe robber’s physical and behavioral characteristics.

### Utilities
- Power
- Water
- Gas
- Elevator
- Sewer
- Fumes