



**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

**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.

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

*(Phone)*

---

(530)752-4158

*(Fax)*

---

Jean-Jacques Chattot

*(Chair)*

---

(530)752-0812

*(Phone)*

---

jjchattot@ucdavis.edu

*(email)*

---

J. A. Schaaf

*(Safety Contact)*

---

(530)752-5548

*(Phone)*

---

jas@ucdavis.edu

*(email)*

---

Felicia Smith

*(Alternate Safety Contact)*

---

(530)752-0582

*(Phone)*

---

fasmith@ucdavis.edu

*(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 2<sup>nd</sup> floor of Bainer and the Alternate Safety Contact will check faculty offices along the East hallway of the 2<sup>nd</sup> 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.

<b>Last Name</b>	<b>First Name</b>	<b>Phone</b>	<b>Pager/Cell</b>	<b>Assigned Space</b>	<b>Status</b>
Dellenback	Yoke	x2-6256	Cell Form	2132D Bainer	
Favrot	Joyce	X2-2267	Cell Form	2132C Bainer	
Holgerson	Sharon	X2-8564	Cell Form	2132 Bainer	
Kuramochi	Umeko	X2-6086	Cell Form	2020 Bainer	
Miller	Denyse	X2-1498	Cell Form	2132 Bainer	
Scheiber	Lili	X2-7266	Cell Form	2002 Bainer	
Smith	Felicia	X2-0582	Cell Form	2006 Bainer	
Ransom	Ben	X2-1834	Cell Form	2009 Bainer	
Vaupotich	Vedran	X4-5742	Cell Form	2121C 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 office along the North and South hallways of the 2<sup>nd</sup> floor of Bainer Hall and the Alternate Safety Contact checks faculty offices along the East hallway of the 2<sup>nd</sup> floor of Bainer Hall.

<h1 style="color: red; margin: 0;">EMERGENCY PROCEDURES</h1>	
 <p><b>Police</b></p> <ul style="list-style-type: none"> <li>Disruptive or illegal behavior, harrassments, or civil disorders.</li> </ul>	<p>From campus phone, call</p> <h2 style="color: red; text-align: center;">911</h2> <p>Give building name, floor, room number, your name, position, and phone number.</p> <p style="text-align: center;">*</p>
 <p><b>Fire</b></p> <ul style="list-style-type: none"> <li>Pull nearest fire alarm, then....</li> </ul>	<p>If using a cell phone, call</p> <h2 style="color: red; text-align: center;">(530) 752-1234</h2> <p>(Fire/Police) to report emergencies.</p>
 <p><b>Ambulance</b></p> <p><b>Hazardous Spills</b></p> <ul style="list-style-type: none"> <li>Chemical Radioactive</li> <li>Biological/Infectious Agents</li> <li>Fumes</li> </ul>	<p>Use form on next page</p> <p><b>Bomb Threats</b></p> <ul style="list-style-type: none"> <li>Use form on next page</li> </ul> <p><b>Get maximum information:</b></p> <ul style="list-style-type: none"> <li>Time call received/ended?</li> <li>Caller's exact words</li> <li>Bomb location(s)?</li> <li>What kind of bomb?</li> <li>Age, sex, accent, background noise of call</li> <li>If ETS phone, check caller's number!</li> </ul>
 <p><b>Bomb Threats</b></p> <ul style="list-style-type: none"> <li>Use form on next page</li> </ul>	<p>Use form on next page</p>
 <p><b>Robbery</b></p> <ul style="list-style-type: none"> <li>Follow robber's instructions. Don't argue, fight, chase, or follow the robber.</li> <li>Observe robber's physical and behavioral characteristics.</li> </ul>	<p>After robber leaves:</p> <h2 style="color: red; text-align: center;">CALL 911</h2> <ul style="list-style-type: none"> <li>Use reporting form on next page.</li> </ul>
 <p><b>Utilities</b></p> <ul style="list-style-type: none"> <li>Power</li> <li>Water</li> <li>Elevator</li> <li>Gas Leaks</li> <li>Sewer</li> <li>Fumes</li> </ul>	<h2 style="color: red; text-align: center;">CALL 2-1655</h2> <ul style="list-style-type: none"> <li>Inform your supervisor.</li> </ul>
 <p><b>Earthquake</b></p> <ul style="list-style-type: none"> <li>Stay calm.</li> <li>Get under a table, desk, or bench, or stand in a doorway.</li> <li>Avoid windows.</li> <li>Leave building by stairs after shaking has stopped.</li> <li>Do not use elevators.</li> <li>When outside, stay clear of buildings and overhead hazards.</li> </ul>	<p><b>In case of an evacuation:</b></p> <ul style="list-style-type: none"> <li>Close and <b>unlock</b> doors as you leave the area.</li> <li>Do not use elevators.</li> <li>Use stairwells to first-floor exit doors.</li> <li>Use posted exit doors to outside areas.</li> </ul> <p><b>Designated meeting locations: (the closest meeting location is circled below)</b></p> <ol style="list-style-type: none"> <li>Bainer Hall North Side</li> <li>Bainer Hall South Side</li> <li>Kemper Hall North Side</li> <li>Kemper Hall South Side</li> <li>Engineering III North Side</li> <li>Engineering III South Side</li> <li>Academic Surge North Side</li> <li>Academic Surge South Side</li> </ol>
	
<p><b>ENGINEERING EMERGENCY PHONE NUMBER:</b>  <b>Jeff Feerer - (530) 902-9591</b>  <b>DEPARTMENT SAFETY COORDINATOR:</b>  <b>Name: J. A. Schaaf Phone: (530) 752-5548</b></p>	