



**UC DAVIS**

**Mechanical and Aerospace Engineering**  
Academic Surge Building,  
Kemper Hall, and  
TB 207

**SECONDARY EMERGENCY ACTION  
PLAN:**  
**Building Evacuation**

---

**In compliance with:**

California Code of Regulations  
Title 8, Section 3220

Implementation Date: 03 June 2009  
Date of last Revision: 04 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 plan covers buildings other than Bainer Hall and the Wind Tunnel Building in which MAE personnel are located. These buildings are Academic Surge Building, Kemper Hall, TB 207. Bainer Hall and the Wind Tunnel building are covered in the main MAE **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 or its personnel.

**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**

---

*(Department Safety Contact)*

**(530)752-5548**

---

*(Phone)*

**jas@ucdavis.edu**

---

*(email)*

**Felicia Smith**

---

*(Alternate Department 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 doors (locked doors can hamper rescue operations). Remember that you may not be allowed back into the building for an extended time.

### **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) list below.

### **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 the 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.

### **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.

### **Evacuation Routes**

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

Report 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 – numbered area nearest your laboratory or office on the Evacuation Procedure Form - See Appendix 1.

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

**Units Reporting to the Assembly Area**

All personnel, students, volunteers, and visitors.

**RESPONSIBILITIES OF THE DEPARTMENT 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. 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 Department Safety Contact is not available, the Alternate Department 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.

\_\_\_\_\_

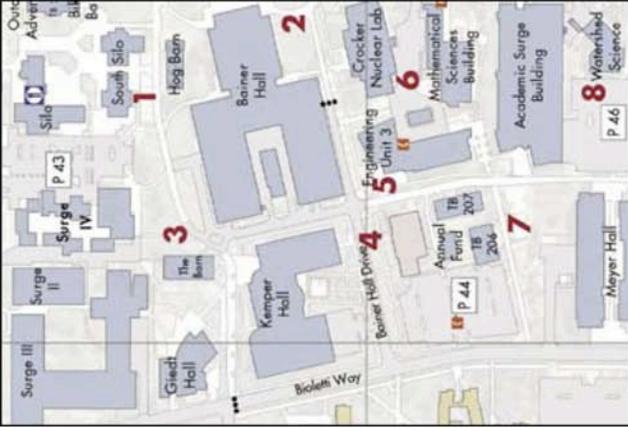
*(Safety Contact)*

*(Date)*

\_\_\_\_\_

*(Alternate Safety Contact)*

*(Date)*

<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><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>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>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>CALL 2-1655</b></p> <ul style="list-style-type: none"> <li>Inform your supervisor.</li> </ul>
 <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><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>
 <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 hazzards.</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></p> <p><b>DEPARTMENT SAFETY COORDINATOR:</b>  <b>Name: J. A. Schaaf Phone: (530) 752-5548</b></p>	