

Emergency Evacuation Procedures for the Nutrition Department, Meyer Hall, U.C.D. as of 5/23/05

General Emergency: To evacuate the building in an emergency **pull the fire alarms**, this will activate the alarms and register the building location with the campus fire department. If an emergency alarm is heard, please exit the building in an orderly fashion. Use the nearest clear exit, do not run and do not use the elevators. Remember the hazard may be chemical, an earthquake, area evacuation (e.g. overturned railcars with hazardous chemicals, etc.) and not necessarily a fire. An **Area Evacuation** may not have an alarm and you may be requested to assemble in the halls for evacuation due to an outside hazard. Stay calm, be aware, and be professional. A focused effort may save someone's life or maybe even you own.

Dial 911: When calling from a campus phone you will get a UCD responder and the UCD phone location is indicated to them automatically. If you use a non-campus phone or cell phone you will get a regional 911 office. Be prepared to report your location

Exit Procedure: Practice your exit routes from your workplace, animal room or lab since you may be doing it in the dark or on your hands and knees in smoke. The room and lab doors are rated as 1hr fire doors, so please close them as you leave. If you are trapped, the door will help to protect you while you call by phone or signal from a window to give your location for rescue. The outside balconies are 1hr rated also. These safe areas are checked by the Fire Department for the rescue of trapped personnel.

In the event of an **earthquake** remember that the connecting bridge walkways and canopy over the courtyard may be structurally compromised. So when exiting into the courtyard from either building please look up to check the condition of the walkways and the canopy, which are above these exits.

After evacuating the building, quickly assemble in the Nutrition Department assembly area. The **new** assembly area is located on the sidewalk by the East A Parking Lot along La Rue and next to the three way intersection. Watch out for emergency vehicles entering the parking lot. Assemble with your lab or work group, take roll and report any missing colleagues, injuries or other pertinent information to your PI, lab SRA, or lab safety officer. They in turn will report to the Department Safety Coordinator who then will take this information to the Incident Commander for appropriate action. If you are unable to safely get to our assembly area join another department in their area. Report your name, department and work or lab unit to the safety officer of the group with whom you are assembled. They are instructed to report miscellaneous personnel to the incident commander when they report their group's status.

Do not leave the assembly area or enter the building until the "all clear" is given. Stay in this area with your group since any evacuation instructions will be announced to the group. These instructions may pertain to special circumstances depending upon the purpose of the evacuation (e.g. smoke, hazardous chemical spills, shelter, attacks etc.). This will also enable us to quickly organize first aid help for those who may be injured. Remember to stay calm, be aware, and be professional. A focused effort may save someone's life.

Those who have a disability and may need assistance in exiting the building should make previous arrangements with their supervisor and the Nutrition Department Safety Coordinator concerning this issue.

Miscellaneous: It is the responsibility of the supervisor or PI to address data duplication for off site storage to ensure against the loss of research. It is advisable for all graduate students to keep updated (weekly?) duplicates of their work in an offsite location. The Office does have a backup system plan for the Department records and Data stored on our network. When evacuating labs and offices please try to turn off all flame sources, hot plates, etc. as you leave. Taking your lab book is also advisable. When possible help those who need assistance. However, in all these instances, do not compromise your safety.

Animal safety should be planned for special colonies and project animals in the event they can be evacuated.

Chain of Command during an incident.

Incident Commander: Fire Captain or Police Captain

Department Chair: Organizes Department for instructions and actions.

Vice Chair: Assists Chair or assumes their duties in the absence of the Chair.

MSO: Assists Chair and Vice Chair or assumes their duties in their absence.

Department Safety Coordinator: Assists Chair and acts as information liaison with incident commander and/or evacuation personnel.

Assistant Department Safety Coordinator: Assists Department Safety Officer.

Principal Investigator: Faculty of each lab organizes their lab group.

Lab Safety Officer: SRA in charge of lab aids faculty or default leader of lab group.

Office Supervisors: Organize your personnel and work-studies.

Animal Facility Supervisors: Organize your personnel and work-studies.

Graduate Students: Organize students in your classes (TA's) or under your supervision (199, 130, work-studies, etc.).

If you have clients or subjects please lead them to the assembly area.

Everyone: Be Calm, orderly, pay attention for instructions and help where possible. If you have special skills apply them (e.g. MD or nurse could set up a first aid station.).

NUTRITION DEPARTMENT EVACUATION AREA

Due to construction taking over the Nutrition Department's evacuation assembly area in the A parking lot (P46), we will now be assembling on the sidewalk between the construction site in the A parking lot and La Rue Road. Please form into your respective groups as far to the east (near the 3 way stop) as possible on the side walk. Remember to watch for emergency vehicles as you cross the entrance to lot 46 and keep off of La Rue Road.

