



Department of Nutrition

Emergency Action Plan

In compliance with:

California Code of Regulations, Title 8, Section 3220

Current Version: 3/20/2019

Annual Review Date*: November

*Reviewed and initialed by Department Safety Coordinator

Introduction

An **Emergency Action & Evacuation Plan** (herein referred to as an EAP) covers designated actions employers and employees must take to ensure employee safety from emergencies. [Cal-OSHA regulations](#) require employers to establish, implement and maintain an EAP. The program must be in writing and include the following elements:

- The preferred means of reporting fires and other emergencies
- A system to alert and notify employees of an emergency
- Evacuation procedures and emergency escape routes
- Procedures for employees who remain to operate critical operations before they evacuate
- A procedure to account for all employees after an emergency evacuation is completed
- Rescue and medical duties for those employees who are able to perform them
- Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan

Contact Information

This EAP has been prepared for UC Davis Department of Nutrition. The plan complies with California Code of Regulations, Title 8, Section 3220.

Department of Nutrition

(Office Name)

3135 Meyer Hall (Main Office), with offices and laboratories located in Meyer Hall, as well as other facilities located close-by on campus covered by this plan.

(Office Location)

752-4630

nutrfrontdesk@ucdavis.edu

(Phone)

(email)

Francene Steinberg (Chairperson)

752-0160

fmsteinberg@ucdavis.edu

(Director/Dean/Chairperson)

(Phone)

(email)

Mike Satre

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(Department Safety Coordinator)

(Phone)

(email)

Leslie Oberholtzer (An.Sci. DSC)

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(Alternate Safety Contact)

(Phone)

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(Alternate Safety Contact)

(Phone)

(email)

This Emergency Action & Evacuation Plan will be reviewed annually in:

November (and at other times when needed)

Emergency Protocols - Alert and Notification

Reporting Emergencies:

In the event of an emergency, UC Davis employees should contact UC Davis Dispatch by dialing **9-1-1** from a land line or a cell phone.

You should call 9-1-1:

- In the event of a medical emergency
- To report all fire incidents, ***even if the fire is extinguished***
- To report criminal or suspicious behavior
- If you are in doubt about the seriousness of a situation, such as any possible situation that you believe may be serious and that may result in injury, death, loss of property, apprehension of a suspected criminal or prevention of a crime that is about to occur.

You should immediately alert the UC Davis Fire Department of any extinguisher usage.

Provide the following information to UC Davis Dispatch upon calling

- Where you are
- The address or location of the event

Alert and Notification of Employees:

If an emergency calls for an evacuation or employees to take action, there needs to be a system in place to notify them. Emergency alert and notification of employees should be multi-layered, as systems can fail. A variety of methods are available, though not all systems apply to every building on the UC Davis campus, including:

- Audible alarm
- Visual alarms/signals
- Verbal notification
- UC Davis WarnMe/Aggie Alert
- Social Media

Examples of notification methods include: fire alarm system, PA system, phone tree, bullhorn, even just flashing the lights can be a way to let people know there is an emergency happening.

The methods of alert and notification of employees in this department are:

Primary Method: Building Fire Alarm system (audible alarm with visual blinking alarm lights) in the event the entire building needs immediate evacuation. Otherwise the Department list-serve email.

Additional notifications: Phone Tree (if electricity/email is down) or Verbal Notification (if phones inoperable).

Emergency Protocols - Evacuation

Evacuation Procedures & Routes

Many incidents (e.g. building fire, police response) could require an evacuation of all or part of the campus. All employees must evacuate the building when notified to do so. Please refer to Policy & Procedure [390-10](#) for more information on Campus Emergency Policy.

Evacuation Types

- **Evacuation:** Evacuation is total building or partial building evacuation due to conditions making it no longer safe to remain inside a building or a specific area in a building. This level of evacuation requires occupants to move out and away from the building being evacuated.
- **Controlled Evacuation:** Controlled evacuation is total building or partial building evacuation due to safety conditions or an armed intruder making it no longer safe to remain inside a building or specific area in a building. This level of evacuation requires occupants to move out and away from the building once notified.
- **Shelter-in-Place:** Shelter-in-place means selecting a small interior room, with no or few windows, and taking refuge there; it does not mean sealing off your entire office. Shelter-in-place is used in emergency situations where hazardous materials have been released into the atmosphere or in emergencies related to civil unrest or violent demonstrations.
- **Lock Down:** Lockdown is the temporary sheltering technique utilized to limit exposure to an armed intruder or similar incident. When alerted, occupants of a building within the area of concern will lock all doors and windows, not allowing entry or exit to anyone until the all clear has been sounded. If you are in a ground floor office or common area, take precautions and move away from glass windows or doors and seek shelter in a locked room of office.

Prior to Exiting

After being notified 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). Remember that you may not be allowed back into the building for an extended time.

Everyone present in an office, lab, or other enclosed facility/area, should double check that everyone exits, and help anyone requiring assistance.

Evacuation Routes / Exiting the Building

During an emergency evacuation, use the nearest door or stairway if available. Each employee needs to be aware of at least two exit routes in their main building in the event one is compromised.

All campus buildings over one story high must have building evacuation signs posted on every floor. The signs must be posted at all stairway and elevator landings and immediately inside all public entrances to the buildings. More information is available in SafetyNet # 504 [Emergency Evacuation Signs](#).

Persons involved with developing the EAP need to address how to evacuate colleagues with special needs that are unable to evacuate on their own. More information and guidance on this topic can be found in SafetyNet # 534 [Guidelines to Emergency Evacuation Procedures for Employees/Clients with Disabilities](#).

Assembly Area

After exiting the building, all personnel (employees, students, volunteers, and visitors) should follow the evacuation route to the pre-arranged assembly area [see map/diagram – page 10].

- ▶ Personnel should familiarize themselves with the evacuation map and emergency assembly area.
- ▶ All evacuees must stay within your group at your designated Assembly Area. No one should leave the assembly area until notified by First Responders, Assembly Area Manager or Responder Liaison.

Meyer Hall Evacuees: the Nutrition personnel assembly area is located on the **sidewalk between the Watershed Science Research Center building, bordering the A parking lot (Lot 46), and La Rue Road.** This assembly area applies to ALL Nutrition personnel, regardless of which floor/area of Meyer Hall you are in at the time of an evacuation.

Once at the Assembly area, please congregate in/with your respective lab/work groups as far to the east (near the 3 way stop) as possible on the sidewalk. Watch for emergency vehicles as you cross the entrance to lot 46 and keep off La Rue Road.

Meyer Hall Assembly Area Managers: Safety Coordinator (Mike Satre) or Department Chair (Francene Steinberg) or MSO (Kelly Wade).

NOTE: although in close proximity to Meyer Hall, the following Nutrition locations may respond to alarms/notifications distinct from the main Meyer Hall.

Academic Surge ('Ragle' facility) Evacuees: the personnel assembly area is located on the **sidewalk between the Watershed Science Research Center building, bordering the A parking lot (Lot 46), and La Rue Road.** ▶ This is the same as the Meyer Hall Nutrition personnel assembly.

Academic Surge ('Ragle') Assembly Area Manager: *Jody Randolph – Assembly group area manager*

TB 33 (Willows Cottage) Evacuees: the personnel assembly area is located on the **asphalt area immediately adjacent/in front of the Arboretum Headquarters sign on the southeast side of the building.**

TB 33 ('Willows Cottage') Assembly Area Manager: *Topher McNeil – Assembly group area manager*

- ▶ In recognition of the fact that there is a constant flux of personnel (students/interns/staff/visitors) in and out of the laboratories, classrooms and work areas throughout the day and over the course of the academic year:

PI's/Lab Managers (of Laboratory groups), Instructors/Lecturers in building classrooms, and area managers for nutrition department offices and the Nutrition Advising Center are responsible for generating and maintaining a current personnel list - complete with emergency contact information. This list should be available for Assembly Area Managers and be available (e.g. hard-copy and/or saved as a picture on a cell phone) to the respective assembly area(s) Managers in the event of an emergency evacuation.

- ▶ **Please use/fill-in the Room/Area Occupancy Roster** (provided as a TEMPLATE - Appendix 1 of this EAP)

Assigned Job Responsibilities

Assembly Area Manager Duties:

- ▶ taking roll call (therefore it is imperative that *prior* to an emergency the Department Safety Coordinator (DSC) and Assembly Area Manager work together to ensure an updated employee roll call sheet is available and accessible at the time of the emergency). Ideally, the person responsible for roll call will take a personnel list before leaving the building.
- ▶ reporting any injuries in need of immediate care to First Responders. Any other minor injuries should be documented and reported through the proper chain of command to Francene Steinberg, (Nutrition Dept. Chairperson).
- ▶ sharing information to the evacuated persons as it becomes available.
- ▶ The Assembly Area Manager *should not leave* the assembly area; therefore it is suggested the Assembly Area Manager assign a liaison to the First Responders.

Responder Liaison Duties:

The Responder Liaison ensures important communication and information exchange between the First and Second Responders (*e.g.* Fire, Police, Facilities), and the Area Assembly Manager.

The Responder Liaison (will be the DSC if present) is responsible for informing the on-scene Incident Commander of the status of department personnel and visitors. Responder Liaisons should be prepared to provide the following information (if known)

- Nature of the emergency (*e.g.* fire)
- Location of the emergency
- Number of persons trapped
- Number of persons hurt
- Number of persons unaccounted for

If needed, the Responder Liaison should recruit volunteers to help direct and contain evacuees to the Assembly Area.

- ▶ After a major incident, building occupants may not re-enter buildings until cleared by a campus official.

Procedures for Employees Who Remain to Operate Critical Operations

Safety is a top priority at UC Davis, and there are no critical operations worth risking one's welfare to perform. If you believe your department has critical operations requiring an employee(s) to remain in the building during an evacuation (most departments will not), contact [UC Davis Office of Emergency Management and Mission Continuity](#) to develop this section of the plan).

- ▶ *The Department of Nutrition has no critical operations that would require any individual to remain in the building during an emergency evacuation.*

Rescue & Medical Duties

UC Davis relies on the UC Davis Fire Department and partnering agencies to provide rescue and medical duties. To possibly assist if requested, the following have documented medical/First-Aid training:

Mike Satre (DSC)

Advanced First Aid / CPR / AED

3/2019

The individuals listed above should not practice outside their scope of training and are not expected or required to assist in any emergency or medical situation.

Responsibilities of the Department Safety Coordinator

Mike Satre (DSC), is responsible for implementing essential elements including planning, evaluating, and implementing the EAP. The following duties must be performed to maintain an effective EAP:

- Review and update the EAP annually or as needed.
- Update and submit the [Emergency Call List](#) to the [UC Davis Dispatch Center](#).
- Train employees on the location of emergency exits, fire extinguishers, manual pull stations, first aid kits, and AEDs if applicable.
- Ensure evacuation routes are posted and walkways remain clear at all times.
- Train employees annually on the EAP, including the “Additional Training” sections. Ensure all new hires are familiar with the procedures and a copy of the plan is made available.
- Train the Assembly Area Managers, Responder Liaisons, and Alternate Department Safety Contact. Confirm they understand their duties as assigned in the plan.

Signatures

This EAP has been reviewed and approved by the following individuals:



Francene Steinberg (Department Chairperson)

3-21-2019

(Date)



Mike Satre (Department Safety Coordinator)

3-20-2019

(Date)

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



Leslie Oberholtzer (DSC, An.Sci.) (Alternate Safety Contact)

3/21/2019

(Date)



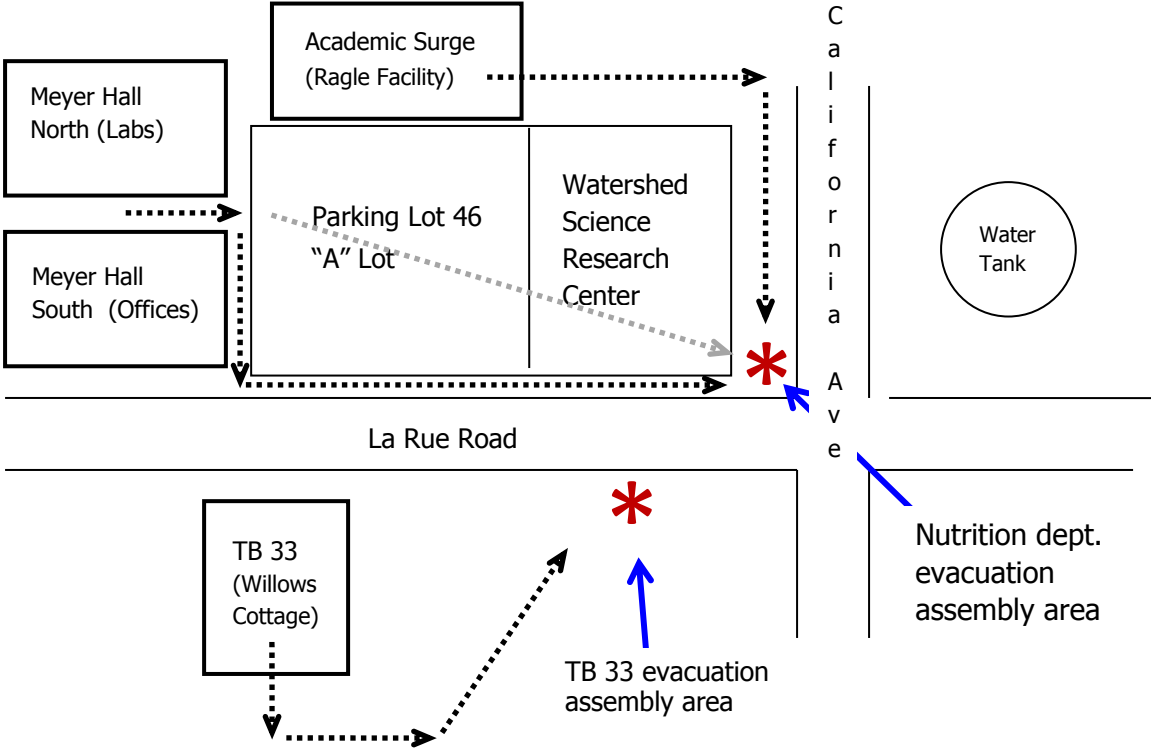
Kelly Wade (MSO) (Alternate Safety Contact)

3/22/2019

(Date)

Additional Comments:

Department of Nutrition Evacuation Map and Assembly Areas



Additional Training & Resources

Communications for Campus-Wide Emergencies

In the event of a major emergency, there are multiple ways to distribute life-saving and other important information. Familiarize the individuals in your department with these communication methods:

- **Sign up for Personal Alerts through the WarnMe system**

This emergency notification service provides students and employees with timely information and instructions during emergencies. UC Davis WarnMe sends alerts by e-mail, telephone, cell phone and text messaging. To deliver messages, WarnMe uses employees' work contact information from the university's online directory, students' e-mail addresses and personal contact information you voluntarily provide.

▶ Register and update your information at <http://warnme.ucdavis.edu>.

- **Check the University homepage www.ucdavis.edu**

UC Davis posts information about emergencies and other major news on its home page at www.ucdavis.edu. News can also be found at www.news.ucdavis.edu

- **Check official UC Davis social media channels**

UC Davis posts emergency information on its official social media channels. These channels include twitter, Facebook, Instagram and Snapchat. You can subscribe to updates from UC Davis by liking or following the channels. You can find all of the University's official social media channels at <https://www.ucdavis.edu/social-media>.

- **Call the Emergency Status Line (530) 752-4000**

The Emergency Status Line provides a recorded telephone message about the status of the Davis campus in an emergency. Messages will indicate the emergency's nature and provide brief instructions. As more information becomes available, messages will point to additional information sources, such as the UC Davis home page.

- **Follow reports in the News Media**

UC Davis works with the news media to share information about emergencies and provide direction to the university community.

KFBK Radio in Sacramento (93.1 FM / 1530 AM) is the primary station for the federal Emergency Alert System for several area counties.

In a campus-wide emergency, the campus may communicate using one or all of the above methods of communication depending on the incident.

You will not be notified of every incident to which the UC Davis Police or Fire departments respond.

Sheltering-in-Place

One of the instructions you may be given in an emergency is to shelter-in-place. Shelter-in-place is used mainly for hazardous materials incidents and sustained police action, or when it is more dangerous to venture outside than to remain indoors in your current location. This means you should remain indoors until authorities tell you it is safe or you are told to evacuate. The following are guidelines that should be shared with your department's employees.

General Guidelines on how to Shelter-in-Place

- Select a small, interior room, with no or few windows, ideally with a hard-wired telephone (cellular telephone equipment may be overwhelmed or damaged during an emergency).
- Close and lock all windows and exterior doors.
- Review your EAP, inspect your workplace emergency kits if you have them.
- Do not exit the building until instructed to do so by campus officials.
- Check for status updates using the resources detailed in the section, "[Communications for Campus Wide Emergencies](#)."

Specific for a Hazardous Material Incident

- Turn off all fans, heating and air conditioning systems
- If possible, seal all cracks around the door and any vents into the room (use duct tape and plastic sheeting - heavier than food wrap, to seal all cracks around the door and any vents).
- If you are in your car, close windows and turn off vents and air conditioning

In an incident requiring you to shelter-in-place, it may take several hours before it is safe to leave your building. It is important to have food and water in your office or work location to last a minimum of 24 hours, and preferably up to 72 hours. Having a workplace preparedness kit is easy to make and a good idea.

Community Survival Strategies for an Active Shooter

The UC Davis Police Department hosts workshops to the members of the campus community on strategies to increase the likelihood of surviving an active shooter incident. The workshop covers five steps for increasing your chances of surviving an active shooter and also provides demonstrations for attacking the attacker.

It is recommended departments allow two hours release time for employees. Community presentations are available on the Davis and Sacramento campuses throughout the year.

To locate or schedule a workshop visit the [UC Davis Police Department](#) website.

Police Department: 530-754-COPS (2677)

In the training, *Community Survival Strategies for an Active Shooter* participants should be aware that the presentation deals with a very sensitive subject and uses actual audio tape from the 9-1-1 call at the Columbine shootings. Participants will also have the opportunity to see different types of firearms and should be prepared to hear what an actual gunshot sounds like.

Appendices

EAP Appendix 1 - Room / Area Occupant List (Template follows – pg 15)

▶ It is the responsibility of each laboratory P_i/lab manager, instructor/lecturer, to compile and maintain a current list of all individuals within their designated area (laboratories, offices, classrooms, etc.).

Area managers for the nutrition department office and nutrition advising center are responsible for compiling occupant lists for those areas.

You can use / fill-in the Area Occupancy Roster (see TEMPLATE – pg 13).

NOTE: Occupancy Lists should be updated whenever there is a change in personnel (new and/or departing)

▶ Upon completion, include your Area Occupancy List in your own Lab / Classroom / Office (or other Facility's) EAP. Also, please transmit a copy of your Area's Occupant Roster to the Nutrition Department Safety Coordinator (Mike Satre).

▶ A copy of this Area Occupancy List must be present or available to the Assembly Area Managers for roll-call use in the event of an evacuation.

EAP Appendix 2 – EAP Training documentation (Template follows – pg 16)

▶ ALL departmental personnel must have documented training on this Emergency Action and Evacuation plan. For groups that may not have one, a template that can serve as documentation of this EAP training is included.

▶ A copy of your EAP training documentation should be available during an inspection.

Training Sign-in Sheet

****All Employees need to have documented training ****

Training Topic: Emergency Action & Evacuation Plan

Date: _____

Instructor/Trainer: _____

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