

UC DAVIS

UNIVERSITY OF CALIFORNIA

Department of Wildlife, Fish, and Conservation Biology Emergency Action Plan

In compliance with:

California Code of Regulations

Title 8, Section 3220

Implementation Date: 2/4/2014

Revised: 7/20/2017

Annual Review Date*:

_____	_____	_____
_____	_____	_____
_____	_____	_____

*Reviewed and initialed by Department Safety Coordinator

Contact Information

This EAP has been prepared for UC Davis Wildlife, Fish, and Conservation Biology Department Name. The plan complies with California Code of Regulations, Title 8, Section 3220.

Wildlife, Fish, and Conservation Biology

(Office Name)

Academic Surge Building

(Office Location)

(530) 752-6586

(Phone)

(530) 752-4154

(email)

Nann A. Fangue

(Director/Dean/Chairperson)

805-680-2481

(Phone)

nafrage@ucdavis.edu

(email)

Dennis Cocherell

(Department Safety Coordinator)

925-963-1621

(Phone)

decocherell@ucdavis.edu

(email)

(530) 752-6584

(Office)

(530) 219-8136

(Cell)

Christine Harlan, CAO

(Alternate Safety Contact)

cdharlan@ucdavis.edu

(email)

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

July

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.

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.

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 on this is available in the FireNet 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 the FireNet Guidelines to Emergency Evacuation Procedures for Employees/Clients with Disabilities.

Assembly Area

After exiting the building, all employees, students, volunteers, and visitors should follow the evacuation route to the pre-arranged assembly area.

The Department Chair should assign an Assembly Area Manager to each evacuation location. List all buildings in which department members are assigned space and the corresponding assembly areas and manager.

*Assembly Area Guidelines
have been developed to
help DSCs choose the
safest location to
assemble.*

<u>Academic Surge</u>	<u>Eastern building entrance area (50 feet away)</u>	<u>Nann A. Fanguie</u>
<u>TB1 (Zone L021)</u>	<u>Southern side of building in gravel parking area</u>	<u>Dennis Cocherell</u>
<u>West Entry Trailer</u>	<u>Northern building entrance area (50 feet away)</u>	<u>Jim Hobbs</u>

building during an evacuation (most departments will not), please contact Steve Ball to develop this section of the plan.

Rescue & Medical Duties

UC Davis relies on the UC Davis Fire Department and partnering agencies to provide rescue and medical duties. It may be useful to document employees in your department who have specialized medical training.

Dennis Cocherell	CPR	6/29/2016
Employee Name	Type of Training	Certification Date

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.

Signatures

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

Nam Fague
(Department Chair, or other Responsible Person)

7-21-17
(Date)

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

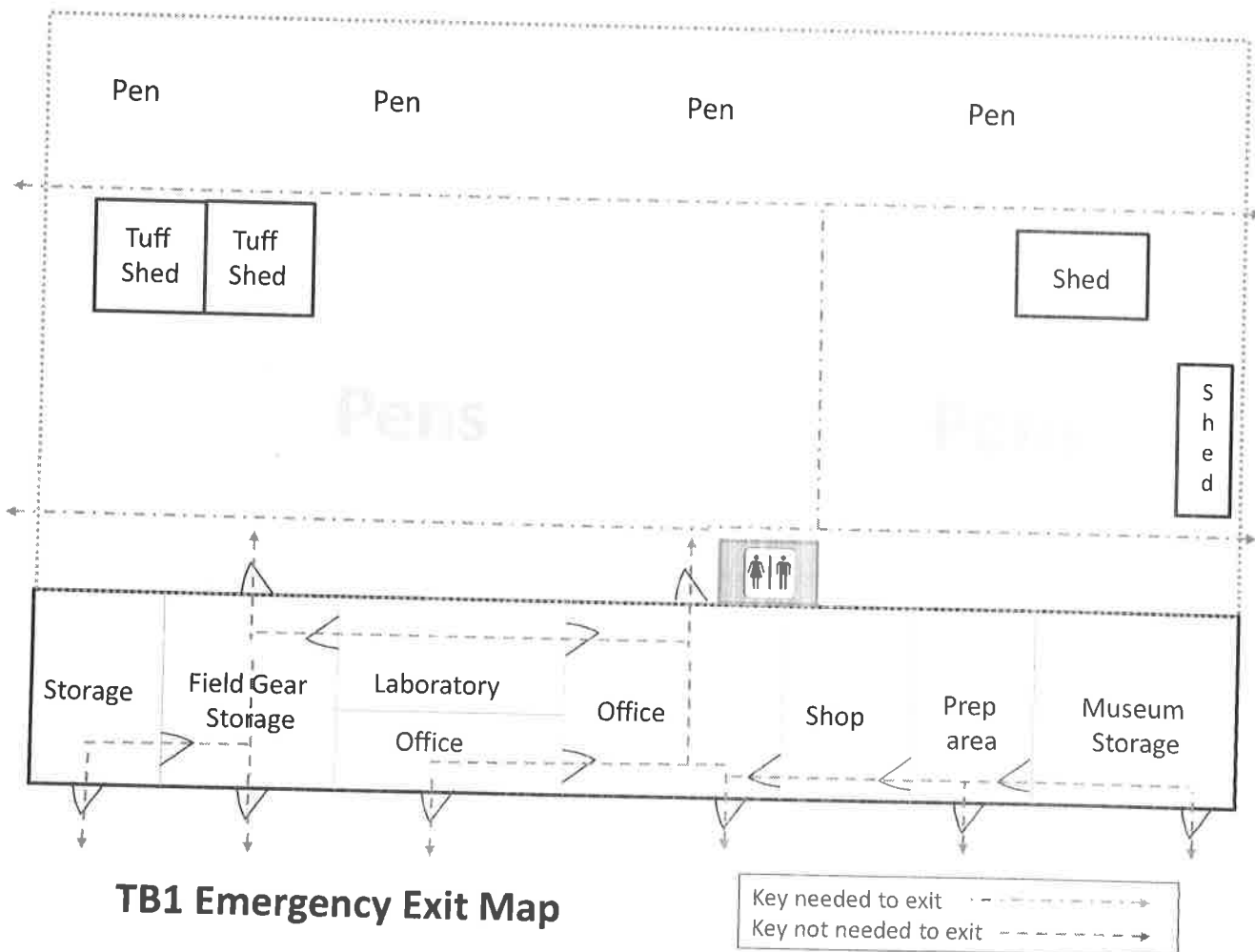
Dei Cohen
(Department Safety Coordinator)

7-20-2017
(Date)

Chadrum
(Alternate Safety Contact)

7/20/2017
(Date)

Additional Comments:



Roll Call Sheet

Wildlife, Fish, and Conservation Biology

Office Location: Academic Surge 1088

Dennis Cocherell and Christine Harlan are responsible for maintaining a current list of personnel in the department. This form can be used, or, if your department currently has a directory, you can format it into a roll sheet with room and building location and attach it to the EAP. Assembly Area Managers and DSCs should have a copy to complete roll call during an emergency.

Employee Name	Phone	Cell/Other Phone	Building/Room	Status/ Location
John Eadie	530-754-0145	jmeadie@ucdavis.edu	1079 Academic Surge	Professor
Louis W. Botsford	(530)752-6169	lwbotsford@ucdavis.edu	1047 Academic Surge	Professor
Tim Caro		tmcaro@ucdavis.edu	1323 Academic Surge	Professor
Nann A. Fanguie		nafanguie@ucdavis.edu	1393 Academic Surge	Professor
Douglas A. Kelt	(530)754-9481	dakelt@ucdavis.edu	1083 & 1077	Professor
A. Pete Klimley	(530)752-5830	apklimley@ucdavis.edu	1334 Academic Surge	Professor
Peter B. Moyle	(530)752-6355	pbmoye@ucdavis.edu	1369 Academic Surge	Professor
Erik Post		post@ucdavis.edu	1063 Academic Surge	Professor
Brian D. Todd	(530)752-1140	btodd@ucdavis.edu	1077 Academic Surge	Professor
Rahel Sollman	530-752-1437	rsollmann@ucdavis.edu	1075 Academic Surge	Professor
Dirk H. Van Vuren	(530)752-4181	dhvanvuren@ucdavis.edu	1351 Academic Surge	Professor
Roger A. Baldwin	(530) 752-4551	rabaldwin@ucanr.edu	1069 Academic Surge	Professor
Joesph j. Cech Jr.	(530)752-3103	jjcech@ucdavis.edu	1071 Academic Surge	Emeritus
Deborah L. Elliott-Fisk	(530)574-5256	dlelliottfisk@ucdavis.edu	1286 Academic Surge	Emeritus
Daniel W. Anderson	(530)752-2108	dwanderson@ucdavis.edu	1071 Academic Surge	Emeritus
Christine Harlan	(530) 752-6584	cdharlan@ucdavis.edu	1087 Academic Surge	CAO
Andrew Engilis	530 752 0364	aengilisjr@ucdavis.edu	1397 Academic Surge	Museum
Sheryl Edgar	530-752-4513	shedgar@ucdavis.edu	1089 Academic Surge	staff
Vicki Webster	(530)752-6583	vwebster@ucdavis.edu	1085 Academic Surge	staff
Jacey Turay		wfcbpeeradviser@ucdavis.	1086 Academic Surge	staff
Sonia Morris		wfcbpeeradviser@ucdavis.	1086 Academic Surge	staff

John Trochet	(530) 754-8813	jatrochet@ucdavis.edu	1394 Academic Surge	Museum
Ronald E. Cole	(530) 754-8813	recole@ucdavis.edu	1394 Academic Surge	Curator
Irene E. Engilis	(530) 754-8813	ieengilis@ucdavis.edu	1394 Academic Surge	Museum
Mana Hattori	(530) 754-8813	mhattori@ucdavis.edu	1394 Academic Surge	Museum
Ron Yoshiyama		rmyoshiyama@ucdavis.edu	1331 Academic Surge	SRA 4
Valerie Johnson		valjohnson@ucdavis.edu	1059 Academic Surge	Jr specialist
Ryan Battleson	(530) 752-5372	rbattleson@ucdavis.edu	1334 Academic Surge	Jr specialist
Theresa Dabruzzi		tfdabruzzi@ucdavis.edu	1391 Academic Surge	Grad student
Seunghyung Lee		sshlee@ucdavis.edu	1391 Academic Surge	Grad student
Brittany Bjelde		bebjelde@ucdavis.edu	1391 Academic Surge	Grad student
Lisa Komoroske		lisa.komoroske@gmail.co	1391 Academic Surge	Grad student
Ken Jeffries		kmjeffries@ucdavis.edu	1391 Academic Surge	Post-Doc
Christine Verhille		cverhille@ucdavis.edu	1391 Academic Surge	Post-Doc
Jim Hobbs	530-754-4839	jahobbs@ucdavis.edu	West Entry Trailer	Project PI
Myfanwy Johnson	(530) 752-3203	merowlands@ucdavis.edu	1072 Academic Surge	Grad student
Anna Steel	(530) 752-3203	aestephenson@ucdavis.ed	1072 Academic Surge	Grad student
Gabriel P Singer	(614) 562-9667	gsinger@ucdavis.edu	1332 Academic Surge	Grad student
Jamillynn B Poletto	(530) 752-3203	jbpoletto@ucdavis.edu	1072 Academic Surge	Grad student
Ethan A Mora	(530) 752-3203	eamora@ucdavis.edu	1072 Academic Surge	Grad student
Emily Miller	(530) 752-3203	eamiller@ucdavis.edu	1072 Academic Surge	Grad student
Deborah A. Giles	(916) 531-1516	dagiles@ucdavis.edu	1354 Academic Surge	Grad student
Matthew J Young		mjyoung@ucdavis.edu	2359 Academic Surge	Grad student
Teejay Orear		taorear@ucdavis.edu	2359 Academic Surge	Post-Doc
Andimile Martin		andmartin@ucdavis.edu	1395 Academic Surge	Grad student
Jason Riggio		jsriggio@ucdavis.edu	1395 Academic Surge	Grad student

Additional Training:

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 instructed, use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room
- 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.

Training Sign-in Sheet

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

Training Topic: Emergency Action & Evacuation Plan

Date: _____

Instructor/Trainer: _____

1. _____
2. _____
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