

Appendix III

DEPARTMENT OF ENTOMOLOGY BUILDING EVACUATION PLAN

[Revised 10/02]

INTRODUCTION

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 – natural, technological or human – that threatens the UC Davis campus.

The Building Evacuation Plan is the first part of a department's Emergency Action Plan. The department's Building Evacuation Plan also links with the UC Davis Campus' Emergency Operations Plan (EOP). The campus EOP coordinates the safe evacuation of students, staff, and faculty from building assembly areas to zone assembly areas and, if necessary, to a mass care facility. For more details, refer to Appendix F in the campus EOP.

The Entomology Building Evacuation Protocol complies with the California Code of Regulations, Title 8, Section 3220; the California Education Code, Parts 40 & 59 - Chapter C4.1, Section 66210 and Chapter 6, Section 94600; Title 19, Sections 3.09 & 3.13; and UC Davis Policy & Procedure 290-05.

DEPARTMENT INFORMATION

- Department Name: Entomology
- Department Location(s): Briggs Hall, Academic Surge,
Everson Hall, Storer Hall
- Department Chair or Manager: Dr. Robert E. Page, Jr.
 - ◊ Phone Number: 530-752-0492
 - ◊ E-mail address: repage@ucdavis.edu
- Department FAX number: 530-752-1537
- Department Safety Coordinator: Ken Lorenzen
 - ◊ Phone Number: 530-752-7333
 - ◊ E-mail address: klorenzen@ucdavis.edu
- Alternate Safety Coordinator: Shirley Gee
 - ◊ Phone Number: 530-752-8465
 - ◊ E-mail address: sjgee@ucdavis.edu

- Alternate Safety Coordinator: M. Kim Fondrk
 - ◊ Phone Number: 530-752-5456 or 530-752-0708
 - ◊ E-mail address: mkfondrk@ucdavis.edu
- Date of Annual Review of Department Action Plan: Oct. 10
- Date of Annual Evacuation Drill: Oct. 12

EMERGENCY EVACUATION PROTOCOL

The Department Safety Coordinator shall: (1) Conduct annual evacuation drills for the department or unit, (2) know the location of all fire extinguishers, pull alarms and first aid kits, and (3) assure evacuation routes are posted and walkways remain clear at all times.

Department Safety Coordinator Duties During an Evacuation:

- To the extent it is safe, systematically check all areas to assure they have been evacuated.
- Recruit and post helpers along evacuation routes to guide evacuees to the Building Assembly Area [See below].
- Assist differently-abled persons to evacuate safely.
- Work to keep employees calm and informed.
- If ordered by the on-scene Incident Commander, direct all personnel to the Zone Assembly Area [To be designated by the on-scene Incident Commander].
- If ordered by the on-scene Incident Commander, inform personnel when it is safe to re-enter buildings. After a major earthquake, persons may not re-enter their building until it has been cleared by a qualified building inspector.

Warnings and Alarms:

Three types of warnings are used to notify Entomology personnel to evacuate a building: 1) Fire alarms, horns, and flashing lights; 2) verbal warnings, either in person or by loudspeaker; and/or 3) the campus radio station KDVS 90.3 FM.

Prior to Exiting:

After hearing the alarm to evacuate, stop all work activities and exit the room. If time permits, each person will gather their personal items [*e.g.*, car keys], turn off their computer equipment [CPU, monitor, printer, etc.], de-power experimental equipment, lock away sensitive items, leave the lights on and close, **but do not lock**, the door upon leaving the room [locked doors can hamper rescue operations].

The person responsible for roll call will take the personnel list before leaving the building.

Evacuation Routes are posted in each room. The map shows the primary route evacuees will take to exit the building. **Walk**, do not run, to an emergency exit, then go to your assigned Building Assembly Area.

BUILDING ASSEMBLY AREA

After exiting the building, employees, students, and visitors will follow the evacuation route to the pre-arranged Building Assembly Area (refer to the posted evacuation route maps). Once at the Building Assembly Area, report to the person taking roll call in order to be counted and to report any injuries. The person taking roll call is responsible for reporting the count and any injuries to a designated Safety Officer (a Department Safety Coordinator or other individual). The Safety Officer is responsible for informing the on-scene Incident Commander of the status of employees. If an employee is in immediate danger, report the location of the person directly to the nearest emergency responder. During inclement weather, evacuees will be directed to an alternate Building Assembly Area.

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The following information lists the person(s) responsible for taking Roll Call, the designated Safety Officer(s) and the Building Assembly Area for each Building/Unit of the Department of Entomology. Find your particular Building/Unit and become familiar with the information presented and names of individuals to whom you should report in case of an evacuation.

BRIGGS HALL [Unit Name: Briggs Hall Entomology]

Roll Call:

- Responsible person: Janet Brown-Simmons
- ◇ Alternate: Carmen Peterson
- Designated Safety Officer
(Report Count and Injuries to): Shirley Gee
- ◇ Alternate: M. Kim Fondrk

Building Assembly Area:

South of Briggs Hall and across Hutchison Drive, at the east end of the grassy area just north of Parking Lot #41.

- Unit(s) Reporting To This Area: Briggs Hall Entomology
- Building Coordinator: None Assigned
- Zone Assembly Area: None assigned

ACADEMIC SURGE (EAST) [Unit Name: Entomology (Bohart Museum)]

Roll Call:

- Responsible person: Steve Heydon
 - ◊ Alternate: Lynn Kimsey
- Designated Safety Officer (Report Count and Injuries to): Steve Heydon
 - ◊ Alternate: Lynn Kimsey

Building Assembly Area:

Walkway outside the east entrance to Academic Surge.

- Unit(s) Reporting To This Area: Entomology (Bohart Museum)
 - Building Coordinator: None assigned
 - Zone Assembly Area: None assigned
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ACADEMIC SURGE (WEST) [Unit Name: Entomology (Cranston & Gullan Labs)]

Roll Call:

- Responsible person: Penny Gullan
 - ◊ Alternate: Peter Cranston
- Designated Safety Officer (Report Count and Injuries to): Penny Gullan
 - ◊ Alternate: Peter Cranston

Building Assembly Area:

Concrete area below the main steps (ground level) outside the west entrance to Academic Surge.

- Unit(s) Reporting To This Area: Entomology (Cranston & Gullan Labs)
 - Building Coordinator: None assigned
 - Zone Assembly Area: None assigned
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EVERSON HALL [Unit Name: Entomology (Hammock Everson Lab)]

Roll Call:

- Responsible person: Jozsef Lango
 - ◊ Alternate: Takaho Watenabe
- Designated Safety Officer
(Report Count and Injuries to): Gang Sun
 - ◊ Alternate: None Assigned

Building Assembly Area:

Walkway leading to Mrak Hall, directly east of the main entrance to Everson Hall.

- Unit(s) Reporting To This Area: Textiles & Clothing;
Hammock Everson Lab
 - Building Coordinator: None Assigned
 - Zone Assembly Area: None Assigned
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STORER HALL [Unit Name: Storer Hall Entomology]

Roll Call:

- Responsible person: Ken Lorenzen
 - ◊ Alternate: None Assigned
- Designated Safety Officer
(Report Count and Injuries to): Ken Lorenzen
 - ◊ Alternate: None Assigned

Building Assembly Area:

The lawn across the bike path south of Hutchison Hall, between Hutchison Hall and the animal care buildings.

- Units Reporting To This Area: Evolution & Ecology;
Storer Hall Entomology
 - Building Coordinator: None assigned
 - Zone Assembly Area: None assigned
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BEE BIOLOGY FACILITY [Unit Name: Bee Biology]

Roll Call:

- Responsible person: Eric C. Mussen
 - ◊ Alternate: M. Kim Fondrk
- Designated Safety Officer
(Report Count and Injuries to): Eric C. Mussen
 - ◊ Alternate: M. Kim Fondrk

Building Assembly Area:

The parking lot in front (north side) of the Bee Biology Facility.

- Unit(s) Reporting To This Area: Bee Biology
- Building Coordinator: None Assigned
- Zone Assembly Area: None assigned

**STAY WITHIN YOUR RESPECTIVE GROUP AT YOUR ASSIGNED
BUILDING ASSEMBLY AREA.**

DO NOT LEAVE THE AREA UNTIL GIVEN THE OK TO DO SO.

SIGNATURES

This Building Evacuation Protocol has been reviewed and approved by the Department Chair or Manager and the Department Safety Coordinator.

Department Chair or Manager

Date

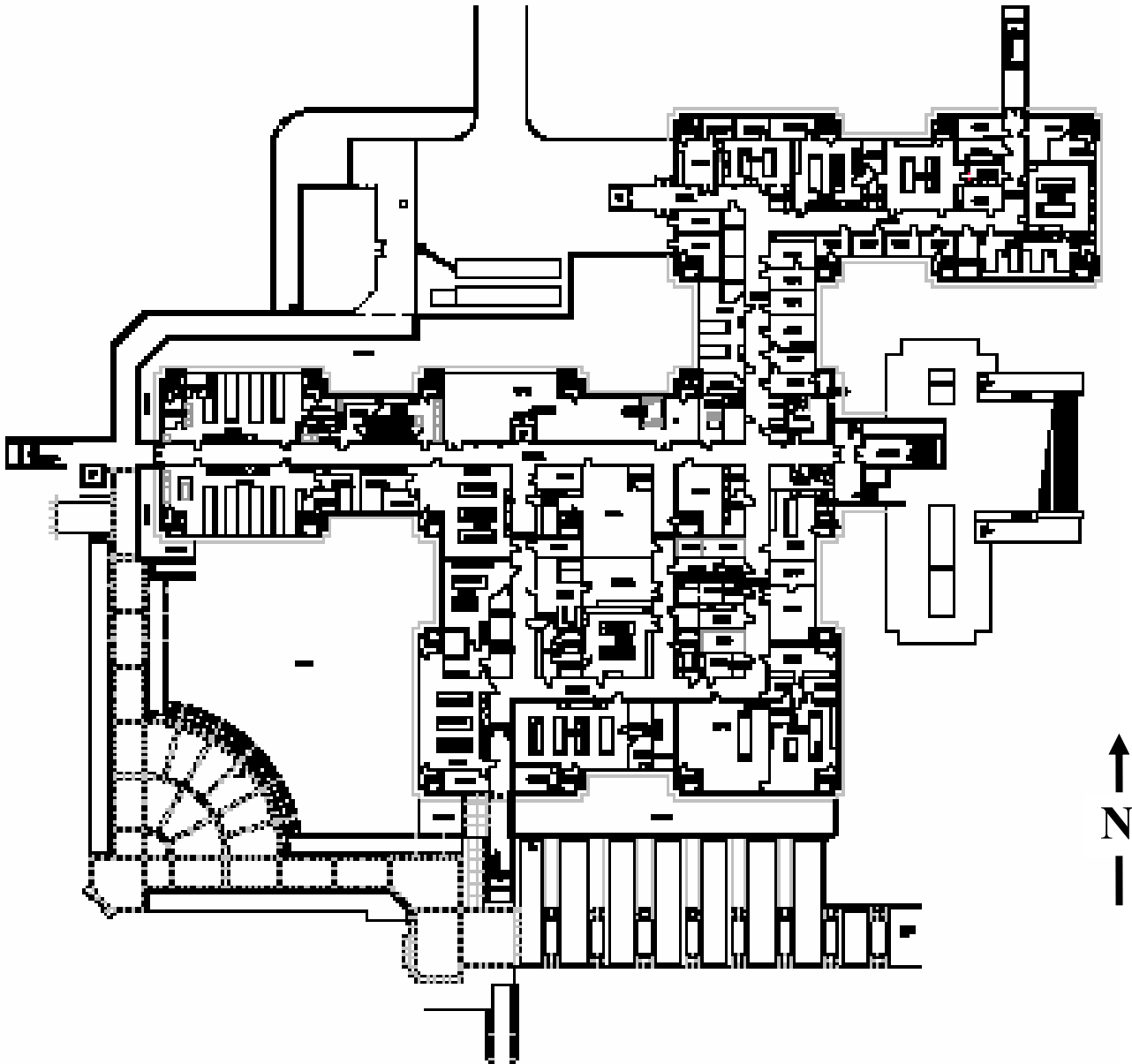
Department Safety Coordinator

Date

**DEPARTMENT OF ENTOMOLOGY – BUILDING EVACUATION PLAN:
GROUND FLOOR, BRIGGS HALL**

[Revised 10/02]

1. Highlight the location of your office/laboratory (use a color marker, color dot, etc).
2. Highlight the route from your office/laboratory to the nearest building exit (be familiar with alternate routes).
3. Post a copy of this document inside and adjacent to each office or laboratory hallway exit.



Room Number(s): _____

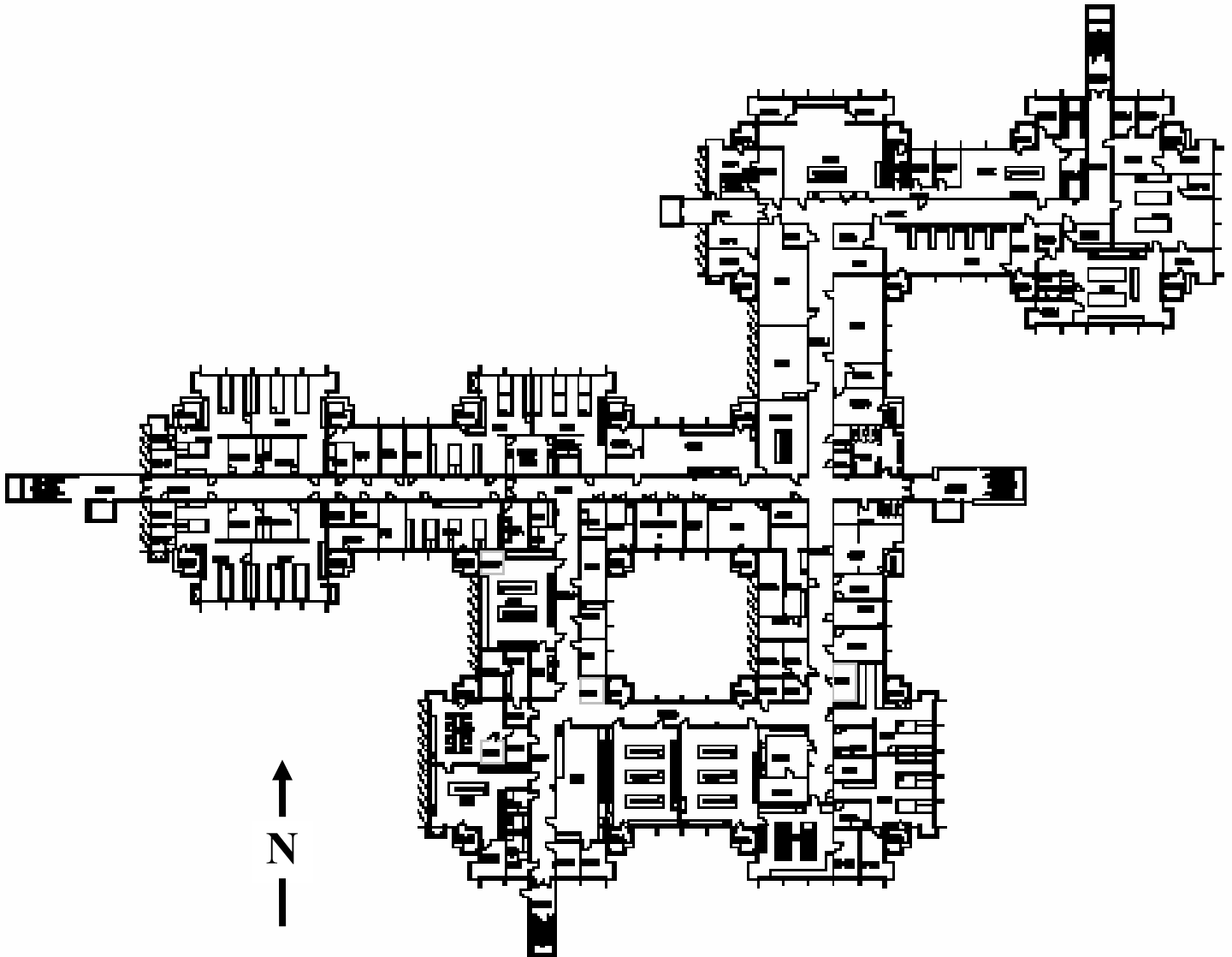
Building Assembly Area for BRIGGS HALL Entomology Personnel:

**After exiting the building, assemble south of Briggs Hall and
across Hutchison Drive, at the east end of the grassy area just
north of Parking Lot #41.**

DEPARTMENT OF ENTOMOLOGY – BUILDING EVACUATION PLAN: THIRD FLOOR, BRIGGS HALL

[Revised 10/02]

1. Highlight the location of your office/laboratory (use a color marker, color dot, etc).
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3. Post a copy of this document inside and adjacent to each office or laboratory hallway exit.



Room Number(s): _____

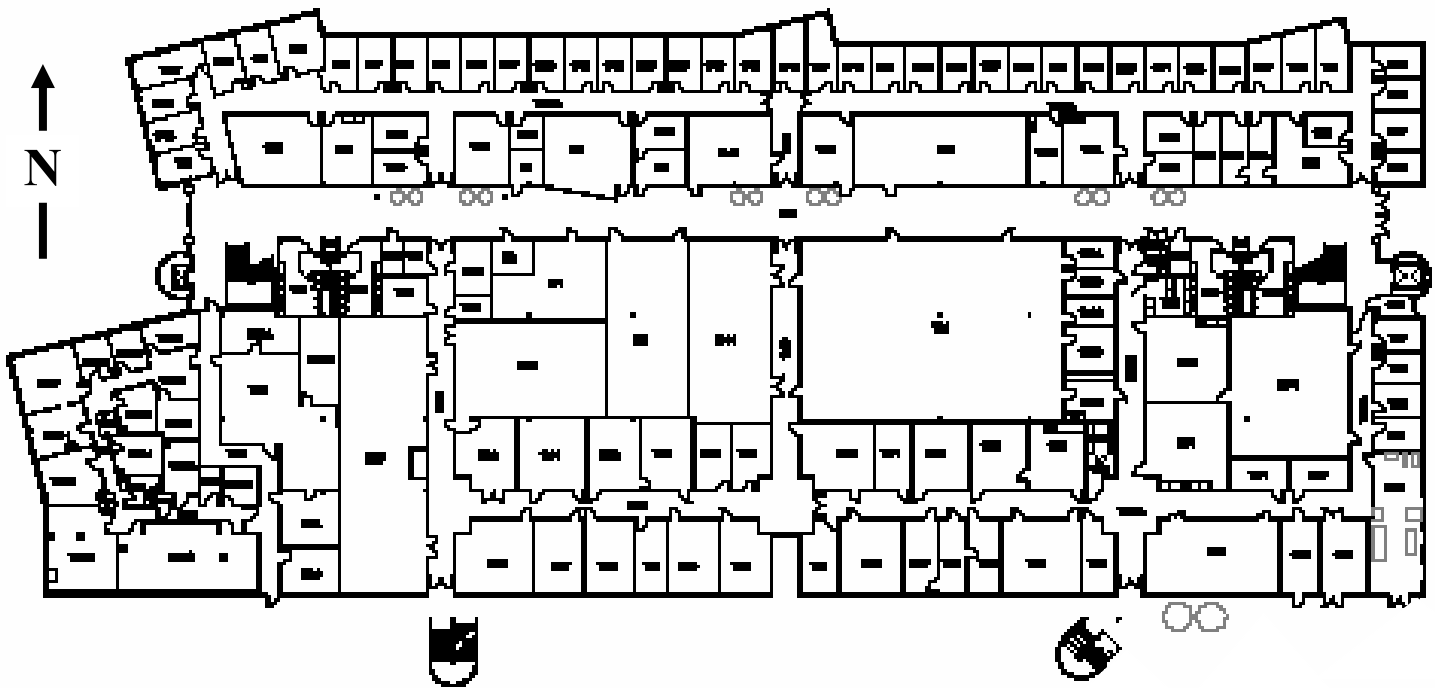
Building Assembly Area for BRIGGS HALL Entomology Personnel:

**After exiting the building, assemble south of Briggs Hall and
across Hutchison Drive, at the east end of the grassy area
just north of Parking Lot #41.**

**DEPARTMENT OF ENTOMOLOGY – BUILDING EVACUATION PLAN:
GROUND FLOOR, ACADEMIC SURGE (EAST)**

[Revised 10/02]

1. Highlight the location of your office/laboratory (use a color marker, color dot, etc).
2. Highlight the route from your office/laboratory to the nearest building exit (be familiar with alternate routes).
3. Post a copy of this document inside and adjacent to each office or laboratory hallway exit.



Room Number(s): _____

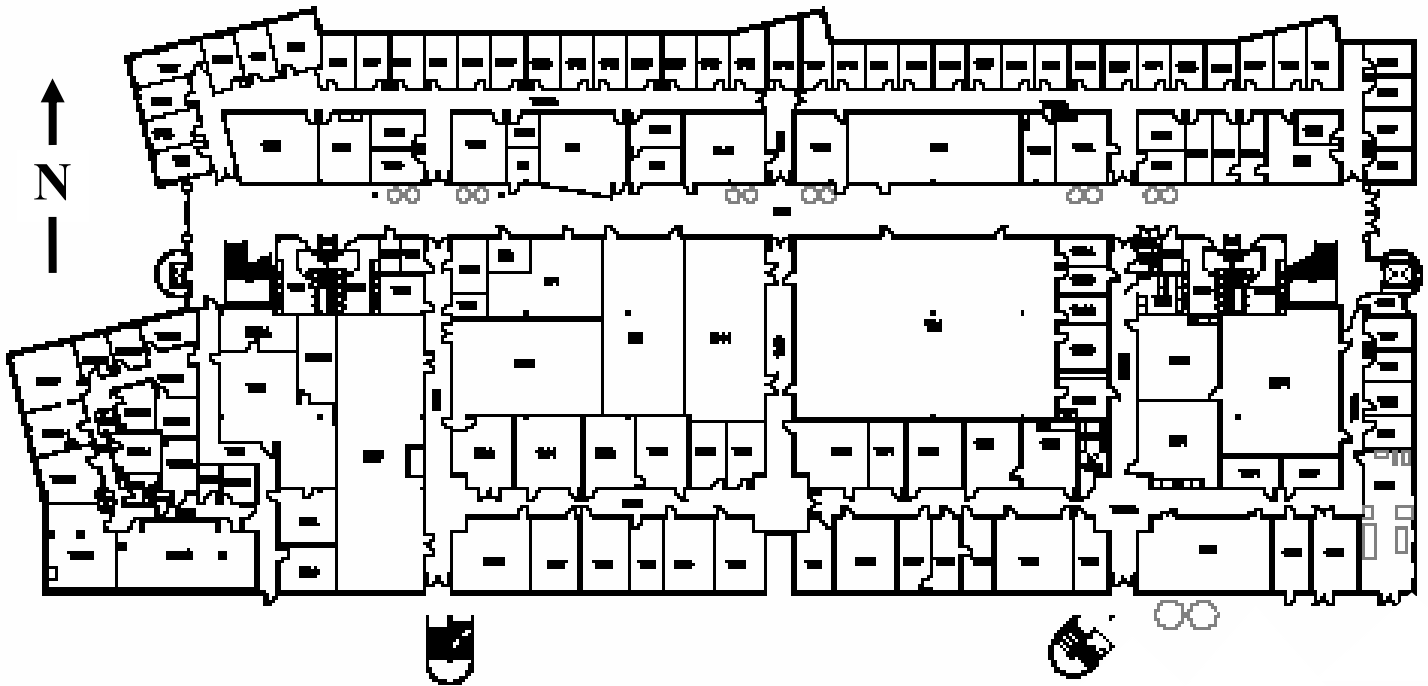
Building Assembly Area for ACADEMIC SURGE (EAST) Entomology Personnel:

**After exiting the building, assemble on the walkway outside the
east entrance to Academic Surge.**

**DEPARTMENT OF ENTOMOLOGY – BUILDING EVACUATION PLAN:
GROUND FLOOR, ACADEMIC SURGE (WEST)**

[Revised 10/02]

1. Highlight the location of your office/laboratory (use a color marker, color dot, etc).
2. Highlight the route from your office/laboratory to the nearest building exit (be familiar with alternate routes).
3. Post a copy of this document inside and adjacent to each office or laboratory hallway exit.



Room Number(s): _____

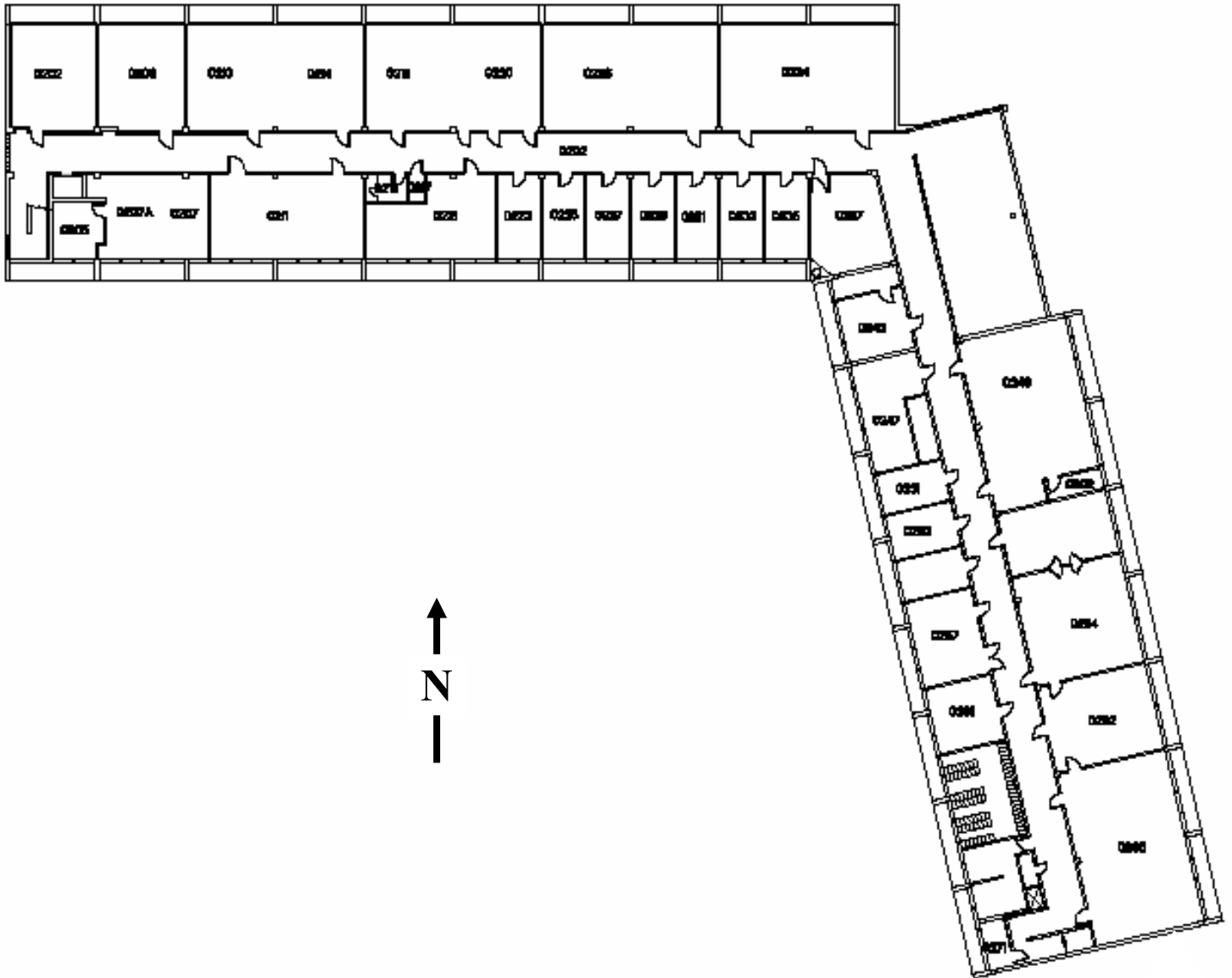
Building Assembly Area for ACADEMIC SURGE (WEST) Entomology Personnel:

After exiting the building, assemble on the concrete area below the main steps (ground level) outside the west entrance to Academic Surge.

**DEPARTMENT OF ENTOMOLOGY – BUILDING EVACUATION PLAN:
SECOND FLOOR, EVERSON HALL**

[Revised 10/02]

1. Highlight the location of your office/laboratory (use a color marker, color dot, etc).
2. Highlight the route from your office/laboratory to the nearest building exit (be familiar with alternate routes).
3. Post a copy of this document inside and adjacent to each office or laboratory hallway exit.



Room Number(s): _____

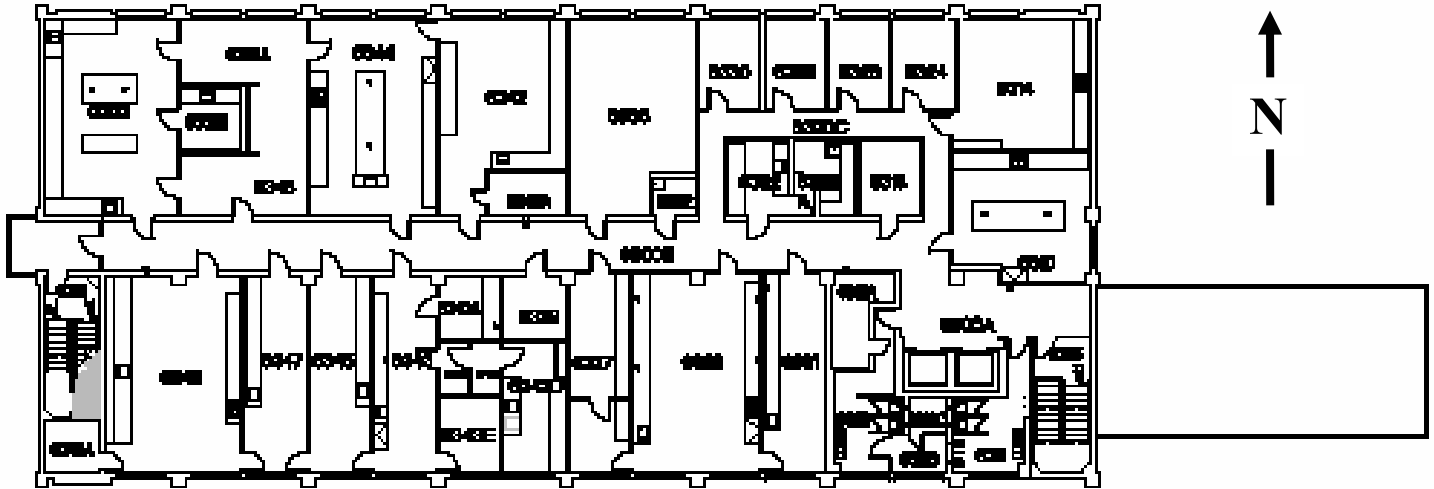
Building Assembly Area for EVERSON HALL Entomology Personnel:

**After exiting the building, assemble on the walkway leading to
Mrak Hall, directly east of the main entrance to Everson Hall.**

**DEPARTMENT OF ENTOMOLOGY – BUILDING EVACUATION PLAN:
SIXTH FLOOR, STORER HALL**

[Revised 10/02]

1. Highlight the location of your office/laboratory (use a color marker, color dot, etc).
2. Highlight the route from your office/laboratory to the nearest building exit (be familiar with alternate routes).
3. Post a copy of this document inside and adjacent to each office or laboratory hallway exit.



Room Number(s): _____

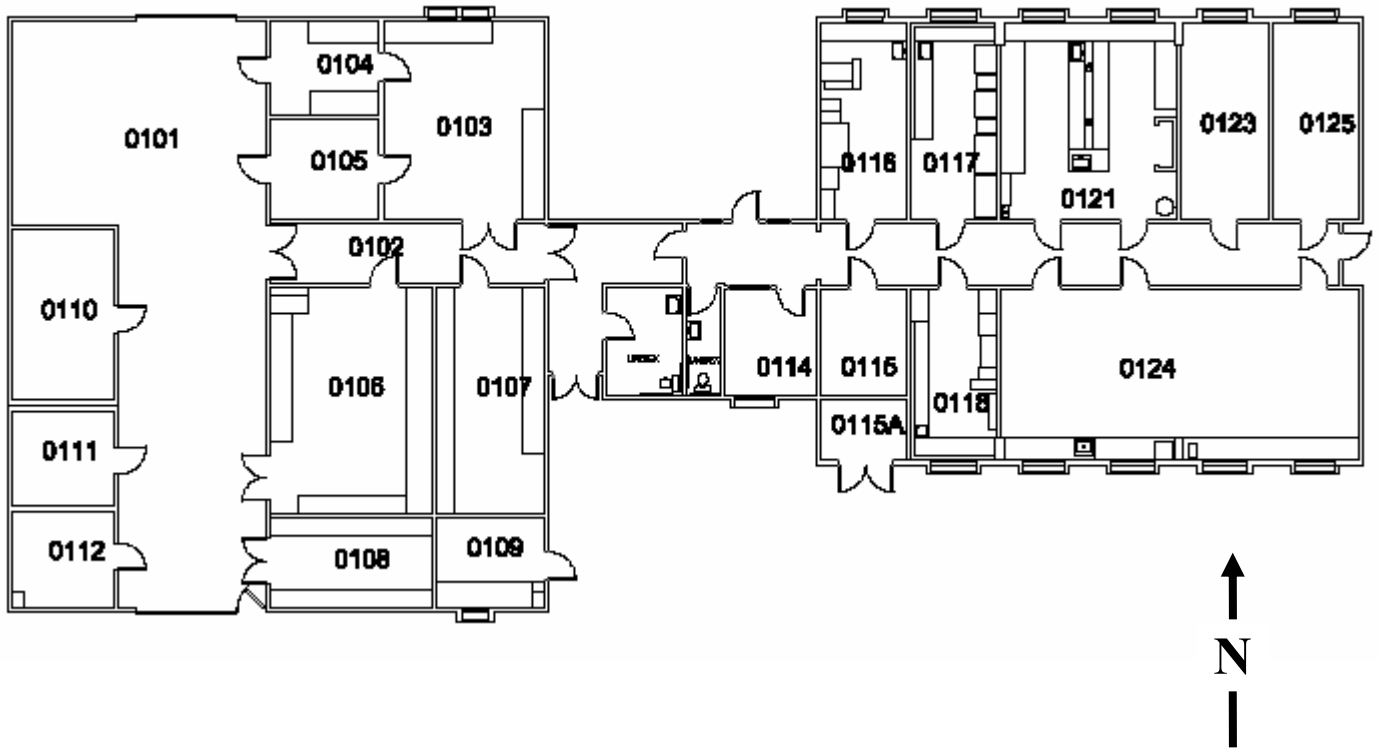
Building Assembly Area for STORER HALL Entomology Personnel:

After exiting the building, assemble in the grassy area across the bike path south of Storer and Hutchison Hall, but north of the animal care buildings.

**DEPARTMENT OF ENTOMOLOGY – BUILDING EVACUATION PLAN:
HARRY H. LAIDLAW HONEY BEE RESEARCH FACILITY (BBF)**

[Revised 10/02]

1. Highlight the location of your office/laboratory (use a color marker, color dot, etc).
2. Highlight the route from your office/laboratory to the nearest building exit (be familiar with alternate routes).
3. Post a copy of this document inside and adjacent to each office or laboratory hallway exit.



Room Number(s): _____

Building Assembly Area for BEE BIOLOGY Personnel:

**After exiting the building, assemble in the parking lot on
the north side of the Bee Biology Facility.**

DEPARTMENT OF ENTOMOLOGY EMERGENCY PROCEDURES

[*Revised 10/02*]

I. GENERAL RESPONSE IN CASE OF ANY TYPE OF EMERGENCY

A. Dial 9-1-1 and calmly state to the emergency dispatcher:

1. Your name;
2. The building and room location of the emergency;
3. The nature of the emergency: Fire, chemical spill, poisoning, etc.;
4. Whether any injuries have occurred;
5. Hazards present which may threaten persons on the scene responding [chemicals stored on shelves, radioactive materials in use, etc.]; and
6. A phone number where you can be reached, or a location at the scene where you can be contacted when emergency personnel arrive.

B. While waiting for assistance, remain calm; the dispatcher will contact the necessary emergency services. The dispatcher may ask you to stay on the phone, otherwise keep the line free.

II. EMERGENCY RESPONSES BASED ON TYPE OF EMERGENCY

A. IN CASE OF FIRE [INCLUDING EXPLOSIONS]

1. Leave the immediate danger; be sure that other people are out.
 - a. CLOSE THE DOORS!
 - b. ACTIVATE THE NEAREST BUILDING FIRE ALARM.
 - c. DIAL 9-1-1.
2. If the fire is small, attempt to extinguish it without endangering yourself as follows:
 - a. Grab the nearest fire extinguisher (appropriate to the type of the fire) and keep yourself low with the exit to your back so that you have an escape.
 - b. Pull the pin in the handle and aim the extinguisher at the base of the flames.
 - c. Squeeze the handle with short bursts while sweeping the nozzle back and forth.
 - d. If the fire becomes too large, GET OUT AND CLOSE THE DOOR!
 - e. If hazardous chemicals are involved, STAY OUT OF THE AREA AND OUT OF THE SMOKE!
3. Contact the Principal Investigator or the laboratory supervisor if necessary to obtain information on any chemicals or hazardous materials that may be in the lab.

4. Stand by to meet Fire Department personnel when they arrive. Be prepared to advise them if any chemicals or hazardous materials are involved in the fire.

B. IN CASE OF A HAZARDOUS CHEMICAL SPILL

1. When a spill occurs, hold your breath, evacuate the area, and close all doors!
2. Call 9-1-1 to report the incident.
3. If someone has been splashed with the chemical, begin flushing the contaminated area immediately with water. Continue flushing the affected area for 15 minutes.
4. Notify people in the immediate area and your supervisor of the spill.
5. Cleanup of hazardous chemical spills will be coordinated and supervised by the campus Hazardous Materials Emergency Response Team (HazMat Team).
 - a. The HazMat Team will cleanup large or dangerous spills.
 - b. Lab personnel will cleanup low hazard spills in their area with the direct supervision from the HazMat Team.
6. Re-enter the area only after the spill is cleaned up and clearance given by the HazMat Team.
7. If a gas, smoke, mist, vapor or other material is released in such a quantity as to endanger anyone outside your immediate area or building, call 9-1-1 immediately. Advise people to stay upwind or as far away from the airborne material as possible.

C. IN CASE OF AN EARTHQUAKE

1. Crawl under a table, door arch, etc. during the shaking.
2. If inside a building, remain under cover until the shaking subsides. Evacuate the building once the shaking is over.
3. Report any ruptured pipes or broken utility services by calling 9-1-1.
4. Assist injured persons in securing medical attention.

D. IN CASE OF A MEDICAL EMERGENCY

1. For minor injuries, apply first aid and seek additional medical care as needed. For more serious injuries, call 9-1-1 to request emergency medical assistance. If you are uncertain about the seriousness of the injury, call 9-1-1. Do not move a seriously injured person who is not in immediate danger from fire or other hazard.
2. For injuries or illnesses that are sustained during work hours but are not an emergency, all employees must seek medical treatment from Employee Health Services, 501 Oak Avenue [corner of Oak Ave and Russell Blvd], 752-2330. After work hours, employees should seek treatment at Sutter Davis Hospital, Covell Blvd at Hwy 113, or the nearest emergency room.
3. Volunteers are covered under Workers' Compensation as long as they have filled out a Volunteer/Without Salary [WOS] Appointment Form.

4. Employees who want to be treated by their personal physician [or other specific physician] in the event of a work-related injury or illness, must have completed a Designation of Physician Form prior to sustaining an injury or illness. [Form available in the Entomology office].
5. Students not employed by the University should seek care from Cowell Health Center, 2-2300.

III. REPORTING PROCEDURES WHEN AN INJURY OR ILLNESS OCCURS

- A. After receiving medical treatment for an injury or illness, the employee must:
 1. Report the injury or illness to his or her supervisor within 24 hours, and
 2. Obtain and fill out an Employee's Claim for Workers' Compensation Benefits Form.
- B. After being notified by an employee of an injury or illness, the supervisor must:
 1. Within 24 hours from the time of notification, inform the Benefits and Risk Managements Office by phone (752-1774), and
 2. Obtain and complete the UCD Employer's Report of Occupational Injury or Illness Form.
- C. An injury on Friday afternoon may be reported on Monday. Forms are available in the Entomology Office.

BE PREPARED! BECOME FAMILIAR WITH THE ENTOMOLOGY EMERGENCY PROCEDURES AND BUILDING EVACUATION PLANS.