



UC DAVIS

Center for Neuroscience

EMERGENCY EVACUATION PLAN

In compliance with:

California Code of Regulations
Title 8, Section 3220

Implementation Date: 7/2/09

**UC DAVIS
Center for Neuroscience
EMERGENCY ACTION PLAN**

INTRODUCTION

This Emergency Action Plan has been prepared for the UC Davis Center for Neuroscience. The plan complies with the California Code of Regulations, Title 8, Section 3220.

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 the Center for Neuroscience.

Center for Neuroscience OFFICE INFORMATION

Center for Neuroscience

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(Office Location)

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Buck Marcussen

(Alternate Safety Coordinator)

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**This Emergency Action Plan will be reviewed
annually in:**

October

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.

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, but do not lock the doors (locked doors can hamper rescue operations). Remember that you may not be allowed back into the building for an extended time.

The person responsible for roll call will take a personnel list (phone list) before leaving the building.

Persons Responsible for Assisting with Evacuation

The following personnel will assist with building evacuation for each building listed:

1544 Newton Court:	Primary:	Crystyn Ruth
	Alternate:	Buck Marcussen
1515 Newton Court:	Primary:	Xiaohong Fan
	Alternate:	Faten ElSabeawy
1633 DaVinci Court	Primary:	Xochi Navarro
	Alternate:	Elizabeth Marshall

The above referenced personnel will perform the following duties:

1. Assist with annual evacuation drills for department or unit. Know the location of all fire extinguishers; pull alarms, and first aid kits. Be sure evacuation routes are posted and walkways remain clear at all times.
2. When an alarm has been sounded, systematically check all areas to assure they have been evacuated. To the extent it is safe, check all rooms and direct everyone to evacuate.
3. Post helpers along the evacuation route to guide others to the building assembly area.
4. Assist differently abled persons to evacuate safely.
5. Work to keep employees calm and informed.
6. Bring a First Aid Kit to the Assemble area for treating injuries.
7. Assure that individuals do not reenter the building until on-scene incident commander gives permission.
8. If ordered by the on-scene incident commander, move all personnel when it is safe to re-enter buildings. After a major earthquake, persons may not re-enter their building until cleared by a qualified building inspector.

Evacuation Routes

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

Report the count of evacuated staff members and visitors and any injuries to the Center for Neuroscience Safety Coordinator.

Assembly Area

After exiting the building, employees, students, volunteers and visitors will follow the evacuation route to the pre-arranged Assembly Area: The empty field behind the parking lot for 1544 Newton Court (both for 1544 and 1515 Newton Court) and the parking lot in front of 1633 DaVinci Court (for 1633 DaVinci Court).

The Roll Call Person is responsible for taking roll call and reporting injuries to the Center for Neuroscience Safety Coordinator or Alternate Safety Coordinator. The Center for Neuroscience Safety Coordinator or Alternate Safety Coordinator is responsible for informing the on-scene Incident Commander of the status of department employees and visitors. If an employee is in immediate danger, report the location of the person directly to the nearest emergency responder.

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

Person(s) Responsible for Roll Call

Center for Neuroscience (1544 Newton Ct.)

Responsible person: Terry Wright

Alternate person: Pam Garcia

Center for Neuroscience (1633 DaVinci Ct.)

Responsible person: Heidi Engelhardt

Alternate person: Jeff Johnson

Center for Neuroscience

Responsible person: Phong Nguyen

Alternate person: Jim Stone

Units Reporting to the Assembly Area

All personnel, students, volunteer and visitors.

RESPONSIBILITIES OF THE SAFETY COORDINATOR

Crystyn Ruth is the Safety Coordinator responsible for the planning, evaluation, and execution of the Building Evacuation Plan and should perform the following duties:

- Review and update this Emergency Action Plan annually or as needed.

- Conduct annual evacuation drills for department.
- 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.

If the Safety Coordinator is not available, the Alternate Safety Coordinator, Buck Marcussen, or supervisors are responsible for reporting directly to the on-scene Incident Commander and for the duties noted above.

Animal Evacuations

Protection of yourself and co-workers is your first priority. Always take steps towards accomplishing that goal before considering the animals in your area. Emergency personnel (ex. firefighters) who are on the scene will have human safety as an obvious first priority. If they feel this priority has been met, they may work with CNS personnel to move animals and other university assets to areas of safety. Before moving animals, consider the biohazard issues associated with the animals. If they are considered hazardous to humans in any way, they may pose a threat to emergency personnel and contaminate the area to which you are moving them. Since many of the buildings have fire resistant characteristics, such as fire doors, the safest place may be in the room they are housed. Your immediate action should be to close their room door and leave the building. If there is no time to do that, just evacuate the building. On-going emergencies will require coordination with CLAS personnel for the care of the animals. When possible, assist CLAS in providing for the animal's basic needs.

Anesthetized animals should be removed from the immediate area of danger, if it is safe to do so. The procedure may then be finished. Enough emergency lighting should be available in the event of a power outage to finish a procedure. In some cases, and if there is time, it may be necessary to euthanize the animal, then evacuate the building. In all situations, human safety must be considered first.

SIGNATURES

This Emergency Evacuation Plan has been reviewed and approved by the following individuals:

_____ (Interim Director) _____ (Date)

The Safety Coordinator and Alternate are aware of their responsibilities, as described in this plan.

_____ (Safety Coordinator) _____ (Date)

_____ (Alternate Safety Coordinator) _____ (Date)