

# **Emergency Response Plan**

**Department of Neurobiology, Physiology & Behavior**

**College of Biological Sciences**

Emergency Action Plan

Building Evacuation Plan

Emergency Evacuation Safety Training

Roll Call List

Emergency Recovery Plan

# EMERGENCY ACTION PLAN

## Department of Neurobiology, Physiology & Behavior

### GENERAL

#### **In case of an emergency call: 9-1-1**

- ◆ Give as much information as possible. Such as **your name**, the **location** of the emergency, the **nature** of the emergency, whether **any injuries** have occurred, your **phone number**...
- ◆ Do Not Panic – Use Common Sense
- ◆ Leave the building in an orderly fashion by the nearest stairway; see building evacuation maps posted by all exits. Be aware of alternate exits.
- ◆ Do Not Use Elevator  
Elevators are reserved fire emergency personnel if they are in working condition.
- ◆ Move away from buildings to the building assembly area (see Building Evacuation Plan) and stay clear of emergency crews.
- ◆ Do not leave campus without authorization. Make sure your supervisor know you have evacuated the building.

### FIRES

- ◆ Pull the nearest fire alarm and call **911**.
- ◆ Close windows and doors. However, do not lock doors.
- ◆ Leave the area of immediate danger.
- ◆ Never go back inside until authorized.
- ◆ If hazardous chemicals are involved; stay away from the area and out of the smoke.

The Principal Investigator or laboratory supervisor should be contacted to obtain information on the hazardous materials in the laboratory.

### EARTHQUAKES

- ◆ Do not try to leave the building while it is shaking. Try to huddle under some support, i.e. strong doorjamb, desk, etc. Stay away from windows and bookshelves.
- ◆ Watch for falling debris, leaving building when shaking stops by nearest stairway.
- ◆ Go to Section Assembly Area (see Building Evacuation Plan) and report to the person taking roll.
- ◆ Do not leave until authorized by supervisor.
- ◆ Help injured persons get medical attention.
- ◆ If you are away from your “HOME” area, do not try to cross campus, instead Stay where you are and give your name to a safety coordinator.
- ◆ It is suggested that you keep some emergency supplies handy, i.e. water, candy bars, small flashlight and whistle. If you use medications you should have a three days supply with you at all times.

### **CHEMICAL SPILLS**

- ◆ In general leave chemical spills for professionals to clean up.
- ◆ Laboratory personnel should be prepared to clean up small and low hazard spills in their area. Refer to SafetyNet 13 (**Guidelines for Chemical Spill Control**).
- ◆ For large and hazardous spills **call 9-1-1** to report the incident.
- ◆ Notify people in the immediate area and your supervisor that a spill has occurred.
- ◆ If a dangerous quantity of gas, smoke, mist, or vapor is release outside your immediate area or building, **call 9-1-1** immediately. Advise people to stay upwind or stay far away from the airborne chemical release as possible.
- ◆ Store incompatible chemicals away from each other.
- ◆ Provide adequate storage space and appropriate storage cabinets/containers.

### **FLOODING**

- ◆ If a waterline bursts or some other event causes a room or floor to flood, call **Physical Plant Emergency Line: 752-1655** immediately and report the

flood. Contact your area supervisor next, and they will take appropriate steps to stop the water and assess the damage.

◆ Do not enter the flooded area unless there is no contamination of the water and the power is turned off.

### **BOMB THREAT**

◆ If you receive a bomb threat, remain calm and attempt to obtain as much information as possible from the caller.

◆ Call 911 and relay the information to the police.

◆ Inform your supervisor and/or department head. Do not evacuate the building unless told to do so. If instructed to evacuate, proceed to the department building assembly area.

◆ If you spot a suspicious object, report it to the police, but under no circumstances should you tamper with it.

### **EMERGENCY CONTACT PHONE NUMBER**

**(Dial 911 for all emergency)**

Neurobiology, Physiology & Behavior (NPB)	752-0203
Center for Laboratory Animal Science (CLAS)	752-1390
Campus Veterinary Services (CVS)	752-0514
Environmental Health & Safety (EH&S)	752-1493
Facilities Services/Physical Plant	752-1655
Fire Department	911
Business	752-1236
Health Centers:	
Employee Health	757-3200
Cowell Student Health	752-2300
Office of the Campus Veterinarian	752-0514
Police Department	911
Crime Reporting	752-1230
Business	752-1727
Primate Center (CNPRC) Vet Services	752-0447
Public Safety Dispatch	752-1727

# **BUILDING EVACUATION PLAN**

## **Department of Neurobiology, Physiology & Behavior**

### **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 (e.g. 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.

The **Neurobiology Physiology & Behavior** Building Evacuation Protocol (BEP) 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: Neurobiology Physiology & Behavior**

**BEP Location(s):**

**Department FAX Number: 752-5582**

**Date of Annual Review of Department Action Plan: 7/15/2011**

**Date of Annual Evacuation Drill:**

**Department Chair: Gregg Recanzone**

**Phone Number: 752-2559**

**E-mail address: ghrecanzone@ucdavis.edu**

**Alt Department Chair: Earl Carstens**

**Phone Number: 752-6640**

**E-mail address: eecarstens@ucdavis.edu**

**Department Safety Coordinator: Lifeng Wang**

**Phone Number: 752-3582**

**E-mail address: lfwang@ucdavis.edu**

**Alternate Safety Coordinator: Cynthia Roberts**

**Phone Number: 752-2558**

**E-mail address: ceroberts@ucdavis.edu**

## **EMERGENCY EVACUATION PROTOCOL**

### **Warning & Alarms**

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

Department Safety Coordinator Duties: To the extent it is safe for you, direct everyone to evacuate the building.

### **Prior to Exiting**

After hearing the alarm to evacuate, stop all work activities. If time permits, each person will gather their valuables (e.g. car keys), turn off computers, de-power experimental equipment, lock away sensitive items, leave the lights on, and close, but do not lock the doors (locked doors can hamper rescue operations).

The person responsible for roll call will remove the personnel list before evacuating the building.

### **Coordinator Information**

When evacuation warning and alarms has been sounded, systematically check all areas to assure they have been evacuated. Assist disabled person to evacuate safely. Work to keep employee calm and informed.

### **Evacuation Routes**

Emergency evacuation routes are posted near each lab door and along the main hallways.

The map shows the primary route evacuees will take to exit the building. Walk, to not run, to the emergency exit.

Safety Coordinator Duties: Help direct those exiting rooms, floors, or the building by posting yourself at strategic locations along the evacuation route. Recruit volunteers to help you direct evacuees to the Building Assembly Area.

### **Person(s) Responsible for Roll Call in Neurobiology Physiology & Behavior Department**

Unit Name: **Neurobiology Physiology & Behavior**

Responsible Person: Cynthia Roberts

Alternate Responsible Person: Lifeng Wang

Report Count and Injuries to: Cynthia Roberts

### **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 evacuation route map). The supervisor is responsible for taking roll call and reporting injuries to the Department Safety Coordinator or Management Officer. The DSC 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.

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

During inclement weather, evacuees will be directed to an alternate Building Assembly Area.

The Building Assembly Area for NPB employees at:

**Briggs Hall**

Is: Parking lot 26, cross the street from North entrance of Briggs Hall

**Life Sciences**

Is: The grassy area from North entrance of Life Sciences.

**Hickey Gym**

Is: The north side of Hickey Gym between the Human Performance Laboratory and the Weight Lifting Facility.

**Science Laboratory Building**

Is: The open grassy area between Sciences laboratory Building and Briggs Hall, west of SLB.

**Hutchison Hall**

Is: South side of Hutchison on the southern-most lawn between Hutchison and the animal care buildings.

**CARU**

Is: CARU parking lot near the entry gate.

**Units Reporting to this Area**

- 1) All administrative and laboratory personnel in **above listed Building** must remain at the Building Assembly Area until attendance is complete.
- 2) Use the closest exit to evacuate the building, not necessarily the closest to the Building Assembly Area.
- 3) Re-entry into the research facility after evacuation will be determined ONLY by emergency personnel.

**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

\_\_\_\_\_  
Safety Coordinator

\_\_\_\_\_  
Date

# Emergency Evacuation Safety Training

To Laboratory Personnel: **Name:** \_\_\_\_\_

Please read the following materials. Check and date after each item that you have read.

## Emergency Evacuation Plan

**Fire Nets** <http://safetyservices.ucdavis.edu/programs-and-services/fire-prevention/fire-nets/fire-nets-page>

**Guidelines to Emergency Evacuation Procedures for Employees/Clients with Disabilities**

**Flammable and Combustible Liquids**

**Storage & Handling of Compressed Gas Cylinders**

**Venting Flammable Liquid Storage Cabinets**

**Electrical Safety (SafetyNet #20)**

**Operating Portable Fire Extinguishers**

I have read the above listed materials and intend to implement these procedures in the event of an emergency.

**Signature:** \_\_\_\_\_

**Date (initial):** \_\_\_\_\_

**Refresher:** \_\_\_\_\_      **Refresher:** \_\_\_\_\_      **Refresher:** \_\_\_\_\_

**Refresher:** \_\_\_\_\_      **Refresher:** \_\_\_\_\_      **Refresher:** \_\_\_\_\_

**Refresher:** \_\_\_\_\_      **Refresher:** \_\_\_\_\_      **Refresher:** \_\_\_\_\_

**(Refresher training frequency: Any changes or 5 years)**



# U.C. DAVIS RECOVERY PLAN

## Department of Neurobiology, Physiology & Behavior College of Biological Sciences

### DEPARTMENT SPECIFIC INFORMATION

The department of **Neurobiology, Physiology & Behavior** has put together the following procedures to insure restoration of critical functions after any emergency. The following procedures include a summary of critical departmental functions and staff expected to perform them. Procedures to be used as well as resources required to accomplish recovery activities are listed. It is vital that preparedness training, testing and editing of recovery procedures take place on a regular basis or annually. Reference to campus units outside the Department involved in the recovery process will clarify communication pathways.

### DEPARTMENT RECOVERY PHILOSOPHY

The primary goal of the Department's recovery process is to restore the critical business functions listed below within an acceptable period of time.

### CRITICAL FUNCTIONS

Critical business functions are those actions or activities that would cause serious or irreparable harm to UC Davis and/or the Department if not performed or interrupted during an emergency. (Examples include: activities leading to or dependence upon services resulting in lost research products, unique collections, or animals, lost research grants or revenue.) The critical functions performed within the Section of **Neurobiology, Physiology & Behavior** are:

<b>Critical Functions:</b>	<b>Critical Recovery Window (in hours)</b>
1. Cell incubator and special equipment	2 hours
2. Animal unit	6 hours
3. -80 freezers and fume hoods	6 hours
4. Phones, Computers	24 hours
5. Liquid Nitrogen Freezer	48 hours
6. Autoclaves	48 Hour

If critical functions could not be performed in the recovery window, most research would be damaged and could not be replaced. Cells in the incubator could be destroyed and animals need special care in the animal unit could be killed. Samples and research products in -80 freezers would be ruined. It would significantly damage the ability to perform the research if critical functions could not be restored.

## **DEPENDENCIES FOR CRITICAL FUNCTIONS**

### 1. System Dependencies:

- A. Electricity
- B. Water (domestic, industrial and D.I.)
- C. Phones, computer connections, data collection system
- D. Vacuum, air, natural gas

### 2. Supporting Departments:

- A. Facilities Services
- B. Telecommunications
- C. Information Technology

## **DEPARTMENT RECOVERY TEAM**

List the departmental staff expected to participate in recovery activities and their roles.

### **Name:**

Chair – Gregg Recanzone  
MSO – Cynthia Roberts  
Safety Coordinator – Lifeng Wang  
Steven Asercion  
Jock Hamilton  
Gloria Partida  
Bonnie Bradt/Lea Ann (Dede) deGraffenried  
Chuck Fuller

### **Assignment:**

Head of team  
Administration  
Safety, check utilities  
IT and network  
-80 freezers of Briggs Hall  
-80 freezers of LSA  
Hutchison Hall  
CARU



## **RECOVERY MANAGEMENT**

### Administrative Procedures

1. A record of hours worked by staff during recovery efforts and their work locations will be maintained.
2. Any personal expenses incurred during the department recovery process will be recorded by those individuals and receipts will be kept for reimbursement.

## **SUPPORTING DEPARTMENTS RECOVERY ACTIONS**

Service Departments restoring systems for critical functions:

- A. Facilities
- B. Telecommunications
- C. Human Resources
- D. Purchasing
- E. Police
- F. EH&S

## **FACILITIES**

Facilities Services will be responsible for the following functions:

1. Damage assessment in conjunction with Architects & Engineers, encompasses assessing structural and non-structural damage, utility issues, damage to building equipment. Document the damage by photograph or video. Facilities must identify the need for contracted services, including labor and material for damage repair and restoration of operations.
2. Estimated repair costs and recovery schedules will be developed and distributed to Property and Liability and insurance underwriters.
3. Building Repairs  
Provide technical direction on damage repair performed by campus and contracted personal.
4. Facilities is responsible for the following:
  - A. Electricity
  - B. Gas
  - C. Water
  - D. Heating/Air Condition
5. Facilities will be responsible for salvaging capital asset equipment from damaged building

## **TELECOMMUNICATIONS**

Telecommunications personnel are responsible for recovery of the phone systems. They will be responsible for evaluating the extent of the damage and interfacing with service providers and

vendors. During the recovery, Telecommunications may need to work directly with vendors to reconstruct and restore all switching and cabling requirements for service reconnection.

## **HUMAN RESOURCES**

Human Resources are responsible for providing employee information and support in any or all of the following ways:

1. Coordinate employee assistance and benefits programs for affected employees.
2. Provide counseling services and guidance for employees.
3. Coordinate additional temporary labor as needed.

## **PURCHASING**

Assuming a substantial amount of equipment and supplies will not be salvageable in the event of an emergency; Purchasing will be responsible for facilitating the procurement of necessary items on short notice. Purchasing will be responsible for the following:

1. Processing requests to replace damaged equipment to restore critical functions.
2. Processing departmental requests for supplies to restore critical functions.

## **POLICE**

The Police Department will maintain ongoing security services for facilities throughout site recovery activities and will be responsible for the following functions:

1. Restore security access control systems.
2. Provide support as needed by staffing site recovery operations as needed.
3. Provide status reports to the campus through the campus News Service PIO for dissemination to employees and students.

## **EH&S**

EH&S will conduct site investigations for damage or disruption to containment systems and assess loss of containment for hazardous materials:

1. Monitor biological, chemical and radiological containment systems.
2. Assess impacts on animal health and welfare.

## **FIRE**

The Fire Department, in conjunction with other campus units and occupants affected by the emergency, will develop a fire and life safety re-occupancy plan. The re-occupancy plan must be submitted in writing by the UC Davis Fire Department to the State Fire Marshal Regional Division Chief. The re-occupancy plans must address the areas of the building affected by the incident as well as the unaffected areas. At minimum, re-occupancy plans will include:

1. Status of fire alarm, fire suppression, air handling equipment, and emergency power systems.
2. 100% of fire alarm devices in the affected areas will be tested.
3. 10% of the fire alarm devices in the unaffected area will be tested.
4. All components associated with the fire alarm control panel will be tested.
5. The air handling and emergency power systems will be tested to assure 100% operational capability.
6. All existing systems and fire walls in the affected areas will be inspected and repaired if necessary.