

Emergency Action Plan (EAP)

UC Merced Downtown Campus Center
655 West 18th Street, Merced CA

UC Merced Police Department Dispatch
911
209-228-2677

Table of contents

	Page #
1. Reporting Fires and other emergencies 3	
8 CCR Section 3220 (b)(5) & California Fire Code Section 401.3	
2. Evacuations 4	
8 CCR Section 3220 (d) & California Fire Code Section 401.9	
3. Evacuation Procedures5	
8 CCR Section 3220 (b)(1) & California Fire Code Section 403.10.2.1.1	
4. Alarms and Alert system 6	
8 CCR Section 3220 (c)	
5. Accounting for building occupants 7	
8 CCR Section 3220 (b)(3) & California Fire Code Section 404.6	
6. Rescue and Medical Assistant 8	
8 CCR Section 3220 (b)(4)	
7. Procedures for critical plant operations employees 9	
8 CCR Section 3220 (b)(2)	
8. Contact information to get more information on EAP 9	
8 CCR Section 3320 (b)(6)	
9 Training & Employees 9	
8 CCR Section 3220 (e)	
10. Building EAP folder's location and access 10	
8 CCR section 3220 (e)	

Appendix

- a. Roles and Responsibilities
- b. Building Evacuation floor plans
- c. Fire incidents
- d. Earthquake Response Procedures
- e. Building Lockdown / Shelter-in-place procedures
- f. Template for developing a unit/department call list
- g. Department emergency folders
- h. Fire extinguishers (location and instructions for use)
- i. Names and photos of all Assistant Building Safety Coordinators
- j. Employee, student, and visitor headcount form
- k. Law – regulatory section

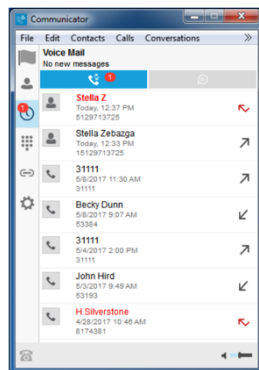
1. REPORTING FIRES AND EMERGENCIES

The UC Merced preferred means of reporting fires and other emergencies are:

- 9-911 from any campus landline
- 9-911 from any VOIP handset installed at DCC



- 911 from any VOIP soft client (Clearspan Communicator) installed on a laptop, desktop or cell phone



- 911 from any cell phone of non-campus landline phone
 - When the call is answered, clearly state where you are. Cellular 911 calls may not always be answered by the campus police dispatch center. This is so the operator knows where to route your call and where to send help.
 - A university building name may not sufficient enough information, if the call is not answered by campus police dispatch. You will need to provide the address of the building location if the 911 dispatcher is not familiar with UC Merced's geographic locations.
- 209-228-2677 is the normal campus police dispatch business line

When reporting an emergency, calmly state:

- Your name, you are at UC Merced Downtown Campus Center located at 655 West 18th Street, Merced CA, and a phone number to reach you if needed.
- Nature and impact/size of the emergency;
 - fire,
 - chemical spill,

- building damage,
 - Injuries, etc.
- Hazards which may affect responding POLICE, FIRE, and EMS (first responders)

BUILDING SAFETY COORDINATOR (PERSON IN CHARGE)

The DCC Front Desk Security Officer Adam Ferdin is the Building Safety Coordinator (BSC) and is the initial person in charge of the site until relieved by first responders.



DCC Front Desk Security Officer Guadalupe Diaz-Sandoval is the Backup Building Safety Coordinator and will act as the BSC Adam's absence.



The Building Safety Coordinator is to quickly evaluate level of risk. Until relieved by First Responders, He has ultimate responsibility for organizing basic actions, acting through others as necessary and relay this information to emergency first responders. If it is safe to do so, he/she should also attempt to try and alert the building occupants. This can be done via the internal public address system or in person.

[8 CCR section 3220 \(b\)\(5\)](#)

2. **EVACUATION**

There are different types of evacuations to be used in different incidents depending on the unfolding circumstances of the incident. This EAP, including its appendices, provide direction to employees on how to respond and where to evacuate to during fires or other emergencies.

The designated evacuation assembly area for the DCC is the parking lot directly west of the building on the **south west corner of 19th Street and “N” Street.**

All of the interior meeting rooms within the DCC, which DO NOT have full glass walls can be used as shelter-in-place locations depending upon the circumstances.

The Building Safety Coordinator or their backup, pursuant to conditions, have the discretion to designate an alternative evacuation assembly area if the pre-designated location(s) is unsafe or unavailable.

[8 CCR section 3220 \(d\)](#)

3. **EVACUATION PROCEDURES**

Call campus police dispatch for help

- If it is practical and safe to do so call other appropriate campus authorities.
- If it is safe take cell phones, keys, wallet/purses

When evacuating the building, all Assistant Building Safety Coordinators shall alert the building occupants to evacuate the building and coordinate the evacuation.

- If it is safe, close office doors and close windows
- If it is safe, assist others out of the building.
- DO NOT use the elevators
- All personnel shall move to the Designated Evacuation Assembly Area.
- Direct remaining building occupants to evacuate immediately and rally at the designate evacuation assembly area. For the DCC Building the location will be the parking lot directly west of the building on the southwest corner of 19th Street and “N” Street.
- DO NOT RE-ENTER the building under any circumstances until directed by the BSC or ABSCs and first responders have indicated it is safe to do so.

- Wait for further direction from first responders or the Building Safety Coordinator

If there is a lock-down situation, all ABSCs shall alert the building occupants to shelter-in-place and comply with the following protocol:

- Remain calm and inside the building while police are notified of the situation
- Move away from windows
- Lock doors and/or barricade the entrance if appropriate
- Whenever possible, have access to an exit
- If safe and if directed by law enforcement, move to the Designated Evacuation Assembly Area or the location designated by law enforcement. If no specific area is provided by law enforcement, for the DCC Building the location will be the parking lot directly west of the building on the southwest corner of 19th Street and “N” Street.

Emergency push-to-talk phones are located near the elevators for anyone who might be physical challenged in order to reach police dispatch and request help.

[8 CCR section 3220 \(b\)\(1\)](#)

4. ALARMS/ALERT SYSTEM PROCEDURES

Every University building is equipped with distinct audible alarms and visual strobes to alert building occupants of fires or other emergency events. This system is managed, maintained and tested by UCM Facilities Maintenance both directly and through a vendor via an agreement/contract.

The visual alert system functions as follows:

- Yellow Strobe indicates a fire and that personnel shall evacuate the building
- White/Clear Strobe indicates a shelter-in-place and await further instructions event

This building is equipped with an internal PA system from which emergency personnel and first responders can make emergency broadcasts directly to the building's occupants.

When a fire alarm sounds, the BSC, ABSCs or any building personnel present in the absence of the BSC or BSCAs shall make the following notifications and perform the following tasks:

- Call campus police dispatch for help

- If it is practical and safe to do so call other appropriate campus authorities.
- Get EAP folder and other necessary items (keys, cell phone, purses, etc.)
- If evacuating the building: Pull fire alarm and call campus police.
- If it is safe, close office door and close windows
- If it is safe, assist others out of the building
 - Move to the Designated Evacuation Area.
 - Direct remaining building occupants to evacuate immediately and rally at the designate evacuation point. For the DCC Building the location will be the parking lot directly west of the building on the southwest corner of 19th Street and “N” Street.
 - DO NOT RE-ENTER the building until first responders have indicated it is safe to do so.
 - Wait for further direction from first responders or the Building Safety Coordinator

Everyone must go to the designated evacuation assembly area and wait to be cleared by First Responders before leaving the site. The objective is to make sure everyone is safe and accounted for. Everyone will be allowed to leave the site as quickly and safely as possible.

8 CCR section 3220 (c)(1)

5. **ACCOUNTING FOR BUILDING OCCUPANTS**

The Director/Manager/Supervisor of each department/unit needs to maintain an accurate and up to date current list of employees within their department/unit to include minimally two or more ways to reach their employees.

This list should be in a clearly marked folder and stored in a location where the department/unit's employees can easily access in case of an evacuation/emergency. This list will help first responders and the Building Safety Coordinator account for people during evacuations or other crisis.

This list will be used to conduct a headcount of all people within an affected building in the event of an evacuation.

The list of departmental employees will be used in the event of an emergency to account for departmental personnel within the building; the “present/accounted for” box on the list shall be marked when:

- The person is present for the headcount
- The person is definitively known as not being in the affected building

The “missing/unaccounted for” box shall be marked when:

- The person is not present for the headcount
- The whereabouts of the person is unknown
- The person is/was known to be in the affected building prior to the evacuation

When possible, the most senior member of a department, present at the scene, will gather members of their department together so the head counting process can be more efficiently and effectively conducted.

When there are people still in the building, the most senior member of the unit who is present on the scene, will relay this information to the BSC, or first responders on scene as quickly as possible. This information should include the person’s last known location and their assigned work station.

BUILDING EMPLOYEE, STUDENT and VISITOR HEADCOUNT FORM (example)

Employee Names (Dept. to pre- populated names of employees)	Present / Accounted for	Missing	Notes
John Doe	XX		
Jane Doe	XX		Working from home – verified by phone
Jason Doe		XX	John reported Jason was at his workstation before alarm
Student	Present / Accounted for	Missing	Notes
Sally Doe	XX		At meeting on campus in OSL
Visitor	Present / Accounted for	Missing	Notes
Sue Doe	XX		Meeting was canceled – never came to building

8 CCR section 3220 (b)(3)

6. RESCUE AND MEDICAL ASSISTANCE

Employees may provide medical assistance to others in accordance with their training until relieved by a first responder.

Employees shall not attempt to re-enter a building or area once they are out of the affected area. During the process of evacuating out of the building, if an employee believes someone may need help to evacuate, the employee may assist the person to the extent he/she is able to safely do so. Where the employee is unable to assist the person to evacuate, the employee shall relay information to the BSC or the on-scene first responders immediately.

[8 CCR section 3220 \(b\)\(4\)](#)

7. CRITICAL PLANT OPERATER PROCEDURES

For the UC Merced Downtown Campus Center, there are no critical plant operations which need to be turned off or made safe before employees evacuate the building.

[8 CCR section 3220 \(b\)\(2\)](#)

8. MORE INFORMATION OR QUESTION ABOUT THIS EAP

The UC Merced Police Department may be contacted regarding questions and/or responsibilities outlined in this EAP.

[8 CCR section 3220 \(b\)\(6\)](#)

9. TRAINING

It is the responsibility of each department/unit head to familiarize their employees with this EAP.

There will be a minimum of 2 evacuation drills conducted at the facility per calendar year. The drills shall minimally include the following Campus Safety Partners, whenever possible. The Campus Safety Partners are:

- A. Building Safety Coordinator (BSC)
- B. Campus Emergency Manager
- C. Risk Services representative
- D. Police Department representative
- E. EH&S Representative
- F. Designated Campus Fire Marshal or their representative
- G. Facilities Management Representative

Following the exercise, the Campus Safety Partners will conduct a debriefing to evaluate the exercise and determine if there is a need to revise or update the EAP. It will be responsibility of the BSC and ABSCs to complete the necessary updates to the EAP and distribute the updated plan to Departmental Directors and Managers within the building for updated training of their staff on emergency evacuation or sheltering-in-place procedures. It will be the responsibility of the Campus Safety Partners to assist the BSC and ABSCs as necessary in order to complete the necessary updates in the building EAP.

If there are necessary updates/changes to the EAP, the updated EAP will be distributed to all the occupants assigned to the building.

8 CCR section 3220 (e)

10. EAP LOCATION AND ACCESS

A copy of this EAP shall be made readily available to all employees through their department/unit Directors/Managers.

A printed, hard copy of the building EAP shall be kept at the security desk in the front lobby of the DCC and made readily available for inspection/review by all employees upon request.

The printed, hard copy must be taken out of the building with the Building Safety Coordinator in the event of a building evacuation.

8 CCR section 3220 (e)

APPENDIX A – ROLES and RESPONSIBILITIES

Campus Leadership Team: For this EAP, the campus leadership team is defined as the Chancellor, the Provost, Vice Provost, Vice Chancellors, and Associate Chancellors of the University. They are responsible for the following:

- Ensure all employees under their leadership/divisions adhere to the procedures established within this EAP and participate in all building evacuation drills or shelter-in-place drills
- Provide assistance and support to the delegated University staff responsible for executing the procedural tenets established in this EAP.

Campus Emergency Manager: The Campus Emergency Manager is responsible for the following:

- Responding to building emergencies and supporting the BSC, ABSCs and First Responders during emergency events including building evacuations and sheltering-in-place
- Developing, updating, and maintaining copies of all University building's EAPs
- Working with all Building BSC and ABSCs on training and distributing of EAP information to building occupants
- Working with Campus Safety Partners to conduct drills, evaluate of responses, and update EAPs
- Ensuring all training drills are conducted in accordance with the building's EAP
- Ensuring that all EAPs are updated on a quarterly basis to reflect changes in employee rosters and building floorplans and emergency evacuation routes

Building Safety Coordinator (BSC): The BSC is responsible for the safe evacuation or sheltering in place of all building occupants including employees and visitors in the event of an emergency. The BSC is specifically responsible for the following:

During an emergency:

- Alert/notify the building occupants of an emergency requiring them to evacuate or to shelter in place. This can be done using the fire alarm pull stations, internal PA system, in person, or any established mass notification system.
- During evacuations – direct people out and to the Designated Evacuation Assembly Area.

- Upon receiving the recorded headcount roster information from the Assistant Building Safety Coordinators, he/she will report this to the Fire/Police Incident Commander.
- Work with Fire/Police as requested to secure the scene or accomplished other necessary tasks.

Administrative tasks:

- Ensure all emergency evacuation drawings are accurate and up to date
- Ensure the contact information for the BSC and ABSCs is accurate and up to date
- Coordinate with campus Emergency Manager and Campus Safety Partners to work through all emergency evacuation or shelter in place drills and ensure these drills are performed in accordance with the schedule outlined in in this EAP.

Backup Building Safety Coordinator – The Backup BSC is responsible for assisting the BSC in the event of an evacuation or shelter in place event or acting as the BSC during the same event(s) in the absence of the BSC. He/she is also responsible for work closely with the BSC on the administrative tasks associated with this EAP.

Assistant Building Safety Coordinator (ABSC): The ABSCs are responsible for the assisting the BSC and the employees who work within the building to evacuate or shelter-in-place. The ABSCs are specifically responsible the following:

During an emergency:

- Notify building occupants/employees to evacuate the building or shelter in place as dictated by the type of emergency
- Assist people out of the building during evacuations
- Upon arriving at the Designated Evacuation Assembly Area, conduct a headcount of the department/units which he/she have been assigned and reporting that information to the BSC

Administrative tasks:

- Assist the BSC in updating the EAP rosters and drawings
- Act as the BSC in the event the BSC is out of the building
- Assist the BSC during evacuation or shelter in place events including clearing the building, communicating with Police, Fire and Emergency Responders and managing evacuated or sheltered employees during emergency events

Campus Safety Partners: The Campus Safety Partners consist of key University Department personnel (UCPD, EH&S, Fire Marshall's Office, Facilities Management, and Risk Services). The Campus Safety Partners (CSP) are responsible for providing the Campus Emergency Manager, BSC, ABSCs and all building personnel requesting information or training regarding emergency evacuation or sheltering-in-place to be successful in completing their tasks/roles are defined in this EAP. **In addition, the Campus Safety Partners shall perform the following tasks:**

- Have a representative attend and participate in the drills
- Provide feedback for drill performance at debriefing meetings held subsequent to emergency evacuation or sheltering-in-place drills
- Assisting building Departmental Directors/Managers with feedback regarding personnel response during drills

Departmental Directors/Unit Mangers: Directors/Mangers are responsible for accounting to the BSC or ABSCs for the names and whereabouts of all their staff personnel and visitors during an emergency event. Directors/Mangers are specifically responsible for the following:

- Maintaining an up to date employee roster (quarterly update)
- Accounting for any visitors to the Department during an emergency event
- Ensuring all departmental personnel participate in all emergency drills and support the BSC and ABSCs during drills and evacuations

FM Building Manager: The FM Building Manager is responsible for the operations of assigned buildings and facilities at the University. The FM Building Manager is specifically responsible for the following:

- Work with the BSC, ABSCs and other Campus Safety Partners to plan and execute the evacuation drills and shelter in place training events
- Reviewing and responding to feedback from BSCs or ABSCs with regard to facilities support and assistance required to overcome deficiencies noted during emergency evacuation or shelter in place drill events

University Employees: University employees are responsible for reviewing and complying with emergency evacuation training and complying with all evacuation alarms and directions given by BSCs and ABSCs. University employees are specifically responsible for the following:

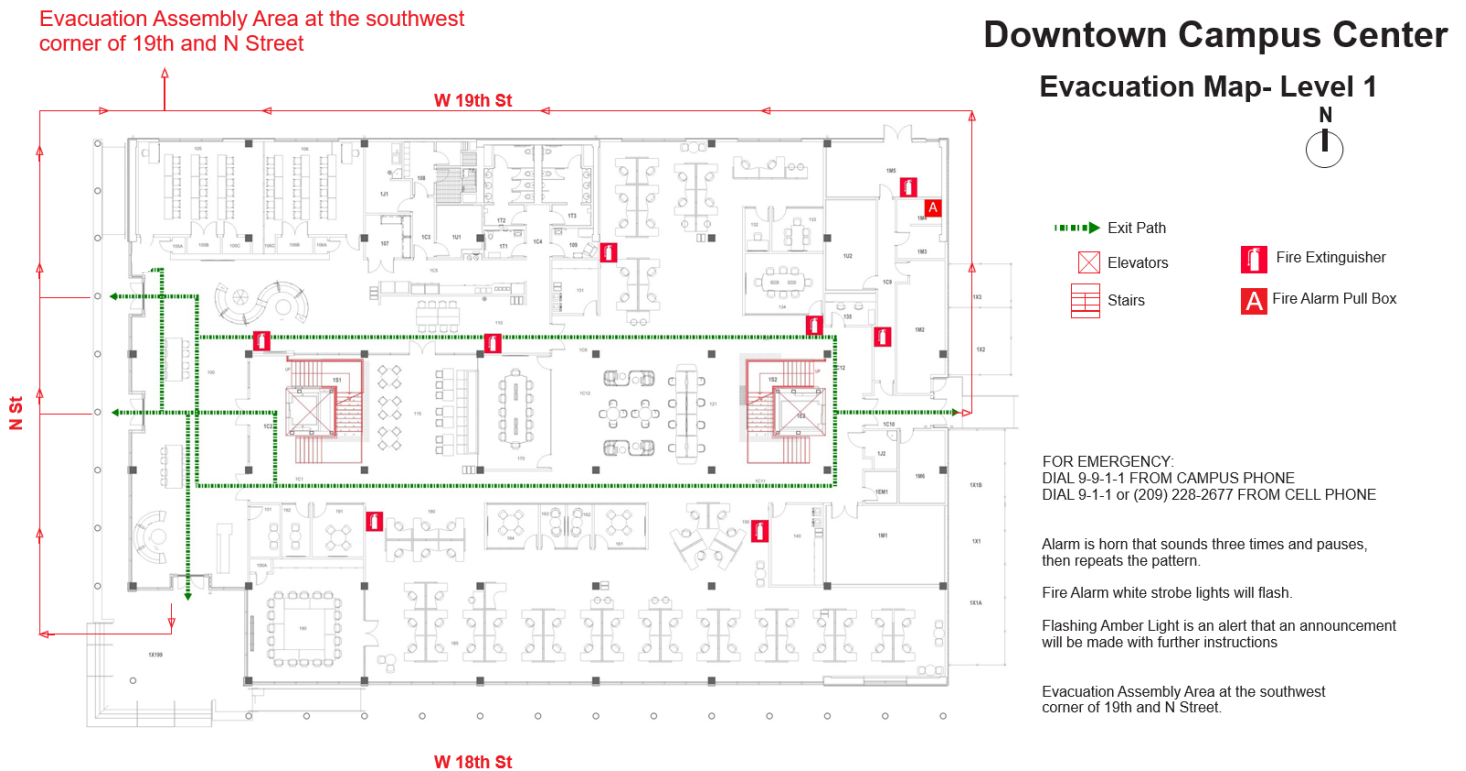
- Evacuating or sheltering in place in the building or facility they occupy when an alarm sounds and/or asked to evacuate by a BSC or ABSC

- Take minimal time to gather any, easily carried personal belongings and proceed to the nearest building/facility exit for evacuation or the shelter in place location
- Remain at the evacuation or shelter in place location until directed by a BSC or ABSC to either return to the building/facility or to evacuate to a different location

APPENNDIX B - EVACUATION FLOOR MAPS

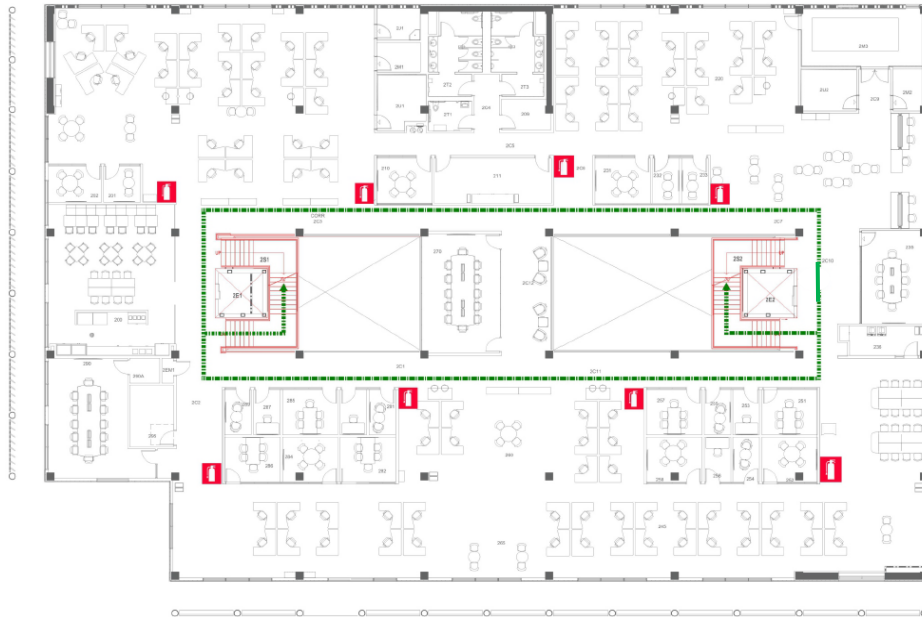
Utilize the stair cases down to the ground floor and exit through an exterior door. DO NOT USE THE ELEVATORS. Then proceed to the designated evacuation assembly area. This area is the parking lot west of the DCC building on the southwest corner of 19th street and “N” street.

DCC – Ground Floor



DCC – Second Floor

Evacuation Assembly Area at the southwest corner of 19th and N Street



Downtown Campus Center

Evacuation Map- Level 2



- Exit Path
- Elevators
- Stairs
- Fire Extinguisher
- Fire Alarm Pull Box

FOR EMERGENCY:
DIAL 9-9-1-1 FROM CAMPUS PHONE
DIAL 9-1-1 or (209) 228-2677 FROM CELL PHONE

Alarm is horn that sounds three times and pauses, then repeats the pattern.

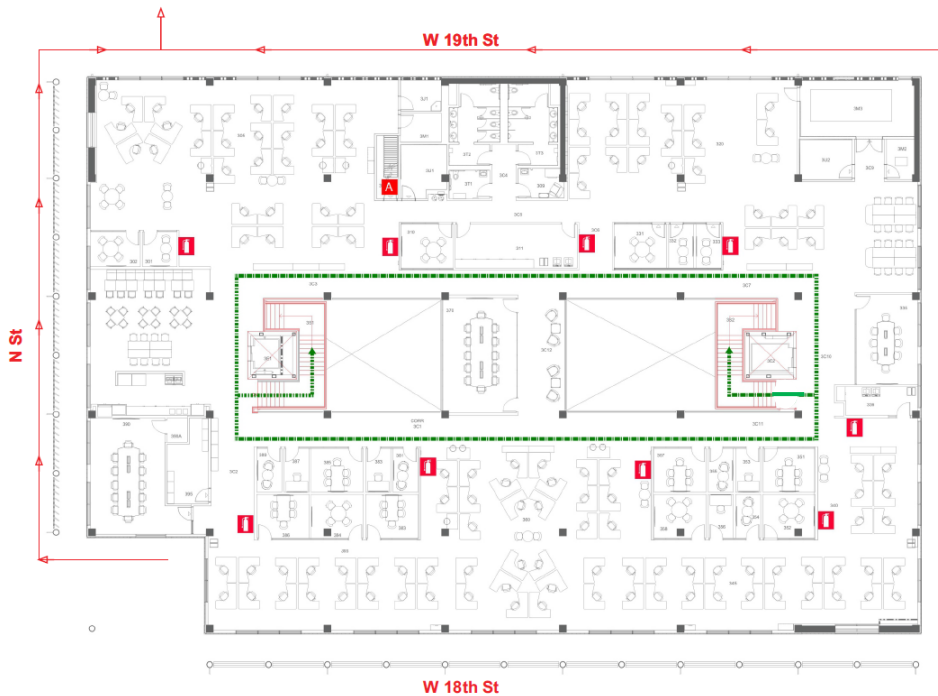
Fire Alarm white strobe lights will flash.

Flashing Amber Light is an alert that an announcement will be made with further instructions

Evacuation Assembly Area at the southwest corner of 19th and N Street.

DCC – Third Floor

Evacuation Assembly Area at the southwest corner of 19th and N Street



Downtown Campus Center

Evacuation Map- Level 3



- Exit Path
- Elevators
- Stairs
- Fire Extinguisher
- Fire Alarm Pull Box

FOR EMERGENCY:
DIAL 9-9-1-1 FROM CAMPUS PHONE
DIAL 9-1-1 or (209) 228-2677 FROM CELL PHONE

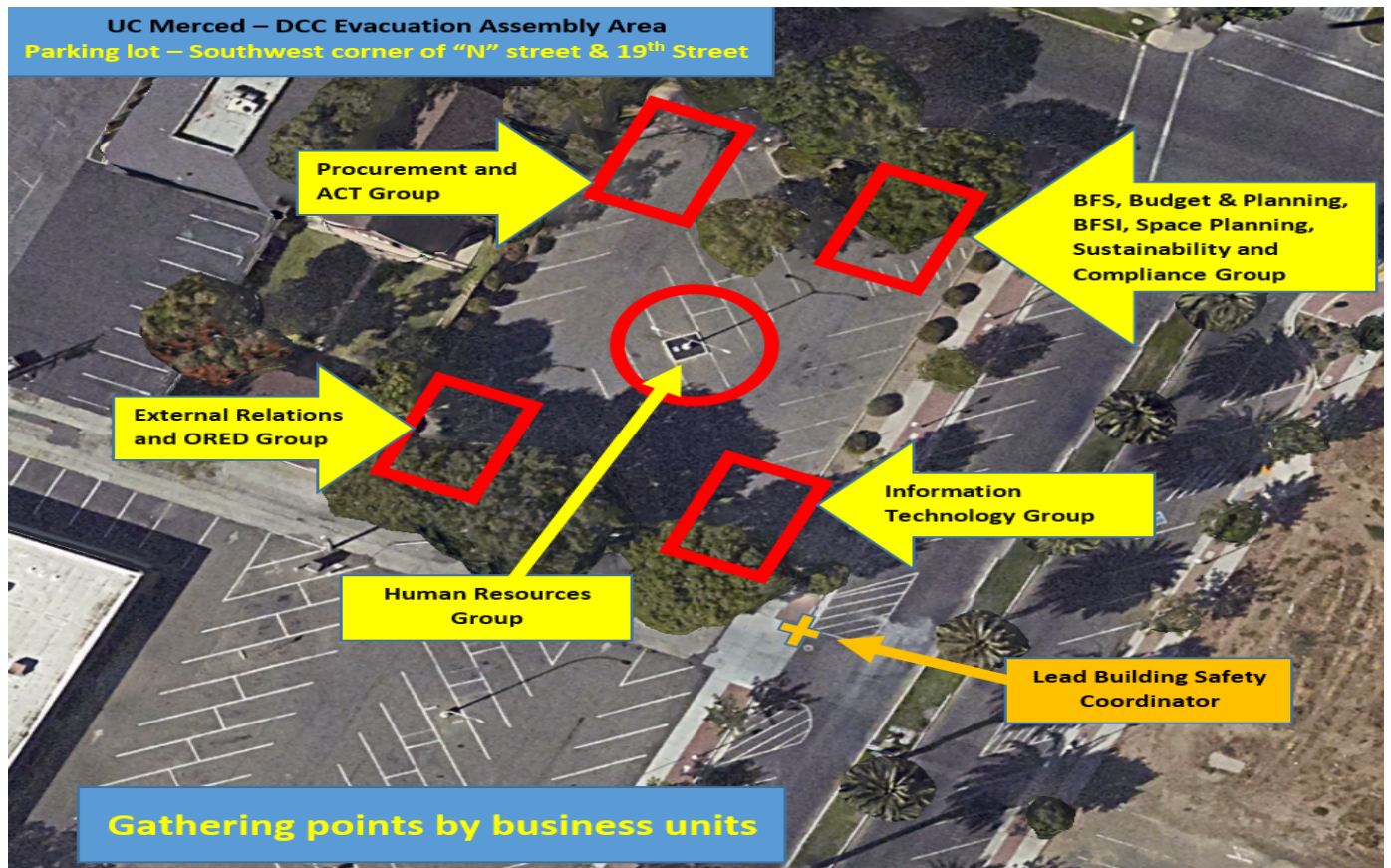
Alarm is horn that sounds three times and pauses, then repeats the pattern.

Fire Alarm white strobe lights will flash.

Flashing Amber Light is an alert that an announcement will be made with further instructions

Evacuation Assembly Area at the southwest corner of 19th and N Street.

UC MERCED DCC – DESIGNATED EVACUATION ASSEMBLY AREA



APPENDIX C – FIRE RESPONSE PROCEDURES

In case of a small fire:

- Pull the fire alarm and call Campus Police at 9-911 (land-line) or from a cell phone call 911.
- Alert people in the area to begin evacuation.
- DO NOT use the elevators
- Stay upwind from the fire.
- Keep an exit available behind you and bring the extinguisher within ten feet of the fire
- To use a fire extinguisher
 - Pull the pin
 - Aim at the base of the fire
 - Squeeze the handle
 - Sweep side to side, at the base of the fire until it is out or the extinguisher is empty

In case of a large fire:

- Pull the fire alarm and call Campus Police at 9-911 (land-line) or from a cell phone call 911.
- Alert people in the area to begin evacuation.
- DO NOT use the elevators
- If it is safe to do so, close doors and windows to confine the fire.
- Evacuate the building. Direct remaining building occupants to evacuate immediately and rally at the designated evacuation assembly area
- Move to the Designated Evacuation Assembly Area. For the DCC Building the location will be the parking lot directly west of the building on the southwest corner of 19th Street and "N" Street.
- Personnel knowledgeable with the incident and location may be required to stay and assist emergency personnel during an emergency event. He/she/they will be dismissed once such assistance is no longer required.
- DO NOT RE-ENTER the building until first responders have indicated it is safe to do so.
- Wait for further direction from first responders or the Building Safety Coordinator

Everyone must go to the designated evacuation assembly area and wait to be cleared by First Responders before leaving the site. The objective is to make sure everyone is safe and accounted for. Everyone will be allowed to leave the site as quickly and safely as possible.

APPENDIX D – EARTHQUAKE RESPONSE PROCEDURES

During Heavy Shaking:

- Duck, Cover and Hold On.
- Get under a desk, table or stairwell. If none are available, move against an interior wall and cover your head with your arms. Remain under cover until the movement subsides.
- Stay away from large windows, shelving systems or tall room partitions.
- After the shaking has stopped, survey your immediate area for trapped or injured persons and ruptured utilities.
- Stay away from all exposed utility lines. Report the locations of these lines to campus police immediately by call 911 or 209-228-2677
- If it is safe to do so, evacuate the building.
- DO NOT use the elevators
- Move to the Designated Evacuation Assembly Area. For the DCC Building the location will be the parking lot directly west of the building on the southwest corner of 19th Street and "N" Street.

Everyone must go to the designated evacuation assembly area and wait to be cleared by First Responders before leaving the site. The objective is to make sure everyone is safe and accounted for. Everyone will be allowed to leave the site as quickly and safely as possible.

APPENDIX E –BUILDING LOCKDOWN / SHELTER-IN-PLACE

REMAIN CALM. The situation will be dynamic, changing from moment to moment. STOP and THINK about measured and reasonable response given the information known.

- Close and quickly move away from windows.
- If possible, move to an area that will allow egress from the building. Close and secure all doors.
- If possible, take your keys and cell phone with you.
- Help anyone that needs special assistance – disabled, small children, etc.
- Call UC Merced Police Department at 9-911 or from a cell phone call 911. Tell the dispatcher where you are located, the number of people who are with you and if there are any immediate threats to your safety.
- Take steps/actions to make getting to your location harder for the threat being presented.
- Turn off lights and remain quiet
- Do not open doors or evacuate, even if the fire alarm sounds. If smoke and/or flames are seen during a lockdown, immediately call police dispatch to relay the information and directions from emergency responders.
- STAY PUT and wait for instructions from emergency response personnel.

The UC Merced Police Department provides training on how to respond to violent incidents in the work place through its Violent Intruder Response Training (VIRT) program. Individual or group trainings can be scheduled by contacting the UC Merced Police Department.

APPENDIX F - TEMPLATE FOR DEVELOPING A UNIT/DEPARTMENT CALL LIST

If reporting an emergency calmly state:

- Your name and location of emergency (building/room).
- Nature of the emergency: fire, chemical spill, etc.
- Injuries?
- Hazards which may affect responding emergency personnel?
- A phone number near the scene where you can be reached.

UCM Emergency Phone Numbers

Police, Fire, Medical.....	911
UC Police (Non-emergency)	209-228-2677
Poison Control Center.....	1-800-222-1222
Environmental Health and Safety	209-228-4234
Facilities Management/Central Plant.....	209-228-2986
DCC Building Manager	209-217-7251
UCM Emergency Status Phone	1-866-993-0969

Phone Numbers for Key Department/Unit Directors and their backup

Title _____
Office/Cell Phone () - -
Home () - -
Alternative Emergency Cell..... () - -

Title _____
Office/Cell Phone () - -
Home () - -
Alternative Emergency Cell..... () - -

Title _____
Office/Cell Phone () - -
Home () - -
Alternative Emergency Cell..... () - -

Other department/unit specific procedures which are to be done during emergencies

APPENDIX G - DEPARTMENT/UNIT EMERGENCY FOLDERS

The Director/Manager of each department/unit shall maintain an accurate and current list (updated quarterly) of employees in their department/unit to include minimally two or more ways to contact their employees if required.

This list should be in a clearly marked folder and stored in a location where the department/unit's employees can easily access in case of an evacuation/emergency. This list will help first responders and the Building Safety Coordinator account for people during evacuations or other crisis.

The folder should also contain an update copy of the Emergency Action Plan and another other relevant documents the department/unit deems are appropriate to assist them during critical incidents.

APPENDIX H – FIRE EXTINGUISHERS

Fire extinguishers are located on are located along the interior atrium area of the building in the middle area and by the elevators. They are clearly marked with signs.

Fire extinguishers are also located in the hallway of the building's utility service area. There exact locations are diagramed in the fire evacuation maps posted throughout the building.

All extinguishers are on a maintenance contract with PPS for upkeep and recharge. Basic instructions for their use are on the extinguishers themselves:

- **P**ull the pin
- **A**im at the base of the fire
- **S**queeze the handle
- **S**weep side to side, at the base of the fire, until it is out or the fire extinguisher is empty

In all cases where a fire extinguisher is used, it is important to report the incident to police dispatch 209-228-2677 in order to ensure:

- Appropriate documentation can be completed pursuant to risk, and reporting
- The fire extinguisher can be recharged or replaced
- Facilities or other appropriate campus units can respond for any necessary recharge or replacement needs

Hands-on individual or group trainings in the use of a fire extinguisher are provided through the campus Environmental Health and Safety (EH&S) office. A training session can be scheduled by contacting EH&S.

APPENDIX I –DCC ASSISTANT BUILDING SAFETY COORDINATORS (page 1 of 3)



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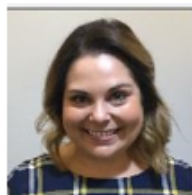
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APPENDIX I –DCC ASSISTANT BUILDING SAFETY COORDINATORS (page 2 of 3)



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APPENDIX I –DCC ASSISTANT BUILDING SAFETY COORDINATORS (page 3 of 3)



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APPENDIX J – EMPLOYEE, STUDENT, and VISITOR HEAD COUNT FORM

[illegible]

APPENDIX K – LAW – REGULATORY SECTION

Emergency Action Plan – Title 8 CCR Section 3220

Scope and Application - 8 CCR section 3220(a)

This section applies to all emergency action plans. The emergency action plans shall be in writing, except as provided in the last sentence of subsection (e)(3) of this section and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

Emergency Action Plan Elements – 8 CCR section 3220 (b)

The University of CA Merced EAPs are specific to each building and include, at a minimum, the following six elements:

- (1) Procedures for emergency evacuation, including type of evacuation and exit route assignments;
- (2) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
- (3) Procedures to account for all employees after emergency evacuation has been completed;
- (4) Procedures to be followed by employees performing rescue or medical duties;
- (5) The preferred means of reporting fires and other emergencies; and
- (6) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

Alarm Systems - 8 CCR 3220(c)

- (1) The employer shall establish an employee alarm system which complies with Article 165
- (2) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinct signal for each purpose, shall be used.

a. UC Merced does not have its own fire department or a fire brigade.

Evacuation. 8 CCR section 3220(d)

The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.

Training – 8 CCR section 3220 (e)

- (1) Before implementing this UC Merced EAP, BSCs and their backup shall be designated and trained to assist in the safe and orderly emergency evacuation or the sheltering-in-place of building occupants including employees and visitors
- (2) The employer shall advise each employee of his/her responsibility under the plan at the following times:
 - (A) Initially when the plan is developed,
 - (B) Whenever the employee's responsibilities or designated actions under the plan change, and
 - (C) Whenever the plan is changed
- (3) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan

Other applicable/referenced law/regulatory codes

College and University pre-fire planning - Title 24, Part 9 California Fire Code Section 404.5

The Chancellor, President, or his designated representative, shall, in cooperation with the enforcing agency, propose procedures to be followed in case of fire or other emergency in accordance with the provisions of Section 403.10.2.1.1.

Emergency Responder Notification - Title 24, Part 9 California Fire Code Section 401.3

Notification of emergency responders shall be in accordance with Sections 401.3.1 through 401.3.3.

401.1.1 **Fire events.** In the event an unwanted fire occurs on a property, the owner or occupant shall immediately report such condition to the fire department.

401.1.2 **Alarm activations.** Upon activation of a fire alarm signal, employees or staff shall immediately notify the fire department.

401.1.3 **Delayed notification.** A person shall not, by verbal or written directive, require any delay in the reporting of a fire to the fire department.

401.3.4 **Group E fire alarm initiation.** Every person and public officer managing, controlling, or in charge of any public, private, or parochial school shall cause the fire alarm signal to be sounded upon the discovery of fire.

Evacuation of Buildings - Title 24, Part 9 California Fire Code Section 401.9

Upon notification of fire, conduct of any fire drill, upon activation of the fire alarm, or upon orders of the fire authority having jurisdiction, buildings or structures within the scope of these regulations shall be immediately evacuated or occupants shall be relocated in accordance with established plans.

Title 24, Part 9 California Fire Code Section 403.10.2.1.1 & Title 19 California Code of Regulations Section 3.13

The Chancellor, President, or his designated representative, shall, in cooperation with the enforcing agency, propose procedures to be followed in case of fire or other emergency. They should include the following:

1. Posting the telephone number of the fire department in the office and/or at the main switchboard.
2. Assignment of a responsible person to call the fire department upon notification of any fire or activation of the alarm system for any reason other than fire drills.
3. Posting in a conspicuous place in each classroom or assembly area a plan showing paths of travel to evacuate the room in case of emergency and including an alternate route.
4. Posting in each classroom instructions to be followed by the teacher.
These should include:
 - 4.1. Maintaining order during evacuation.
 - 4.2. Removal of roll call book and calling of roll when designated evacuation area is reached.