



UNIVERSITY OF CALIFORNIA
MERCED

Building Emergency Action Plan (BEAP)

University of California, Merced

BUILDING NAME: Yablokoff-Wallace Dining Center

DATE: July 2021

UC Merced Police Department Dispatch

911

209-228-2677



Table of Contents

1.	REPORTING FIRES AND EMERGENCIES.....	2
1.1	Building Safety Coordinator (Person In Charge).....	2
2.	EVACUATION.....	3
3.	EVACUATION PROCEDURES	3
4.	ALARM/ALERT SYSTEM PROCEDURES.....	4
5.	ACCOUNTING FOR BUILDING OCCUPANTS.....	4
6.	RESCUE AND MEDICAL ASSISTANCE.....	5
7.	CRITICAL PLANT OPERATOR PROCEDURES	6
8.	MORE INFORMATION OR QUESTION ABOUT THIS EAP	6
9.	TRAINING	6
10.	EAP LOCATION AND ACCESS	7
	BUILDING EMERGENCY ACTION PLAN APPENDICES.....	8
A.	ROLES AND RESPONSIBILITIES	9
B.	EVACUATION FLOOR MAPS	12
C.	FIRE RESPONSE PROCEDURES	13
D.	EARTHQUAKE RESPONSE PROCEDURES.....	14
E.	SHELTER-IN-PLACE AND LOCK-DOWN PROCEDURES	15
F.	TEMPLATE FOR DEVELOPING DIVISION/ DEPARTMENT/ AREA EMERGENCY CALLING LIST	18
G.	DEPARTMENT / UNIT EMERGENCY FOLDERS	21
H.	FIRE EXTINGUISHERS	22
I.	ASSISTANT BUILDING SAFETY COORDINATORS.....	23
J.	EMPLOYEE, STUDENT, AND VISITOR HEAD COUNT FORM.....	24
K.	LAW AND REGULATORY SECTION.....	26

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
- ⦿ 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 be 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 campus police dispatch business line



When reporting an emergency, calmly state:

- ⦿ Your name, you are at the Yablokoff-Wallace Dining Center (YWDC) building 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)

1.1 Building Safety Coordinator (Person In Charge)

BUILDING SAFETY COORDINATOR (PERSON IN CHARGE)

The YWDC Building Safety Coordinator (BSC) is the initial person in charge of the site until relieved by first responders.



Matthew Perez

The Building Safety Coordinator is to quickly evaluate level of risk. Until relieved by First Responders, he/she has authority to organize basic actions, acting through others as necessary and relaying information to emergency first responders.

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 the appendices, provide direction to employees on how to respond and where to evacuate to during fires or other likely emergencies.

The designated evacuation assembly area for the YWDC building is the Cat Quad.

The Lead 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, 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 employees shall move to the Designated Evacuation Assembly Area.
- ⦿ Direct remaining building occupants to evacuate immediately and rally at the designate evacuation assembly area.
- ⦿ Maintain physical distancing of at least 6 feet from each other.
- ⦿ DO NOT RE-ENTER the building until first responders have indicated it is safe to do so.

Emergency push-to-talk phones are located near the elevators to call for help for anyone who may be physically unable to evacuate without assistance.

Circumstances permitting, 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 (b)(1)

4. ALARM/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 Management both directly and through a third-party vendor via an agreement/contract.

The visual alert system functions as follows:

- ⦿ Yellow Strobe indicates public announcement is being projected
- ⦿ White/Clear Strobe indicates a fire, proceed to evacuate the building

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 or any building personnel present shall follow the evacuation procedures outlined in section 3 - Evacuation Procedures.

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

5. ACCOUNTING FOR BUILDING OCCUPANTS

Supervisors need to maintain an accurate and 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 emergencies.

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 workstation.

Table 1: 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.

While evacuating, 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 OPERATOR PROCEDURES

Prior to evacuating, critical staff must follow specific emergency plans for equipment shut down.

8 CCR section 3220 (b)(2)

8. MORE INFORMATION OR QUESTION ABOUT THIS EAP

The UC Merced Emergency Management Staff 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 supervisors 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 should 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. Certified Building Official or their representative
- H. 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 the responsibility of the Emergency Manager to work with the building's lead BSC and the campus safety team to complete the necessary updates to the EAP.

The updated EAP will be distributed to the building occupants. Supervisors are expected to review the EAP and to make sure their employees are familiar with the procedures set forth in the EAP.

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 supervisor.

A printed, hard copy of the building EAP shall be kept at INSERT LOCATION HERE and made readily available for inspection/review by all employees upon request.

The printed hard copy must accompany the Building Safety Coordinator in the event of a building evacuation, if it is safe to do so.

8 CCR section 3220 (e)



BEAP Appendices

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 vested with the delegated authority to do 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 out 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 has the authority to organize a 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 working 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 for the following:

During an emergency:

- Notify building occupants 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 their absence.
- Assist the BSC during evacuation or shelter in place events including clearing the building, communicating with Police, Fire and Emergency Responders or 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.

Departmental Directors/Unit Managers: Directors/Managers are responsible for reporting to the BSC or ABSCs the names and whereabouts of all their staff 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 Facilities Management (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 regards to facilities support and assistance required to overcome deficiencies noted during emergency evacuation or shelter in place drill events.

Supervisor: Supervisors are individuals having authority or oversight over one or more employees. Supervisors are responsible for making employee review and understand the procedures set forth in this EAP.

University Employees: University employees are responsible for reviewing and complying with emergency evacuation training. This includes 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.

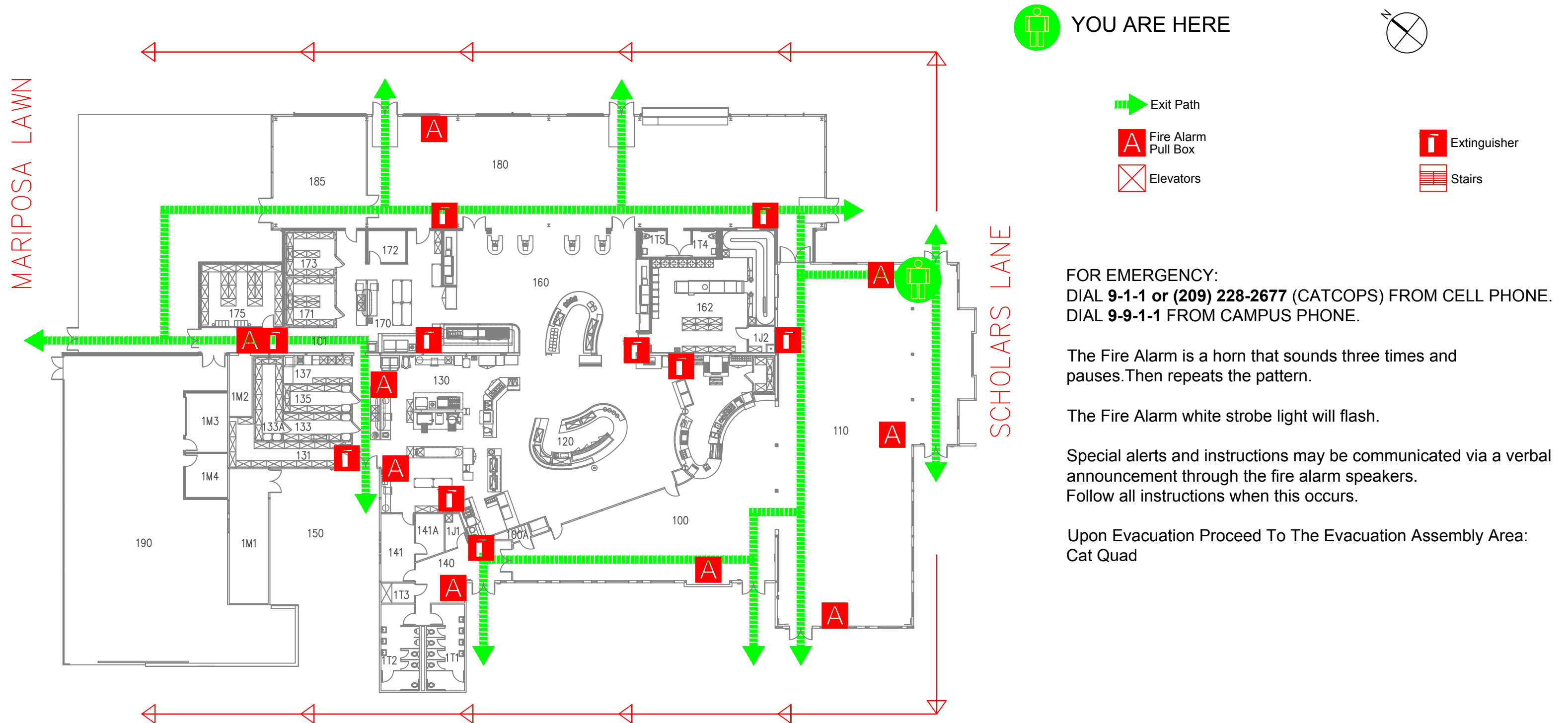
B. Evacuation Floor Maps

The designated evacuation assembly area for the YWDC building is the Cat Quad.



Yablokoff-Wallace Dining Center

Evacuation Map-First Floor



C. Fire Response Procedures

In case of a small fire:

- ⊙ Pull the fire alarm and call Campus Police at 9-911 (landline) 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 (landline) 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 designate evacuation assembly area. Move to the Designated Evacuation Assembly Area. The designated evacuation assembly area for the YWDC building is the Cat Quad.
- ⊙ 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 their 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.

D. Earthquake Response Procedures

During Heavy Shaking:

- ⦿ Drop, 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. The designated evacuation assembly area for the YWDC building is the Cat Quad.

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.

E. Shelter-In-Place And Lock-Down Procedures

Definitions:

Shelter-in-place is a term used to describe actions employees should take when a threat to their safety is present near their location. Examples of shelter-in-place type of threats are weather related conditions, construction related incidents, hazardous material accidents, etc. The threats are generally non-violent in nature.

Lock-down is a term used to describe actions employees should take when a threat to their safety is present outside or within their location. Examples of lock-down types of threats are violent incidents, or potentially violent incidents near the campus.

Safer place/space refers to any location/space that may be a better location to seek refuge than the employee's present location. In some instances, the employee's current location maybe a safer space depending on where they are in relation to where the danger is occurring.

Procedures:

When the phrase "SHELTER-IN-PLACE" or "LOCK-DOWN" is broadcasted over the Public Address System, by text/e-mail, or in person by an appropriate authority, employees should call 9-1-1 as soon as possible and safe to report any immediate threats. An employee's first priority is to find a safer space to get to. Going to their workspace to retrieve personal items is highly discouraged.

The following actions should be taken in addition to calling 9-1-1 and seeking shelter.

For Shelter-In-Place Incidents:

Employees should stay inside and behind a locked door. If possible, security staff are to lock the entrances to the building via the safest method.

BSCs may provide optional locations in the building where employees may go to Shelter-in-Place.

The following things should be considered:

- If it is safe and depending on the type of threat, employees should lower or close any window coverings.
- If it is safe and depending on the type of threat, employees should consider turning off the power/lights if it is appropriate.
- If it is safe and depending on the type of threat, employees should consider finding a safer location within the building to shelter-in-place.

Employees should stay in place until given direction by first responders.

- Employees should follow the directions of first responders.

- Should there be questions about the directions given by first responders, employees should clearly ask for clarification.

For Lock-Down Incidents:

Employees are to stay inside and behind a locked door. If safe, security staff are to lock the entrance to the building via the safest method possible.

Building Safety Coordinators (BSCs) may provide optional locations in the building where employees may go to Lock-down.

The following things should be considered:

- If it is safe, employees should lower or close any window coverings.
- Staying as quiet as possible so as not to bring attention to their lock-down space.
- If it is safe, employees should consider turning off the power/lights if it is appropriate.
- Should their present location not be safe, employees should consider finding a safer location within the building to lock-down.

Employees should stay at their location until given direction by first responders to do otherwise. Should the location no longer be safe, employees should try to relocate to a safer location. Once in the safer location, employee should consider options to make the space safer.

The following things should be considered:

- Employees should follow the directions of first responders.
- If there is confusion, employees should clearly ask for clarification.
- Never open doors during a lock-down, even in the event of a fire alarm.
- Law enforcement officers will identify themselves and also likely have keys to enter the room or alert employees via an official method.
- Employees should have a survival mindset and be prepared to protect themselves should their safety be directly threatened.

Employees should call 9-1-1 when they have immediate information on:

- The nature of the threat,
- If they are in the immediate area of the threat,
- Any life-threatening circumstance (for example, the employee has immediate knowledge that there is someone/group is in imminent danger, or is experiencing an immediate life-threatening medical condition, etc.)

After Evacuating:

Once directed by first responders to leave an area/building by first responders, employees should evacuate to the established Emergency Evacuation Assembly Area or to where they are directed by first responders.

Once evacuated from the building, BSCs shall follow the established procedures for accounting for all staff in their areas.

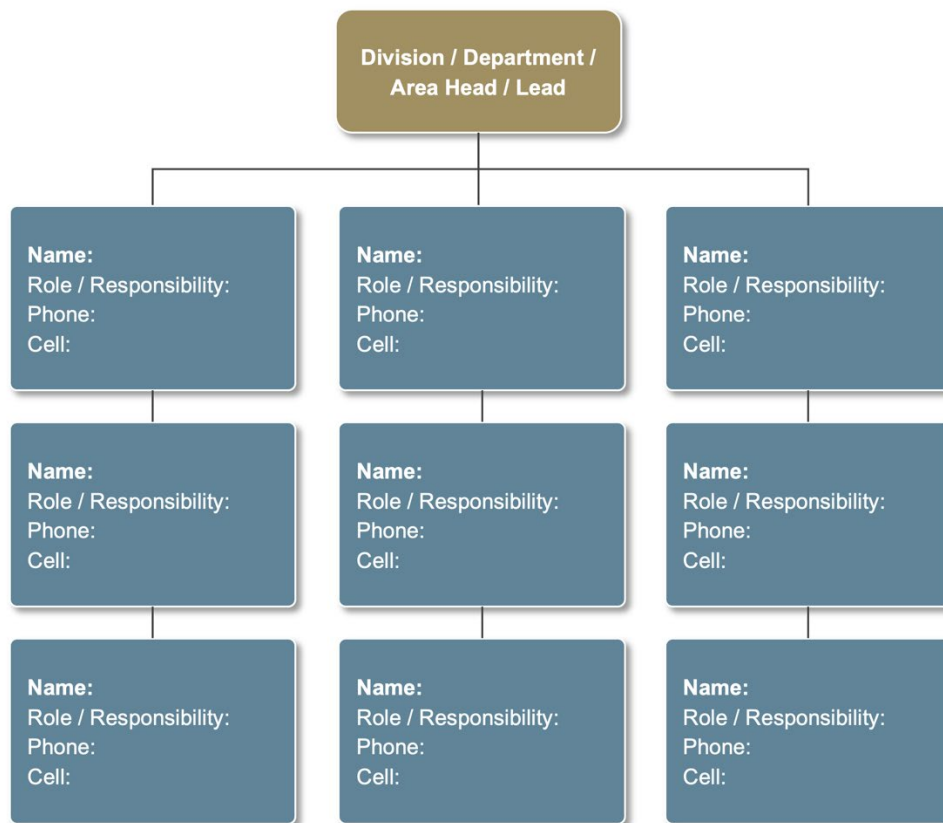
Should employees leaving the threat area go anywhere other than Emergency Evacuation Assembly Area or an area designated by first responders, employees shall communicate their location and welfare to their BSC, when it is safe for them to do so.

Employees shall not re-enter an evacuated building until directed by first responders that it is safe to do so.

F. Template For Developing Division/ Department/ Area Emergency Calling List

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
Building Manager	209-217-7232
UCM Emergency Status Phone	1-866-993-0969



Recommended information to be shared during the call:

1. Information about the incident causing the emergency
2. Reporting location for the staff to respond for work coordination
3. Equipment which might be needed beyond what is normally available
4. Tasks/things which need to be done and task which may become necessary
5. Any known safety information

Phone Numbers for Key Department/Unit Directors, their backup, and responsibly during an emergency

Title _____

Office/Cell Phone (____) _____ - _____

Home (____) _____ - _____

Alternative Emergency Cell (____) _____ - _____

Division/department role/responsibility during an emergency:

Title _____

Office/Cell Phone (____) _____ - _____

Home (____) _____ - _____

Alternative Emergency Cell (____) _____ - _____

Division/department role/responsibility during an emergency:

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

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 emergencies.

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

H. Fire Extinguishers

Fire extinguishers are located throughout the building and in the kitchen. They are clearly marked with signs.

All extinguishers are on a maintenance contract with a facilities vendor 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 and reporting can be completed
- ⦿ 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.

I. Assistant Building Safety Coordinators

NO PHOTO
AVAILABLE

Jeremiah Nord

NO PHOTO
AVAILABLE

Jorge Wario

J. Employee, Student, And Visitor Head Count Form

Table 2: Employee, Student, and Visitor Headcount Form

[illegible]

Visitor	Present / Accounted for	Missing	Notes

K. Law And 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 California, 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 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:
 - a) Maintaining order during evacuation.
 - b) Removal of roll call book and calling of roll when designated evacuation area is reached.