



EMERGENCY  
MANAGEMENT

2024-2025

# THE SUMMITS: HALF DOME BUILDING EMERGENCY ACTION PLAN



UC Merced Police Department Dispatch

9-1-1

209-228-2677

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# 1. REPORTING FIRES AND EMERGENCIES

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

- ⦿ 9-9-1-1 from any campus landline
- ⦿ 9-9-1-1 from any VOIP handset
- ⦿ 9-1-1 from any VOIP soft client (Clearspan Communicator) installed on a laptop, desktop, or cell phone
- ⦿ 9-1-1 from any cell phone of non-campus landline phone
  - When the call is answered, clearly state your location (i.e., building name, floor, elevator, quad, etc.)
  - A university building name may not be sufficient enough information, if the call is not answered by UC Merced Police Department Dispatch Center. You will need to provide the address of the building location if the 9-1-1 dispatcher is not familiar with UC Merced's geographic locations.
    - **Note:** Cellular 9-1-1 calls may not always be answered by the UC Merced Police Department Dispatch Center. This is so the operator knows where to route your call and where to send help.
    - **UC Merced Police Department Dispatch Center non-emergency business line: CATCOPS or 209-228-2677**

*When reporting an emergency, calmly state:*

- ⦿ Your name, you are in the **Half Dome Building** and a phone number to reach if needed.
- ⦿ Nature and impact/size of the emergency;
  - Fire,
  - Chemical Spill,
  - Building Damage,
  - Assaultants,
  - Injuries, etc.
- ⦿ Hazards which may affect responding first responders including police, fire, and EMS.

## 1.1 Building Safety Coordinator (Person-in-Charge)

The Half Dome Building Safety Coordinator (BSC) or Residential Education Coordinator (REC) is the initial person in charge of the site until relieved by first responders.



*Isaac Appleby-Hall  
Residential Education  
Half Dome Building*



*Lily James  
Residential Education  
Half Dome Building*

The Building Safety Coordinator or Residential Education Coordinator is to quickly evaluate the level of risk. Until relieved by first responders, they have the authority to organize basic actions, acting through others as necessary and relaying information to first responders.

In the absence of a Building Safety Coordinator, any present supervisor(s) shall report to a first responder to provide them with an update on their employee evacuation status or assistance needs.

[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 BEAP, including the 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 Half Dome Building is the [Scholars Lane Sidewalk](#).**

The lead Building Safety Coordinator or their backup, pursuant to conditions, has 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 UC Merced Police Department Dispatch Center for help.

- ⦿ If it is practical and safe, call other appropriate campus authorities.
- ⦿ If it is safe and time allows, take cellphones, keys, wallet/purse.

When evacuating the building, all Assistant Building Safety Coordinators or Resident Assistants (RAs) shall alert and encourage the building occupants to evacuate the building and coordinate the evacuation.

- ⦿ If it is safe, close doors and windows.
- ⦿ If it is safe, assist others out of the building.
- ⦿ DO NOT use the elevators.
- ⦿ All residents, employees and visitors shall go to the designated evacuation assembly area.
- ⦿ Direct remaining occupants to evacuate immediately and go to their designated evacuation assembly area.
- ⦿ 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. Building occupants will be allowed to leave the site as quickly and safely as possible.

### ***Evacuation of Persons with Disabilities and or Access and Functional Needs***

- ⦿ Persons with Disabilities and/or Access and Functional Needs (D/AFN) are encouraged to self-identify and work with their supervisor, colleagues, Building Safety Coordinators to determine evacuation routes and methods, areas of refuge, and other emergency planning needs before an emergency occurs.
- ⦿ Establish a “buddy system” whereby disabled and non-disabled colleagues work together to ensure the safe evacuation of all building occupants and relay assistance needs to first responders.
- ⦿ In many cases, evacuation from the building may not be feasible or advisable. Evacuate when the fire alarms are activated, directed by emergency personnel, or danger is imminent.
- ⦿ Proceed to the nearest safe exit, implement your individual emergency plan and request assistance from others in the area if exit is difficult or obstructed, do not use the elevator.
- ⦿ [Emergency Evacuation Chairs](#) are located in several buildings on campus and may be an option with appropriate training and assistance.
- ⦿ If unable to evacuate the building:
  - Take safe refuge in a fire rated stairwell and close the door to keep smoke out.  
OR
  - Evacuate ‘horizontally’ to a room away from hazards, close the doors, signal to rescuers by placing a sign on the window, and place wet cloths around and under the door to prevent smoke from entering.
    - Call the UC Merced Police Department Dispatch Center at 9-1-1 or 9-9-1-1 (landline) and provide your location and situation, remain on the phone and follow their instructions.

### ***Assisting Persons with Disabilities and or Access and Functional Needs during evacuation:***

Before assisting persons with D/AFN, always ask the individual how you can help before attempting any rescue technique or giving assistance.

#### ***Persons with Mobility Limitations:***

- ⦿ Listen to the individual; they are the expert regarding their own disability.
- ⦿ Wheelchairs may have moveable or fragile parts that were not constructed to withstand the stress of lifting. Ask the individual for the safest method of lifting or carrying them.

- ⦿ Stairway evacuation involves using steps to reach ground level exits from the building. It is important to remember that stairway evacuations of individuals who use wheelchairs may be hazardous to disabled individuals, rescuers, and others attempting to evacuate and should not be attempted by untrained persons, unless there is no other alternative. Emergency evacuation chairs are located in several buildings on campus and may be an option with appropriate training and assistance.
- ⦿ If you are unable to lift or carry them out of the building, move them to a safe area of refuge and relay their location to first responders of the UC Merced Police Department Dispatch Center.

***Persons with Visual Limitations:***

- ⦿ Tell the person the nature of the emergency, how and where to exit.
- ⦿ Offer to guide them by having them take hold of your elbow.
- ⦿ As you walk, say where you are and advise of any obstacles.

***Persons with Hearing Loss and/ or Speech Impairments:***

- ⦿ Turn the light switch on and off, tap the individual on the shoulder or make eye contact to get their attention.
- ⦿ For those who read lips, clearly state the problem. Use gestures and pointing as visual instructions.
- ⦿ Write concise notes such as “FIRE! EVACUATE NOW. GO TO THE \_\_\_\_ EXIT NOW”.

*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 and tested by UC Merced Facilities Management or a third-party vendor.

The visual alert system functions as follows:

- ⦿ White/Clear strobe indicates a fire danger. Building occupants must evacuate the building.
- ⦿ Yellow/Amber Strobe indicates a Public Address announcement or shelter-in-place is needed. Employees must shelter in place and await further instructions.

The Half Dome 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

Residential Education Coordinators need to maintain an accurate and current list of residents and employees within their building or unit to include at least two or more ways to reach their residents and employees.

The list should be in a clearly marked folder and stored in a location where the department or unit’s employees can easily access in case of an emergency. This list will help first responders and the BSCs account for people during an evacuation or other emergency.

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 are unknown
- The person is or was known to be in the affected building prior to evacuation

When possible, the most senior member of a Residential Education 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 Residential Education department or unit on 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.

Residents and employees shall not attempt to re-enter a building or area once they are out of the affected area.

While evacuating, if a resident or employee believes someone may need help to evacuate, the resident or employee may assist the person to the extent they are able to safely do so. Where the resident or employee is unable to assist the person to evacuate, the resident or employee shall relay information to the BSC or the first responders immediately.

8 CCR Section 3220 (b)(4)

## 7. CRITICAL PLANT OPERATOR PROCEDURES

Prior to evacuating, follow specific emergency shut down procedures for critical equipment.

8 CCR Section 3220 (b)(3)

## 8. MORE INFORMATION OR QUESTIONS ABOUT THIS BEAP

The UC Merced Police – Emergency Management Department staff may be contact regarding questions and/or responsibilities outlined in this BEAP at 209-228-8273 or [emergency.mgmt@ucmerced.edu](mailto:emergency.mgmt@ucmerced.edu).

8 CCR Section 3220 (b)(6)



## 9. TRAINING

It is the responsibility of supervisors to familiarize their employees with this BEAP.

There will be regularly scheduled evacuation drills conducted at the building or facility. The drills should minimally include the following campus safety partners, whenever possible.

The campus safety partners include:

- ⦿ Building Safety Coordinator (BSC)
- ⦿ Campus Emergency Manager
- ⦿ Campus Fire Marshal
- ⦿ Certified Building Official
- ⦿ Police Department Representative
- ⦿ Environmental Health & Safety Representative
- ⦿ Risk Services Representative
- ⦿ Facilities Management Representative

Following the drill or exercise, the Campus Safety Partners conduct a briefing to evaluate the drill or exercise and determine if there is a need to revise or update the BEAP.

It is the responsibility of the Emergency Manager to work with the building's lead Building Safety Coordinator and the Campus Safety Team to complete the necessary updates to the BEAP.

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

[8 CCR Section 3220 \(e\)](#)

## 10. BEAP LOCATION AND ACCESS

A copy of this BEAP shall be made readily available to all residents and employees through the emergency management website.

A printed, hard copy of the BEAP shall be kept at the Housing Office front desk and made readily available for inspection/review by all residents and 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 \(e\)](#)



EMERGENCY  
MANAGEMENT

# BEAP APPENDICES

# A. ROLES AND RESPONSIBILITIES

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

- Ensure all employees under their leadership or divisions adhere to the procedures established within this BEAP and participate in all building drills or exercises.
- Provide assistance and support to the delegated university personnel responsible for executing the procedural tenets established in this BEAP.

**Campus Emergency Manager:** The Campus Emergency Manager is vested with the delegated authority to do the following:

- Respond to building emergencies and supporting the Building Safety Coordinators, Assistant Building Safety Coordinators, and first responders during emergency events including building evacuations and sheltering-in-place.
- Developing, updating, and maintaining copies of all University's BEAPs.
- Working with Campus Safety Partners to conduct drills, evaluate responses, and update BEAPs.
- Ensuring all training drills or exercises are conducted in accordance with the BEAP.
- Ensuring that all BEAPs 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 or REC has the authority to organize a safe evacuation or shelter-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 or notify the building occupants of an emergency requiring them to evacuate or to shelter-in-place.
  - This may be done via fire alarm pull stations, internal Public Address (PA) system, in-person, or any established mass notification system.
  - **Note: Do NOT activate the fire alarm for shelter-in-place or lockdown**
- During evacuations, direct people out of the building to the designated evacuation assembly area located at [Scholars Lane Sidewalk](#).
- Upon receiving the recorded headcount roster information from the Assistant BSCs, the Lead BSC will report this to the Incident Commander.
- Work with Fire and/or Police as requested to secure the scene or accomplish 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 the campus Emergency Manager and Campus Safety Partners to work through all emergency evacuation or shelter-in-place drills and ensure these drills and exercises are performed in accordance with the schedule outlined in this BEAP.

**Backup Building Safety Coordinator:** The Backup BSC or REC 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 Lead BSC. They are also responsible for working closely with the BSC on the administrative tasks associated with this BEAP.

**Assistant Building Safety Coordinator:** The ABSCs or RAs are responsible for assisting the lead BSC and the building occupants who work within the building to evacuate and/or shelter-in-place. The ABSCs are 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 they have been assigned and reporting that information to the lead BSC.

### ***Administrative Tasks:***

- ⦿ Assist the BSC in updating the BEAP rosters and drawings.
- ⦿ Assist the BSC during evacuation or shelter-in-place events including clearing the building, communicating with Police, Fire, and EMS, or manage evacuated or sheltered building occupants during emergency events.

**Campus Safety Partners:** The Campus Safety Partners consist of key university department personnel (UCMPD, EH&S, Fire & Building Safety, Facilities Management, and Risk Services). The Campus Safety Partners (CSP) are responsible for providing the Campus Emergency Manager, BSC, ABSCs, and all building occupants requesting information or training regarding emergency evacuation or shelter-in-place to be successful in completing their tasks/roles are defined in this BEAP. In addition, the Campus Safety Partners shall perform the following tasks:

- ⦿ Have a representative attend and participate in drills and/or exercises,
- ⦿ Provide feedback for drill and/or exercise performance at debriefing meetings held subsequent to an emergency evacuation or planned drill or exercise.

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

- ⦿ Maintaining an up-to-date employee roster (update quarterly).
- ⦿ Accounting for any visitors to the department during an emergency event.
- ⦿ Ensuring all departmental personnel participate in all emergency drills or exercises and support the BSC and ABSCs during drills and real-world incidents.

**Facilities Management 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 responsible for the following:

- ⦿ Work with the BSC, ABSCs, and other Campus Safety Partners to plan and execute the training events such as drills and exercises.
- ⦿ Review and respond to feedback from BSC, ABSCs with regards to facilities support and assistance required to overcome deficiencies noted during emergency evacuation or shelter-in-place events.

**Supervisor:** Supervisors are individuals who have authority or oversight over one or more employees. They are responsible for ensuring that employees review and understand the procedures set forth in this BEAP.

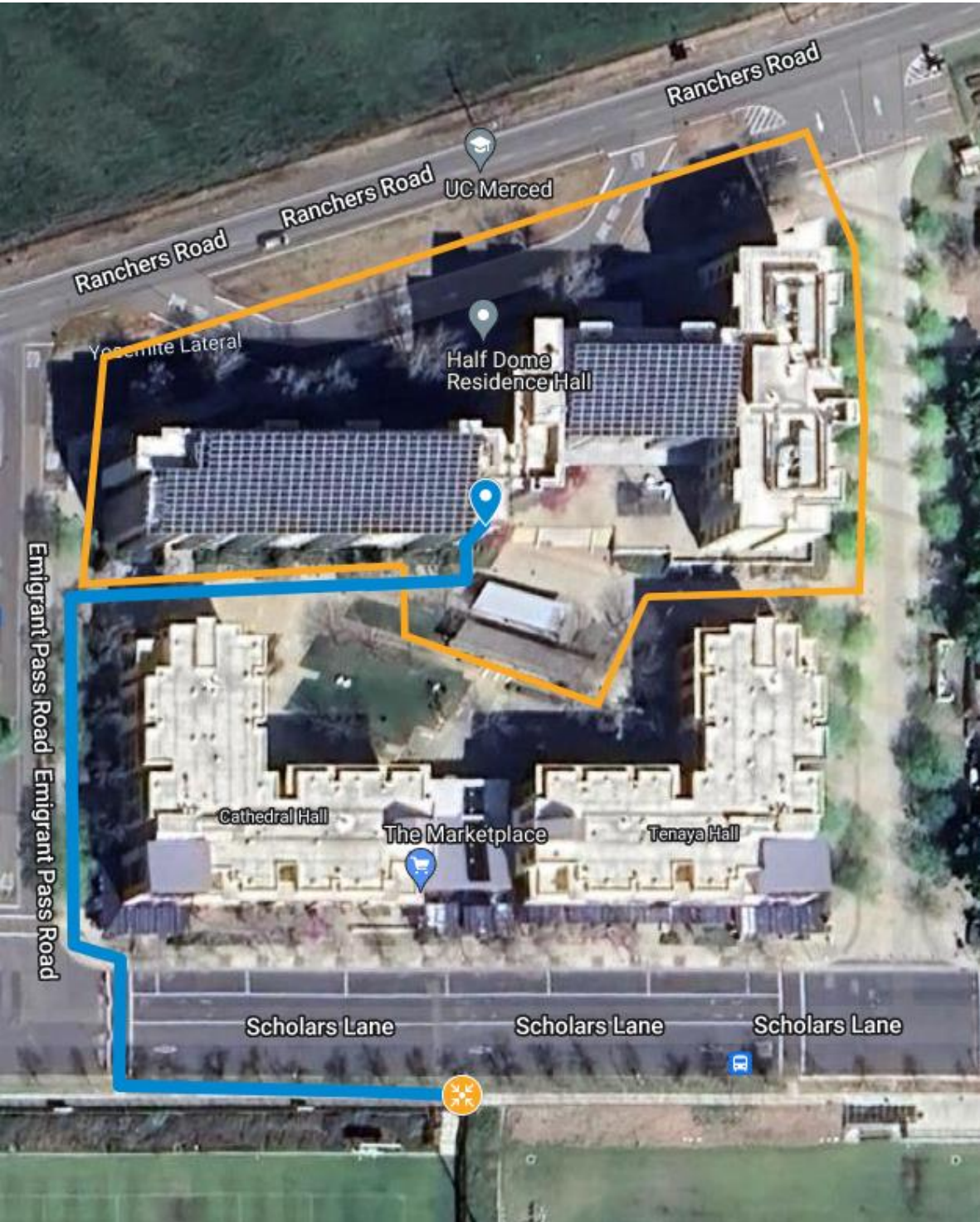
**University Employees:** They are responsible for reviewing and complying with emergency evacuation procedures and training. This includes complying with all evacuation alarms and directions given by BSCs, ABSCs, and first responders. University employees (faculty, staff, and student workers) are responsible for the following:

- ⦿ Evacuating or sheltering-in-place in the building or facility they occupy when an alarm sounds and/or they are asked to evacuate by a BSC, ABSCs, or first responder.
- ⦿ Take minimal time to gather any, easily carried personal belongings (i.e., wallet, purse, keys) and proceed to the nearest building or facility exit to the designated evacuation assembly area.
- ⦿ Remain at the evacuation assembly area or shelter-in-place location until directed by a BSC, ABSCs, or first responder to either return to the building or facility or to evacuate to an alternative location.



# B. EVACUATION FLOOR MAPS

The designated evacuation assembly area for the Half Dome Building is located in the [Scholars Lane Sidewalk](#).



# Half Dome Building – First Floor

## The Summits-Half Dome

### Evacuation Map-First Floor



YOU ARE HERE



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

IN CASE OF FIRE, USE STAIRS TO EXIT.  
DO NOT USE ELEVATORS.

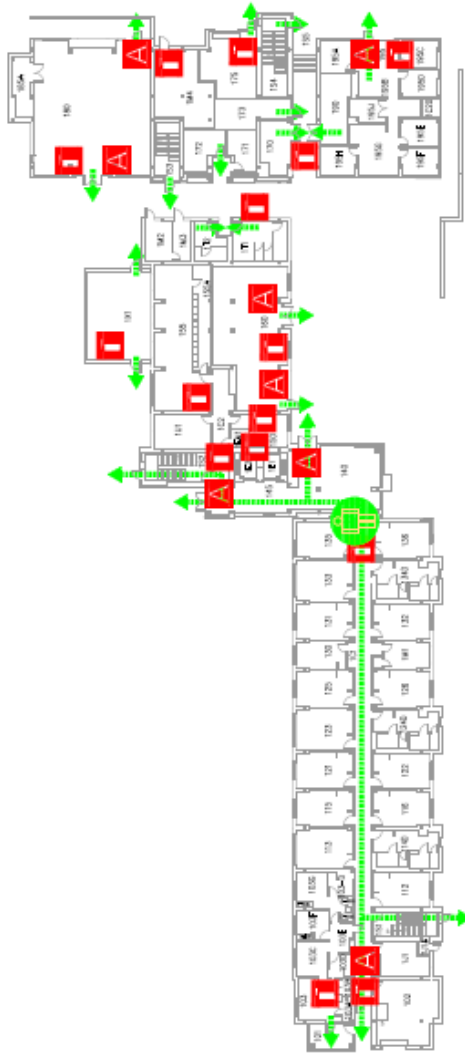
FOR EMERGENCY:  
DIAL 9-1-1 or (209) 228-2677 FROM CELL PHONE.  
DIAL 9-9-1-1 FROM CAMPUS PHONE.

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

The Fire Alarm is a horn that sounds three times and pauses.  
Then repeats the pattern.

Flashing Amber Light is an alert that an announcement will be  
made with further instruction. Do not evacuate unless  
instructed.

Upon Evacuation Proceed To The Evacuation Assembly Area:  
Scholars Lane Sidewalk



[Scholars Lane](#)

# Half Dome Building – Second Floor

## The Summits-Half Dome Evacuation Map-Second Floor



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

IN CASE OF FIRE, USE STAIRS TO EXIT,  
DO NOT USE ELEVATORS.

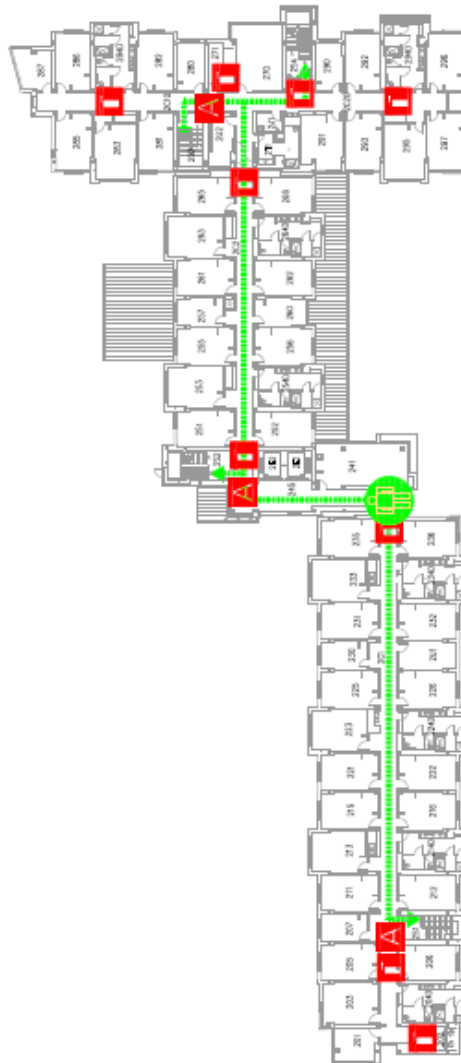
FOR EMERGENCY:  
DIAL 9-1-1 or (209) 228-2677 FROM CELL PHONE.  
DIAL 9-9-1-1 FROM CAMPUS PHONE.

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

The Fire Alarm is a horn that sounds three times and pauses.  
Then repeats the pattern.

Flashing Amber Light is an alert that an announcement will be  
made with further instruction. Do not evacuate unless  
instructed.

Upon Evacuation Proceed To The Evacuation Assembly Area:  
Scholars Lane Sidewalk



# Half Dome Building – Third Floor

## The Summits-Half Dome Evacuation Map-Third Floor



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

IN CASE OF FIRE, USE STAIRS TO EXIT.  
DO NOT USE ELEVATORS.

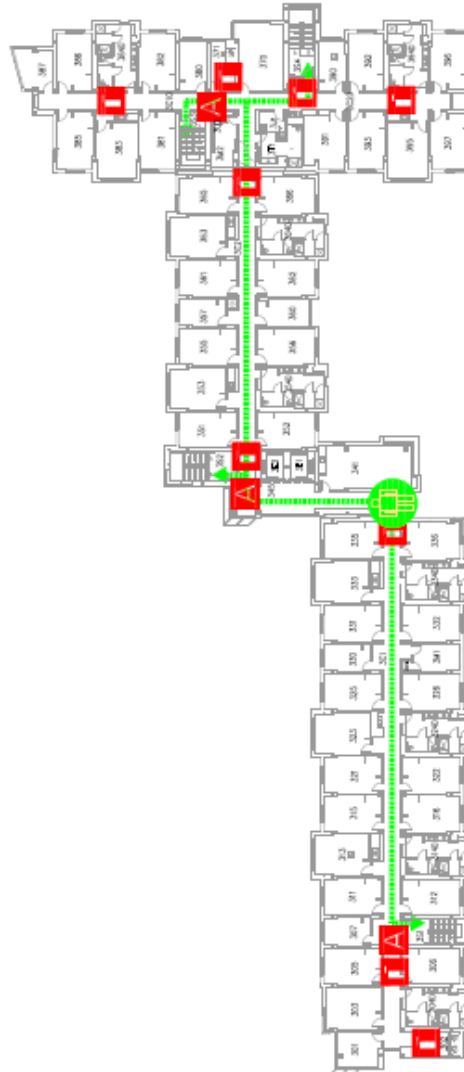
FOR EMERGENCY:  
DIAL 9-1-1 or (209) 228-2677 FROM CELL PHONE.  
DIAL 9-9-1-1 FROM CAMPUS PHONE.

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

The Fire Alarm is a horn that sounds three times and pauses.  
Then repeats the pattern.

Flashing Amber Light is an alert that an announcement will be  
made with further instruction. Do not evacuate unless  
instructed.

Upon Evacuation Proceed To The Evacuation Assembly Area:  
Scholars Lane Sidewalk

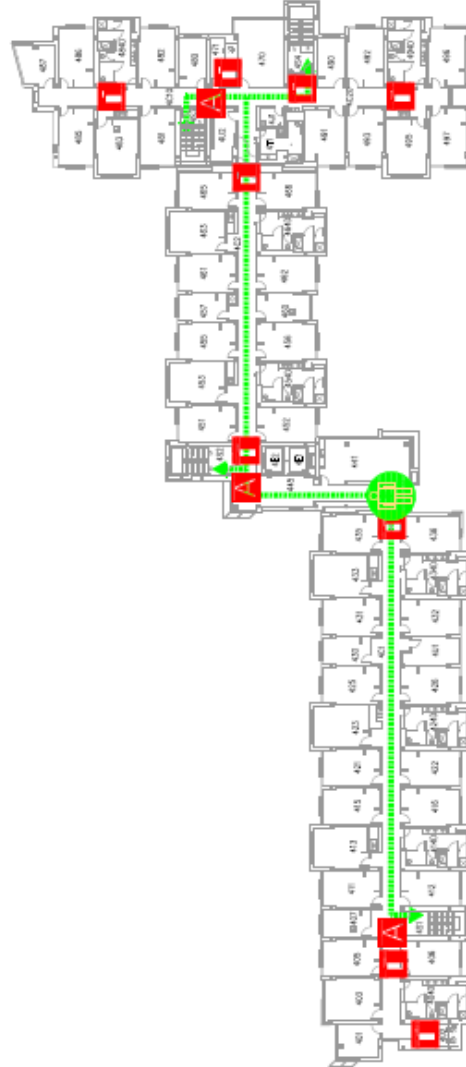


# Half Dome Building – Fourth Floor

## The Summits-Half Dome Evacuation Map-Fourth Floor



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



IN CASE OF FIRE, USE STAIRS TO EXIT.  
DO NOT USE ELEVATORS.

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

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

The Fire Alarm is a horn that sounds three times and pauses.  
Then repeats the pattern.

Flashing Amber Light is an alert that an announcement will be  
made with further instruction. Do not evacuate unless  
instructed.

Upon Evacuation Proceed To The Evacuation Assembly Area:  
Scholars Lane Sidewalk



# Half Dome Building – Fifth Floor

## The Summits-Half Dome Evacuation Map-Fifth Floor



 YOU ARE HERE

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

IN CASE OF FIRE, USE STAIRS TO EXIT.  
DO NOT USE ELEVATORS.

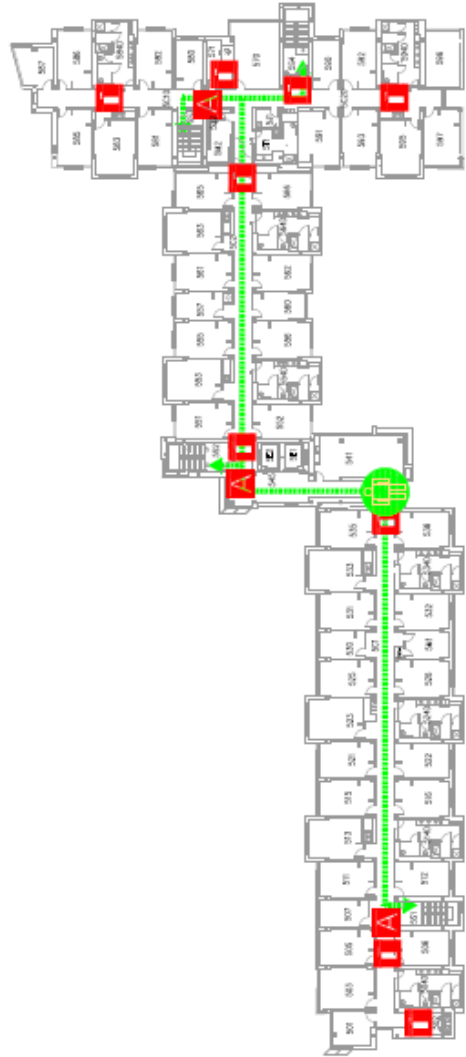
FOR EMERGENCY:  
DIAL 9-1-1 or (209) 228-2677 FROM CELL PHONE.  
DIAL 9-9-1-1 FROM CAMPUS PHONE.

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

The Fire Alarm is a horn that sounds three times and pauses.  
Then repeats the pattern.

Flashing Amber Light is an alert that an announcement will be  
made with further instruction. Do not evacuate unless  
instructed.

Upon Evacuation Proceed To The Evacuation Assembly Area:  
Scholars Lane Sidewalk



# Half Dome Building – Sixth Floor

## The Summits-Half Dome

### Evacuation Map-Roof



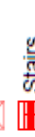
YOU ARE HERE



Exit Path



Elevators



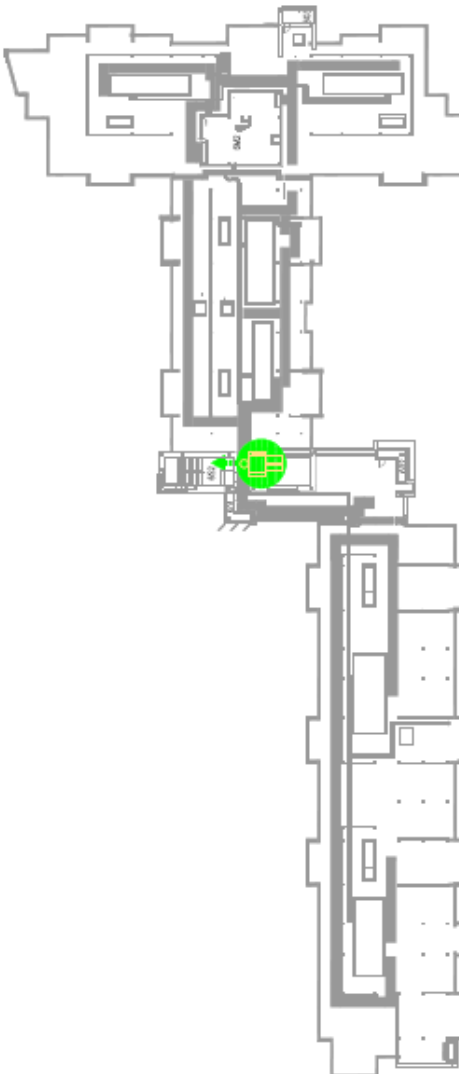
Stairs



Fire Alarm Pull Box



Extinguisher



IN CASE OF FIRE, USE STAIRS TO EXIT.  
DO NOT USE ELEVATORS.

FOR EMERGENCY:  
DIAL 9-1-1 or (209) 228-2677 FROM CELL PHONE.  
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made with further instruction. Do not evacuate unless  
instructed.

Upon Evacuation Proceed To The Evacuation Assembly Area:  
Scholars Lane Sidewalk

## C. FIRE RESPONSE PROCEDURES

### *In case of a small fire:*

- ⦿ Activate or pull the nearest fire alarm and call first responders at 9-1-1 via cellphone or 9-9-1-1 via landline.
- ⦿ Alert people in the area to begin evacuation procedures.
- ⦿ DO NOT use elevators (you may become trapped in elevators).
- ⦿ If normal exit routes are compromised, find an alternative or secondary route.
- ⦿ Stay upwind from the fire.
- ⦿ Stay low to minimize smoke inhalation.
- ⦿ Keep an exit available behind you and bring the fire 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 extinguished, or the fire extinguisher is empty.

**NOTE:** If a fire extinguisher is used, you must report it to [Fire and Building Safety](#) to ensure that an internal flame is not burning and the extinguisher is replaced.

### *In case of a large fire:*

- ⦿ Activate or pull the nearest fire alarm and call first responders at 9-1-1 via cellphone or 9-9-1-1 via landline.
- ⦿ Alert people in the area to begin evacuation procedures.
- ⦿ DO NOT use elevators (you may become trapped in elevators).
- ⦿ If it is safe to do so, close the doors and windows to confine the fire.
- ⦿ Begin [Evacuation Procedures](#), direct remaining building occupants to evacuate immediately and go to their designated evacuation assembly area.
  - The designated evacuation assembly area for the Half Dome Building is the [Scholars Lane Sidewalk](#).
- ⦿ Personnel knowledgeable with the incident and location may be required to stay and assist first responders during the emergency event. They will be dismissed once their assistance is no longer needed.
- ⦿ DO NOT RE-ENTER the building until first responders have indicated it is safe to do so.
- ⦿ Wait for further directions from first responders or the Building Safety Coordinator.

Building occupants 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 building occupants are safe and accounted for.** Building occupants will be allowed to leave the site as quickly and safely as possible.

### ***Special Issues:***

#### **Trapped in a Room:**

- ⦿ Close as many doors as possible between you and the fire.
- ⦿ Wet and place cloth material around or under the door to prevent smoke from entering the room.
- ⦿ Be prepared to signal to someone outside.

#### **Caught in Smoke:**

- ⦿ Drop to your hands and knees and crawl towards an exit. Stay low as smoke will rise to ceiling level.
- ⦿ Be familiar with buildings you frequent and know at least two exit routes; vision may be limited.

#### **Forces to Advance through Fire:**

- ⦿ Hold your breath,
- ⦿ Move quickly,
- ⦿ Cover your head and hair,
- ⦿ Keep your head down and your eyes closed as much as possible,
- ⦿ Be familiar with buildings you frequent and know at least two exit routes; vision may be limited.

#### **If Clothing Catches Fire:**

- ⦿ STOP
- ⦿ DROP
- ⦿ ROLL

#### **Using a [Fire Extinguisher](#)**

Trained persons may choose to use a fire extinguisher to extinguish a small or contained fire. This should be done only if you are trained, confident in your skill, and it can be done so safely. If you have any doubt, begin [Evacuation Procedures](#).

When using a fire extinguisher, remember PASS:

- ⦿ **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 extinguished, or the fire extinguisher is empty.

## D. EARTHQUAKE RESPONSE PROCEDURES

An earthquake is a seismic event in which the earth shakes violently, and may cause permanent displacement, landslides, or liquefaction. Cascading emergencies such as falling debris or fire may also occur as a result of earthquakes.

### *Before an Earthquake*

- Practice [Drop, Cover and Hold On](#)
- Conduct a non-structural assessment of your space
  - Identify your evacuation route and check to see if any furniture or debris could fall and block your path.
  - Move large or bulky materials (i.e., boxes, heavy binders, fragile or glass items) to lower shelves to prevent falling items from injuring others.
  - Secure heavy furniture to the wall (contact Facilities Management or JCI) to prevent injury or blocked evacuation routes.
  - Identify safe locations to Drop, Cover, and Hold On in rooms or buildings where you regularly spend time.

### *During an Earthquake*



**DROP** where you are, onto your hands and knees. This position protects you from being knocked down and reduces your chances of being hit by falling or flying objects.

- If you use a walker or wheelchair: LOCK your wheels (if applicable).



**COVER** your head and neck with one arm and hand.

- If a sturdy table or desk is nearby, crawl underneath for shelter.
- If no shelter is nearby, crawl next to an interior wall.
- Stay on your knees; bend over to protect vital organs.



**HOLD ON** until the shaking stops.

- Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts.
- No shelter: hold on to your head and neck with both arms and hands.

### *After an Earthquake*

If inside a building:

- Expect aftershocks over the next hours or days.
- Check yourself and others for injuries.
- Report any injuries to your supervisor, Building Safety Coordinator, or first responders.
- Assess your surroundings, check for damage and hazardous conditions and report them to your supervisor, Building Safety Coordinator, or first responders.
- Phone systems may be severely impacted, limit phone use to emergency calls only.

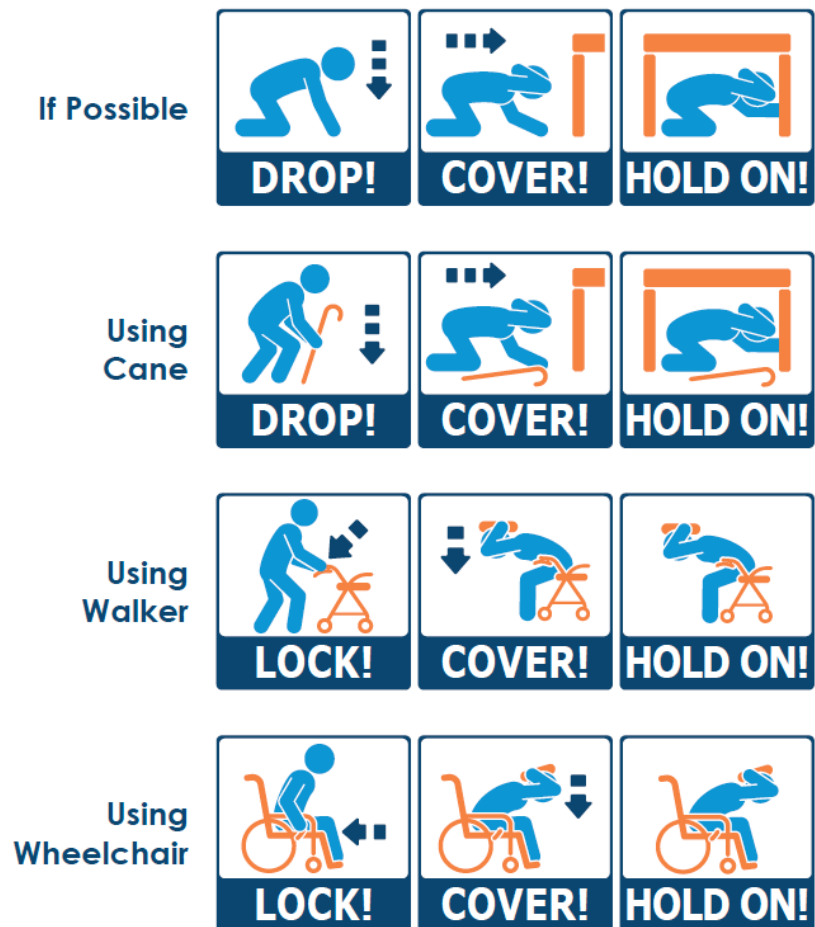


- ⦿ DO NOT EVACUATE AUTOMATICALLY, outdoor hazards may be greater than indoors.
- ⦿ If asked to evacuate to evacuation assembly areas, move swiftly.
  - If time permits, take emergency and personal belongings such as first aid kits, car keys, etc.
- ⦿ DO NOT RE-ENTER the building until cleared by the Certified Building Official or first responder.
- ⦿ Follow directions of Building Safety Coordinators and first responders.

If outdoors:

- ⦿ Stay clear of buildings, trees, or other falling hazard areas.
- ⦿ Move to Evacuation Assembly Areas.
- ⦿ Follow directions from first responders.

## If You Feel Shaking or Get an Alert:



# E. ACTIVE SHOOTER RESPONSE PROCEDURES

An Active Shooter or Active Assailant is an individual actively engaged in killing or attempting to kill people in a confined or populated area. In most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active Shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. When an active shooter is in the vicinity, individuals should quickly determine the most reasonable way to protect their own life. Typically, the best response to an active shooter situation will be for individuals to either: **Run** (evacuate), **Hide**; or **Fight** (take action against the active shooter within their ability).

## **RUN** (evacuate)

- ⦿ If it is safe to evacuate, take others but do not stay because others refuse to go.
- ⦿ Leave non-essential belongings behind.
- ⦿ As soon as possible and safe, notify 9-1-1 or 9-9-1-1 via desk phone.
- ⦿ DO NOT activate the fire alarm to alert others of an active shooter as it may put others in danger.
- ⦿ Prevent individuals from entering an area where the active shooter may be.
- ⦿ Keep hands visible to responding law enforcement.
- ⦿ DO NOT attempt to move wounded people.
- ⦿ Establish a “buddy system” whereby disabled and non-disabled colleagues work together to ensure the safe evacuation of all building occupants and relay assistance needs to first responders.

## **HIDE**

- ⦿ Hiding in places should be out of the active shooter view.
- ⦿ Silence cellphones (turn off vibrate)
- ⦿ Turn off any sources of noise (i.e., computer, television, assistive devices)
- ⦿ Pull down shades or window coverings.
- ⦿ Remain quiet.
- ⦿ Lock the doors, windows, turn off lights, and blockade the door with heavy furniture.
- ⦿ If you are secure remain in your location until cleared by an identifiable law enforcement officer.

## **FIGHT** (take action against the active shooter as last resort)

- ⦿ When evacuating the premises is not possible, hiding is not an option and an individual’s life is in imminent danger, the last resort should be to disrupt and/or incapacitate the active shooter(s).

NOTE: Individuals choosing to take action and fight need to commit and act as aggressively as possible against the active shooter(s). This action should be decisive, without hesitation and encompass the following:

- Improvise weapons from nearby items (i.e., fire extinguisher)
- Yelling and throwing items
- Fighting as best they can within their ability.
- Adapt a team plan to ambush the shooter.
- Having a “Not Today” attitude (deciding today is not the day they are going to die)

### ***When Law Enforcement Arrives***

Law enforcement’s role is to stop the active shooter as soon as possible, which means officers will proceed directly to the area in which the last shots were heard without stopping to help injured persons.

Law enforcement officers will usually arrive in teams and may wear regular patrol uniforms or external bulletproof vests, helmets, and other tactical equipment. They may be armed with rifles, shotguns and handguns. Officers will shout commands, provide non-verbal instruction and may push individuals to the ground for their safety.

Individuals in an active shooter situation can assist law enforcement during their response by doing the following:

- Putting down any items in their hands (i.e., cellphones, bags, jackets).
- Keep hands visible at all times, if possible, immediately raise your hands and spread your fingers.
- Avoid quick movement towards law enforcement officers, such as holding on to them for safety.
- Avoid pointing, screaming, and/or yelling.

To avoid causing additional fear, stress, or emotional strain it is critical for individuals with a Disability or Access and Functional Need (D/AFN) and their support or “buddy system” partner(s) to be aware of how law enforcement will respond to an active shooter incident.

## F. CIVIL UNREST / PROTEST RESPONSE PROCEDURES

On a dynamic, engaged campus like UC Merced, individuals or groups of people will exercise their right to free speech and assembly. The greatest concern in the event of an escalated civil disturbance is the potential impact on the safety of students, faculty, staff, and visitors.

### ***General Guidelines for Civil Unrest/ Protest:***

- ⦿ Report any suspicious behavior or unauthorized persons in your building or on campus to the UC Merced Police Department non-emergency line at CATCOPS or 209-228-2677.
- ⦿ Avoid the area of disturbance.
- ⦿ Avoid provoking or obstructing the demonstrators.
- ⦿ Stay away from glass doors or windows.
  - If a class or lecture is disrupted, the offending person(s) should be asked to leave.
- ⦿ If you are instructed to evacuate, and it is safe to do so, secure your work area, log off computers, and secure sensitive files.
  - Follow [Evacuation Procedures](#), proceed to your Evacuation Assembly Area, and wait for further instructions.

### ***If a protest or civil disturbance develops in the immediate vicinity of the campus or encroaches onto UC Merced property:***

- ⦿ If it is safe to do so, leave your building and the vicinity of where the disturbance is occurring.
- ⦿ If Public Safety (Fire, Police, EMS) directs students, faculty, staff, and visitors to remain indoors, refer to the Shelter-in-Place and Lock-Down Procedures
- ⦿ DO NOT attempt to confront or talk with the individuals causing the disturbance. The appropriate campus personnel and/or Public Safety personnel will handle any interaction with the individuals involved.

### ***If instructed to leave campus or UC Merced property:***

- ⦿ Carpool Members: Contact your carpool member(s) immediately.
- ⦿ Drive carefully. Extra caution is required any time you are excited, worried, or distracted by an emergency.
- ⦿ Watch for bicycles, pedestrians, and emergency vehicles.
- ⦿ Expect traffic backups and delays, be patient.
- ⦿ Follow traffic directions from Public Safety or safety/traffic personnel.
- ⦿ If normal exits are blocked, you will be directed to an alternate route.
- ⦿ Traffic signals might not be working, use 4-way stop signs traffic rule.

- ⦿ If you are in doubt whether to report back to campus, call you phone tree contact or supervisor.
- ⦿ For campus information:
  - Go to the UC Merced Emergency website at [emergency.ucmerced.edu](https://emergency.ucmerced.edu).
  - Call the Emergency Status Line at 866-993-0969

# G. SHELTER-IN-PLACE AND LOCK-DOWN RESPONSE 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 location/space** refers to any location/space that may be a better location to seek refuge than the individual's present location or workspace. In some instances, the individual's current location may be a safer place 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 (PA) System, by text and email via UCM Alert, UC Merced's emergency notification system, or in-person by an appropriate authority, individuals should immediately go to a safe location or space. If it is safe to do so, individuals should call 9-1-1 as soon as possible to report any immediate threats. Leaving your safe location or space to retrieve personal items is highly discouraged.

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

### *Shelter-in-Place Incidents:*

Employees should stay inside and behind a locked door. If possible, Public Service Ambassadors (security personnel) are to lock the entrances to the building via the safest method.

Building Safety Coordinators 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 window coverings.
- If it is safe and depending on the type of threat, employees should consider turning off the 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 remain sheltered-in-place until advised by first responders that it is safe to leave their safe location or safe space.

***Lock-Down Incidents:***

Employees should stay inside and behind a locked door. If possible, Public Service Ambassadors (security personnel) are to lock the entrances to the building via the safest method.

Building Safety Coordinators 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, employees should lower or close any window coverings.
- ⦿ Stay as quiet as possible to not bring attention to their lock-down safe location or space.
- ⦿ If it is safe, employees should consider turning off the 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 safe location or space until given directions by clearly identifiable 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, employees should consider options to make the space safer such as barricading or locking the door.

The following things should be considered:

- ⦿ Employees should follow the directions of clearly identifiable first responders.
- ⦿ If there is confusion, employees should ask for clarification.
- ⦿ Law enforcement officers will identify themselves and likely have keys to enter the room or alert employees via an official method such as UCM Alert.
- ⦿ 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 circumstances (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 or building, employees should follow [Evacuation Procedures](#) and evacuate to their evacuation assembly area or alternative location for information gathering or reunification.

Once evacuated from the building, Building Safety Coordinators should follow established procedures for accounting for their building occupants.

## H. FIRE EXTINGUISHER

Fire extinguishers are located throughout the building and clearly marked with signage. All fire extinguishers are on a maintenance schedule and checked to ensure they are ready for use. Basic instructions for their use are on the fire extinguishers themselves.

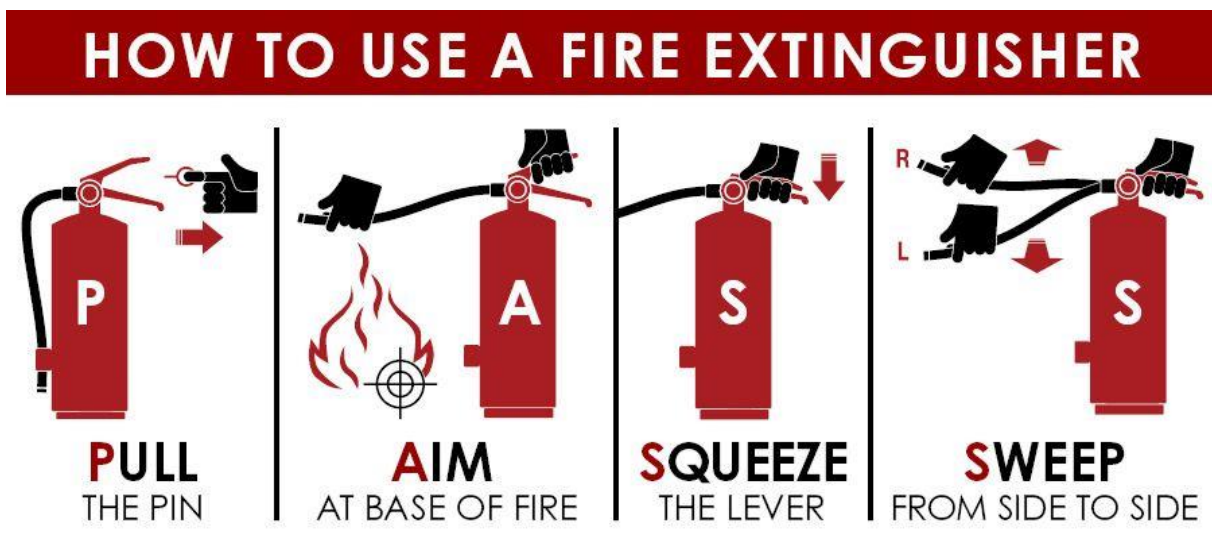
When using a fire extinguisher, remember PASS:

- ⦿ **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 extinguished, or the fire extinguisher is empty.

In all cases where a fire extinguisher is used, it is important to report the incident to the UC Merced Police Department Dispatch Center at 9-1-1 or 209-228-2677 in order to ensure:

- ⦿ Appropriate documentation and reporting can be completed.
- ⦿ The fire extinguisher can be recharged or replaced.

Hands on individual or group training in the use of fire extinguishers are provided through the campus Fire and Building Safety (FABs) office. A training session can be scheduled by contacting the [Fire and Building Safety](#) (FABs) office.



# I. EMERGENCY EVACUATION CHAIRS

Emergency evacuation chairs, also known as evacuation chairs or stair chairs, are specialized devices designed to assist in the safe evacuation of individuals who have mobility impairments, particularly in emergency situations such as fires, earthquakes, or other scenarios where traditional means of egress, like elevators or escalators, may be unavailable or unsafe. These chairs are especially useful in buildings with multiple stories where stairs are the primary means of evacuation.

During an emergency evacuation, trained personnel or volunteers can use these chairs to transport individuals with mobility issues safely down staircases, ensuring they can exit the building quickly and efficiently.

Instructions for operating the emergency evacuation chair are located on the backrest of the evacuation chair.

The UC Merced Police – Emergency Management will coordinate training on the proper use of the evacuation chair once a year or upon request. All students, staff and faculty are welcome to participate in the training to learn the safe and appropriate method to aid an individual who may need evacuation assistance in an emergency.

## Emergency Evacuation Chair Locations:

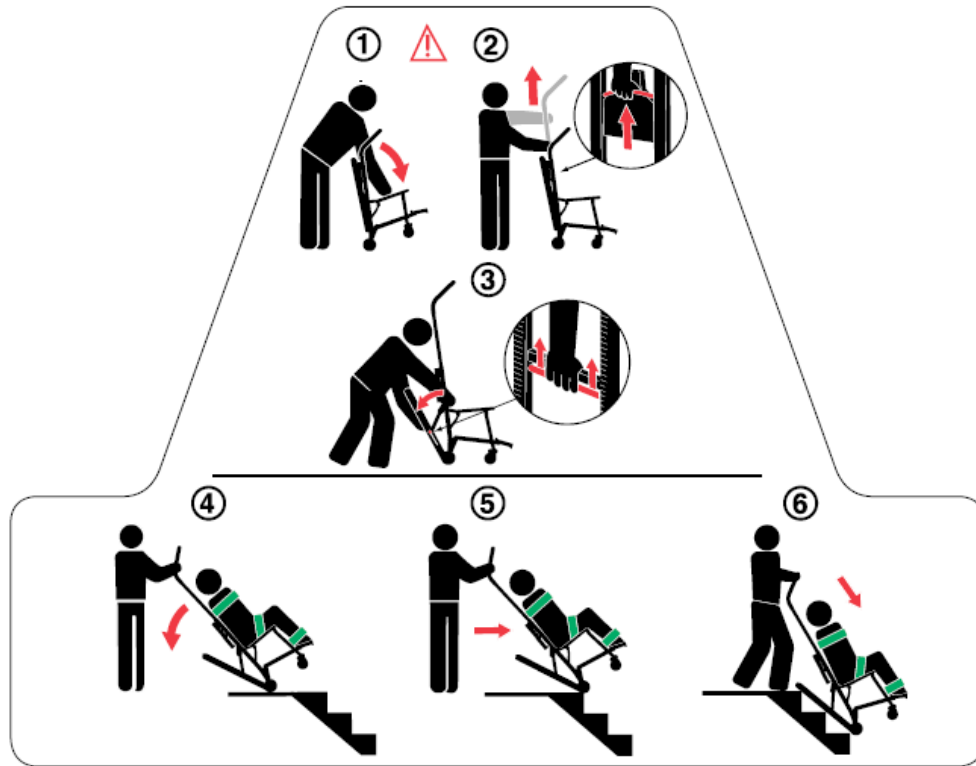
### North Campus:

Building	Location
Half Dome	Fifth Floor (across elevator 5E2, near 541)
Cathedral	Fourth Floor (across room 421 G)
Tenaya	Fourth Floor (across room 451G)
Mariposa	Second Floor (next to elevator 2E1)
Tuolumne	Second Floor (next to elevator 2E1)
Kolligian Library	Fourth Floor (across elevator, near 460)

### South Campus:

Building	Location
Fred & Mitzie Ruiz Administration	Third Floor (next to 300A)
Conference Center	Second Floor (across restrooms)
El Portal	Fifth Floor (across elevator, next to 502)
Sentinel Rock	Fifth Floor (across elevator, near 502)
Glacier Point	Sixth Floor (across elevator, near 601)
Granite Pass	Fourth Floor (across elevator)
Health & Athletics Center	Second Floor (next to room 259)

## Emergency Evacuation Chair: Stryker Model 6254-000-000



To use the evacuation chair:

1. Stand behind the chair and pull the backrest and extension handle apart to unfold the chair.

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**WARNING** - Always make sure that the chair is locked in the unfolded position before use. An unlocked chair may fold during use.

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2. Pull the red release cable with one hand and pull up on the control handle with the other hand to extend the upper control handle.
3. Squeeze the red track release bar against the black cross-tube. Relax your grip on the release bar and forcefully pull the **Stair-TREAD** system to the fully extended position until both sides lock securely. Always make sure that both sides the **Stair-TREAD** system are locked by trying to fold it back up.

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**CAUTION** - Always release the red track release bar before you click the **Stair-TREAD** system into the locked position. Try to fold the chair before you descend the stairs to make sure that the **Stair-TREAD** system is locked.

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4. Tilt the chair back just far enough to allow the **Stair-TREAD** system to contact the floor.
5. Maintaining the angle, guide the chair over the edge of the stairs, allowing the **Stair-TREAD** system to connect with the first step.
6. Glide down the stairs until the treads are level across the edges of two or three steps.

## J. ASSISTANT BUILDING SAFETY COORDINATORS or RESIDENT ASSISTANTS

<b>Residence Hall</b>	<b>First Name</b>	<b>Last Name</b>
Half Dome 1st Floor	Melony	Duran
Half Dome 2nd Floor	Favian	Gonzalez
Half Dome 2nd Floor	Simran	Maan
Half Dome 3rd Floor	Daniella	Ramirez
Half Dome 3rd Floor	Jacob	Morada
Half Dome 4th Floor	Jaden	White
Half Dome 4th Floor	Anamarie	Javier
Half Dome 5th Floor	Justine	Tejada
Half Dome 5th Floor	Manny	Vidal Subias



# K. EMPLOYEE, STUDENT, AND VISITOR HEAD COUNT FORM

Table 2: Building Employee, Student, and Visitor Headcount Form

Employee Names (Dept. to pre-populated names of employees)	Present / Accounted for	Missing	Notes
Student	Present / Accounted for	Missing	Notes
Visitor	Present / Accounted for	Missing	Notes


## L. DEPARTMENT 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.

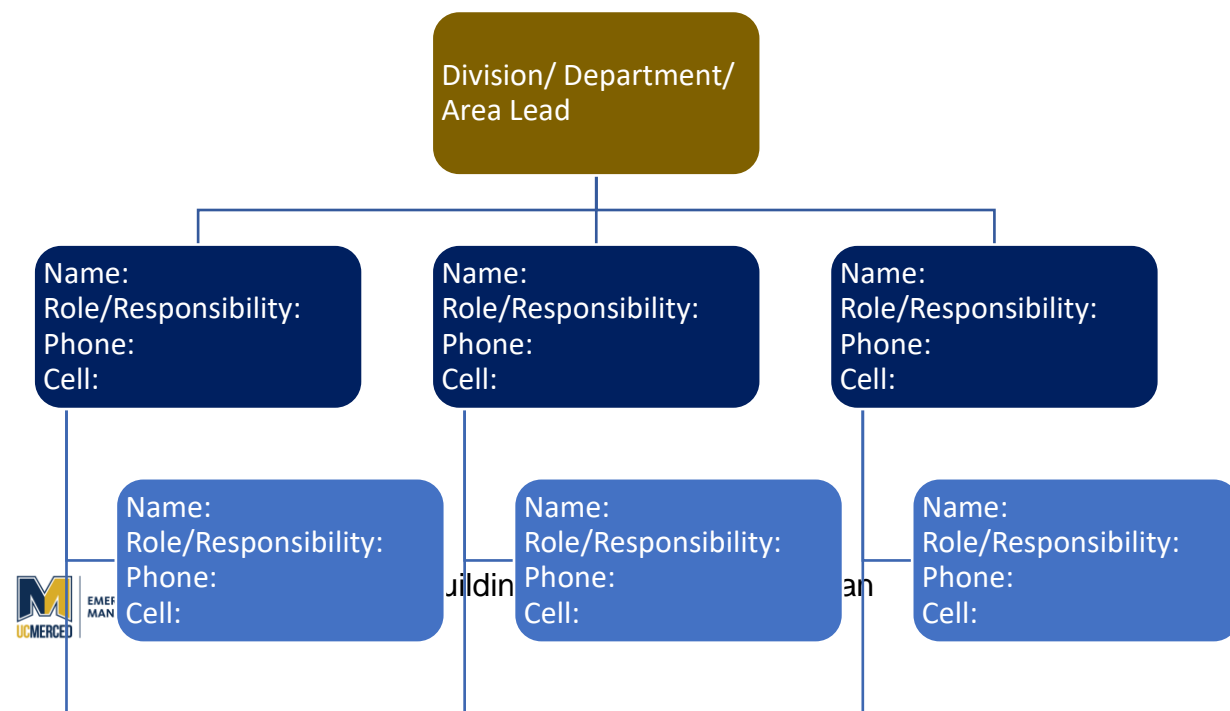
The list should be in a clearly marked folder and stored in a location where the department/unit's employees can access in case of an emergency/evacuation. This list will help first responders and the Building Safety Coordinators account for people during evacuations or other emergencies.

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

# M. TEMPLATE FOR DEVELOPING DIVISION/DEPARTMENT/AREA CALLING LIST

## *UC Merced Emergency Phone Numbers*

Police, Fire, Emergency Medical Services.....	9-1-1
UC Merced Police Department (non-emergency).....	209-228-2677
Poison Control Center.....	1-800-222-1222
UC Merced Environmental Health & Safety.....	209-228-4234
UC Merced Facilities Management.....	1-855-234-0579
UC Merced Fire and Building Safety.....	209-746-9542
UC Merced Emergency Status Line.....	1-866-993-0969



***Recommended information to share during the call or message (text, chat):***

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/projects which need to be done which may become necessary.
5. Any known safety information.

***Phone numbers for Key Department/Unit Directors, their backups, and responsibilities during an emergency:***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Office Number: \_\_\_\_\_

Cellphone Number: \_\_\_\_\_

Alternative Emergency Number: \_\_\_\_\_

Division/Department role/responsibilities during an emergency:

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Name: \_\_\_\_\_

Title: \_\_\_\_\_

Office Number: \_\_\_\_\_

Cellphone Number: \_\_\_\_\_

Alternative Emergency Number: \_\_\_\_\_

Division/Department role/responsibilities during an emergency:

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**NOTE:** Department/ Location/ Equipment/ Project specific standard operating procedures to follow may be included to ensure their completion during an emergency.

## **N. 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 safety from fire and other emergencies.

#### ***Emergency Action Plan Elements – 8 CCR Section 3220 (b)***

The University of California Merced's Emergency Action Plans are specific to each building and include, at a minimum, the following six elements:

1. Procedures for emergency evacuation, including the 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 an 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.
6. Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

#### ***Alert Systems – 8 CCR Section 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 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 situations.

### ***Training – 8 CCR Section 3220 (e)***

1. Before implementing the emergency action plan, the Building Safety Coordinators and their backups shall be designated and trained to assist in the safe and orderly evacuation of building occupants including employees and visitors.
2. The employer shall advise each employee of their responsibilities 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 in the workplace and made available for employee review. For those employers with more than 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, and Regulatory Codes:***

#### ***College and University Pre-Fire Planning – Title 24, Part 9 California Fire Code Section 404.5***

The Chancellor, President, or their designated representative, shall, in cooperation with the enforcing agency, propose procedures to be followed in case of a fire or other emergency in accordance with 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(s) shall immediately report such a condition to the fire department.

##### **401.1.2**

**Alarm Activations** – upon activation of a fire alarm signal, employees or staff shall immediately contact 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 to be sounded upon 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 their designated representative, shall, in cooperation with the enforcing agency, propose procedures to be followed in case of a 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 an 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 is reached.

