Emergency Action & Evacuation Plan

In compliance with:

California Code of Regulations
Title 8, Section 3220

Implementation Date: ____________
Annual Review Date: ____________
Annual Review Date: ____________
Annual Review Date: ____________
Annual Review Date: ____________
# TABLE OF CONTENTS

## PART A
- CONTACT INFORMATION ........................................................................................................... 3, 4
- EMERGENCY PROTOCOLS- ALERT NOTIFICATION ........................................................... 5
- EMERGENCY PROTOCOLS- EVACUATION .......................................................................... 6
- RESPONSIBILITIES OF SAFETY COORDINATOR ............................................................. 8
- SIGNATURES- PART A .............................................................................................................. 9

## PART B
- PURPOSE OF EMERGENCY ACTION PLAN ........................................................................... 10
- EMERGENCY COORDINATORS / EVACUATION ................................................................. 11
  - FIRE AND SMOKE .............................................................................................................. 11
  - POWER FAILURE ............................................................................................................... 12
  - EARTHQUAKE ................................................................................................................... 14
  - FLOODING ........................................................................................................................ 14
  - FUMES AND TOXIC SPILLS ............................................................................................... 15
  - BOMB THREATS AND DISRUPTIVE BEHAVIOR ............................................................... 16
  - INJURIES AND ANIMAL EVACUATIONS ........................................................................... 17
  - HANDICAPPED INDIVIDUALS ............................................................................................ 17
    - EVACUATION OPTIONS DURING A FIRE ALARM ........................................................ 18
- CIVIL RESPONSE ................................................................................................................... 19
- INDIVIDUAL, FAMILY, HOME AND COMMUNITY PLANNING ........................................... 19

## ADDITIONAL TRAINING:
- COMMUNICATIONS FOR CAMPUS WIDE EMERGENCIES .................................................. 20
- SHELTERING IN PLACE ......................................................................................................... 21
- COMMUNITY SURVIVAL AND STRATEGIES FOR AN ACTIVE SHOOTER ....................... 22

## SIGNATURES- PART B .............................................................................................................. 23

## APPENDIX:
- EVACUATION MAPS
- UNIT ROLL CALL SHEET
- TRAINING SIGN-IN SHEETS
EAP PART A

Contact Information

This EAP has been prepared for the Department of Surgical and Radiological Sciences. The plan complies with the California Code of Regulations, Title 8, Section 3220.

**SURGICAL AND RADIOLOGICAL SCIENCES**
(Department Office Name)

**BUILDING TUPPER HALL (G048) ROOM 2112**
(Department Office Location)

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERIK WISNER</td>
<td>530-754-6243</td>
<td><a href="mailto:erwisner@ucdavis.edu">erwisner@ucdavis.edu</a></td>
</tr>
<tr>
<td>(Departmental Chairperson)</td>
<td>(Phone)</td>
<td>(email)</td>
</tr>
<tr>
<td>DINAH GREENSTREET</td>
<td>530-752-9774</td>
<td><a href="mailto:dgreenstreet@ucdavis.edu">dgreenstreet@ucdavis.edu</a></td>
</tr>
<tr>
<td>(Management Services Officer)</td>
<td>(Phone)</td>
<td>(email)</td>
</tr>
<tr>
<td>LARRY NEAL</td>
<td>530-219-3543</td>
<td><a href="mailto:laneal@ucdavis.edu">laneal@ucdavis.edu</a></td>
</tr>
<tr>
<td>(SVM Safety Officer-Office of the Dean)</td>
<td>(Phone)</td>
<td>(email)</td>
</tr>
<tr>
<td>SHIRLEY LEUNG LIU</td>
<td>530-219-0632</td>
<td><a href="mailto:sleung@ucdavis.edu">sleung@ucdavis.edu</a></td>
</tr>
<tr>
<td>(Alternate Safety Contact)</td>
<td>(Phone)</td>
<td>(email)</td>
</tr>
<tr>
<td>ROB CORCORAN</td>
<td>530-574-6553</td>
<td><a href="mailto:rfcorcoran@ucdavis.edu">rfcorcoran@ucdavis.edu</a></td>
</tr>
<tr>
<td>(SVM Dir Facilities/Safety)</td>
<td>(Phone)</td>
<td>(email)</td>
</tr>
</tbody>
</table>
Emergency Protocols-Alert and Notification

Reporting Emergencies:

In the event of an emergency, UC Davis employees should contact UC Davis Dispatch by dialing 9-1-1 from a land line or a cell phone.

You should call 9-1-1:
- In the event of a medical emergency
- To report all fire incidents, *even if the fire is extinguished*
- To report criminal or suspicious behavior
- If you are in doubt about the seriousness of a situation, such as any possible situation that you believe may be serious and that may result in injury, death, loss of property, apprehension of a suspected criminal or prevention of a crime that is about to occur.

Provide the following information to UC Davis Dispatch upon calling
- Who you are
- Whether you are in a safe location
- What the nature of the emergency is
- Where it is located
- When it happened
- How it happened

Alert and Notification of Employees:

If an emergency calls for an evacuation or employees to take action, there needs to be a system in place to notify them. Emergency alert and notification of employees should be multi-layered, as systems can fail. A variety of methods are available, though not all systems apply to every building on the UC Davis campus, including:
- Audible alarm
- Visual alarms/signal
- Verbal notification
- UC Davis WarnMe
- Via other electronic media

Examples of notification methods include: fire alarm system, PA system, phone tree, bullhorn, even just flashing the lights can be a way to let people know there is an emergency happening.

The methods of alert and notification of employees in this department are:

Primary Method: **FIRE ALARMS - AUDIO AND VISUAL STROBES**

Additional notifications: **CELL PHONE, VERBAL COMMUNICATION**
Emergency Protocols-Evacuation

Evacuation Procedures & Routes

Many incidents (e.g. building fire, police response) could require an evacuation of all or part of the campus. All employees must evacuate the building when notified to do so. Please refer to Policy & Procedure 390-10 for more information on Campus Emergency Policy.

Prior to Exiting
After being notified to evacuate, stop all work activities and evacuate immediately. Close, but do not lock, the doors (locked doors can hamper rescue operations). Remember that you may not be allowed back into the building for an extended time.

Evacuation Routes/Exiting the Building
During an emergency evacuation, use the nearest door or stairway if available. Each employee needs to be aware of at least two exit routes in their main building in the event one is compromised. All campus buildings over one story high must have building evacuation signs posted on every floor. The signs must be posted at all stairway and elevator landings and immediately inside all public entrances to the buildings. More information on this is available in the FireNet Emergency Evacuation Signs.

Persons involved with developing the EAP need to address how to evacuate colleagues with special needs that are unable to evacuate on their own. More information and guidance on this topic can be found in the FireNet Guidelines to Emergency Evacuation Procedures for Employees/ Clients with Disabilities.

Assembly Area
After exiting the building, all employees, students, volunteers, and visitors should follow the evacuation route to the pre-arranged assembly area.

The department MSO should assign an Assembly Area Supervisor to each evacuation location. List all buildings in which department members are assigned space and the corresponding assembly areas and manager.

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>ASSEMBLY AREA LOCATION</th>
<th>AREA SUPERVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUPPER HALL</td>
<td>GRASSY AREA OUTSIDE</td>
<td>TO BE DETERMINED</td>
</tr>
<tr>
<td></td>
<td>FRONT OF TUPPER HALL (SEE MAP)</td>
<td></td>
</tr>
</tbody>
</table>
All employees should stay within your respective group at the Assembly Area. No one should leave the area until notified by the First Responders, Assembly Area Supervisor, or Safety Officer.

**Assigned Job Responsibilities**

**Assembly Area Supervisor Duties:**
It is recommended that the senior employee or their designee acts as the Assembly Area Supervisor. The Assembly Area Supervisor should be responsible for taking roll call and therefore it is imperative that prior to an emergency the Department Safety Coordinator (Safety Officer) and Assembly Area Supervisor work together to ensure an updated employee roll call sheet is available and accessible at the time of the emergency. Ideally, the person responsible for roll call will take a personnel list (use attached form or alternate) before leaving the building. The Assembly Area Supervisor should report any injuries in need of immediate care to First Responders. Any other minor injuries should be documented and reported through the proper chain of command to DINAH GREENSTREET OR ASSIGNED AREA SUPERVISOR

The Assembly Area Supervisor is responsible for sharing information as it becomes available to the evacuated persons. The Assembly Area Supervisor should not leave the assembly area; therefore it is suggested the Assembly Area Supervisor assign a liaison to the First Responders.

**Responder Liaison Duties: (Assembly Area Helper)**
The Responder Liaison ensures important communication and information exchange between the First and Second Responders (e.g. Fire, Police, Facilities), and the Area Assembly Supervisor. The Responder Liaison (whom may be the Safety Officer if present) is responsible for informing the on-scene Incident Commander of the status of department employees and visitors. Responder Liaisons should be prepared to provide the following information (if known)

- Nature of the emergency (e.g. fire)
- Location of the emergency
- Number of persons trapped
- Number of persons hurt
- Number of persons unaccounted for

**NOTE:**

After a major incident, building occupants may not re-enter buildings until cleared by a campus/SVM safety official.
Responsibilities of the Department Safety Coordinator/Officer

LARRY NEAL/DINAH GREENSTREET are responsible for implementing essential elements including planning, evaluating, and implementing the EAP. The following duties must be performed to maintain an effective EAP:

- Review and update the EAP annually or as needed.
- Update and submit the Emergency Call List to the UC Davis Dispatch Center.
- Train employees on the location of emergency exits, fire extinguishers, manual pull stations, first aid kits, and AEDs if applicable.
- Ensure evacuation routes are posted and walkways remain clear at all times.
- Train employees annually on the EAP, including the “Additional Training” sections. Ensure all new hires are familiar with the procedures and a copy of the plan is made available. Document all training.
- Train the Assembly Area Supervisors, Responder Liaisons, and Alternate Department Safety Contact. Confirm they understand their duties as assigned in the plan.
- Exercise your department’s EAP annually. It is recommended you exercise your plan in the following order:

  1. Conduct a Tabletop Exercise. This will allow departments to use their training on the EAP, as well as to work through any inefficiencies prior to an emergency.

  2. Schedule a Building Evacuation. The UC Davis Fire Department can perform a limited number of building evacuations each month. Advanced notice and coordination between the departments that share your building before the exercise is critical. The Fire Department will not conduct the exercise if coordination between department DSCs has not occurred. Please contact your Department Safety Advisor to schedule an exercise. Evacuations will be scheduled on a first come first serve basis and times and dates will be decided based on the Fire Department’s availability.
Signatures – EAP Part A

This EAP Part A has been reviewed and approved by the following individuals:

__________________________  11/6/14  
(Departmental Chairperson)  
ERIC WISNER
10/29/14  
(Management Services Officer)  
DINAH GREENSTREET

The Safety Contacts below are aware of their responsibilities, as described in this plan:

__________________________  11/7/14  
(SVM Safety Officer- Office of the Dean)  
LARRY NEAL

__________________________  11/10/14  
(SVM Director Facilities/Safety Management)  
ROB CORCORAN
EAP PART B -

GENERAL SAFETY INFORMATION WEBSITES:
Environmental Health & Safety: http://www.ehs.ucdavis.edu
UCD Emergency Preparedness: http://planit.ucdavis.edu
UCD Police: http://police.ucdavis.edu
UCD Fire: http://fire.ucdavis.edu

PURPOSE OF EAP

This document represents an emergency procedure action plan intended to provide guidance in the initial response to unexpected events and emergency situations. It is only a guide, and at all times personnel are expected to be able to assess the severity of each situation and to act in a manner intended to protect themselves and others before protecting property and animals. You should never put yourself in danger to protect university property or the life of an animal. Never jeopardize your own safety and become a victim.

Supervisors are responsible for ensuring that this information is presented to all staff, students, and temporary workers. Supervisors must maintain a log of training sessions addressing these procedures. The emergency action plan will be kept in a written form at appropriate areas that can be accessed at all times by staff for reference. Each employee is responsible to read the EAP in order to be prepared for an emergency. Quick action may prevent minor emergencies from becoming major ones.

COMMUNICATION

In many cases communication is the most important action that you can take in response to an emergency. You should remain calm. In a life-threatening emergency your first reaction should be to communicate to those within immediate danger that an emergency exists and then to contact the appropriate authorities. Always protect yourself before attempting to contact authorities. When contacting them, you should be prepared to state the nature of the emergency, the location and the current status of the emergency. Give them a phone number and a location where you can meet them safely if that is appropriate. Again, take steps to remove yourself and warn others to leave the area of danger. If you have a cellular phone carry it all times during an emergency and give the phone number to your area supervisors.
EMERGENCY COORDINATORS

Your Supervisor will be the area emergency supervisor. Always attempt to contact them. The area emergency supervisor should contact the emergency coordinator as follows:

Vet Med emergency coordinators:

Larry Neal 219-3543 (cell)
Shirley Leung Liu 219-0632 (cell)
Rob Corcoran 574-6553 (cell)

Emergency Coordinators are responsible for coordinating continuing responses to ongoing emergencies. They will serve as the point contact for communications concerning campus wide responses to emergencies. Overall, campus animal coordination will be done through the Office of the Campus Veterinarian (752-0514). The emergency command post will be at the Office of the Campus Veterinarian, at the Center for Laboratory Animal Science (CLAS) headquarters, if no phones are functioning. The Center for Laboratory Animal Science (CLAS) will provide basic care for animals.

FIRE OR SMOKE

FIRE EMERGENCY: 911

The TUPPER HALL building has auxiliary emergency power to provide for emergency lighting. TUPPER HALL has smoke detection and a sprinkler system.

Reporting a Fire:
Report the first sign of fire or smoke to the fire department either by activating a fire alarm or by calling 911. When calling give your name, phone number, the area and location of the fire and its nature or source if known. Tell them where you can meet them outside the building or structure. DO NOT WAIT INSIDE the building for the fire department. DO NOT STAY INSIDE THE BUILDING IF A FIRE ALARM SOUNDS.
Warn others in the immediate area and then quickly evacuate the building.

Small fires:
If a fire is very small (such as in a trash can), you may attempt to extinguish it with a fire extinguisher. Always contact the fire department first. Never place yourself in a position where the fire can expand and trap you inside. For that reason, if there is any doubt about the size of the fire, ALWAYS LEAVE the building.
• Class A fires involve paper, cloth, wood and similar combustibles. Water may be used on these fires.
• Class B fires are from gasoline, oil and grease type fires. NEVER use water on these types of fires, as it can make them worse. Use a DRY or CHEMICAL fire extinguisher that is designed for such fires.
• Class C fires are electrical based fires. Again NEVER use water on such fires. Use a DRY or CHEMICAL fire extinguisher designed for such fires.

Emergency coordinators and supervisors are responsible for showing employees the locations and types of fire extinguishers in each area.
Operating instructions and cautions for each extinguisher are printed on the name plate. Read the instructions before you need to use it.
Supervisors are responsible for having the fire extinguishers serviced on a regular basis by the appropriate fire department.
Evacuation: Follow the existing evacuation plans for your area (see Evacuation Maps at end of this document). When evacuating, try to close as many doors, windows or vents as possible to reduce oxygen to the fire and to slow its spread to other areas. If you have time, leave the doors unlocked, but closed, to aid firefighters in gaining access to areas.

If the fire is confined to a small portion of a large building, the decision to evacuate the entire building will be made by the Fire Department or Emergency Coordinators. Always err on the safe side, and leave a building if you feel personally threatened.

How to evacuate: Stay close to the floor until you are sure there is no smoke. Take your keys, if you encounter unsafe conditions you may have to return to your room. Check each door for heat and smoke. Shut doors and fire doors between you and the fire (do not lock them). Go to the nearest exit, use stairs (not elevators) and once outside report to your evacuation assembly point (see evacuations maps).
If you can’t evacuate: Move to a safe location, preferably a room with fire-rated walls and or doors. Use a phone to notify authorities of your location. Hang something outside a window to mark your location. Place wet towels or other material at bottom of doors.

POWER FAILURE

Physical Plant Emergency Number: 752-1655

The TUPPER HALL building has auxiliary emergency power to provide for emergency lighting.

Building or individual room power failure:
In the case of an individual building or room power failure, your first action should be to report the failure to Physical Plant Emergency Line: 752-1655. Next you must contact your area supervisor and the appropriate Emergency Coordinator (for building power failure). Follow their instructions.
Total Campus Power Failure:
In the event of a total campus-wide power failure, you should attempt to contact Physical Plant, your supervisor and the appropriate Emergency Coordinator in the same manner as described above and evacuate as needed. Again report to the evacuation assembly point (as stated in the Building Evacuation Plan) and await further instructions.

**Flashlights:**
All supervisors are required to stock at least one flashlight or automatic lighting device in the immediate work area. These must be checked quarterly and new batteries purchased as needed.

**Computer Failures:**
Report all computer failures Computer Services at 752-8953 or after hours contact the SAC emergency desk 752-1393 and they will call Computer services.

**Special Actions:**
When evacuating an area due to power failure, make an attempt to turn off as many electrical devices as you reasonable can without endangering yourself. This may prevent problems when the power is restored and will allow emergency generators to run longer.

**Extended Power Outage:**
Your supervisor will need your help to deal with an extended power outage. Consult with your supervisor, but in general, you should continue to report to work each day. Initially you should report to work at the evacuation assembly point, unless your supervisor advises you to meet at a different location.

Communication is crucial. Area supervisors with cellular phones are encouraged to use them. Supervisors must contact Emergency Coordinators throughout the day for instructions and to coordinate activities for each day of the emergency.

Emergency Coordinators are responsible for directing overall response to the power outage and they will serve as the liaison between Physical Plant, Center for Laboratory Animal Science, Office of the Campus Veterinarian, other supervisors and various departments on Campus.

Emergency Coordinators should be aware of the location of back-up generators. They are responsible for deploying portable generators and authorizing the use of any back-up power generators. At any time, Physical Plant can authorize the use of a back-up generator.

Emergency Coordinators should work closely with laboratory personnel to discuss the impact of the situation on the animal colony.

See attached Safety Net #109 “Power Outages” for further information.
EARTHQUAKE

During Quake:
During a quake you should take steps to protect yourself. You should take cover under sturdy heavy furniture or in steel doorframes. Stay away from glass windows or from unsecured item that can fall. Make sure gas tanks, bookshelves etc. are fastened to the wall. Wait for the tremor to stop before moving. Since aftershocks are common and often severe, always plan for a second or third protection source when thinking through your escape from the building. NEVER use elevators during or after an earthquake.

After Quake:
Stay away from windows and damaged areas. Expect aftershocks. Avoid objects that may have become unstable during the quake and have the potential to fall as you approach them. Do not use elevators. Do not turn on any electrical devices that could cause a spark, as gas lines may have ruptured and the spark may cause an explosion. In all instances, immediately evacuate the building and meet at the evacuation assembly point for your area. Your area supervisor will give you further instructions.

If it is a major earthquake, with potential for structural damage, the supervisor should immediately contact their Emergency Coordinator for instructions. Emergency Coordinators will contact the dispatcher or police department. Civil response agencies will provide further instructions. If a fire is present call 911 from a safe location.

You should expect that you would be on your own for a significant amount of time after a major quake. Fire departments and other civil response agencies will screen calls and respond to life threatening emergencies first. Ultimately, you are responsible for your own safety. Expect aftershocks, fires, fallen or exposed electrical lines, gas leaks and falling debris are the most likely hazards you will encounter.

If the quake is small, survey your unit and call your supervisor. The supervisor will contact the Director’s Office.

FLOODING

Physical Plant Emergency Number: 752-1655

Individual room or building flooding:
If a waterline bursts or some other event causes a room or floor of a building to flood, you should immediately call Physical Plant Emergency Line: 752-1655 and report the flood. Contact your area supervisor next, and they will take appropriate steps to stop the water and assess the damage.
NEVER GO INTO A FLOODED ROOM UNLESS THE ELECTRICAL POWER IS OFF.

Supervisors should immediately call the Facility Manager and attempt to determine the source of the water. If safe to do so, they may attempt to stop the water flow while waiting for Physical Plant to respond. Relocate portable equipment if it is safe to do so. Relocate animals if it appears they will come in contact with drain water.

FUMES AND TOXIC SPILLS

Fire Department: 911

Fumes and Odors:
If you smell fumes or irritating odors, leave the area, closing the door behind you. Contact your supervisor who then should assess the situation and immediately call Physical Plant Emergency Line at 752-1655. If your supervisor is unavailable, call Physical Plant Emergency Line and report the location and the situation. If animals are in an area that is potentially affected by fumes, and it is still safe for you to enter that space, move them to a more secure location. In the case of primates, consider the biosafety hazards that are created by moving the animals to a different area. Never put yourself in danger to protect the life of an animal or university property.

Gas:
If you smell natural gas in high concentrations, confine the gas by shutting the door and leave the area, notifying people in your area to leave as well. After leaving the building, call 911 and report the situation and location. Then contact your area supervisor and report the situation and location. Do not turn on any electrical devices that could cause a spark and subsequent explosion.

Toxic Spills:
When 1 pint or more of a hazardous material or any amount of an extremely toxic substance is spilled, or when in doubt, call UCD Fire Department (911) or 752-1230. Evacuate the room, close the door and wait for emergency personnel. Review the attached Safety Net #13 “Guidelines for Chemical Spill Control”.

Emergency Coordinators:
In all cases of fumes, odors, gas leaks and spills, the supervisor should contact their Emergency Coordinator and advise them of the situation after the appropriate initial response agencies (Physical Plant, Fire Department, Public Safety Dispatcher) have been contacted. Emergency Coordinators will
decide what further action is needed. Make sure the EH&S (752-1493 or ehsdesk@ucdavis.edu) is also aware of these occurrences.

**BOMB THREATS, THREATENING PHONE CALLS, HANDLING MAIL**

**Police department: 911**

If you receive a threatening phone call DO NOT HANG UP. Keep the caller on the line as long as possible and try to get as much information as possible, without agitating them. If there is a co-worker in the area get their attention and signal to them that you have a phone threat. The co-worker should immediately dial 911 and report the situation. Even if the caller hangs up, you should not hang up the phone until the police tell you to do so. The connection may still be open and that can aid police in tracing the call.

Once the call has ended, immediately report it to the police, if you have not yet done so, and contact your supervisor. Supervisors must immediately report the threat to their Emergency Coordinator who will give them further instructions.

If you feel there is a valid and immediate threat to you, advise everyone in your area of its nature, then follow standard evacuation procedures to leave the area.

In the case of a bomb threat, do not search for the bomb. The police will handle that process. Evacuate the building immediately.

**RIOTS OR DISRUPTIVE ACTIVITY**

**Police department: 911**

If a person or persons are acting in a manner that is threatening, immediately leave the area. Call: 911; your Emergency Coordinator and supervisor to report the situation.
If you observe a person committing a crime; call 911, your Emergency Coordinator and supervisor to report the situation.
In case of a robbery, do not argue or resist the person committing the crime. When the robbery is over call 911, your Emergency Coordinator and supervisor to report the incident.
INJURIES

In a medical emergency, call 911 immediately.

Minor injuries: (non-emergency)
Have individual evacuate to safe area if necessary. Provide first aid. Each lab should have a first aid kit available (see attached Safety Net #52 Emergency Medical Care). If needed, transport individual to medical facility when it is safe to do so.

Major Injuries: (require emergency medical personnel)

Do not move individual unless the situation they are in is life-threatening. Call 911. Follow the instructions of the emergency personnel. Do not attempt to transport a seriously injured individual to a hospital.

EVACUATIONS


ANIMAL EVACUATIONS

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

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

Stay in daily contact with your supervisor for instructions. They should in turn be in contact with the Emergency Coordinators and campus. Your continuing contact with your supervisor will assist him/her in providing for the ongoing needs of the laboratories, allocating resources, etc.

HANDICAPPED INDIVIDUALS

UC Davis School of Veterinary Medicine requires that all persons in a facility evacuate that facility any time the fire alarm system is activated. Persons with disability may not be able to evacuate unassisted. Therefore, they should inform another person that assistance may be necessary during a fire alarm activation.

“BUDDY SYSTEM” OPTION

Make use of a “Buddy System.” With assistance from the MSO/SUPERVISOR and Safety Officer, make several acquaintances with fellow students, residents, class members, or office workers. Inform them of any special assistance that may be required in the event of a fire alarm (i.e., hearing the alarm, guidance during evacuation, etc.)

When the fire alarm sounds, the “Buddy” (or assistant) will make sure of the location of the person with disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

EVACUATION OPTIONS DURING A FIRE ALARM (EVACUATION)

Use of the “Buddy System,” along with the following evacuation options, will help to assure the prompt evacuation of any person with disability.

📍 Horizontal Evacuation:

Move away from the area of imminent danger to a safe distance (i.e., another wing, an adjoining building, opposite end of the corridor, or outside if on the ground level).

📍 Vertical (Stairway) Evacuation:

Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disability may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially where several flights of stairs are concerned.
Stay-in-Place

Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door if possible. Call the campus 911 (530-752-1230) and give your name, location and reason you are calling. The operator will relay the information to Campus Police, who will assist by notifying on-scene emergency personnel. Phone lines normally remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

Area of Refuge

If the person with disability cannot get far enough away from the danger by using Horizontal or Vertical Evacuation, then that person should seek an Area of Refuge. Such an area should have the following: 1) telephone communication, 2) a sprinkler system, and 3) one-hour fire-rated assembly (i.e., fire-rated door, walls, ceiling).

DISABILITY GUIDLINES

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

Mobility Impaired (Wheelchair)

Persons using wheelchairs should Stay-in-Place, or move to an Area-of-Refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell emergency personnel the location of the person with disability. If the person with disability is alone, he/she should phone 911. He/she should give their present location and need of assistance or the Area-of-Refuge to which they are headed.

Mobility Impaired (Non-Wheelchair)

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire or unusual odor), the person with disability may choose to stay in the building, using the other options, until emergency personnel arrive.

Hearing Impaired

Most buildings on campus are equipped with fire alarm horns/strobes that sound the alarm and flash strobe lights. The strobe lights are for hearing-impaired persons. Persons with hearing impairments may not notice or hear emergency alarms and will need to be alerted of emergency situations. Contact EH&S or your Safety Officer if an upgrade strobe-light-is-needed.
Visually Impaired

Most buildings on campus are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The horn is for sight-impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently-traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer assistance to the individual with visual impairment and guide his or her through the evacuation route.

Faculty, staff, or students with disability need to make their location known. Faculty, staff or students with disability should register their room number and description of disability with the MSO/SUPERVISOR and Safety Officer. The MSO/SUPERVISOR and Safety Officer will keep this record confidential and make it available only to responding emergency personnel for the purpose of locating persons with disability during an emergency. To ensure the list is up-to-date, the faculty, staff or student with disability will notify the MSO/SUPERVISOR and Safety Officer anytime he/she moves to another room in the building.

ROOMS THAT QUALIFY AS AREAS OF REFUGE:

- They are fully "sprinklered."
- 2-way communication is available via telephone.
- The doors, walls and ceiling are fire-rated.
- Most rooms have windows (for fresh air or to make a signal).

ELEVATOR EMERGENCY

Note: Emergency instructions are posted inside the elevator.

If people are trapped in the elevator:
Do not attempt to open the elevator door
Tell the occupants to read the instructions on how to use the phone or press the alarm.
Call 911, yourself to inform the dispatcher people trapped in the elevator.

CIVIL RESPONSE

All employees should listen to broadcast media for instructions from civil response agencies and follow those instructions. Most laboratories have a radio. Civil response agency instructions supersede those in this plan. You are responsible for your own safety.
Additional information about the following topics is provided by the UCD Police Department and EH&S Safety Nets

- Emergency Procedures
- Suspicious Packages
- Angry Clients
- Personal Security
- Phoned Bomb Threats
- Safety Net #52 Emergency Medical Care
- Safety Net #127 Biological Spills
- Safety Net #13 Chemical Spills
- Safety Net #37 Radioactive Spills
Additional Training:

Communications for Campus-Wide Emergencies

In the event of a major emergency, there are multiple ways to distribute life-saving and other important information. Familiarize the individuals in your department with these communication methods:

- **Check the University homepage** [www.ucdavis.edu](http://www.ucdavis.edu)

- **Call the Emergency Status Line (530) 752-4000**
  The Emergency Status Line provides a recorded telephone message about the status of the Davis campus in an emergency. It indicates the emergency’s nature and provides brief instructions.

- **Listen to the News Media**
  UC Davis works with the news media to share information about emergencies and provide direction to the university community.
  
  AM radio KFBK 1530 initiates public Emergency Alert System messages for several area counties. The station offers live audio streaming at [www.kfbk.com](http://www.kfbk.com).

- **Become a “Fan” on Facebook**
  UC Davis sends emergency bulletins to its “fans” on Facebook. If you aren’t already a member, join Facebook at [www.facebook.com](http://www.facebook.com). Then you will be able to visit UC Davis’ Facebook site and click through to become a fan.

- **Sign up for Personal Alerts through the WarnMe system**
  This emergency notification service provides students and employees with timely information and instructions during emergencies. UC Davis WarnMe sends alerts by e-mail, telephone, cell phone and text messaging. To deliver messages, WarnMe uses employees’ work contact information from the university’s online directory, students’ e-mail addresses and personal contact information you voluntarily provide. Register and update your information at [http://warnme.ucdavis.edu](http://warnme.ucdavis.edu).

---

*It is important to understand that you will not be notified of every incident that UC Davis Police or Fire responds to. In a campus-wide emergency, communications may be sent out one or all of the ways listed above and will vary depending on the incident.*
Sheltering-in-Place

One of the instructions you may be given in an emergency is to shelter-in-place. Shelter-in-place is used mainly for hazardous materials incidents and sustained police action, or when it is more dangerous to venture outside than to remain indoors in your current location. This means you should remain indoors until authorities tell you it is safe or you are told to evacuate. The following are guidelines that should be shared with your department’s employees.

General Guidelines on how to Shelter-in-Place

- Select a small, interior room, with no or few windows, ideally with a hard-wired telephone (cellular telephone equipment may be overwhelmed or damaged during an emergency).
- Close and lock all windows and exterior doors.
- Review your EAP, inspect your workplace emergency kits if you have them.
- Do not exit the building until instructed to do so by campus officials.
- Check for status updates using the resources detailed in the section, “Communications for Campus Wide Emergencies.”

Specific for a Hazardous Material Incident

- Turn off all fans, heating and air conditioning systems
- If instructed, use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room
- If you are in your car, close windows and turn off vents and air conditioning

In an incident requiring you to shelter-in-place, it may take several hours before it is safe to leave your building. It is important to have food and water in your office or work location to last a minimum of 24 hours, and preferably up to 72 hours. Having a workplace preparedness kit is easy to make and a good idea.
Additional Training:

Community Survival Strategies for an Active Shooter

The UC Davis Police Department hosts workshops to the members of the campus community presenting strategies to increase the likelihood of surviving an active shooter. The workshop covers five steps for increasing your chances of surviving an active shooter and also provides demonstrations for attacking the attacker.

Presentations run approximately 90 minutes including a question/answer session, but it is recommended departments allow 2 hours release time for employees, as there is a hands-on component at the end of the presentation. Community presentations are available on the Davis and Sacramento campuses throughout the year. To schedule a workshop please contact:

Short Training Video - UCD-PD/SVMDO approved
City of Houston, Texas along with Department of Homeland Security

http://www.gcckc.com/gcc-news/run-hide-fight

Mary Macias
Administrative Services Manager
(530)752-6559
memacias@ucdavis.edu

In the training, Community Survival Strategies for an Active Shooter participants should be aware that the presentation deals with a very sensitive subject and uses actual audio tape from the 9-1-1 call at the Columbine shootings. Participants will also have the opportunity to see different types of firearms and should be prepared to hear what an actual gunshot sounds like.
Signatures – EAP Part B

This EAP Part B has been reviewed and approved by the following individuals:

______________________________
(Departmental Chairperson)

ERIC WISNER

______________________________
(Management Services Officer)

DINAH GREENSTREET

______________________________
(Date)

11/04/14

10/29/14

The Safety Contacts below are aware of their responsibilities, as described in this plan:

______________________________
(SVM Safety Officer- Office of the Dean)

LARRY NEAL

______________________________
(Date)

11/7/14

11/10/14

(SVM Director Facilities/Safety Management)

ROB CORCORAN
UNIT LAB SUPERVISORS are responsible for maintaining a current list of personnel in their unit. This form can be used, or, if your department currently has a directory, you can format it into a roll sheet with room and building location and attach it to the EAP. Assembly Area Managers and DSCs should have a copy to complete roll call during an emergency.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Phone</th>
<th>Cell/Other Phone</th>
<th>Building/Room</th>
<th>Status/ Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**All Employees need to have annual documented training **

I have read and reviewed this Emergency Action Plan and am aware and understand its provisions and content.

Training Topic: Emergency Action & Evacuation Plan

Instructor/Trainer: ___________________________________________  Date

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 6. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 8. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 9. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 10. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 11. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 12. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 13. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 14. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 15. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 16. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 17. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 18. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 19. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 20. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
**All Employees need to have annual documented training **

I have read and reviewed this Emergency Action Plan and am aware and understand its provisions and content.

Training Topic: Emergency Action & Evacuation Plan

<table>
<thead>
<tr>
<th>Instructor/Trainer: _________________________________</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>21. _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>22. _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>23. _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>24. _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>25. _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>26. _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>27. _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>28. _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>29. _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>30. _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>31. _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>32. _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>33. _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>34. _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>35. _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>36. _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>37. _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>38. _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>39. _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>40. _______________________________________________</td>
<td></td>
</tr>
</tbody>
</table>
**All Employees need to have annual documented training**

I have read and reviewed this Emergency Action Plan and am aware and understand its provisions and content.

Training Topic: Emergency Action & Evacuation Plan
Instructor/Trainer: ________________________________ Date

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>41.</td>
<td></td>
</tr>
<tr>
<td>42.</td>
<td></td>
</tr>
<tr>
<td>43.</td>
<td></td>
</tr>
<tr>
<td>44.</td>
<td></td>
</tr>
<tr>
<td>45.</td>
<td></td>
</tr>
<tr>
<td>46.</td>
<td></td>
</tr>
<tr>
<td>47.</td>
<td></td>
</tr>
<tr>
<td>48.</td>
<td></td>
</tr>
<tr>
<td>49.</td>
<td></td>
</tr>
<tr>
<td>50.</td>
<td></td>
</tr>
<tr>
<td>51.</td>
<td></td>
</tr>
<tr>
<td>52.</td>
<td></td>
</tr>
<tr>
<td>53.</td>
<td></td>
</tr>
<tr>
<td>54.</td>
<td></td>
</tr>
<tr>
<td>55.</td>
<td></td>
</tr>
<tr>
<td>56.</td>
<td></td>
</tr>
<tr>
<td>57.</td>
<td></td>
</tr>
<tr>
<td>58.</td>
<td></td>
</tr>
<tr>
<td>59.</td>
<td></td>
</tr>
<tr>
<td>60.</td>
<td></td>
</tr>
</tbody>
</table>
UC Davis School of Veterinary Medicine
Emergency Evacuation Assembly Area, Vet Med Tupper Hall

Vet Med Tupper Hall Assembly Area

Key:
- Vet Med 3B
- Tupper Hall
- Multi-purpose Teaching (MPT)
- Vet Med 3A
- Gladys Valley Hall
- VMTH Complex
- CCAH
- VM II
- Gourley Center
- EAPL

Arboretum
UC Davis School of Veterinary Medicine Emergency Evacuation Assembly Area, VET MED 3B

Vet Med 3B Assembly Area

Legend:
- Vet Med 3B
- Tupper Hall
- Multi-purpose Teaching (MPT)
- Vet Med 3A
- Gladys Valley Hall
- VMTH Complex
- CCAH
- VM II
- Gourley Center
- EAPL

UCDAVIS VETERINARY MEDICINE
EMERGENCY - UCD CAMPUS

AMBULANCE: 911

FIRE – Hazardous Spills: 911
From a Cellphone 530-752-1234

POLICE: 911
From a Cellphone 530-752-1230

FACILITIES: 752-1655

HEALTH CARE:

☐ OCCUPATIONAL HEALTH SERVICES: 752-6051
Cowell Hall (Old Student Health Building)

☐ STUDENT HEALTH SERVICES: 752-2300
La Rue Ave – across from the ARC

☐ AFTER HOURS URGENT CARE: 756-6440
Sutter Davis Hospital
2000 Sutter Place, Davis
(5PM – 8AM M-F) (24 hours on Weekends)

SAFETY:

SVM Safety Officer (Larry Neal): (530) 219-3543
SVM Director Facilities/Safety (Rob Corcoran) (530) 574-6553
Environmental Health & Safety: (530) 752-1493
Workers Compensation: (530) 752-7243
Cal/OSHA (916) 263-2800

PI/Lab/Unit Supervisor: ____________________________________________
Name                       Phone#
SVM Injury Reporting

WORKERS’ COMPENSATION INJURY REPORTING:

Work-related injuries or illnesses must be immediately reported to supervisor and this protocol must be followed.

For Medical Emergency: Call 9-1-1 or go to Sutter ER

1. Supervisor (or next responsible person) is to accompany the employee to ER-Make sure your employees let you know of extended hospitalization and Return to Work restrictions.
2. During normal business hours contact EH&S at 530-752-1493. Outside of normal business hours call the UC Police/Fire Dispatch Center at 530-752-1230 who will in-turn contact an EH&S representative. For instructions on Reporting Work-related Fatalities and Serious Injuries or Illnesses refer to Safetynet #121.
3. Complete Employee’s Section: UCD Employer’s Report of Occupational Injury or Illness and turn in to supervisor.
4. Supervisor completes their corresponding section and reports injury to your Department MSO by the next business day.
5. Your Department MSO will fax form to WC within 24 hours of injury.

Non-emergency, during regular work hours Mon-Fri (8am – 5pm):

1) Call Occupational Health Services at 530-752-6051 to schedule an appointment for the employee
2) The clinic is located in the Cowell Building. Map.
3) Complete the employee’s: UCD Employer’s Report of Occupational Injury or Illness, employee brings to the clinic.
4) Supervisor completes their corresponding section and turn in to your Department MSO by the next business day.
5) Your Department MSO will fax form to WC within 48 hours of injury.

Non-emergency, outside of normal business hours (Evenings and Weekends):

1) If medical treatment is necessary, go to Sutter Health Davis or the closest medical treatment facility.
2) Complete Employee’s Section: UCD Employer’s Report of Occupational Injury or Illness and turn in to supervisor.
3) Supervisor completes their corresponding section and reports injury to your Department MSO by the next business day.
4) Your Department MSO will fax form to WC within 24 hours of injury.

For Workers' Compensation Related Questions:

Kim Sieg (campus): klsieg@ucdavis.edu, (530) 752-7243, FAX (530) 752-3439
This Safety Net outlines the steps to take after a spill of any infectious agent or recombinant DNA material has occurred in your laboratory or in nearby areas such as in a corridor. Although any laboratory that uses hazardous materials is required to have an appropriate spill clean-up kit available and to provide spill clean-up training, responding effectively and safely to a spill requires judgment and risk assessment. If you are not comfortable with the situation or are not confident of your abilities (even if you are thoroughly trained), or if you think that clean-up might entail unacceptably elevated risk, discuss the spill with the Biological Safety Office staff at EH&S before going further. No matter what action you decide to take, moderate to high-hazard spills as noted below must be reported to the Biological Safety Office before you attempt to clean them up, and under NIH and UC Davis rules all spills of all biological materials including spills of Risk Group (RG) 1, RG2, or RG3 agents or any recombinant DNA materials must be reported to the Biological Safety Office (through the EH&S main number 530 752 1493) within one business day. You can report the spill by telephone or use the online system at http://safetyservices.ucdavis.edu/programs/biosafety/biohazard-incident-report.

This SafetyNet constitutes the standard UC Davis biohazardous spill response training document, and includes a risk-related spill response matrix and a spill response instruction summary page intended for laboratory posting. Before posting the matrix and instruction sheets please highlight the matrix as appropriate to the types of biological agents handled in your laboratory.

**Spill risk assessment:** Evaluate the spill to determine the level of risk it represents, so that you can decide whether you or anyone in your group has the training, knowledge, and equipment needed to clean up the spill and to decontaminate all contaminated surfaces so that 100% of the spilled material is removed or inactivated. Your risk assessment should also help you to determine whether an immediate response with absorbent material is necessary to prevent the spill from seeping into places that will be particularly difficult to clean. Consider:

- Biohazard potential of the spilled material (Risk Group (RG) classification, agent infectious route, agent infectious dose)
- Spill volume
- Spill location
- Extent of visible spatter (cryptic spatter is likely to be even more extensive)
- Additional risks (e.g., does the spill include broken glass?)
- Skill, experience, and health status of trained personnel
- Availability of Personal Protective Equipment (PPE)
1. **Moderate to high-hazard spills that must be reported** to the Biological Safety Office *before* clean-up but *after* necessary personal decontamination include:

- Any spill >500 ml
- Any spill from a fermentor at Biological Safety Level 1--Large Scale (BSL1--LS) or above
- Any spill in a Biological Safety Level (BSL) 3 laboratory
- Any viable cultured RG2 agent of any volume outside a biological safety cabinet
- Any viable cultured RG2 agent ≥10 ml inside a biological safety cabinet
- Any spill of biological or biohazardous materials or agents in a publicly accessible area such as a corridor
- Spills of a RG2 or RG3 agent or rDNA construct inside a centrifuge that occurred during operation, in an unsealed rotor or carrier
- Spills of a RG2 or RG3 agent inside a refrigerator, especially spills discovered when the door is opened
- Any spill for which no person trained to clean up is currently available

**Biological Safety Office telephone contact information for immediate assistance:**

<table>
<thead>
<tr>
<th>Spill time and location</th>
<th>Telephone number to call</th>
<th>Request assistance from:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Normal business hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From the Davis or Sacramento</td>
<td>530 752 1493</td>
<td>Biological Safety Office</td>
</tr>
<tr>
<td>campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>After hours and on weekends</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From the Davis campus</td>
<td>911 dispatch</td>
<td>EH&amp;S 24/7 on call</td>
</tr>
<tr>
<td>From the Sacramento campus</td>
<td>911 dispatch</td>
<td>EH&amp;S 24/7 on call</td>
</tr>
</tbody>
</table>

2. **Spill kit:** a biological or biohazardous spill kit should include the following items:

- Bleach or other approved disinfectant specific to your agents or materials
- Spray bottle
- Appropriate container to dilute disinfectant, if needed
- Gloves (assorted sizes)
- Eye protection/face shield and other appropriate PPE as noted below
- Paper towels (at least one full package)
- Long forceps or egg tongs (or both—egg tongs are better for picking up broken glass, forceps may be better for pushing paper towels into tight corners, and for retrieving disinfectant-soaked paper towels)
- Red biohazard bags or clear autoclave bags, as appropriate for the spilled materials
- Empty, appropriately marked sharps container for disposing broken glass (clear white without biohazard label for RG1 materials, red with a biohazard label for medical waste including human and non-human primate source materials and RG2 and RG3 infectious agents)
- A dust pan and brush for spills of dry RG1 material such as transgenic plants

Store these materials in a container of appropriate size (e.g. Nalgene tub, five-gallon paint bucket) in an easily accessible location, and verify the integrity and completeness of the contents at least
twice per year (ensure that the gloves are not degraded, that the disinfectant is not expired, that the spray bottle, paper towels, sharps container, eye protection, and forceps have not been diverted to other uses, etc). Be sure to label the container and the outside of the storage cabinet prominently.

To clean up a biological or biohazardous spill:

First Priority: Assess yourself and other laboratory occupants for potential personal contamination. If any personal contamination with a RG2 or RG3 agent or contaminated material is found or believed to have occurred:

a. Remove all contaminated clothing, quickly. Place contaminated clothing in a red biohazard/autoclave bag to be autoclaved later. Do not contaminate public areas with contaminated clothing. In anticipation of such emergencies, the PI should provide a fire protection or other blanket that can be used to cover someone who must remove biohazardous spill-contaminated clothing or who must use an emergency shower following a chemical splash.

b. Flood the skin with flowing water for approximately 15 minutes and wash using soap and water. Do not use hot water and do not scrub so vigorously that you abrade the skin.

c. If aerosol formation is believed to have been associated with the incident leave the contaminated area immediately. Post the contaminated area to prevent entry until it is safe.

d. Seek medical attention promptly: contact Occupational Health Services (530 752 6051) and EH&S (530 752 1493). On weekends and after normal work hours call 911.

e. For eye splashes, hold the eyes open and irrigate with plenty of water at an eyewash station for at least 15 minutes. Seek medical attention promptly: contact Occupational Health Services (530 752 6051) and EH&S (530 752 1493). On weekends and after normal work hours call 911.

Second Priority: Clean up the spill:

A. Wear appropriate PPE to clean spills (as detailed in the response matrix that accompanies this SafetyNet).

B. If the spill involved broken glass, pick up the large pieces with the forceps or egg tongs and dispose in a hard-walled sharps container. Handle broken glass with care!

C. Distribute paper towels around the periphery of the spill, then towards the center. Use the forceps or egg tongs to push paper towels into recesses where spilled material may have flowed.

D. Dilute your disinfectant to the appropriate concentration in a spray bottle (if available).

E. When the spill is fully covered with paper towels, spray or very carefully pour 10% bleach or other approved disinfectant on the paper towels. Avoid generating further aerosols or flooding the spill so much that untreated material may flow.

F. Allow at least 30 minutes contact time.

G. Pick up the paper towels with large forceps or egg tongs and put them in the appropriate waste bag. Change gloves and put used gloves in bag as well. Avoid direct contact with the contaminated paper towels, even with gloved hands.

H. Spray or carefully pour 10% bleach or other approved disinfectant on the surface residue. Wipe up the residue with paper towels and place in appropriate bag. Small bits and pieces of broken glass should be entrained in the wet paper towels and discarded.
into the waste bag. Pieces too large or heavy to entrain must be discarded in a sharps container.

I. Repeat step “H” at least once.

J. Seal and transport the waste collection bag to the appropriate autoclave or medical waste accumulation site.

K. If broken glass was disposed in a sharps container, seal the container permanently, decontaminate the exterior with the sprayed liquid disinfectant, and transport the sealed container to a medical waste accumulation site or request a sharps pickup on the Safety Services website (Davis campus)

L. Clean and disinfect the forceps or egg tongs and any other non-disposable items before returning them to the spill kit. If possible, autoclave the forceps or egg tongs before returning them to the kit.

M. Report the spill to your supervisor and to the Biological Safety Office if you have not already done so.

Guidelines and rules to help prevent spills:

- Practice manipulations involving biohazardous materials and agents by handling similar volumes of non-hazardous materials with the same tools and containers in the same working environment (e.g., biological safety cabinet) until you are adept and comfortable with the entire procedure.
- Always transport biohazardous materials outside of a biological safety cabinet in secure secondary containment.
- Always use sealed rotors or carriers to spin biohazardous materials in a centrifuge.
- Always store biohazardous liquids in refrigerators in a manner that prevents spillage if the container is tipped (secondary containment is important).
- Always ensure that the bottom drain is closed before working at a biological safety cabinet.
- Always transport biohazardous materials in publicly accessible areas in secondary leakproof containment, with sufficient absorbent material to absorb the entire liquid contents of the primary container. Label secondary containers with the universal biohazard symbol.

Tips to help handle spills:

- Study the attached Spill Response Matrix in advance so that you know how to handle location-specific spills.
- Mark the dilution container in the spill kit in advance to show how much disinfectant to add and how much diluent to add in addition, to avoid delays when the time comes to handle a spill.
- Keep a pair of shoes at the lab just for use in the lab. If you routinely change shoes when you arrive at the lab and change back when you leave for the day you won’t track everyday contaminants to your automobile or home, and if you need to remove your “lab” shoes because of spill contamination you will still have shoes available to leave the lab.
- Conduct periodic hands-on drills with volumes of spilled water similar to fluid volumes in use in the laboratory to ensure that all laboratory staff members are well-experienced in the location of the spill kit and in spill handling. Practice clean-up in typical and atypical spill situations.
<table>
<thead>
<tr>
<th>Risk Group/Biological Safety Level of laboratory</th>
<th>Spilled Material</th>
<th>Spill Location, Spill Volume Where Applicable</th>
<th>Appropriate PPE</th>
<th>Preliminary actions</th>
<th>Waste disposal and follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>RG1/BSL1</td>
<td>Microbial agents with no infectious or pathogenic potential to humans or other mammals; recombinant constructs, cloning hosts, and non-infectious vectors, waste materials such as spent culture media that have been in contact with RG1 agents</td>
<td>All</td>
<td>Lab coat, gloves, eye protection</td>
<td>Conduct risk assessment¹</td>
<td>Deposit waste in clear autoclave bags or sharps containers, autoclave the bags and dispose to landfill, request a sharps pickup from Safety Services, notify Biological Safety Office of incident and clean-up results</td>
</tr>
<tr>
<td>RG2/BSL2</td>
<td>Human or non-human primate source materials such as established cell lines, primary cell cultures, tissues, blood, and body fluids, infectious or pathogenic agents that cause disease in humans which is usually not serious and for which treatments are often available, viral vectors derived from agents capable of infecting humans; plasmids that include coding sequences for oncogenes, toxins, or virulence factors, and other recombinant constructs normally used at BSL2; waste materials such as spent culture media that have been in contact with RG2 agents or materials</td>
<td>Biological safety cabinet, &lt;10ml</td>
<td>Lab coat or Tyvek gown, double gloves, goggles or face shield</td>
<td>Conduct risk assessment¹</td>
<td>Deposit waste in red medical waste bags and biohazard sharps containers, transport closed bags to a medical waste accumulation site, permanently close sharps containers and disinfect exterior surfaces, request a sharps pickup from Safety Services, notify Biological Safety Office of clean-up results</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Biological safety cabinet, &gt;10ml</td>
<td></td>
<td>Conduct risk assessment¹, notify Biological Safety Office</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In laboratory, outside of BSC</td>
<td></td>
<td>Evacuate the laboratory, notify the Biological Safety Office, conduct risk assessment¹, wait 30 minutes before clean-up</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Discovered in centrifuge or refrigerator</td>
<td>Lab coat or Tyvek gown, double gloves, goggles or face shield, and a surgical mask or professionally fit-tested N95 respirator to entrain droplets</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In public area</td>
<td></td>
<td>Evacuate the area, divert foot traffic, notify the Biological Safety Office, conduct risk assessment¹, wait 30 minutes before clean-up</td>
<td></td>
</tr>
<tr>
<td>RG2/BSL2 aerosol transmissible pathogens</td>
<td>Enteric and viral RG2 agents designated in Cal-OSHA Standard 5199 App. D as potentially aerosol transmissible pathogens;² viral vector preparations incorporating oncogene, toxin, or virulence factor coding sequences; waste materials that have been in contact with these agents</td>
<td>Any</td>
<td>Solid front lab coat or Tyvek gown, double gloves, face shield or goggles, and a professionally fit-tested respirator (at least N95).</td>
<td>Evacuate the laboratory or other area, divert foot traffic, notify the Biological Safety Office, conduct risk assessment¹, wait 30 minutes before clean-up</td>
<td>Deposit waste in red medical waste bags and biohazard sharps containers, transport closed bags to a medical waste accumulation site, permanently close sharps containers and disinfect exterior surfaces, request a sharps pickup from Safety Services, notify Biological Safety Office of clean-up results</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RG3/BSL3</td>
<td>All</td>
<td>Any</td>
<td>As determined and pre-approved by the Institutional Biosafety Committee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ Consider all risks that the uncontained agents or materials entail, determine whether your training is adequate to ensure complete clean-up of the spill and decontamination of all surfaces, determine whether an immediate response such as immediate application of absorbent material is needed to prevent escalation of the spill hazard

² e.g., Salmonella sp., Shigella sp., E. coli O157: H7, HIV in clinical samples, consult the Biological Safety website for the complete list
Biohazardous Spill Clean-up

1. If this is a moderate to high hazard spill reportable to the Biological Safety Office before clean-up (through the EH&S main number 530 752 1493), have you reported it?
2. Have you confirmed that appropriate PPE is available?
3. Have you checked yourself and others nearby the spill for spatter or shoe contamination?
4. Have you alerted the lab personnel and passersby (for spills in corridors) and evacuated the lab if appropriate?
5. Have you located the spill kit and verified that you have everything you need?
6. For spills outside of the biological safety cabinet, have you allowed 30 minutes settling time?
7. Are you trained in biohazardous spill clean-up?

If you answered “yes” to questions 1-7 and it is appropriate for you to clean up the spill, you may proceed as outlined below:

A. Wear appropriate PPE to clean spills.
B. If the spill involved broken glass, pick up the large pieces with the forceps or egg tongs and dispose in a hard-walled sharps container. Handle with care!
C. Distribute paper towels around the periphery of the spill, then towards the center. Use the forceps or egg tongs to push paper towels into recesses where spilled material may have flowed.
D. Dilute your disinfectant to the appropriate concentration in a spray bottle (if available).
E. When the spill is fully covered with paper towels, spray or very carefully pour 10% bleach or other approved disinfectant on the paper towels. Avoid generating further aerosols or flooding the spill so much that untreated material may flow.
F. **Allow at least 30 minutes contact time.**
G. Pick up the paper towels with large forceps or egg tongs and put them in the appropriate waste bag. Change gloves and put used gloves in bag as well. *Avoid direct contact with the contaminated paper towels, even with gloved hands.*
H. Spray or carefully pour 10% bleach or other approved disinfectant on the surface residue. Wipe up the residue with paper towels and place in appropriate bag. Small bits and pieces of broken glass should be entrained in the wet paper towels and discarded into the waste bag. Pieces too large or heavy to entrain must be discarded in a sharps container.
I. Repeat step “H” at least once.
J. Seal and transport the waste collection bag to the appropriate autoclave or medical waste accumulation site.
K. If broken glass was disposed in a sharps container, seal the container permanently, decontaminate the exterior with the sprayed liquid disinfectant, and transport the sealed container to a medical waste accumulation site or request a sharps pickup on the Safety Services website (Davis campus)
L. Clean and disinfect the forceps or egg tongs and any other non-disposable items before returning them to the spill kit. If possible, autoclave the forceps or egg tongs before returning them to the kit.
M. Report the spill to your supervisor and to the Biological Safety Office
SafetyNet #13 - Guidelines for Chemical Spill Control

General Steps To Follow

1. When 1 pint or more of a hazardous material or any amount of an extremely toxic substance is spilled or when in doubt, call UC Davis Fire Department (911). Evacuate the room, close the door, and wait for emergency personnel.
2. If the substance spilled is flammable, turn off all ignition sources before securing the room.
3. In case of chemical contact with skin or eyes, flood the affected area immediately with water; continue for at least 15 minutes. Seek medical assistance at Occupational Health Services located at the Cowell building or the Student Health and Wellness Center for skin irritation, contact with an extremely toxic substance, any eye injury, or any adverse reaction.
4. All contaminated clothing must be removed immediately. Clothes must be laundered before reuse or disposed of as hazardous waste.
5. When incidental to one's duties, small spills (1 pint or less) may be cleaned up by laboratory personnel. It is good laboratory practice to keep spill absorbents on hand. A good, general purpose spill absorbent is available from the Storehouse (Fisher Scientific, Cat. No.: NC9571649, DRIZORB Absorbent). Spill cleanup kits for solvents, acids, bases (caustics), mercury, hydrofluoric acid, and others are commercially available from sources such as J.T. Baker and Lab Safety Supply.
   a. Most strong acids may be absorbed and then neutralized with aqueous solutions of sodium bicarbonate, calcium hydroxide (slaked lime), or sodium carbonate (soda ash). (Note: DO NOT attempt to absorb hydrofluoric acid (HF). Skip this step and neutralize immediately only if you are familiar with proper neutralization procedures for HF; otherwise, return to step one.)
   b. Caustic solutions and flammable liquids may be absorbed with an inert absorbent.
   c. DO NOT attempt to blot cryogenic liquid spills with unprotected hands. Evacuate the space and allow the liquid to evaporate. If the cryogenic fluid evaporates to a flammable, toxic or asphyxiating gas, follow procedures (1) and (2) for large spills.
   d. Formaldehyde spills may be absorbed with an inert absorbent.
   e. For mercury spills, see SafetyNet #16, “Guidelines for Mercury Spill Control”, for more information.
   f. Solid spills are not usually emergencies. If the material spilled is toxic, use dampened cloths or paper towels to transfer it to plastic bags. Brushing dry material may cause dust to become airborne.
6. All absorbed spill material must be collected in double plastic bags or plastic containers with secure lids and disposed of as hazardous waste. See SafetyNet #8, “Guidelines for Disposal of Chemical Waste” for more information. If the absorbent has been used for a flammable or volatile compound, it must be stored in a well-ventilated area away from sources of ignition while awaiting pickup. A fume hood is a good temporary storage area.

For additional information, contact EH&S at 530-752-1493 or ehsdesk@ucdavis.edu.

Reviewed/Revised. 9/2011
TV
SafetyNet #37 - Radioactive Spills, Splashes, and Decontamination

In laboratories where radioactive materials are used on a regular basis, spills and/or splashes may result in surface, equipment or personnel contamination. In most cases, the problem will be relatively minor and quick action by laboratory personnel can eliminate any potential complications.

Remember

- Minor spills and contamination (µCi amounts) of radioactive material should be handled by laboratory personnel. Situations involving 1 mCi or greater amounts, or problems with removing smaller amounts should be reported to the Office of Environmental Health and Safety/UCDHS Health Physics.
- Before beginning decontamination:
  - Wear double gloves and a laboratory coat.
  - Always work from the outside inward using the wipe and fold technique to avoid spreading contamination.
  - Be careful not to track contamination around the room or building.
  - Have a suitable receptacle ready, such as a plastic bag, in which to deposit contaminated gloves, paper towels, etc.
  - Put on shoe covers to prevent contamination of personal clothing.
  - Designate a clean area to change over from protective clothing to personal clothing.

Benchtop and Equipment Decontamination

- Locate and define the extent of contamination with a radiation survey meter and/or wipe tests. Wipes tests will reveal whether or not the contamination is readily removable. See SafetyNet #56, “How to Monitor Your Laboratory for Radioactive Contamination”, for additional information.
- Mop up any liquid by using paper towels, sponges, etc. Dispose of the cleaning implements as radioactive waste. Place broken glass in a can or other hard walled receptacle prior to depositing in radioactive waste boxes.
- Soap and water, detergent, or any number of commercially available decontamination solutions can be used to remove dry contamination from most surfaces.
- Monitor the affected area. Repeat decontamination procedures if necessary.
- Call the Office of Environmental Health and Safety/UCDHS Health Physics for non-removable contamination.

Glassware Decontamination
Bath solutions or rinse water from decontamination procedures must be assayed with a liquid scintillation or gamma well counter for activity level. Solutions showing less than

\[
\text{CPM}_{\text{BKG}} + 3\sqrt{\text{CPM}_{\text{BKG}}}
\]
can be disposed of appropriately as non-radioactive waste.

- After removing any visible residues, soak glassware in a decontamination solution for 24 hours. Commercially prepared cleansers or detergents with chelating or complexing agents are acceptable.
- Rinse, monitor, and repeat procedure if the levels of contamination remain unacceptable.

**Personnel Decontamination**

In the event of accidental contamination of personnel, **do not panic**. Most contamination that occurs in laboratories can be removed by one of the following methods. However, if the level of contamination is still unacceptable, call the Office of Environmental Health and Safety/UCDHS Health Physics.

<table>
<thead>
<tr>
<th>Surface</th>
<th>Method</th>
<th>Technique</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skin and hair</td>
<td>Wash with mild soap and lukewarm water</td>
<td>Wash 2-3 minutes and monitor. Repeat no more than 3-4 times, using care not to abrade the skin.</td>
</tr>
<tr>
<td>Eyes, ears, nose, mouth, wounds</td>
<td>Flush with water</td>
<td>Flush affected area with large amounts of water. Call the Office of Environmental Health and Safety/UCDHS Health Physics.</td>
</tr>
<tr>
<td>Internal</td>
<td></td>
<td>Call the Office of Environmental Health and Safety or UCDHS Health Physics.</td>
</tr>
</tbody>
</table>

**When is Something Contaminated?**

As a rule, decontamination is adequate when the results of wipe tests or assays reveal activity levels to be indistinguishable background.

For additional information, contact EH&S at 530-752-1493 or ehsdesk@ucdavis.edu or UCDHS Health Physics at 916-734-3355. For after-hours or emergency assistance, call 911.

Reviewed/Revised. 8/2008

GW