



UCDAVIS

EMERGENCY RESPONSE GUIDE

Emergency Contacts

Important Numbers

EMERGENCIES

From Campus Phone: 9-1-1
From Cell Phones: 530-752-1230 (Police)
530-752-1234 (Fire)

NOT LIFE-THREATENING MEDICAL INCIDENT

Employee Health: 530-757-3200
Cowell Student Health: 530-752-2300
Sutter Davis Hospital: 530-756-6440 (*After hours/Weekends only*)

ON-CALL EH&S SPECIALIST HELPLINE

EH&S: *Daytime hours* 530-752-1493
After hours/weekends 530-752-1230

Your Department Safety Coordinator

Name: _____

Phone: _____

Room/Location: _____

EMERGENCY CONTACTS



Utility Failure

Utility Failure

Notify Facilities: Operations & Maintenance at 530-752-1655

1. Evacuate the building when the fire alarm sounds.
2. If safe to do so, assist those who are disabled to leave the building.

Elevator Failure

1. Call 9-1-1.
2. If trapped inside, use the elevator emergency phone, and also activate the emergency alarm.

Gas Leak

1. From a Campus Phone: 9-1-1.
From a Cell Phone: 530-752-1234.
2. Stop all operations.
3. Do NOT switch Lights on or off!
4. Do NOT turn electrical equipment on or off!
5. Call your Department Safety Coordinator at _____
6. Evacuate the area.

Plumbing Failure/Flooding

1. Stop using all electrical equipment.
2. Call 530-752-1655 and your Department Safety Coordinator.
3. Take reasonable actions to protect property and prevent damage (e.g. move adjacent equipment).
4. If necessary, evacuate the area.



Important Numbers

Elevator Failure/ Gas Leak

From Campus Phone: 9-1-1

From Cell Phone: 530-752-1234

Utility Failure/ Plumbing Failure/Steam Line Failure/ Ventilation Problem

530-752-1655

Department Safety Coordinator:

Steam Line Failure

1. Immediately call 530-752-1655 and your Department Safety Coordinator.
2. Evacuate the area.

Ventilation Problem

1. If odors come from the ventilation system, immediately call 530-752-1655 and your Department Safety Coordinator.
2. If necessary, stop all operations and evacuate the area.

UTILITY FAILURE



Police/Crime

Reporting Violent or Criminal Behavior

Do NOT Take Unnecessary Chances!

From a Campus Phone: 9-1-1.

From a Cell Phone: 530-752-1230.

What to Do If You Are Held Hostage

1. Stay calm and be alert to situations that you can use to your advantage.
2. Listen to what the person is saying. Co-operate within reason.
3. Do not raise your voice or make sudden movements.
4. Try to remember all activities including times in transit, direction, distances, speeds, landmarks along the way, special odors, and sounds of transportation like train whistles, bells, construction, etc.
5. Generally, do not expect a good opportunity for escape. Attempts to escape should not be made unless your life is in imminent danger. Carefully calculate the best possible odds for a successful outcome.

Suspicious Letter or Package

If you receive a suspicious letter or package:

1. Handle it with care. Do not shake or bump. Stay calm.
2. Isolate it immediately. Do not allow co-workers to mingle nearby.
3. Do not open, smell, touch or taste.
4. Call UC Davis Police at 530-752-1230 and follow their instructions.
5. Notify your supervisor.
6. Wash your hands with soap and warm water for at least one minute.



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Telephone Bomb Threats

Attempt to keep the caller on the line as long as possible while noting:

1. Phone number, if caller ID available.
2. Time and Date of call; age & gender of caller.
3. Caller's Message.
4. Distinguishing speech characteristics.
5. Background noises.
6. Any other conversation or comments.

Then:

1. Call 9-1-1 from a Campus Phone or 530-752-1230 from a Cell Phone.
2. Do not touch, handle or move a suspicious object.
3. Evacuate yourself and others immediately, taking your purse/briefcase and keys with you if possible.

Violent, Hostile or Suspicious Persons

- Take precautions to protect yourself and others.
- Actions to take depend on events & may include evacuating, hiding, or locking doors.
- Call 9-1-1 from a Campus Phone or 530-752-1230 from a Cell Phone as soon as possible.

POLICE/CRIME



Fire

Report all fire incidents to 530-752-1234 (UCD Fire Department) even if the fire is under control. Also, alert the UCD Fire Department of any Extinguisher usage.

Rescue Rescue anyone (including yourself) who is in immediate danger from the fire. Remove these people to the closest safe area, simultaneously notifying other building occupants to evacuate the area. **Use the stairs. Do not use elevators.**

Alarm Sound the fire alarm by pulling the nearest fire alarm pull station and dialing 9-1-1.

Confine Confine the fire by closing all doors and windows in and around the fire area. This will help prevent the spread of smoke and fire. Shut off appliances and other equipment. Leave lights on.

Extinguish Extinguish the fire by using a portable fire extinguisher only if safe to do so.

If you Can't Evacuate

1. Move to a safe location. In case of fire, locate a room or office with fire-rated walls, heavy or fire-rated doors and few interior openings.
2. If available, use a phone to notify authorities of your whereabouts and how to locate you. Also, turn on lights and hang towel or other material outside a window to mark your location.
3. Place wet towels or other material at the bottom of doors to keep fire and smoke out.



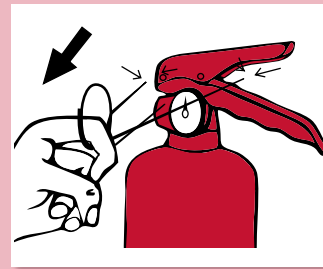
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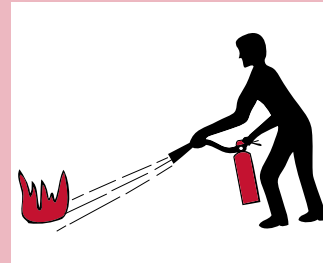
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Operation of Portable Fire Extinguishers



Pull

Stand back and pull the pin.



Aim

Aim the nozzle at the base of the fire.



Squeeze

Squeeze the handle.

Sweep

Sweep the nozzle from side to side at the base of the flames until the fire is completely extinguished.

Ordinary
Combustibles



Flammable
Liquid



Electrical
Equipment



FIRE



Radiation Spill

Stop the spill

Warn others

Isolate the area

Minimize your exposure

ARE YOU CONTAMINATED?

- **Remove contaminated clothing.**
- **Skin & Hair:** Wash 2-3 minutes with soap/detergent & water. Repeat 3 to 4 times only, using care not to abrade the skin. Monitor.
- **Eyes, ears, nose, mouth, and wounds:** Flush with large amounts of water, call EH&S.
- **If Ingested:** Contact EH&S at 530-752-1493

HOW BIG IS THE SPILL?

MAJOR: milliCurie Quantities

- Contact **EH&S** Immediately at 530-752-1493
- If after hours, contact **Fire** at 530-752-1234

MINOR: microCurie Quantities

- Initiate Cleanup by Lab staff



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Important information

Spill Kit Location: _____

Fire Extinguisher Location: _____

First Aid Kit Location: _____

Principal Investigator:

_____ **EXT**

Cell Phone: _____

Back-up Contact:

_____ **EXT**

Cell Phone: _____

RADIATION SPILL



Chemical Spill

ARE YOU CONTAMINATED?

- CALL **9-1-1** for Medical Emergency
- Remove Contaminated Clothing
- Find nearest Eyewash & Shower; wash for 15 minutes.
- Check for Signs of Irritation
- Notify **Principal Investigator (PI)** and EH&S at 530-752-1493

RESTRICT ACCESS TO SPILL

Is the spill hazardous, more than 1 pint, or is spill area bigger than an 8.5" x 11" sheet of paper?

- Evacuate area
- Close doors (do not lock)
- Notify **Fire Dept** 530-752-1234 and EH&S at 530-752-1493
- Tell others

If the spill is not hazardous, less than 1 pint, or spill area is smaller than an 8.5" x 11" sheet of paper, then

Initiate Clean-up by Lab Staff if they:

- Know hazards & clean-up procedure
- Know location of spill kit
- Can clean spill within one hour
- Wear Personal Protective Equipment (PPE)



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Principal Investigator:

_____ **EXT**

Cell Phone: _____

Back-up Contact:

_____ **EXT**

Cell Phone: _____

CHEMICAL SPILL



Biological Spill

ARE YOU CONTAMINATED?

- CALL **9-1-1** for Medical Emergency
- Remove Contaminated Clothing
- Find nearest Eyewash & Shower; wash for 15 minutes.
- Check for Signs of Irritation
- Notify **Principal Investigator (PI)** and **EH&S** at 530-752-1493

SHARP OR NEEDLE STICK CONTAMINATION

- Flush wound for 15 minutes with water
- Locate First Aid Kit
- Avoid strong disinfectants (e.g. Bleach)
- Apply pressure with clean gauze to control bleeding
- Retain Sharp or Needle & Syringe in puncture-proof container
- Call **Employee Health** for medical attention 530-757-3200
- Report to **PI** _____ and **EH&S** 530-752-1493

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_____ **EXT**

Cell Phone: _____

Back-up Contact:

_____ **EXT**

Cell Phone: _____

BIOLOGICAL SPILL



BUILDING EVACUATION PROCEDURES

1. **EVACUATE** when
 - a fire and/or life safety emergency occurs,
 - the fire alarm (audible and/or visual) sounds,
 - notified to do so by emergency response personnel, departmental Safety Coordinator, or Building Coordinator.
2. Be aware of all exits from your area and building. Know the routes from your work area.
3. When the fire alarm sounds or you are told to leave, **WALK** quickly to the nearest marked exit and ask others to do the same. **DO NOT** use elevators unless directed.
4. **ASSIST** persons who are disabled to exit the building!
5. **DO NOT USE THE ELEVATORS!**
6. Once outside, move to your pre-designated assembly area. Keep streets and walkways clear for emergency vehicles and personnel.
7. **DO NOT** return to an evacuated building unless directed to do so.

Meeting Place _____

*Thanks to Davis Honors Challenge Project 2005:
John David, Christabel Moy, and Cindy Tran*

