

University of California
Agriculture and Natural Resources



**UNIVERSITY OF CALIFORNIA
AGRICULTURE AND NATURAL RESOURCES**

**ANR DAVIS
2801 SECOND STREET
DAVIS, CA 95618**

**EMERGENCY ACTION and FIRE PREVENTION
PLAN**

In compliance with:

California Code of Regulations
Title 8, Sections 3220 and 3221

Implementation date: 11-1-2013
Date of last revision:

UNIVERSITY OF CALIFORNIA

AGRICULTURE AND NATURAL RESOURCES

EMERGENCY ACTION and FIRE PREVENTION PLAN

Location Name: .ANR DAVIS
THE ANR UNITS LOCATED AT THIS BUILDING ARE:

- 4-H
- 4-H Foundation
- Academic Personnel Unit (APU)
- Business Operations Center (BOC)
- Contracts & Grants (C&G)
- Expanded Food and Nutrition Education Program (EFNEP)
- Staff Personnel Unit (SPU)
- Sustainable Ag Research & Education Program (SAREP)
- Integrated Pest Management (IPM)
- Facilities
- Program Planning and Evaluation
- Program Support Unit (PSU)
- Communication Services and Information Technology (CSIT)
- Master Gardeners
- Risk and Safety Services
- Research and Extension Centers Administrative Office (REC AO)
- Youth Family and Community (YFC)

Location Address: 2801 2nd Street
Davis, CA 95618

Implementation Date: 11/1/2013
Revision Date: _____
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**UNIVERSITY OF CALIFORNIA
AGRICULTURE AND NATURAL RESOURCES**

EMERGENCY ACTION & FIRE PREVENTION PLAN

I. INTRODUCTION

This Emergency Action and Fire Prevention Plan (EAFPP) has been prepared for the University of California, Agricultural and Natural Resources. The plan complies with the California Code of Regulations (CCR), Title 8, Sections 3220 and 3221.

The EAFPP should be reviewed annually to ensure that it is up to date and applicable to the location.

OFFICE INFORMATION

ANR DAVIS

(Office Name)

2801 2nd Street, Davis, CA 95618

(Office Location/Address)

530 750 1200

(Phone)

530 756 1079

(Fax)

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(Vice President)

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(Phone)

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(email)

Brian Oatman

(Risk and Safety Services Director)

750 1264

(Phone)

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(email)

Mark Barros

(Safety Coordinator)

750 1262

(Phone)

mjbarros@ucdavis.edu

(email)

David Alamillo

(Alternate Safety Coordinator)

750 1261

(Phone)

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(email)

Safe Side Security

*(Person responsible for maintenance of fire alarm
systems)*

800 794 7575

(Phone)

roger@safeside.com

(email)

Mark Barros

*(Person responsible for accumulation of
flammable and combustible waste and materials)*

750 1262

(Phone)

mjbarros@ucdavis.edu

(email)

Date of Annual Fire Drill: Month of October

Date of Annual Earthquake Drill: Great Shake Out in October

II. DEFINITIONS

1. **Evacuation** - the emptying of an occupied area and the transference of occupants to a safe location.
2. **Emergency** - an event, expected or unexpected, that threatens life, property, the environment, or research.
3. **Critical business functions** - those actions or activities that would cause serious or irreparable harm to the facility and/or University if not performed or if interrupted due to an emergency.

III. EMERGENCY EVACUATION PROTOCOLS

1. **REPORTING EMERGENCIES:**

In the event of an emergency, employees should contact emergency services as soon as possible [CCR, Title 8, Section 3220(b)(5) & (c)]. This office reports emergencies by the following:

a. **Warning and Alarms**

- Emergency services will be notified by calling 911.
- During an emergency evacuation, employees will be notified of the emergency condition by (lights, horn, voice, ext.): Alarm Pull Boxes.
- Alternate alarm methods (lights, horn, voice, ext.): Voice.

b. **Use these guidelines to dictate when you should notify emergency services:**

- 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.

c. **Provide the following information to the Emergency Dispatcher upon calling**

- Your name.
- Whether you are in a safe location.
- What the nature of the emergency is.
- Where the emergency is located.
- When the emergency happened.
- How the emergency happened.

2. **PRIOR TO EXITING**

After hearing the alarm to evacuate, stop all work activities. If time permits, each person should gather their valuables (e.g., car keys, medication and other critical personal items), turn off equipment, (i.e. computer/machinery/electrical shutoffs), lock up sensitive items, leave lights on, and 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.

The person responsible for roll call (Safety Coordinator or Alternate Safety Coordinator and Unit Safety Contacts) will take a personnel list (use attached form or alternate) before leaving the building [CCR, Title 8, Section 3220(b)(3)].

3. EVACUATION ROUTES

During an emergency evacuation the following route(s) should be followed to exit the building [CCR, Title 8, Section 3220(b)(1)]: *See attached evacuation route map(s) or written description(s) for this location.*

Emergency evacuation route maps are posted at the following location(s): exits, conference rooms, hallways and the elevator.

The maps and/or written descriptions show the primary route evacuees will take to exit the building and make their way to the Assembly Area. Walk; do not run, to the emergency exit and Assembly Area.

4. ASSEMBLY AREA

After exiting the building, employees, researchers, students, volunteers, and visitors will follow the evacuation route to the pre-arranged Assembly Area located at the Davis Musical Theater Co. parking lot across Pena street. The Safety Coordinator or Alternate Safety Coordinator is responsible for taking roll call and reporting injuries to the Risk and Safety Services Director. The Risk and Safety Services Director is responsible for informing the on-scene Incident Commander of the status of evacuated employees and others. If an employee or other person is in immediate danger, report the location of the individual directly to the nearest emergency responder.

Upon notification of an emergency, all employees, researchers, students, volunteers, and visitors shall go the Assembly Area. Stay within your respective group at the Assembly Area. Do not leave the area until notified to do so.

IV. SAFETY COORDINATOR RESPONSIBILITIES

The safety coordinator is responsible for the planning, evaluation, and execution of the EAFPP and should perform the following duties:

1. Review and update the EAFPP annually or as needed.
2. Conduct annual facility evacuation drills. Know the location of all fire extinguishers; pull alarms, and first aid kits. Ensure evacuation routes are posted and walkways remain clear at all times.
3. When an emergency alarm has been sounded, systematically check all areas to assure everyone has been evacuated.
4. If needed, post assistants along the evacuation route to guide people to the Assembly Area.
5. Assist mobility impaired persons to evacuate safely.
6. Keep people calm and informed.
7. Report to the Risk and Safety Services Director, or the on-scene Incident Commander.
8. When ordered by on-scene Incident Commander, inform people when it is safe to re-enter the building. After a major earthquake, a person may not re-enter buildings until cleared by a qualified building inspector.

If the Safety Coordinator is not available, the Alternate Safety Coordinator or Unit Safety Contacts are responsible for reporting directly to the Risk and Safety Services Director, or to the on-scene Incident Commander and for the duties noted above.

V. IDENTIFICATION OF FIRE HAZARDS

CCR, Title 8, Section 3221(b)(1) states that potential fire hazards and their proper handling and storage procedures, potential ignition sources, and their control procedures shall be included in the EAFPP. In addition, the types of fire protection equipment or systems which can control a fire need to be listed. The following is a list of potential fire hazards and their associated work areas:

<u>Work Areas</u>	<u>Fire Hazards</u>
Office/cubical.....	Paper, Electrical, Fabric
Break room.....	Paper, Plastic, Electrical Appliances

Enter site specific information here –

<u>Ignition Source</u>	<u>Location</u>
Microwaves Total of 4	Break Room
Coffee Maker Total of 3	Break Room, Hospitality Area (2 nd floor), RM 151 Catering
Computers	Each employees desk
Powerstrips	Each employees desk
Toasters	Break Room
Water Heater Pots Total of 2	Break Room, Hospitality Area (2 nd floor)

VI. FIRE CONTROL MEASURES

1. Fire Protection System

The following fire control systems are installed in work areas:

<u>Location</u>	<u>Sprinkler System</u>	<u>Fire Alarm System</u>
ANR Building	YES	YES

2. Fire Protection Equipment

<u>Location</u>	<u>Type(s)</u>	<u>How Many</u>	<u>Weight(s)/Value</u>
ANR Building	ABC Extinguisher	13	20 lbs

See Evacuation Route Maps for locations of fire extinguishers, first aid materials and attached building map.

VII. HOUSEKEEPING PRACTICES

CCR, Title 8, Section 3221(c) states that the employer shall control accumulations of flammable and combustible material and waste so that they don't contribute to a fire emergency. The following describes fire prevention procedures associated with fire hazards identified above:

<u>Type of Fire Hazard</u>	<u>Fire Prevention Practices</u>
Paper.....	Waste paper containers emptied daily.
Plastic	Waste plastic discarded daily.
Electrical.....	Annual inspections of outlets, multi strips, cubicles, and work areas.
Flammable/combustible liquids.....	Store flammables in approved flammable storage cabinet or away from sources of combustion, oxidizing chemicals, or other material that could increase the fire hazard.
Electrical appliances/tools	Annual inspections of appliances; employees trained to inspect appliances/tools prior to use.

VIII. SAFE CODE OF WORK PRACTICES

The following safe work practices should be implemented to prevent fire and injury risks:

1. Flammables, including cardboard, paper, books, rags, clothing, chemicals or trash shall not be placed or stored near heaters or their vents, any electrical appliance, or other potential sources of ignition.
2. Sources of actual or potential heat such as space heaters, toasters or electric coffee/water pots shall not be placed near flammable materials. *Candles are prohibited.*
3. Escape routes shall never be blocked.
4. Each individual is personally responsible for assuring that extension cords and multiple outlet plugs that they are using is in good condition. Cords that are spliced together, missing their protective sheath, or grounding plug, shall not be used.
5. Smoking is prohibited at the ANR Office.

IX. MAINTENANCE AND INSPECTION PROGRAM

The periodic maintenance and inspection frequencies for fire control measures are as follows:

<u>Fire Control Measures</u>	<u>Inspection Frequency</u>	<u>Responsible Party</u>
Fire Extinguishers Inspection	Monthly	Safety Coordinator
Fire Extinguishers Service	Annual	River City Fire

X. TRAINING

All employees shall be trained on the elements and hazards listed in this EAFPP.

Employees will be trained on the EAFPP upon hiring, when employee's responsibilities change, when designated actions under the EAFPP change, and whenever the EAFPP changes. Employees should be made aware of those parts of the EAFPP which they must know to protect themselves in the event of an emergency. In addition, an annual review of the EAFPP and evacuation drill should also be conducted. The EAFPP is located at the EH&S Library and is available for review upon request.

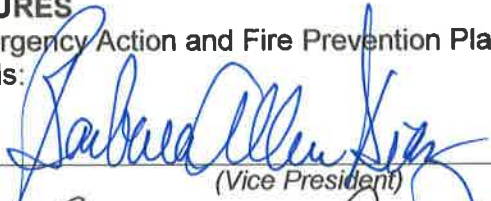
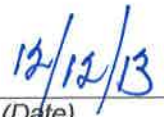

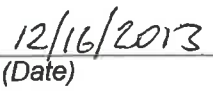
X. TRAINING

All employees shall be trained on the elements and hazards listed in the EAFPP and their facility.

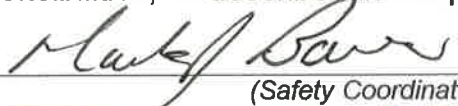
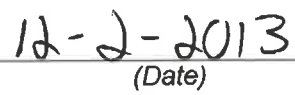

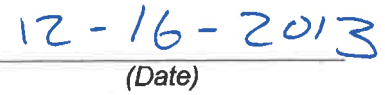
Employees will be trained on the EAFPP upon hiring, a change in office location, when employee's responsibilities change, or designated actions under the EAFPP change, and whenever the EAFPP changes. Employees should be made aware of those parts of the EAFPP which they must know to protect themselves in the event of an emergency. In addition, an annual review of the EAFPP and evacuation drill should also be conducted. The EAFPP is located at _____ and is available for review upon request.

SIGNATURES

The Emergency Action and Fire Prevention Plan has been reviewed and approved by the following individuals:

 _____ (Vice President)	 _____ (Date)
 _____ (Risk and Safety Services Director)	 _____ (Date)

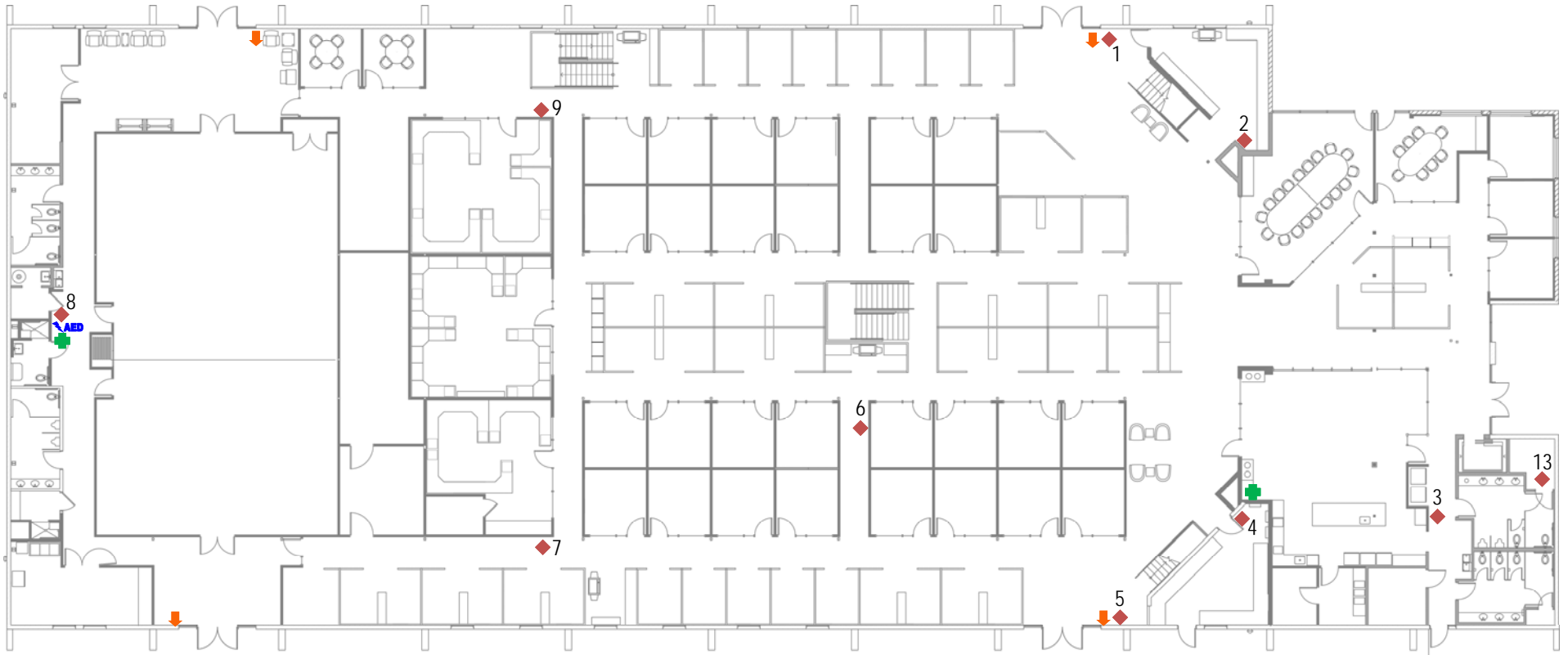
The Safety Coordinator and Alternate Safety Coordinator are aware of their responsibilities, as described in this plan.

 _____ (Safety Coordinator)	 _____ (Date)
 _____ (Alternate Safety Coordinator)	 _____ (Date)

UC Agriculture & Natural Resources

2801 Second Street, Davis, CA

Emergency Equipment Locations—First Floor

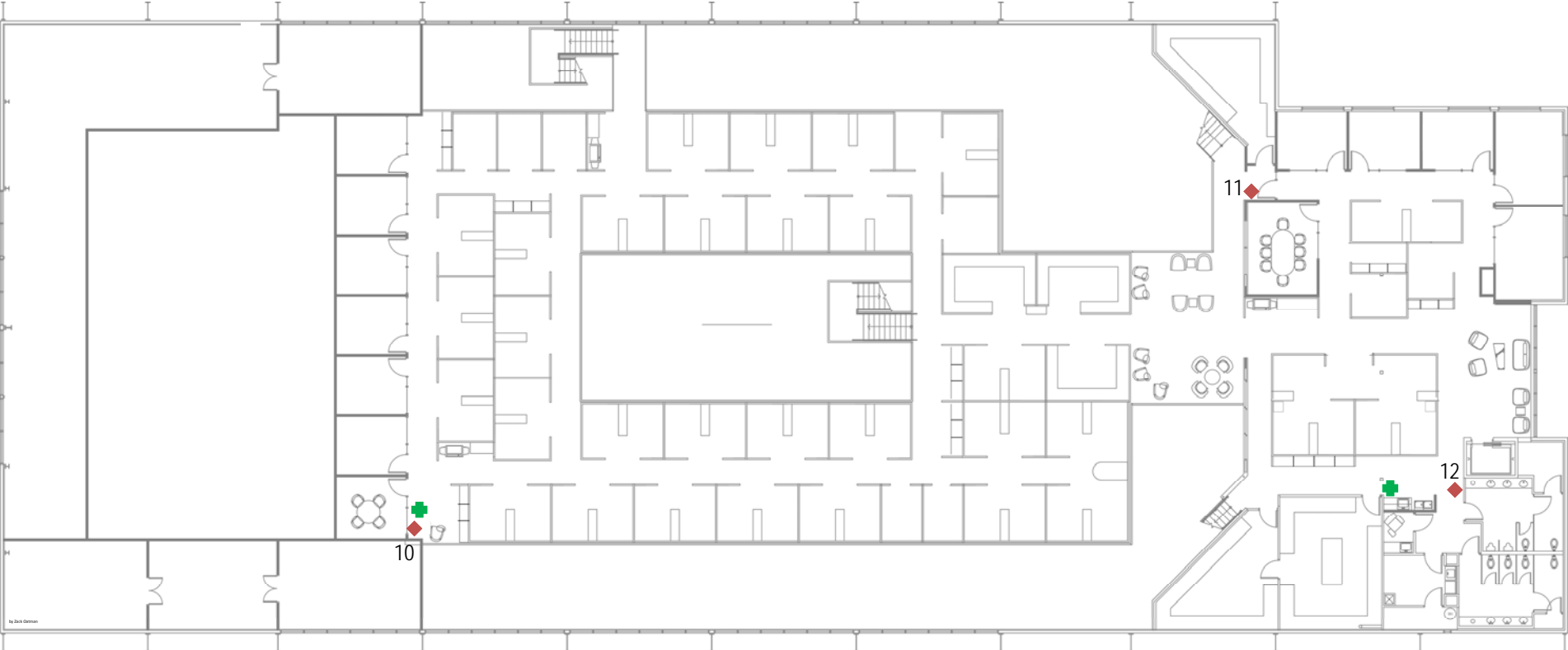


Legend	
◆	Fire Extinguisher
📍	Fire Alarm Pull Station
+	First Aid Kit
🚑	Automatic External Defibrillator

UC Agriculture & Natural Resources

2801 Second Street, Davis, CA

Emergency Equipment Locations—Second Floor



Legend	
◆	Fire Extinguisher
+	First Aid Kit