EMERGENCY ACTION PLAN (EAP)

University of California Riverside Main Campus Emergency Action Plan (EAP) covers those designated actions employers and employees must take to ensure employee safety from emergencies that arise within the workplace as required by the California Code of Regulations (CCR) Title 8, Section 3220.

University of California Riverside

Plan Overview

Introduction

The following elements are included in this plan

- Evacuation procedures and emergency escape routes
- Procedures for employees who remain to operate critical plant operations before they evacuate
- Procedures to account for all employees after an emergency evacuation is completed
- Rescue and medical duties for those employees who are to perform them
- The preferred means of reporting fires and other emergencies
- The names, job titles, and departments of persons who can be contacted for further information or explanation of duties under the plan
- Alerting and Notification
- Contacts
- Emergency Procedures

Summary

It is the responsibility of the Campus Emergency Manager to create and maintain this campus-level plan Emergency Action Plan, which is intended to guide the emergency response actions of all campus personnel during an event that threatens life safety or daily operations. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices. This plan also sets forth the operational fundamentals that will be used to manage response activities in the event of an emergency on the UC Riverside campus and at off-site facilities.

Authority

The UC Riverside Emergency Action Plan is created and distributed in accordance with UCR Campus Policy 425-24.

Purpose

The purpose of this plan is to establish the operational procedures necessary for campus personnel to respond to, and recover from, a significant emergency event in a timely and organized fashion. The University EAP also serves as the baseline by which all organizational and unit level Emergency Action Plans are developed. This plan and organization is subordinate to State and Federal plans during a disaster declaration by those authorities.

Approvals

The University of California Riverside Emergency Action Plan has been reviewed and approved by:

Andrew Flores
Director of Emergency Management

Sheila Hedayati
Executive Director, Environmental Health & Safety

Implementation Date: **July 20, 2012**
Date of last Revision: **October 1, 2024**

Evacuation Procedures
& Emergency Escape Routes

Actions to Take

Many incidents (e.g. building fires, chemical releases, and police responses) could require an evacuation of all or part of the campus. All employees must evacuate the building they are in when notified to do so.

Prior to Exiting

When the building's fire alarm activates, or when notified to evacuate by UCPD, EH&S, Physical Plant, or a department representative:

- Stop all work activities
- If possible to do so without endangering yourself, shut down all operations that could produce hazards if left un-attended, and begin your evacuation immediately.
- Alert others around you that an evacuation is taking place and of their need to exit.
- Close doors behind you as you exit, but do not lock them
- Closed doors help contain fires, locked doors hamper rescue operations.

Unless it creates an unnecessary delay, gather your keys, purse or wallet as you evacuate, keeping in mind you may not be allowed back into the building for an extended time.

Evacuation Routes / Exiting the Building

During a building evacuation, proceed to the nearest exit or stairwell if available. Use an alternate escape route if the stairwell is involved with fire, smoke, or otherwise obstructed. Each employee should be aware of at least two exit routes in their main building in the event one is compromised. ***Walk, do not run, and do not use building elevators during an evacuation under any circumstances.***

Assist those who need assistance, especially physically challenged persons, to evacuate or in relocating them to an area of safe refuge. Do not move injured persons unless it is absolutely necessary. Persons involved with developing the local procedures need to address how to evacuate colleagues with special needs that are unable to evacuate on their own. Contact the Campus Emergency Manager for information and guidance on this topic. Individuals with disabilities can contact the Campus Emergency Manager to create an Individualized Emergency Evacuation Plan (IEEP).

Emergency Assembly Areas (EAAs)

Once outside, move away from the building and towards the building's primary Emergency Assembly Area (EAA). If the primary EAA is unavailable, proceed to the alternate EAA.

A map of UCR campus EAA's can be found at:
UCR Emergency Assembly Areas (arcgis.com).

Evacuation Procedures
For Critical Plant Operations Employees

Safety is a top priority at UCR, and there are no critical operations worth risking one's welfare to perform. If you believe your department has critical operations requiring one or more employees to remain in the building during an evacuation (this should be a rare occurrence), you must contact the Campus Emergency Manager to develop a specific plan of action.

If you are unable to leave a building that is being evacuated to maintain critical processes that will create an increased hazard if left unattended, or you are injured or trapped, attempt to alert someone evacuating the building of your inability to leave.

Advise them of your name, department, and room number or location. Make sure they understand to advise the Building Supervisor for Emergency Conditions (BSEC) of the situation.

Take steps to reduce your exposure to additional risks posed by remaining in the building. If you are able to shut down or control critical processes, and subsequently evacuate, do so immediately. If you are injured or trapped remain where you are, unless in life threatening danger, so that rescue can be attempted by emergency responders alerted to your location.

No one can require anyone to remain inside a building that is being evacuated. Classes in session must evacuate as directed above. Your individual choice to remain in the building is only allowed for specific cases as indicated above.
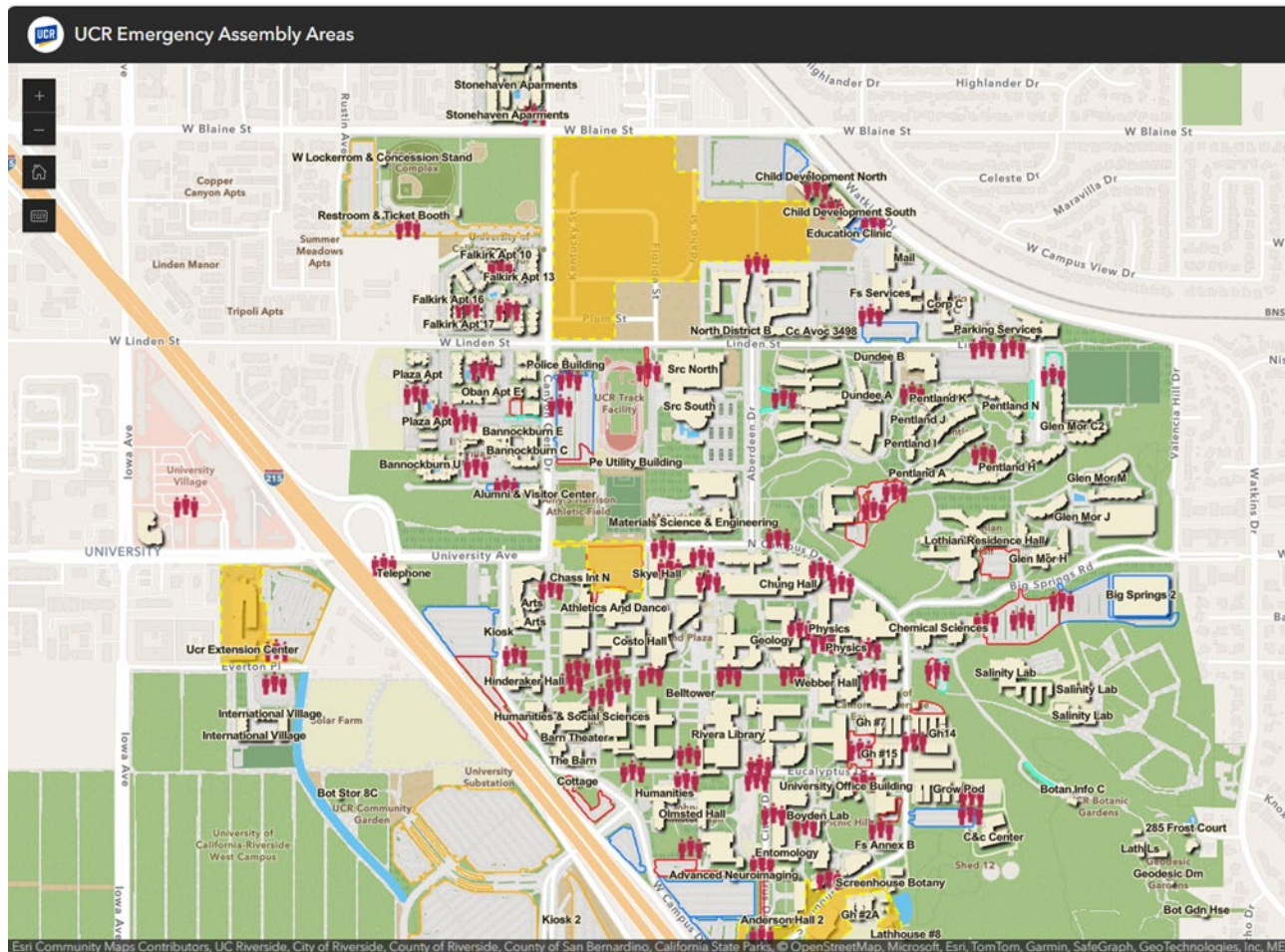
(*UCR Emergency Assembly Areas (arcgis.com)*)

Accounting for Employees after an Evacuation Procedures

Each campus EAA has a designated Building Supervisor for Emergency Conditions (BSEC) to act as the building's emergency point of contact and to manage EAA activities, along with trained Building Emergency Staff (BES) personnel to manage the evacuation process and assist with EAA activities.

Once you are safely at the EAA, be sure to notify the BSEC or BESs of the following:

- The name (if known) and location of persons you know are still in the building. Indicate the reason for their remaining, i.e. injuries, trapped, monitoring critical processes, etc., if known.
- Any information observed on your way out of the building regarding the emergency condition, e.g. visible flames, smoke, odors, spills, structural collapses, sounds, etc.
- Any existing conditions that remain in your work area that might endanger emergency responders or other personnel.

All evacuees are to remain at the EAA until directed otherwise by the BSEC, BES, UCPD, EH&S or other authorized personnel. Information related to the length of interruption or estimates of re-entry will generally be available from the BSEC once it is available from emergency responders regardless of the nature of the incident.

Do not re-enter the building for any reason, even if the alarm silences, until an all-clear is given by the UCPD, EH&S, the BSEC, BES, or other authorized personnel.

Assigned Job Responsibilities

Building Supervisor
for Emergency Conditions (BSEC)

The BSEC is responsible for identifying and recruiting an alternate building BSEC (ABSEC) and Building Emergency Staff (BES) members in sufficient quantity for their building. The BSEC is also responsible for creating, updating, collecting, and maintaining building specific contact lists (calling trees), building specific accountability rosters, emergency equipment and supplies.

Once the evacuation process is complete and building occupants have gathered at the EAA, the BSEC is responsible for taking a roll call. The BSEC should, prior to an emergency, ensure an updated building occupant roster sheet is available and accessible for this process at the time of the evacuation. The BSEC is also responsible for informing the Emergency Operations Center (EOC) by or on-scene Incident Commander of the status of faculty, staff, students, visitors, and guests gathered within the EAA.

If needed, the BSEC can recruit volunteers to help BESs direct and manage evacuees in the Assembly Area

BSECs should be prepared to provide the following information:
- Nature of the emergency (e.g. fire)
- Location of the emergency
- Number of persons trapped
- Number of persons injured
- Number of persons unaccounted for

The BSEC should report any injuries in need of immediate care that are reported to them to the on-scene Incident Commander. Any other minor injuries should be documented and reported to the on-scene Incident Commander or the campus EOC by utilizing their assigned 800MHz radio, phone call, or written notice. The BSEC ensures all important communication and information is exchanged between the on-scene Incident Commander or the EOC, and for sharing information as it becomes available with the evacuated personnel in the EAA.

The BSEC should not leave the assembly area until the emergency is cleared or if directed to do so by UCPD, EH&S, or other authorized personnel. The BSEC may assign a BES, or volunteer(s) from the assembled evacuees, to act as liaisons and assist with the collection and dissemination of information.

Building Emergency Staff (BES)

BES members initiate and manage the evacuation process. They accomplish this by:
- Directing occupants to the nearest building exit or stairwell
- Assisting personnel in exiting or relocation to an area of safe refuge
- Preventing personnel from using elevators during the evacuation process
- Conducting initial damage assessments during the evacuation process
- Identifying building conditions and hazards important to emergency responders
- Directing evacuated personnel to the building's assigned EAA

Upon arrival at the EAA, the BES is responsible for reporting to the BSEC that the evacuation of their designated area is complete, and reporting all physically challenged, trapped, or injured personnel remaining in the building. The BES is to assist the BSEC with completion of the Building Accountability Roster and any with any other assigned duties. The BES should also complete a Building Damage Assessment & Utility Status form.

Rescue and Medical Duties

First Responders

UCR relies on the City of Riverside Fire Department and partnering agencies to provide fire suppression, rescue, and medical response duties. It is recommended that departments document any employees that have specialized medical training in the Business Continuity Plan. These identified individuals should not practice outside the scope of their training and are not required or expected to assist in any emergency or medical situation, but may come forth to offer or render aid and assistance as covered under "Good Samaritan" regulations.

Fire and Emergency Reporting Procedures

In the event of an emergency, contact University of California Police Department (UCPD) Dispatch by dialing **911** (from a landline phone) or (951) 827-5222 (from a cell phone).

When to call:
- Report a medical emergency
- Report all fire incidents, even if the fire is extinguished
- Report criminal or suspicious behavior
- Report 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. Call even if you are in doubt about the seriousness of the situation.

What information to provide:
- Your Name
- The nature of the emergency
- The location of the emergency
- When the emergency happened
- How the emergency happened
- Whether or not you are in a safe location

Stay on the phone with the dispatcher until notified by the dispatcher to hang up, or emergency responders arrive on scene.

Alerting and Notification

Emergency Communications
If an emergency requires an evacuation of the building or for employees to take action, there are systems in place to provide notification. UCR's emergency alert and notification of employees is multi-layered for the purpose of redundancy. A variety of methods is available, though not all systems are available within each building on the UCR campus, nor are all systems deployed for every incident.

These notification systems include:
- Building fire alarms
- Text, email, and voice messaging from the Emergency Notification System
- Verbal notification from UCPD, EH&S, Physical Plant, or a department representative
- Website (http://campusstatus.ucr.edu, http://rspace.ucr.edu, http://rweb.ucr.edu)
- Voicemail systems
- Campus Warning Siren
- 800 MHz Radio

Other examples of notification methods include: Loud verbal commands, handheld & vehicle PA systems, phone trees, bullhorns, even just flashing the lights can be a way to get people's attention so they know there is an emergency/evacuation taking place.

Additional Information / Follow-up activities
Information concerning emergencies effecting UCR and the Riverside County region will be available to the campus community through the following resources:
- Campus Status website http://campusstatus.ucr.edu
- EH&S Emergency Management website http://ehs.ucr.edu/emergency
- Campus Radio KUCR: 88.3 FM or http://kucr.org
- Riverside Area News and Radio Stations
  KFRG 95.1 FM or KGGI 99.1 FM
  KFI 640 AM or KNX 1070 AM
- Emergency Alert System (EAS) Broadcasts

Contacts

Campus Responsibilities

The following are names, job titles, and departments of persons who can be contacted for further information or explanation of duties under the plan.

Department	Names / Job Title(s)	
Environmental Health & Safety http://ehs.ucr.edu Phone: (951) 827-5528 Fax: (951) 827-5122 Email: ehs@ucr.edu	**Andrew Flores** *Campus Emergency Manager* Andrew.flores@ucr.edu (951) 827-5528 **Scott Jackson** *Campus Fire Marshal* Scott.jackson@ucr.edu (951) 827-6309	**Shelia Hedayati** *Executive Director* Shelia.hedayti@ucr.edu (951) 827-5119
University of California Police Department (UCPD) http://police.ucr.edu Phone: (951) 827-5222 Fax: (951) 827-1639 Email: ucpdgeneralmail@ucr.edu	**Jeffrey Talbott** *Chief of Police* Jeffrey.talbott@ucr.edu (951) 827-3848	**Jason Day** *Police Lieutenant* jason.day@ucr.edu (951) 827-6188

Department Head / Chair Director Responsibilities

The Department is responsible for implementing essential elements of the EAP; planning, employee awareness training, the assignment of department personnel responsibilities (BSEC & BES positions), and annual Department EAP evaluation and maintenance.

The following duties must be performed to maintain an effective EAP:
• Develop, review, and update the Department EAP annually or as needed.
• Train all employees on the location of all emergency exits, fire extinguishers, manual pull stations, first aid kits, and Automated External Defibrillators (where applicable) within their assigned building/workspace.
• Ensure each person assigned space by the department creates and updates the Emergency Contact information for each room placard at http://econtact.ucr.edu.

Emergency Procedures

Emergency Procedures are available online at http://ehs.ucr.edu and http://campusstatus.ucr.edu for the following:

• Blood and Body Fluid exposure
• Bomb Threat
• Civil Disturbance or Demonstration
• Earthquakes
• Fire and Smoke Conditions
• Hazardous Material Exposure / Spill
• Homeland Security Incident
• Medical Emergencies and First Aid
• Radioactive Contamination / Spill
• Suspicious Mail or Packages
• Utility Failure
• Violence or Crime on Campus