



**33-EDUCATION BUILDING**

# **FIRE AND** **EVACUATION** **PLAN**

**UNIVERSITY OF CALIFORNIA  
DAVIS**



**UCDAVIS**  
**HEALTH SYSTEM**



**EDUCATION BUILDING**

**4610 X STREET**

## BUILDING NAME: 33-EDUCATION BUILDING

*This Fire Plan is to be used by staff\* to protect visitors and themselves from fire or other emergencies requiring evacuation from the building. In conjunction with the fire evacuation signs posted throughout the building, this plan satisfies the requirements of Section 3.09 of the California State Fire Marshall's Regulations and meets the requirements of The Joint Commission.*

*\* Staff includes all UC Davis health System employees, faculty, licensed independent practitioners, contract workers, etc.*

**Report all fires**, even if fire is immediately contained.  
**Dial 911** from a landline or **734-2555** from a cellular phone.

### BUILDING SPECIFIC FIRE PROTECTION COMPONENTS

This section is filled in by UCDHS Fire Prevention Department

| Fire Component  | Yes | No |
|---|-----|----|
| Building is constructed of<br><input checked="" type="checkbox"/> Non-combustible structural materials, principally concrete and steel<br><input type="checkbox"/> Combustible structural materials, principally wood |     |    |
| Corridor doors should be in the closed position during a fire emergency   |     |    |
| Automatic Fire Sprinklers are installed in building.<br><input checked="" type="checkbox"/> Fully sprinklered<br><input type="checkbox"/> Partially sprinklered; Define areas with sprinklers:<br>_____               | X   |    |
| Smoke Detectors are installed in building.  | X   |    |
| Manually activated red fire alarm pull stations are located in the exit routes of this building.  | X   |    |
| Audible fire signal installed in building<br><input checked="" type="checkbox"/> Type = (fill in) <u>Horns</u><br>e.g. Horn, chime, automatic voice message   | X   |    |
| Visual fire signal (e.g. strobe lights) installed in building   | X   |    |
| Fire Extinguishers in building<br><input checked="" type="checkbox"/> <u>A / B / C Type</u> (for use on most fires)<br><input type="checkbox"/> Other (fill in) _____; for use on (fill in) _____                     | X   |    |
| Areas of Refuge or Non-Ambulatory Staging Areas Identified and Posted<br><input checked="" type="checkbox"/> Location = <u>Stairwell Landings</u>   | X   |    |

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### Familiarization

Become familiar with the floor plan for the building and know the locations of:

- Manual Pull Stations (MPS), fire extinguishers, and telephones
- Exit routes and exit doors – Exit using stairs *only* when above or below the ground level.

### TRAINING

The **Fire and Evacuation Plan** consists of two essential elements, both of which must be present for it to succeed:

1. **Written guidelines & posted information** - The plan contains general information applicable to the entire building, as well as specific guidelines and floor plans for each clinic within the building. Fire evacuation signs located in each building and near the exit stairwells are designed to complement the plan.
2. **Employee training** - Your training is essential to the success of this plan. Without training the fire plan will not work for you or your associates, so take time to learn and practice the procedures on a regular basis.

### GENERAL FIRE PROCEDURE

If a fire occurs, you should follow the **R.A.C.E.** procedure:

- R - RESCUE
- A - ALARM
- C - CONFINE
- E - EXTINGUISH

### Rescue

- *Rescue* anyone (this includes yourself) who is in immediate danger from the fire. Remove these people to the closest safe area, simultaneously notifying other staff of the fire and its location. **Know where alternate exits are located.**

### Alarm

- If you are the first person to discover a fire, communicate your discovery to other staff in the area, activate the closest fire *alarm* activating device; **call 9-1-1 from the nearest safe location. If you are involved in rescue, send someone to call 9-1-1.**

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### Confine

- *Confine* the fire by closing all of the doors in and around the fire area. This will help keep fire and smoke from contaminating the exit paths during evacuation. It also helps to keep the fire to a much smaller area and aids in preventing it from spreading to other areas.

### Extinguish

- There is no better time to control and *extinguish* a fire than in its early stage. Utilize fire extinguishers acronym (**P.A.S.S.**) if you discover a fire in its earliest stage. If a fire is well developed, however, the best thing to do is close the doors around it and get out. Do not place yourself at unnecessary risk—your greatest value is as a rescuer, not as a firefighter.

|                         |  |
|-------------------------|--|
| <b><u>P</u>-PULL</b>    | Stand back from the fire and <i>pull</i> the pin.  |
| <b><u>A</u>-AIM</b>     | <i>Aim</i> the nozzle at the base of the flame   |
| <b><u>S</u>-SQUEEZE</b> | <i>Squeeze</i> the handle  |
| <b><u>S</u>-SWEEP</b>   | <i>Sweep</i> the nozzle from side to side at the base of the flames until the fire is completely extinguished. |

The **Sacramento Fire Department** is responsible for extinguishing fires at the **Medical Center**. You should never hesitate to call **9-1-1**. ***Remember that fire, even a small fire, presents an extreme risk to patients and staff, so don't hesitate – act immediately!***

### **As a Reminder:**

- All fires will require an investigation as to the cause.
- A report must be taken by UCDHS Fire Prevention Department investigator after each event.
- Wait for an ALL CLEAR from UCDHS Fire Prevention Department before re-occupying a building after a fire evacuation.

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# BUILDING ASSEMBLY AREA & EVACUATION PROCEDURE

To be filled in by Building Coordinator and Department Leads  
in consultation with UCDHS Fire Prevention

### BUILDING ASSEMBLY AREA

**Primary Assembly Area:** Field behind/east of Shriner's Parking

**Alternate Assembly Area:** Marriott Parking Lot

**Evacuation Assistance Area\*:** Stairwell Landings

\* Area for non-ambulatory persons or those in need of rescue assistance

Note: The on-scene incident commander has the final decision on the assembly area based on the event.

### EVACUATION PROCEDURE

1. If you are the first person to discover a fire or other emergency necessitating a building evacuation, **call 911** (from a landline) or 916-734-2555 (from a cellular phone). Communicate your discovery to other staff in the area and activate the closest fire alarm device. For response to criminal activities, refer to 1.a. below. **If you are involved in rescue, send someone to call 9-1-1.**
  - a. For criminal activities, such as a bomb threat, active shooter, or hostage situation, call 911 from a land line. Unless directed by emergency responders (fire or police), **do not activate** the fire alarm system and **do not evacuate** the building.
    - i. For a bomb threat, turn off all two-way communication devices, such as two-way radios, cell phones, and Vocera.
2. Building Coordinator or designee will:
  - a. If it is safe to do so:
    - i. Take the desk copy of building's Fire and Evacuation Plan before vacating the building.
  - b. Act as Liaison to the on-scene Incident Commander (typically police or fire)
    - i. Proceed to the incident command post (generally a police car or fire engine).
    - ii. Communicate where non-ambulatory persons are staged in the building.
3. Department / Unit Coordinator
  - a. Evacuate building and go to Assembly Area.
  - b. Account for all staff; if staff are not accounted for, attempt to contact and verify location.

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- c. Report any persons known to be in the building to the Building Coordinator, who will give report to on-scene Incident Commander.
4. All Staff will:
- a. Take personal belongings, such as purse or wallet, car keys, and cell phone, *if items are immediately available*.
  - b. Exit the building using the nearest available exit or stairs.
  - c. To the extent it is safe to do so, direct visitors to evacuate the building using the nearest available exit or stairs and to gather at the Primary Assembly Area (or secondary area if primary area is unsafe or unavailable).
  - d. Note: The on-scene Incident Commander may designate another assembly area, based on the nature of the emergency.
  - e. Assist any person needing rescue assistance, such as those persons in a wheelchair, to the Evacuation Assistance Area(s).
    - i. Staff must report on the status and location of all persons needing rescue assistance to the Building Coordinator.
  - f. Gather at the Assembly Area
    - i. All staff **MUST** report to their Department/Unit Coordinator for roll call and instructions.
    - ii. Account for all visitors from their area(s), if possible.
    - iii. Do not leave the Assembly Area until told to do so by your Department/Unit Coordinator.
    - iv. Inform your Department/Unit Coordinator if you have specific information regarding the emergency or about persons needing evacuation assistance.
    - v. Do not re-enter the building until the ALL CLEAR from the Incident Commander is called. Notification to all employees to re-enter the building will be from the Incident Commander through the Building coordinator.

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5. Special Assignments, if applicable
  - a. Assign departments or units to perform building-specific evacuation tasks, such as place cones to assist with crossing street.
    - i. Specify: NA
  - b. Assign persons to report department-specific evacuation information to the on-scene Incident Commander; such as the location of animals in building or location of hazardous materials or processes in building.
    - i. Specify: NA

## **BUILDING NAME: 33-EDUCATION BUILDING**

### **COMMUNICATION PLAN BUILDING CONTACT LIST**

To be filled in by Building Coordinator

#### **BUILDING COORDINATOR**

Name **Rose Vidales**  
Phone Number **(916) 734-2304**  
Cell Phone **n/a**  
E-mail Address **rose.vidales@ucdmc.ucdavis.edu**

#### **ALTERNATE BUILDING COORDINATOR**

Name **Zephyr Gold**  
Phone Number **(916) 734-2191**  
Cell Phone **n/a**  
E-mail Address **zephyr.gold@ucdmc.ucdavis.edu**

#### **BUILDING LEADERSHIP IN CHARGE (if applicable to building)**

Name **Michael Condrin**  
Phone Number **734-2828**  
Cell Phone **n/a**  
E-mail Address **michael.condrin@ucdmc.ucdavis.edu**

#### **DEPARTMENT CONTACT LIST**

To be filled in by Department Leads

#### **UNIT / DEPARTMENT COORDINATOR(S)**

Unit Name Admissions/Financial Aid (1<sup>st</sup> Floor)  
Name Ed Dagang/Lauren Snow  
Phone Number 734-4123/734-4115  
Cell Phone  
E-mail Address edward.dagang/Lauren.snow@ucdmc.ucdavis.edu

Unit Name Registrar's Office (1<sup>st</sup> Floor)  
Name Carol Harper/Elena Recinos  
Phone Number 734-4117/734-4999  
Cell Phone  
E-mail Address carol.harper/Elena.recinos@ucdmc.ucdavis.edu

Unit Name Scrub's East Café (1<sup>st</sup> Floor)  
Name Lori Sanchez  
Phone Number 734-8815  
Cell Phone  
E-mail Address lori.sanchez@ucdmc.ucdavis.edu

Unit Name Environmental Services (all Ed Building)  
Name Gloria Hurd/Luis Bonilla  
Phone Number 734-3425/734-3777

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Cell Phone  
E-mail Address      gloria.hurd/luis.bonilla@ucdmc.ucdavis.edu

Unit Name              Clinical Education & Resource Ctr (2<sup>nd</sup> Floor)  
Name                    Haydee Pineda-Johnson/Ann Magdalen  
Phone Number        734-5201/734-3445  
Cell Phone  
E-mail Address        haydee.pineda-johnson  
                             /ann.magdalen@ucdmc.ucdavis.edu

Unit Name              Doctoring Office (2<sup>nd</sup> Floor)  
Name                    Mary Jo Kelly / Bren Ahearn  
Phone Number        734-0879/734-4124  
Cell Phone  
E-mail Address        mary.kelly/Brendan.ahearn@ucdmc.ucdavis.edu

Unit Name              Student Commons/College System (2<sup>nd</sup> Floor)  
Name                    A. Carmalina Raffetto/Kimberly Shook  
Phone Number        734-1848/734-4121  
Cell Phone  
E-mail Address        carmalina.raffetto  
                             /Kimberly.shook@ucdmc.ucdavis.edu

Unit Name              IT (2<sup>nd</sup> Floor)  
Name                    Dan Cotton/Jason Dohrn  
Phone Number        734-2019/734-3900  
Cell Phone  
E-mail Address        daniel.cotton/Jason.dohrn@ucdmc.ucdavis.edu

Unit Name              Graduate School of Management (2<sup>nd</sup> Floor)  
Name                    Charles "Gab" Coleman/Jordan Dade  
Phone Number        734-3937/734-3938  
Cell Phone  
E-mail Address        cgcoleman/jwdade@ucdavis.edu

Unit Name              Dean's Office (3<sup>rd</sup> Floor)  
Name                    Rose Vidales  
Phone Number        734-2304  
Cell Phone  
E-mail Address        rose.vidales@ucdmc.ucdavis.edu

Unit Name              Practice Management Board (3<sup>rd</sup> Floor)  
Name                    Kathy Lelevier  
Phone Number        703-5565  
Cell Phone  
E-mail Address        kathy.levevier@ucdmc.ucdavis.edu

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|                |  |
|----------------|--|
| Unit Name      | Master Educators Suite   |
| Name           | Janice Bramson/Amy Mellin (3 <sup>rd</sup> Floor)  |
| Phone Number   | 734-2062/2063  |
| Cell Phone     |  |
| E-mail Address | janice.bramson/amy.mellin@ucdmc.ucdavis.edu  |
| Unit Name      | Office of Medical Education (3 <sup>rd</sup> Floor)  |
| Name           | Robert Hoadley/Germaine Kennix   |
| Phone Number   | 734-3654/734-4118  |
| Cell Phone     |  |
| E-mail Address | robert.hoadley<br>/germaine.kennix@ucdmc.ucdavis.edu   |
| Unit Name      | Office of Curricular Support- <b>both suites</b> (3 <sup>rd</sup> Floor)   |
| Name           | Ryan Traynham/Susan Gardinor   |
| Phone Number   | 734-3526/734-1846  |
| Cell Phone     |  |
| E-mail Address | ryan.traynham/Susan.gardinor@ucdmc.ucdavis.edu   |
| Unit Name      | Student Life/Student Run Clinics (3 <sup>rd</sup> Floor)   |
| Name           | Debra Patterson/Amy Jouan  |
| Phone Number   | 734-3530/734-4106  |
| Cell Phone     |  |
| E-mail Address | debra.patterson/amy.jouan@ucdmc.ucdavis.edu  |
| Unit Name      | BIM School of Nursing-suite and Research Studio<br>(4 <sup>th</sup> Floor)                                       |
| Name           | Steven Wells/Kathy Dooley  |
| Phone Number   | 734-7626/734-7250  |
| Cell Phone     |  |
| E-mail Address | steven.wells/Kathleen.dooley@ucdmc.ucdavis.edu   |
| Unit Name      | Faculty Development./Office of Student Diversity/<br>Student Wellness / Innovation Suite (4 <sup>th</sup> Floor) |
| Name           | Michelle Villegas-Fraser/Felicia Miller  |
| Phone Number   | 734-1829/734-4084  |
| Cell Phone     |  |
| E-mail Address | michelle.villegas-fraser/Felicia.miller<br>@ucdmc.ucdavis.edu  |
| Unit Name      | Blaisdell Medical Library (1 <sup>st</sup> Floor)  |
| Name           | Rebecca Davis/Collen Evans   |
| Phone Number   | 734-4634/734-3529  |
| Cell Phone     |  |
| E-mail Address | rebecca.davis/colleen.evans@ucdmc.ucdavis.edu  |

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## SACRAMENTO CAMPUS EMERGENCY CONTACT INFORMATION

### UC DAVIS FIRE PREVENTION

Phone Number – Front Desk (916) 734-3036  
Phone Number - Emergency Only 911 (landline)  
Phone Number - Emergency Only (916) 734-2555 (cellular phone)

### UC DAVIS POLICE DEPARTMENT

Phone Number – Landline 911  
Phone Number – Cellular Phone (916) 734-2555

### MEDICAL CENTER SAFETY (EH&S) CONTACT:

Name Bob Lawson  
Phone Number (916) 734-2740 or (916)-734-3355  
E-mail Address [robert.lawson@ucdmc.ucdavis.edu](mailto:robert.lawson@ucdmc.ucdavis.edu)

### MEDICAL CENTER EMERGENCY PREPAREDNESS CONTACT:

Name Glynis Foulk  
Phone Number 916-734-8261  
E-mail Address [glynis.foulk@ucdmc.ucdavis.edu](mailto:glynis.foulk@ucdmc.ucdavis.edu)

### UCDMC PARKING & TRANSPORT

Phone Number (916) 734-8117  
Pager Number (916) 762-1230

### UCDMC IT/TELECOMMUNICATION

Phone Number (916) 734-8700  
Hospital Operator (916) 734-7020

\*\*\*\*\* Delete for Buildings with no Academic or Research Staff \*\*\*\*\*

### SAC RESEARCH & ACADEMICS SAFETY (EH&S) & EP CONTACT:

Name UC Davis Campus Safety Services  
Phone Number 530-752-1493

### SOM LABORATORY SAFETY OFFICER (DAVIS):

Name Diane Hoffmann  
Phone Number (530) 304-0006 cell  
E-mail Address [dehoffmann@ucdavis.edu](mailto:dehoffmann@ucdavis.edu)