

Emergency Action Plan for Humanities Gateway EAP

Contact Persons For This Plan

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Alternate	JEREMY F SAINE	jsaine@uci.edu	9498247891

Emergency Assembly Areas Post-Evacuation

Primary	Alternate	Designated Waiting Area(s) If In Need Of Assistance To Evacuate
Grassy area to left of service road in front of West Peltason		

Occupants With Emergency Roles

Name	Emergency Role	Home Workgroup
COLIN SCOT ANDREWS	Zone Captain	Humanities Dean's Office
SUSAN E. SHOWLER		Humanities Dean's Office
TRUNG CHAN DUONG	Floor Warden; Building Coordinator	Humanities Dean's Office
JEREMY F SAINE	Floor Warden; Building Coordinator	Humanities Dean's Office
ANGELICA ENRIQUEZ	Floor Warden	Hum Commons
AMANDA JEANNE SWAIN	Floor Warden	Hum Commons
WYLIE VISCONTI	Floor Warden	Humanities Dean's Office
CASEY SAKASEGAWA WONG	Floor Warden	Humanities Dean's Office
MATTHEW JOSEPH MCCABE	Floor Warden	Film and Media Studies
ELIZABETH A. PACE	Floor Warden	Film and Media Studies
RINA M CARVALHO	Floor Warden	Asian/African/Gender Studies
JASMINE ROBLEDO	Floor Warden	Asian/African/Gender Studies
HAE KYUNG HAN	Floor Warden	Humanities Dean's Office
CAMILLIA F KING	Floor Warden	Humanities Dean's Office
ANITA DHALARI CENTENO	Floor Warden	Humanities Research Institute
ARIELLE ANNE READ	Floor Warden	Humanities Research Institute
YOLANDA CHOO		Humanities Research Institute
EVA R. YONAS	Floor Warden	Film and Media Studies

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Plan History

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Last Modified By	Jeremy F Saine

A. Purpose Of The Emergency Action Plan

The Emergency Action Plan (EAP) is a way for your workplace to prepare and plan for a variety of emergency situations, e.g., medical emergencies, citywide disasters; power outages, hazardous chemical spills, fires, bomb threats, a civil disturbance, and earthquakes.

An Emergency Action Plan is required for each Administrative and Academic work space, and should be considered a part of every Department's basic health and safety responsibility. EAPs may be developed for an entire floor or area occupied by multiple departments, divisions, units, or labs; or may be written for a single unit/lab worksite.

It is important for staff to read and understand their work site Emergency Action Plan BEFORE an emergency occurs. Managers should share safety information with faculty, staff, and students; brief all new personnel as they join the department; and POST copies of the Emergency Action Plan in accessible locations. Department Managers are responsible for the annual review and update of their Emergency Action Plan(s).

B. Buildings Covered (in Whole or Part)

Building Name	Address Line 1	Address Line 2	Building Coordinator (or Equiv)	Alternate Bldg Coordinator (or Equiv)	Comment
HUMANITIES GATEWAY BUILDING			TRUNG CHAN DUONG	JEREMY F SAINE	Zone 6 command post

C. Specific Work Area (Within the Above Buildings) Covered By This Plan

Work Area Covered By This Plan	Humanities Gateway houses the SOH Office of the Dean and HRI (4th floor), Asian/African/Gender studies and SOH Development (3rd floor), Film and Media and Art History (2nd floor) and Humanities Commons and Persian Center(1st floor) Also, there are two smallish classrooms on the second floor, numerous public conference rooms on the first floor, and two large lecture or screening rooms, HG 1800 and HG 1070
Additional Description of Work Area	
Location Tag	Zone 6 - Humanities
Other Location Tag	Humanities
Animal Facilities In This Work Area?	No
Animal Facilities Location/Details	no

D. Instructions For Reporting Emergencies

Employees shall report any fire or other emergency situation to the UCI Police Department by dialing 911 or 949-824-5223. The caller should provide as much information about the emergency as possible, including locations affected, any health and safety issues, missing persons, or other pertinent information.

E. Instructions For Evacuation

State law requires occupants to evacuate to a safe location when the fire alarm sounds, or when

E. Instructions For Evacuation

ordered to do so by emergency response personnel. Floor Wardens and Building Coordinators are responsible for ensuring that employees know their Emergency Assembly Area (EAA) location, and two evacuation routes from the work site location.

Roster sheets listing all employees in the workspace shall be kept in an appropriate and easily-accessible location. They may be kept in multiple locations if necessary to ensure quick access during emergencies. Floor Wardens and Building Coordinators, upon receiving the notice to evacuate, shall carry the roster sheets with them as they guide the evacuation. After the building is evacuated and employees have gathered at the Emergency Assembly Area (EAA), the Floor Wardens and/or Building Coordinators shall take the roll of those gathered. Missing employees shall be promptly reported (a) to on-scene emergency responders (Fire Department, Police, other) and (b) to the Emergency Operations Center or other designated Incident Commander.

- EVACUATE when:
 - A fire and/or life safety emergency occurs,
 - The fire alarm activates (audible and/or visual),
 - Notified to do so by emergency response personnel or Zone Crew members.
- Be aware of all exits from your area and building. Know the routes from your work area.
- When the fire alarm activates or you are told to leave, keep calm, WALK quickly to the nearest marked exit and ask others to do the same. DO NOT RUN.
- DO NOT USE ELEVATORS unless directed to do so.
- ASSIST persons with disabilities, access or functional needs if you are willing and able.
- Notify Zone Crew or emergency personnel if you suspect someone may be trapped in the building.
- Follow instructions given by Zone Crew members in red, yellow, or green vests or emergency personnel.
- Once outside, move to your designated assembly area. Keep streets and walkways clear for emergency vehicles and personnel.
- DO NOT return to an evacuated building until an all clear message is given and you are directed to do so.

Hazardous Materials Operations and Laboratory Evacuations, if safe, perform the following before evacuating:

- Shut down all hazardous operations including equipment and energy sources connected to hazardous materials.
- Close all supplies of hazardous materials including compressed gas cylinders.
- Make sure operations are left in a stable state.

Evacuation Route	Primary: nearest stairwell
	Secondary:
Emergency Assembly Area	Primary: Grassy area to left of service road in front of West Peltason
	Secondary:
Designated Waiting Area(s)	

F. Instructions For Sheltering In Place

There may be situations when it's simply best to stay where you are and avoid any uncertainty outside. This can be due to everything from hazardous material releases to fires, explosions or chemical spills. If a shelter in place order is given employees should follow these procedures to ensure their safety

How to choose a room to shelter in place:

- Select a small, interior room, with no or few windows
- Choose a room where exterior doors and windows close completely and can be locked
- It is ideal to have a hard-wired telephone in the room you select (cell phone equipment may be overwhelmed or damaged in an emergency)

Additional Notes:

- Lock all available doors
- Turn off all fans, heating and air conditioning systems
- Inspect emergency kits and supplies.
- Tune your AM radio to 1690 for updates on the situation and an all-clear zotALERT message
- Be prepared to improvise and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination

F. Instructions For Sheltering In Place

G. Instructions For Securing In Place

A Secure-In-Place notification may be issued when the UCI Police Department determines that there is a potential threat to the campus. When notified to Secure-In-Place, initiate action immediately. Take ALL zotALERTS seriously. You will be safest by placing a locked door or other barricade between you and the associated violence or danger.

How do I Secure-In-Place?

- REMAIN CALM!
- Find an interior room and lock or barricade the doors.
- If there are other employees, students/visitors with you or in the vicinity, tell them to go to the closest office/classroom/lab/residence hall.
- To minimize vulnerability, turn off lights, silence phones, and draw blinds.
- Move away from doors and windows.
- Move/use furniture to provide added protection.
- Follow instructions from Police, Fire, Zone Crew team members, and other first responders.
- DO NOT leave until an all-clear message is received.

What if I am outside?

- If you are outside during a Secure-In-Place emergency you should seek shelter in a nearby building.
- If you are unable to get inside a building, seek nearby shelter, e.g. large trees, walls, cars in a parking lot/garage, away from the danger area (if known).
- Follow instructions from Police, Fire, Zone Crew team members, and other first responders.
- Stay sheltered until an all-clear message is received.

What if I am in a classroom or lecture hall?

- Notify class of "Secure-In-Place" order (students, if your professor or TA does not see the alert – notify them).
- Lock or barricade the doors.
- Turn off lights, silence phones, and draw blinds.
- Move away from doors and windows.
- Move/use furniture to provide added protection.
- Follow instructions from Police, Fire, Zone Crew team members, and other first responders.
- DO NOT leave until an all-clear message is received.

H. Procedures For Specific Scenarios

For additional information on emergency procedures for utility failure, persons in distress, active shooter, hazardous materials incidents, evacuation of persons with disabilities, access or functional needs, medical emergencies, bomb threats, and earthquakes refer to the UCI Emergency Procedures Flip Chart. http://police.uci.edu/em/UCI_EmerProc.pdf

I. List Of Occupants In This Work Area

Name	Department	Relevant Information?
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J. Occupants With Special Duties During Emergencies

Name	Department	Organizer Duties	Duties Pre-Evacuation	Duties Post-Evacuation	Rescue Or Medical Duties
COLIN SCOT ANDREWS	SCHOOL OF HUMANITIES	Zone Captain			

J. Occupants With Special Duties During Emergencies					
Name	Department	Organizer Duties	Duties Pre-Evacuation	Duties Post-Evacuation	Rescue Or Medical Duties
SUSAN E. SHOWLER	HUM GRADUATE OFFICE				
TRUNG CHAN DUONG	HUM COMP CONSULTING	Floor Warden; Building Coordinator			
JEREMY F SAINE	SCHOOL OF HUMANITIES	Floor Warden; Building Coordinator			
ANGELICA ENRIQUEZ	SCHOOL OF HUMANITIES	Floor Warden			
AMANDA JEANNE SWAIN	SCHOOL OF HUMANITIES	Floor Warden			
WYLIE VISCONTI	HUM COMP CONSULTING	Floor Warden			
CASEY SAKASEGAWA WONG	SCHOOL OF HUMANITIES	Floor Warden			
MATTHEW JOSEPH MCCABE	FILM & MEDIA STUDIES	Floor Warden			
ELIZABETH A. PACE	FILM & MEDIA STUDIES	Floor Warden			
RINA M CARVALHO	AFRICAN AMERICAN	Floor Warden			
JASMINE ROBLEDO	AFRICAN AMERICAN	Floor Warden			
HAE KYUNG HAN	SCHOOL OF HUMANITIES	Floor Warden			
CAMILLIA F KING	SCHOOL OF HUMANITIES	Floor Warden			
ANITA DHALARI CENTENO	HUMANITIES RESEARCH INSTITUTE	Floor Warden			
ARIELLE ANNE READ	HUMANITIES RESEARCH INSTITUTE	Floor Warden			
YOLANDA CHOO	HUMANITIES RESEARCH INSTITUTE				
EVA R. YONAS	FILM & MEDIA STUDIES	Floor Warden			

K. Other Important Information

No other information at this time.

Appendices

Appendix 1: Alarm Systems

Details Of Building Fire Alarm System	4100U Simplex Full sprinkler system
Other Employee Alarm Systems In Building	Elevator Alarm; Panic Alarm
Details Of Other Employee Alarm Systems	Panic button at reception desk 4th floor... HG 4100

Appendix 2: Org Units That Have Staff In This Work Area

HUM - African American Studies
HUM - Art History
HUM - Asian American Studies
HUM - Dean's Office
HUM - Film and Media Studies
HUM - Gender & Sexuality Studies
HUM - Humanities Development Office
HUM - Samuel Jordan Center for Persian Studies and Culture

Appendix 3: Training Requirements

Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.

The employer shall advise each employee of his/her responsibility under the plan at the following times:

- Initially when the plan is developed,
- Whenever the employee's responsibilities or designated actions under the plan change, and
- Whenever the plan is changed. The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review.

Appendix 4: Record-Keeping Requirements

The written plan shall be kept at the workplace and made available for employee review.

A written training record shall be kept in the workplace. The training record shall include, at minimum, a list of employees trained in the EAP, the date of training for each, and the employee's signature as confirmation. Training records shall be kept and available for a minimum of ten years.

Appendix 5: Contact Persons For This Plan

	Name	Email	Work Phone	Cell Phone
Primary	COLIN SCOT ANDREWS	andrewsc@uci.edu	9498242493	(714) 623-9189
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Appendix 6: Attachments	
Attachment Name	Description
HG people.xls	
Humanities Gateway.pdf	

Swain	Amanda	Centers and Programs	Humanities Gateway	1112
Yun	Erica	Centers and Programs	Humanities Gateway	1114
Tuhus-Dubrow	Rebecca	Centers and Programs	Humanities Gateway	1114
Enriquez	Angelica	Centers and Programs	Humanities Gateway	1116
Jalalipour	Saeid	Centers and Programs	Humanities Gateway	1118
Daryae	Touraj	Centers and Programs	Humanities Gateway	1347
Rahimieh	Nasrin	Comparative Literature	Humanities Gateway	1349
Flanagan	Cecilia	Art History	Humanities Gateway	2000
Quijano	Clara	Film and Media Studies	Humanities Gateway	2008
Pace	Elizabeth	Film and Media Studies	Humanities Gateway	2010
Yonas	Eva	Film and Media Studies	Humanities Gateway	2012
McCabe	Matt	Film and Media Studies	Humanities Gateway	2014
Mimura	Glen	Film and Media Studies	Humanities Gateway	2024
Rony	Fatimah Tobing	Film and Media Studies	Humanities Gateway	2108
Daulatzai	Sohail	Film and Media Studies	Humanities Gateway	2112
Wue	Roberta	Art History	Humanities Gateway	2114
Massey	Lyle	Art History	Humanities Gateway	2116
Glebova	Aglaya	Art History	Humanities Gateway	2118
Hatch	Kristen	Film and Media Studies	Humanities Gateway	2120
Dauchan	Desha	Film and Media Studies	Humanities Gateway	2122
Soderman	Anton Braxton	Film and Media Studies	Humanities Gateway	2124
Patel	Alka	Art History	Humanities Gateway	2126
Cane	Elizabeth	Film and Media Studies	Humanities Gateway	2127
Hilderbrand	Lucas	Film and Media Studies	Humanities Gateway	2128
Cartier	Marie	Film and Media Studies	Humanities Gateway	2129
Nisbet	James	Art History	Humanities Gateway	2130
Winther-Tamaki	Bert	Art History	Humanities Gateway	2210
Lim	Bliss Cua	Film and Media Studies	Humanities Gateway	2214
Whiting	Cecile	Art History	Humanities Gateway	2216
Johnson	Victoria	Film and Media Studies	Humanities Gateway	2218
Powell	Amy	Art History	Humanities Gateway	2220
Betancourt	Roland	Art History	Humanities Gateway	2222
Liu	Catherine	Film and Media Studies	Humanities Gateway	2224
Krapp	Peter	Film and Media Studies	Humanities Gateway	2321
Miles	Margaret	Art History	Humanities Gateway	2331
Dimendberg	Edward	Film and Media Studies	Humanities Gateway	2347
Benamou	Catherine	Film and Media Studies	Humanities Gateway	2349
Robledo	Jasmine	African American Studies	Humanities Gateway	3010
Jamora	JoAnn	OOD Development	Humanities Gateway	3018
Fischer	Sean	OOD Development	Humanities Gateway	3022
Luebbe	Doug	OOD Development	Humanities Gateway	3024
Balsamo	Nicole	OOD Development	Humanities Gateway	3026
Ruiz	Vicki	History	Humanities Gateway	3108
Dang	Thuy Vo	Asian American Studies	Humanities Gateway	3110
Liu	John	Asian American Studies	Humanities Gateway	3112
Liu	John	Asian American Studies	Humanities Gateway	3112
Lazo	Rodrigo	English	Humanities Gateway	3114
Cho	Julie	Asian American Studies	Humanities Gateway	3123
Thuma	Emily	Gender and Sexuality Studies	Humanities Gateway	3212
Mahmud	Lilith	Gender and Sexuality Studies	Humanities Gateway	3214

Scheper	Jeanne	Gender and Sexuality Studies	Humanities Gateway	3216
Terry	Jennifer	Gender and Sexuality Studies	Humanities Gateway	3218
Kang	Laura	Gender and Sexuality Studies	Humanities Gateway	3220
Sameh	Catherine	Gender and Sexuality Studies	Humanities Gateway	3222
Willoughby-Herard	Tiffany	African American Studies	Humanities Gateway	3224
Wilderson	Frank	African American Studies	Humanities Gateway	3226
Vo	Linda	Asian American Studies	Humanities Gateway	3307
Balance	Christine	Asian American Studies	Humanities Gateway	3309
Lee	James	Asian American Studies	Humanities Gateway	3331
Chandler	Nahum	African American Studies	Humanities Gateway	3333
Fujita-Rony	Dorothy	Asian American Studies	Humanities Gateway	3335
Cooks	Bridget	African American Studies	Humanities Gateway	3337
Sexton	Jared	African American Studies	Humanities Gateway	3339
Luebbe	Donna	OOD	Humanities Gateway	4102
Van Den Abbeele	Georges	OOD	Humanities Gateway	4104
Portillo	Penny	OOD	Humanities Gateway	4108
Warminski	Andrzej	OOD	Humanities Gateway	4110
Saine	Jeremy	OOD Facilities	Humanities Gateway	4116
Duong	Trung	OOD Computing	Humanities Gateway	4118
MCKENZIE	Mayumi	OOD HR	Humanities Gateway	4120
Hague	Marcie	OOD Computing	Humanities Gateway	4122
Wong	Casey	OOD HR	Humanities Gateway	4124
Han	Mindy	OOD HR	Humanities Gateway	4126
Andrews	Colin	OOD Facilities	Humanities Gateway	4323
Visconti	Wylie	OOD Computing	Humanities Gateway	4325
Defries	Erin	OOD Finance	Humanities Gateway	4327
Bodenschatz	Johnathan	OOD Finance	Humanities Gateway	4329
Morallo	Nancy	OOD Finance	Humanities Gateway	4331
Perez	Lizett	OOD Finance	Humanities Gateway	4333
Jen	Emily	OOD Finance	Humanities Gateway	4335
Adams	Annabel	OOD Development	Humanities Gateway	4347
King	Camillia	OOD HR	Humanities Gateway	4349

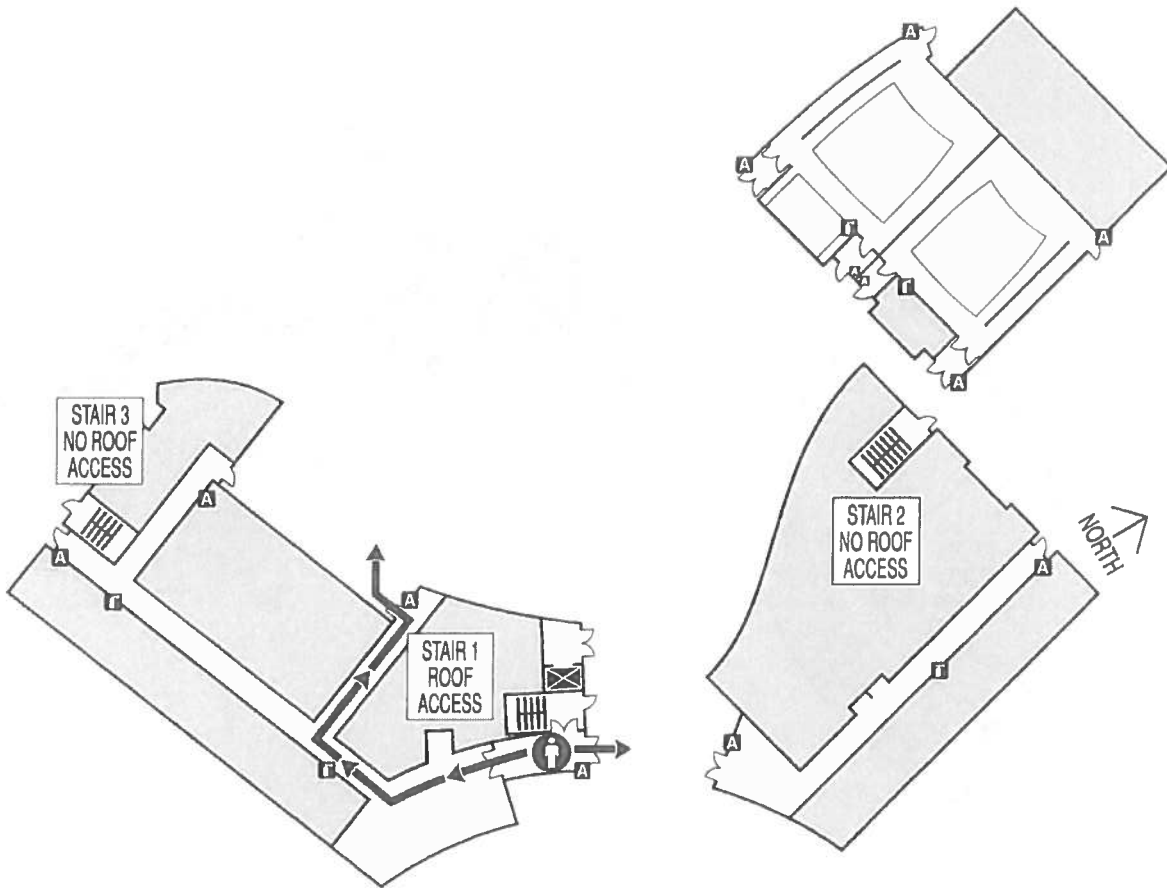
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(949) 824-6197	cking	cking@uci.edu	Staff

EVACUATION PLAN

UCI - HUMANITIES GATEWAY

1st Floor
(ADDRESS TO BE ADVISED)



**IN CASE OF FIRE
USE EXIT ROUTES
INDICATED - DO NOT
USE ELEVATORS**

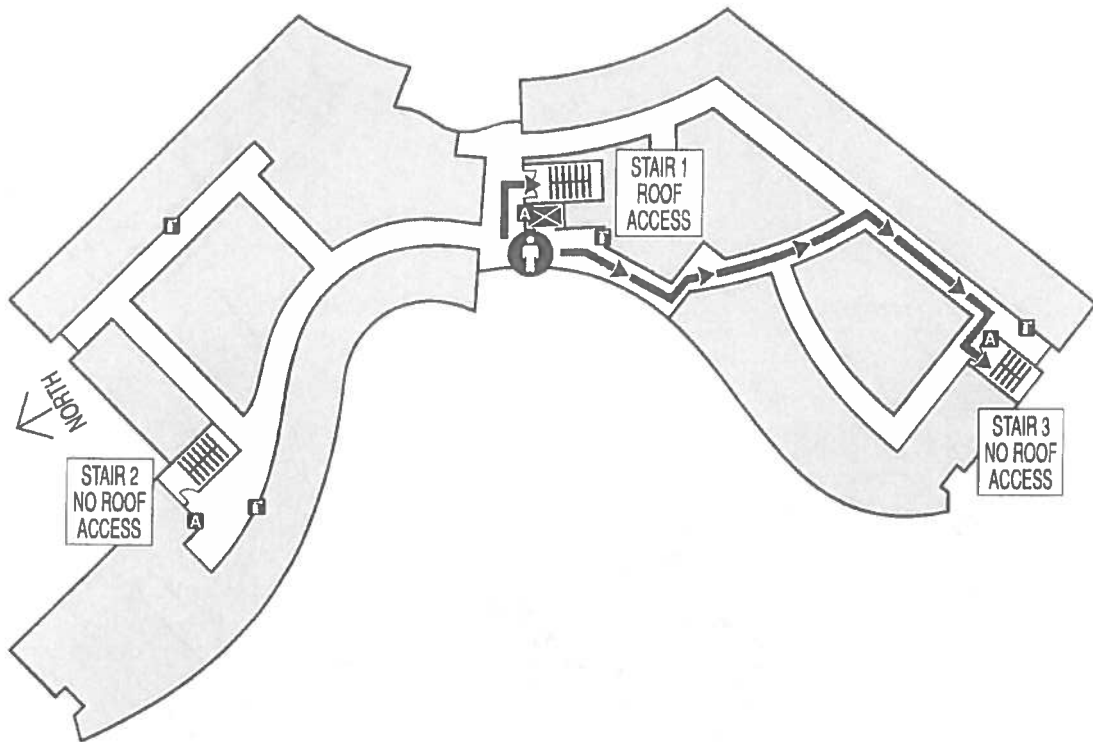
YOU ARE HERE	FIRE ALARM PULL STATION
EXIT ROUTES	ALARM SOUNDS LIKE HORN
STAIRWAY	ALARM LOOKS LIKE FLASHING LIGHT
ELEVATOR	
EXTINGUISHER	

EMERGENCY TELEPHONE # 911

EVACUATION PLAN

2nd Floor

UCI - HUMANITIES GATEWAY (ADDRESS TO BE ADVISED)



**IN CASE OF FIRE
USE STAIRWAYS
TO EXIT - DO NOT
USE ELEVATORS**

- | | |
|-----------------------|----------------------------------|
| ⓘ YOU ARE HERE | A FIRE ALARM PULL STATION |
| ➔ EXIT ROUTES | ALARM SOUNDS LIKE HORN |
| ≡ STAIRWAY | ALARM LOOKS LIKE FLASHING LIGHT |
| ⊠ ELEVATOR | |
| T EXTINGUISHER | |

EMERGENCY TELEPHONE # 911



4311 WILSHIRE BL #112 TEL (323) 549-4270
LOS ANGELES CA90010 FAX (323) 649-9070

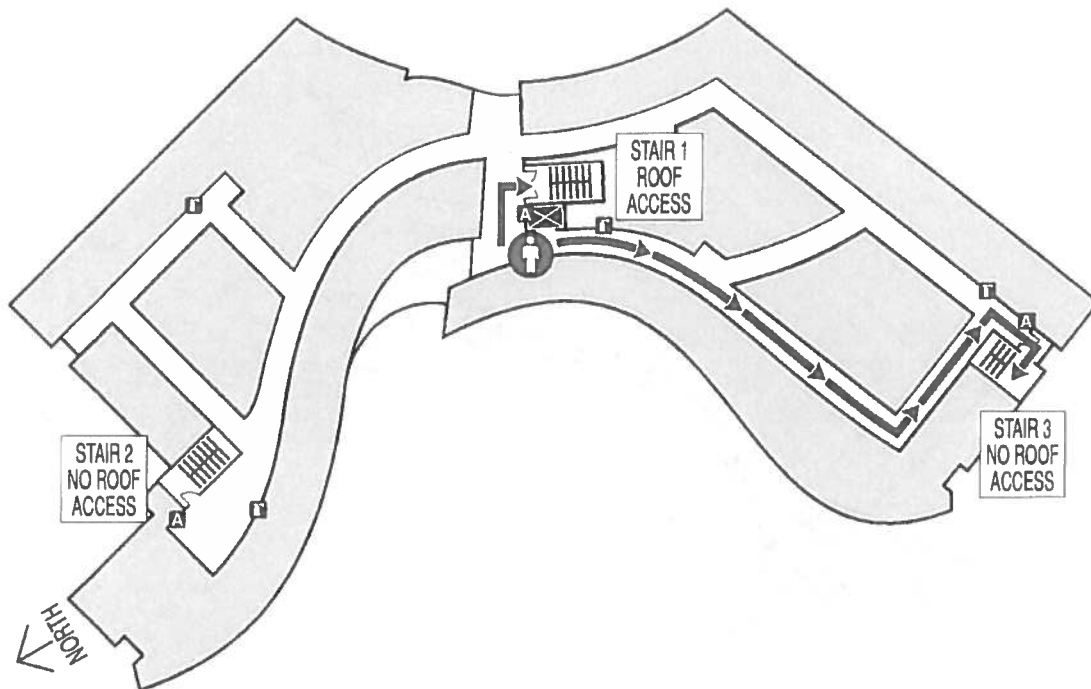
Proof / Sign # 10C-2-1

1/2 FULL SIZE - JUNE 11TH 2009

EVACUATION PLAN

3rd Floor

UCI - HUMANITIES GATEWAY (ADDRESS TO BE ADVISED)



**IN CASE OF FIRE
USE STAIRWAYS
TO EXIT - DO NOT
USE ELEVATORS**

- | | |
|--------------|---------------------------------|
| YOU ARE HERE | FIRE ALARM PULL STATION |
| EXIT ROUTES | ALARM SOUNDS LIKE HORN |
| STAIRWAY | ALARM LOOKS LIKE FLASHING LIGHT |
| ELEVATOR | |
| EXTINGUISHER | |

EMERGENCY TELEPHONE # 911



CALIFORNIA
CONTRACT
COMMERCIAL DESIGNS

4311 WILSHIRE BL #112 TEL (323) 549-4270
LOS ANGELES CA 90010 FAX (323) 549-9070

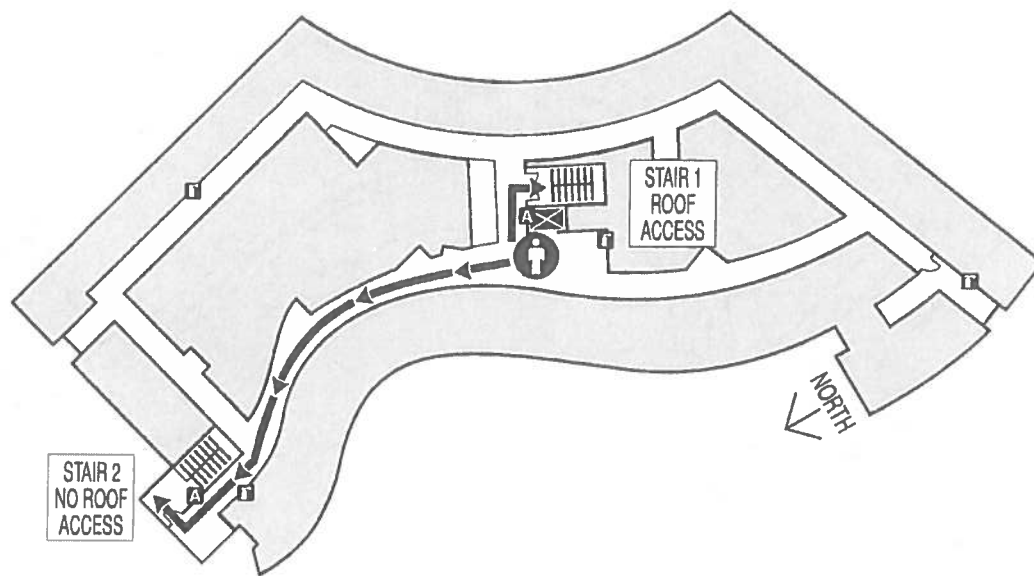
Proof / Sign # 10C-3-1

1/2 FULL SIZE - JUNE 11TH 2009

EVACUATION PLAN

4th Floor

UCI - HUMANITIES GATEWAY (ADDRESS TO BE ADVISED)



**IN CASE OF FIRE
USE STAIRWAYS
TO EXIT - DO NOT
USE ELEVATORS**

- | | |
|-----------------------|----------------------------------|
| i YOU ARE HERE | A FIRE ALARM PULL STATION |
| ➤ EXIT ROUTES | ALARM SOUNDS LIKE HORN |
| ≡ STAIRWAY | ALARM LOOKS LIKE FLASHING LIGHT |
| ⊠ ELEVATOR | |
| T EXTINGUISHER | |

EMERGENCY TELEPHONE # 911



CALIFORNIA
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4311 WILSHIRE BL #112 TEL (323) 549-4270
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Proof / Sign # 10C-4-1

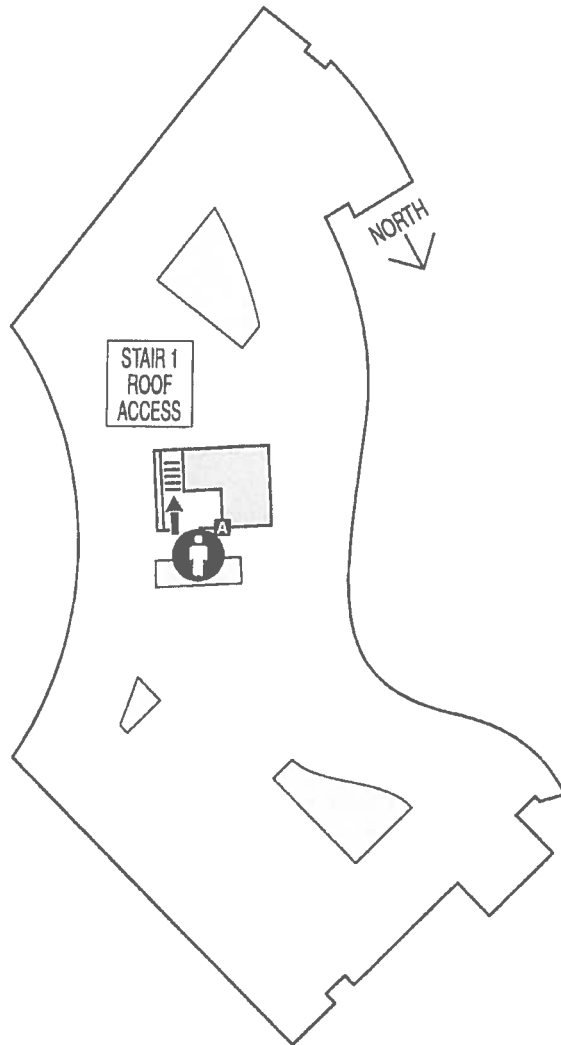
1/2 FULL SIZE - JUNE 11TH 2009

EVACUATION PLAN

Roof Level

UCI - HUMANITIES GATEWAY (ADDRESS TO BE ADVISED)

 YOU ARE HERE
 EXIT ROUTES
 STAIRWAY
 FIRE ALARM PULL STATION
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EMERGENCY TELEPHONE # 911



IN CASE OF FIRE USE STAIRWAYS TO EXIT - DO NOT USE ELEVATORS



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LOS ANGELES CA 90010 FAX (323) 549-9070

Proof / Sign # 10C-R-1

1/2 FULL SIZE - APRIL 28TH 2009

