

Emergency Action Plan for **Humanities Hall EAP**

Contact Persons For This Plan

	Name	Email	Work Phone
Primary	COLIN SCOT ANDREWS	andrewsc@uci.edu	9498242493
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Emergency Assembly Areas Post-Evacuation

Primary	Alternate	Designated Waiting Area(s) If In Need Of Assistance To Evacuate
Inner ring to Aldrich Park	not assigned	stairway top of lower Humanities plaza

Occupants With Emergency Roles

Name	Emergency Role	Home Workgroup
DWAYNE RONALD PACK	Floor Warden	
ARIANNE MARIE SCHULTHEIS	Building Coordinator	
STANLEY W WOO-SAM	Floor Warden	
EVELYN FLORES	Floor Warden	
LINDA T LE	Floor Warden	
FRIEDERIKE KAUFEL	Floor Warden	
VICTORYA SOOHYUN NAM	Floor Warden	

TABLE OF CONTENTS

A. Purpose Of The Emergency Action Plan.....	3
B. Buildings Covered (in Whole or Part).....	3
C. Specific Work Area (Within the Above Buildings) Covered By This Plan.....	3
D. Instructions For Reporting Emergencies.....	3
E. Instructions For Evacuation.....	3
F. Instructions For Sheltering In Place.....	4
G. Instructions For Securing In Place.....	5
H. Procedures For Specific Scenarios.....	5
I. List Of Occupants In This Work Area.....	5
J. Occupants With Special Duties During Emergencies.....	5
K. Other Important Information.....	6
Appendices.....	7
Appendix 1: Alarm Systems.....	7
Appendix 2: Org Units That Have Staff In This Work Area.....	7
Appendix 3: Training Requirements.....	7
Appendix 4: Record-Keeping Requirements.....	7
Appendix 5: Contact Persons For This Plan.....	7
Appendix 6: Attachments.....	8

Plan History

Last Modified Date	7/11/2017 1:40:20 PM
Last Modified By	Arianne Schultheis

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 HALL			ARIANNE MARIE SCHULTHEIS	DWAYNE RONALD PACK	

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

Work Area Covered By This Plan	Humanities- GA Classrooms Computer labs Spanish and Portuguese Academic English offices Humanities Studio
Additional Description of Work Area	
Location Tag	Zone 6 - Humanities
Other Location Tag	Humanities
Animal Facilities In This Work Area?	
Animal Facilities Location/Details	

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 ordered to do so by emergency response personnel. Floor Wardens and Building Coordinators are

E. Instructions For Evacuation

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 out to assembly area
	Secondary:
Emergency Assembly Area	Primary: Inner ring to Aldrich Park
	Secondary: not assigned
Designated Waiting Area(s)	stairway top of lower Humanities plaza

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

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
DWAYNE RONALD PACK	HUM COMP CONSULTING	Floor Warden	2nd Floor Warden		
ARIANNE MARIE SCHULTHEIS	HUMANITIES INSTRUCT RSRC CTR	Building Coordinator	2nd floor warden		
STANLEY W WOO-SAM	HUM COMP CONSULTING	Floor Warden	1st/2nd floor warden		

J. Occupants With Special Duties During Emergencies

Name	Department	Organizer Duties	Duties Pre-Evacuation	Duties Post-Evacuation	Rescue Or Medical Duties
EVELYN FLORES	SPANISH & PORTUGUESE	Floor Warden	1st/3rd floor warden		
LINDA T LE	SPANISH & PORTUGUESE	Floor Warden			
FRIEDERIKE KAUFEL	ACADEMIC ENGLISH/ESL PROGRAM	Floor Warden	3rd floor warden		
VICTORYA SOOHYUN NAM	ACADEMIC ENGLISH/ESL PROGRAM	Floor Warden	Evacuation area		

K. Other Important Information

No other information at this time.

Appendices

Appendix 1: Alarm Systems	
Details Of Building Fire Alarm System	4020 simplex fire alarm sprinklers in basement only
Other Employee Alarm Systems In Building	Intrusion Alarm; Elevator Alarm
Details Of Other Employee Alarm Systems	

Appendix 2: Org Units That Have Staff In This Work Area
HUM - Academic English
HUM - Humanities Instructional Resource Center
HUM - Spanish and Portuguese; Humanities Collective; Persian Center

Appendix 3: Training Requirements
<p>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.</p> <p>The employer shall advise each employee of his/her responsibility under the plan at the following times:</p> <ul style="list-style-type: none"> • 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
<p>The written <u>plan</u> shall be kept at the workplace and made available for employee review.</p> <p>A written <u>training record</u> 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.</p>

Appendix 5: Contact Persons For This Plan				
	Name	Email	Work Phone	Cell Phone
Primary	COLIN SCOT ANDREWS	andrewsc@uci.edu	9498242493	(714) 623-9189
Alternate	ARIANNE MARIE SCHULTHEIS	aschulth@uci.edu	9498246344	(949) 280-1071

Appendix 6: Attachments

Attachment Name	Description
HH people.xls	
Humanities Hall.pdf	

Pack	Dwayne	OOD Computing	Humanities Hall	269B
Schultheis	Arianne	OOD Computing	Humanities Hall	269C
Woo-Sam	Stan	OOD Computing	Humanities Hall	269F
Levin	Kathie	Academic English	Humanities Hall	312E
Kaufel	Friederike	Academic English	Humanities Hall	314
Nam	Victorya	Academic English	Humanities Hall	318
Mora Quilon	Miriam	Spanish and Portuguese	Humanities Hall	322
Webb	Zidia	Spanish and Portuguese	Humanities Hall	322
Le	Linda	Spanish and Portuguese	Humanities Hall	322A
Flores	Evelyn	Spanish and Portuguese	Humanities Hall	322B
Cunningham	Lucia	Spanish and Portuguese	Humanities Hall	322G
Torres	Julio	Spanish and Portuguese	Humanities Hall	322H
Aviles	Luis	Spanish and Portuguese	Humanities Hall	324
Amar Sanchez	Ana Maria	Spanish and Portuguese	Humanities Hall	328
Legras	Horacio	Spanish and Portuguese	Humanities Hall	337
Mahieux	Viviane	Spanish and Portuguese	Humanities Hall	338
Morales-Rivera	Santiago	Spanish and Portuguese	Humanities Hall	339
Hernandez-Torres	Ivette	Spanish and Portuguese	Humanities Hall	340C
Villegas	Juan	Spanish and Portuguese	Humanities Hall	341
Sefami	Jacobo	Spanish and Portuguese	Humanities Hall	368
Schwegler	Armin	Spanish and Portuguese	Humanities Hall	369
Navajas	Gonzalo	Spanish and Portuguese	Humanities Hall	370
Chiampi	James	European Languages and Stud	Humanities Hall	373

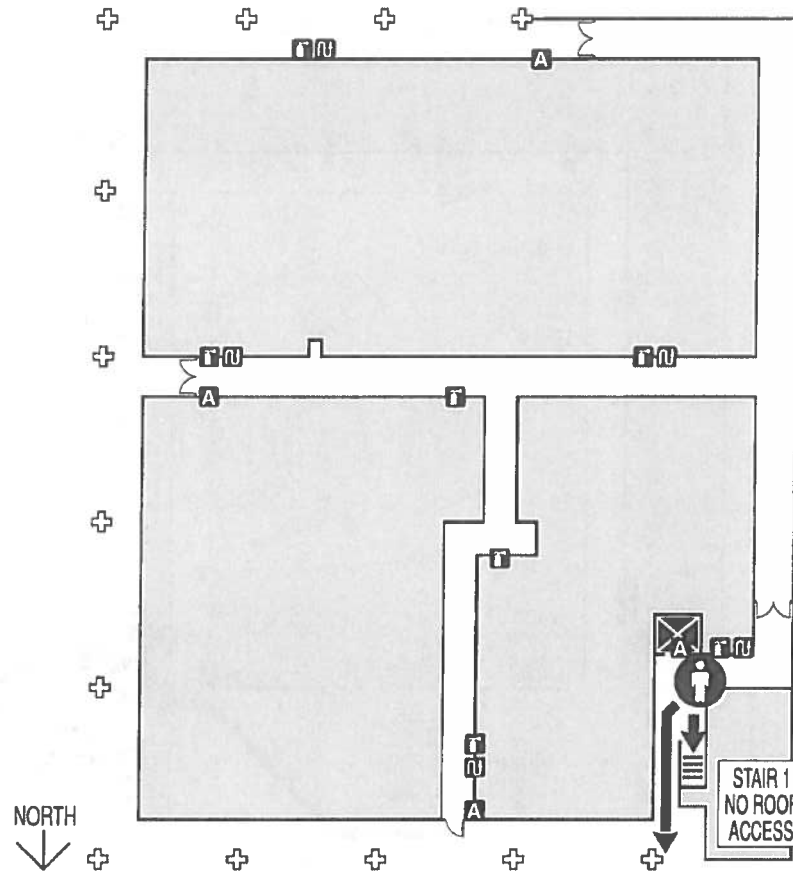
(949) 824-5274	dpack	dwayne.pack@uci.edu	Staff
(949) 824-6344	aschulth	aschulth@uci.edu	Staff
(949) 824-4869	swwoosam	swwoosam@uci.edu	Staff
	KLEVIN	klevin@uci.edu	Lecturer
	FKAUFEL	fkaufel@uci.edu	Lecturer
	vsnam	vsnam@uci.edu	Lecturer
	mmoraqui	m.quilon@uci.edu	Lecturer
(702) 360-1167	zowebb	zowebb@uci.edu	Lecturer
(949) 824-7726	ttle	ttle@uci.edu	Staff
(949) 824-8793	evelynf	evelynf@uci.edu	Staff
(949) 824-5560	lcunning	lcunning@uci.edu	Emeriti Faculty
	torresju	j.torres@uci.edu	Core Faculty
(949) 824-7268	laviles	laviles@uci.edu	Core Faculty
(949) 824-9452	aamarsan	aamarsan@uci.edu	Emeriti Faculty
(949) 824-7265	hlegras	hlegras@uci.edu	Core Faculty
	vmahieux	vmahieux@uci.edu	Core Faculty
(949) 824-4081	santiam	s.morales@uci.edu	Core Faculty
(949) 824-6086	ivetteh	ivetteh@uci.edu	Core Faculty
(949) 824-7171	gestos	j.villegas@uci.edu	Emeriti Faculty
(949) 824-7244	jsefami	jsefami@uci.edu	Core Faculty
(949) 824-6118	aschwegl	aschwegl@uci.edu	Core Faculty
(949) 824-8428	gnavajas	gnavajas@uci.edu	Core Faculty
(949) 824-6972	jtchiamp	jtchiamp@uci.edu	Core Faculty

EVACUATION PLAN

UCI - HUMANITIES HALL

1st Floor

601 HUMANITIES QUAD



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

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

EMERGENCY TELEPHONE # 911



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

Proof / Sign # 8F-1-1

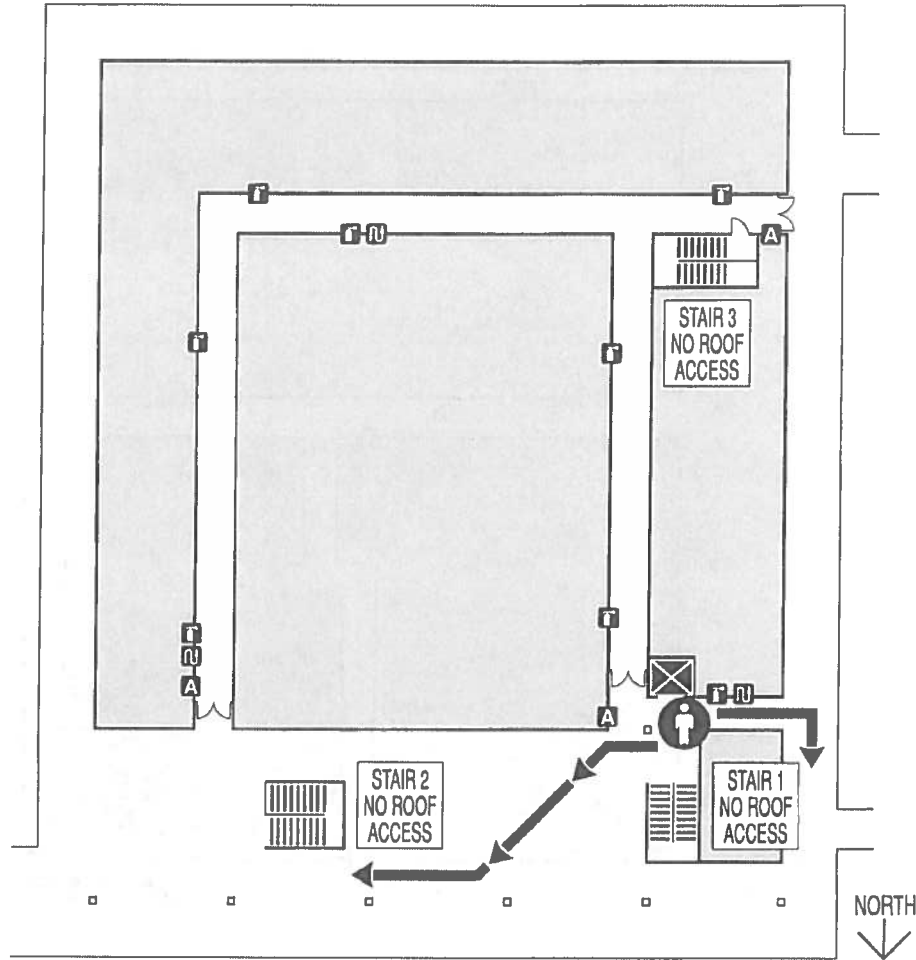
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EVACUATION PLAN

UCI - HUMANITIES HALL

2nd Floor

601 HUMANITIES QUAD



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

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

EMERGENCY TELEPHONE # 911

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

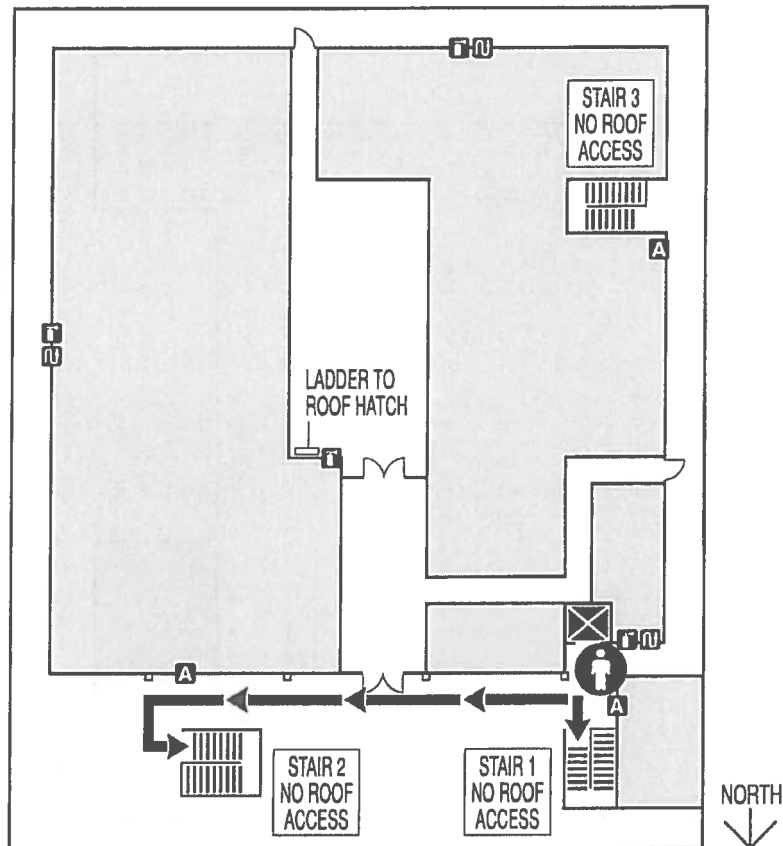
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EVACUATION PLAN

UCI - HUMANITIES HALL

3rd Floor

601 HUMANITIES QUAD



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

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

EMERGENCY TELEPHONE # 911



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

Proof / Sign # 8F-3-1

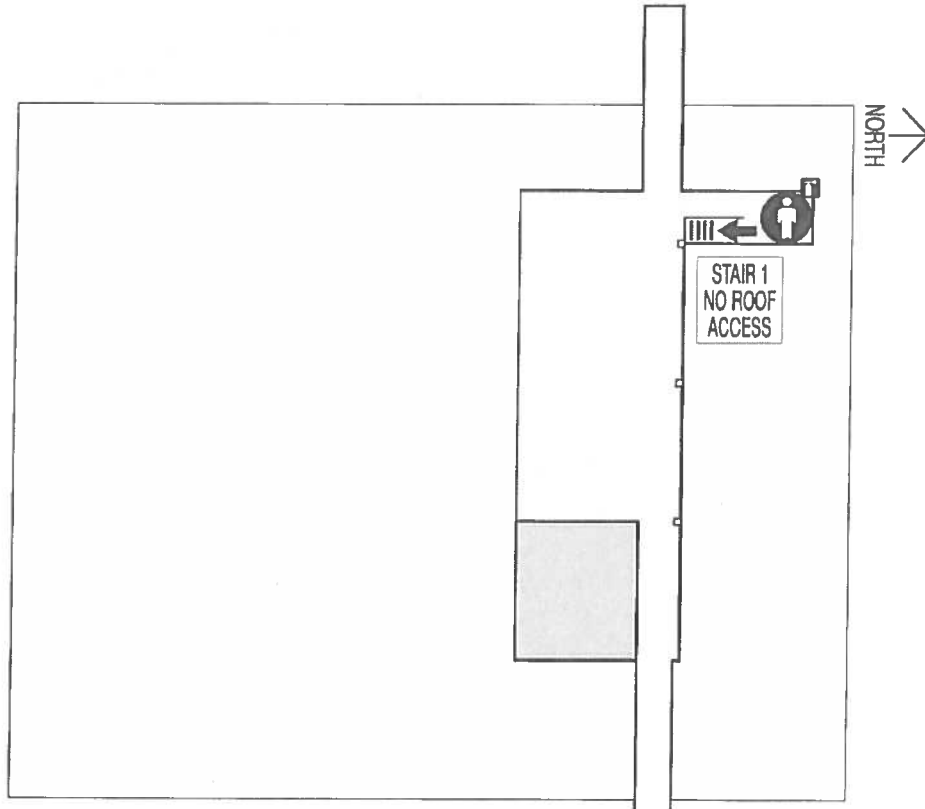
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EVACUATION PLAN

UCI - HUMANITIES HALL

Basement

601 HUMANITIES QUAD



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

-  YOU ARE HERE
-  EXIT ROUTES
-  STAIRWAY
-  FIRE EXTINGUISHER

EMERGENCY TELEPHONE # 911



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

Proof / Sign # 8F-B-1
1/2 FULL SIZE - MAY 15TH 2008