

Mrak Hall Emergency Procedures Manual



Revised: September 26, 2023

This manual provides instructions to assist Mrak Hall employees in dealing with various types of emergencies. All Mrak Hall departments are required to follow the established Mrak Hall emergency procedures, which are described therein. Each employee shall be informed of the emergency procedures, including the department emergency plan, as a part of each department's orientation process. A printed copy of the manual should be kept at each employee's desk or office area for reference. Each employee should read the manual and become familiar with it in case of an emergency. Mrak Hall coordinators are responsible for providing training to employees so they can respond to an emergency in a prompt and orderly manner.

1. Mrak Hall Emergency Coordinators	2
2. Department Emergency Plan.....	4
Department Emergency Plan Development Guidelines	4
Department Emergency Plan Form	5
3. Mrak Hall Floor Plans and Maps.....	7
Basement Floor Plan	7
First Floor Plan.....	8
Second Floor Plan	9
Third Floor Plan	10
Fourth Floor Plan	11
Fifth Floor Plan.....	12
4. Communications Plan.....	13
5. Responsibilities	14
6. Evacuation	18
Evacuation Guidelines	18
Evacuation Procedures.....	18
7. Bomb Threat.....	20
Bomb Threat Checklist	21
8. Civil Disturbance.....	22
9. Criminal or Violent Acts	23
10. Earthquake	24
11. Fire	25
12. Medical Emergency	26
13. Campus Resources	27

1. Mrak Hall Emergency Coordinators

Building Coordinator: Charlotte Barbee (OCP) (752-7204, cell 530-400-0769, clbarbee@ucdavis.edu)

Assistant Building Coordinator: Kristine South (OCP) (752-8080, kmcarpenter@ucdavis.edu.)

Emergency Radio Primary Frequency Channel 5; Secondary Channels 7 and 9

Floor and Unit	Floor or Department Coordinator	Alternate
5th Floor	Ada McAdow (752-9065) almcadow@ucdavis.edu CHANCELLOR & PROVOST	
Campus Counsel/Compliance	Rita Lundin (754-6295) rmlundin@ucdavis.edu	Rosa Silva (752-8715) rrsilva@ucdavis.edu
Offices of the Chancellor and Provost	Jana Gabby (752-2067) (304-9056) jlgabby@ucdavis.edu	
Office of Research	Becky Linvill (754-7806) (219-5288) relinvill@ucdavis.edu	Eric Zarate (754-7764) (219-4042) erzarate@ucdavis.edu
4th Floor	Charlotte Barbee (752-7204) clbarbee@ucdavis.edu Finance, Operations and Human Resources (FOHR)	Kristine South (752-8080) kmcarpenter@ucdavis.edu Finance, Operations and Human Resources (FOHR)
Academic Senate	Mary Vasquez (752-4918) mpvasquez@ucdavis.edu	Edwin M. Arevalo (754-7468) emarevalo@ucdavis.edu 2nd Alternate Theresa Costa (752-3917) tacosta@ucdavis.edu
STEM	Mary Norris (754-0663) (430-7166) mlnorris@ucdavis.edu	Beth Broome (754-0660) (979-4782) bfbroome@ucdavis.edu
Campus Planning & Environmental Stewardship	Robert Pattison (752-8543) rpattison@ucdavis.edu	
Student Affairs	Kathryn Rupert (752-2416) kyrupert@ucdavis.edu	
3rd Floor		
Finance, Operations & Administration	Lisa Kay Chance-Berriz (754-7363) lkchance@ucdavis.edu	
Strategic Communications	Pranila Rajan (752-1930) prajan@ucdavis.edu	

Mrak Hall Emergency Resources

Floor and Unit	Floor or Department Coordinator	Alternate
2nd Floor		
Enrollment Management	Chris Muyo cmmuyo@ucdavis.edu	
Academic Affairs		
1st Floor	Christina Grant (752-3180) cmgrant@ucdavis.edu ADMISSIONS	Scott Rayburn (752-3718) dsrayburn@ucdavis.edu ADMISSIONS
College of Agricultural & Environmental Sciences	Alyson Malcolm (752-3718) atmalcolm@ucdavis.edu	Brian McEligot (752-3603) bmceligot@ucdavis.edu 2 nd Alternate Kelly Newsom (754-8315) knewsom@ucdavis.edu
Diversity, Equity, and Inclusion	RobbieLyn Tesnado (752-3718) rmtesnado@ucdavis.edu	Jen Hester (752-2616) jhester@ucdavis.edu
Undergraduate Admissions	Scott Rayburn (752-3718) dsrayburn@ucdavis.edu	
Basement	Thomas Hibben (219-4719) thibben@ucdavis.edu UGA/IET	
College of Agricultural & Environmental Sciences	Shuka Smith (754-9597) ssmith@ucdavis.edu	
Creative Communications	Russ Thebaud (752-1737) rlthebaud@ucdavis.edu	
Information Systems Planning & Support (ISPS/IET) Rm. 14	Vacant	Vacant

2. Department Emergency Plan

Department Emergency Plan Development Guidelines

Departments are required to develop and maintain a department emergency plan that covers the following:

- (1) all the locations under the department's jurisdiction, and
- (2) all the locations where employees have regular work assignments.

The department emergency plan also includes a recovery plan, which identifies critical tasks for each location that must be performed during emergencies if time permits (e.g., shutting down equipment, saving computer files, locking cash drawers, protecting research or historic materials).

For additional details on Emergency Management and Mission Continuity, see their website at <http://safetyservices.ucdavis.edu/ps/ecp/emergencyManagement>.

All Mrak Hall departments must complete the department plan form and send a copy via email to the building coordinator with a copy to the emergency coordinator assistant. The department plan information should also be provided to all employees to enable them to respond to an emergency in a prompt and orderly manner.

In addition, departments should maintain a "phone tree" listing of current department members and their contact information in the event that a major emergency occurs after hours or on the weekend and the department needs to notify employees.

Department Emergency Plan Form

Department: _____

Floor and room: _____

Floor coordinators:

_____ Phone: _____ Email: _____

_____ Phone: _____ Email: _____

Department coordinators:

_____ Phone: _____ Email: _____

_____ Phone: _____ Email: _____

Roll call taken by:

_____ Phone: _____ Email: _____

Fire alarm location:

Fire extinguisher location:

First aid location:

Emergency exit location(s) (see floor plans):

Use the _____ stairway/door.

Alternate exit:

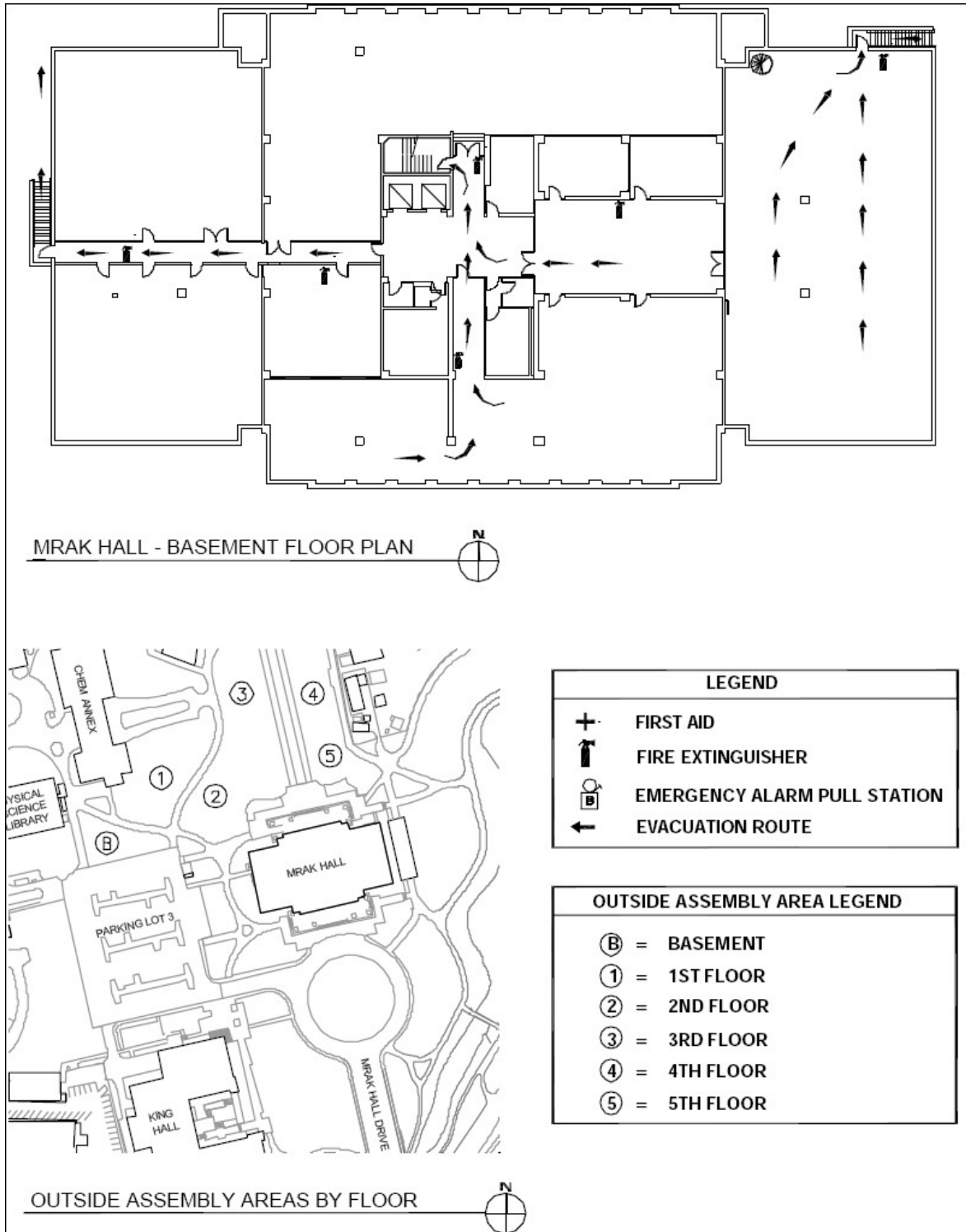
Outside meeting area (see map):

Critical tasks (recovery plan):

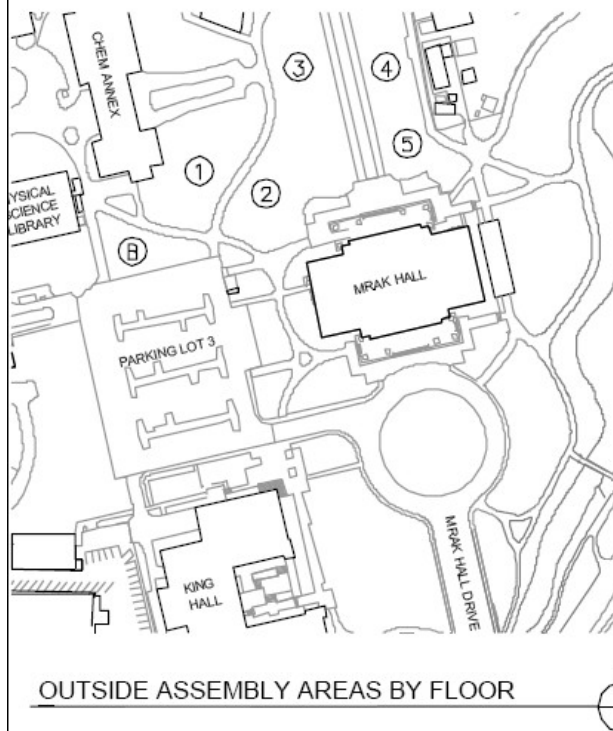
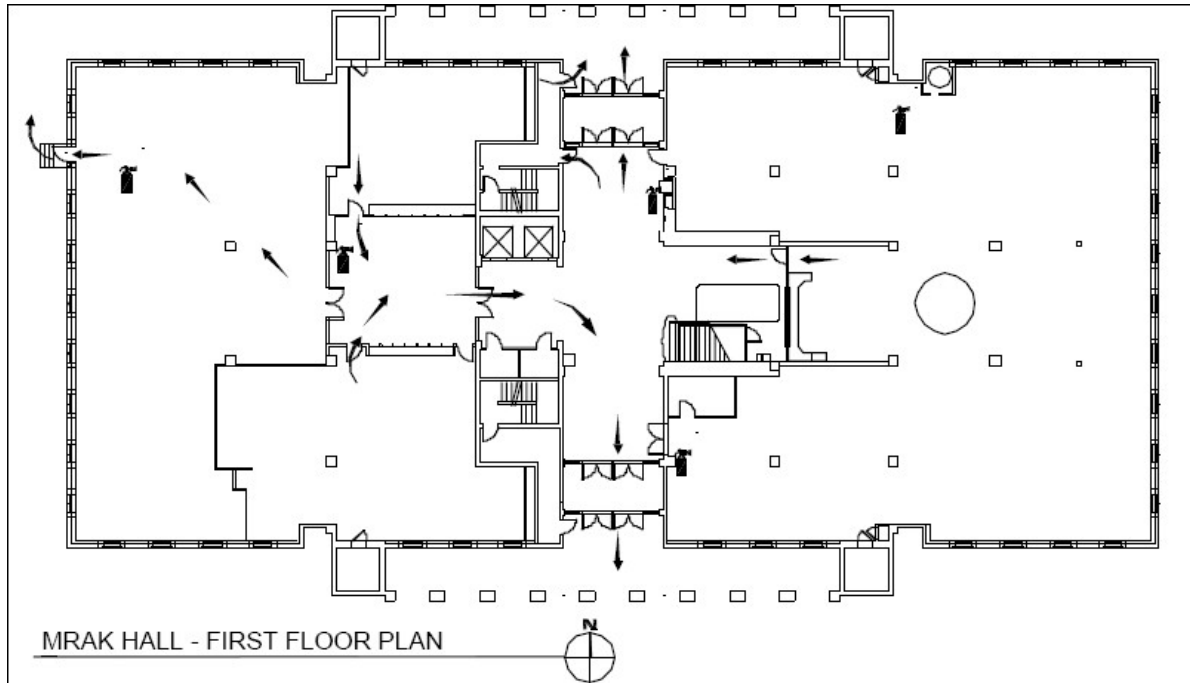
Special instructions (for specific areas or tasks):

3. Mrak Hall Floor Plans and Maps

Basement Floor Plan



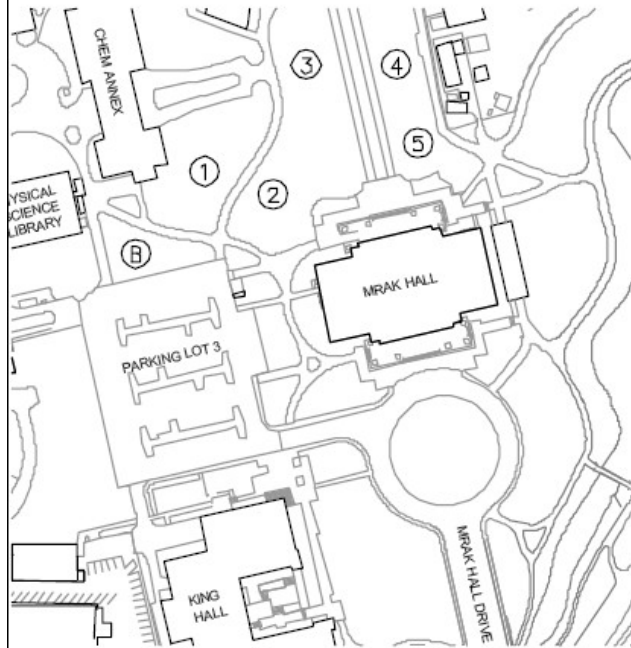
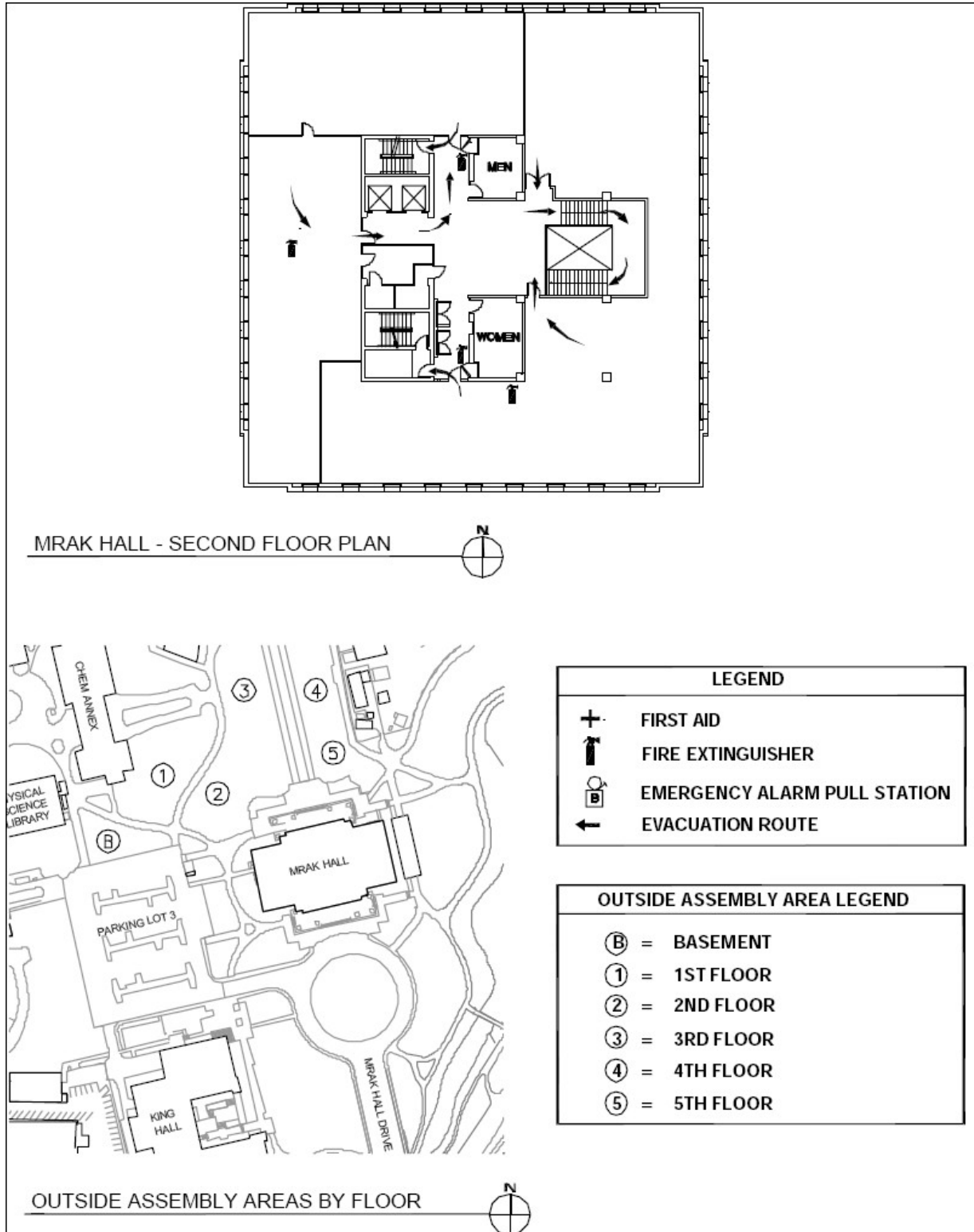
First Floor Plan



LEGEND	
+	FIRST AID
🔥	FIRE EXTINGUISHER
🚨	EMERGENCY ALARM PULL STATION
➔	EVACUATION ROUTE

OUTSIDE ASSEMBLY AREA LEGEND	
Ⓟ	BASEMENT
①	1ST FLOOR
②	2ND FLOOR
③	3RD FLOOR
④	4TH FLOOR
⑤	5TH FLOOR

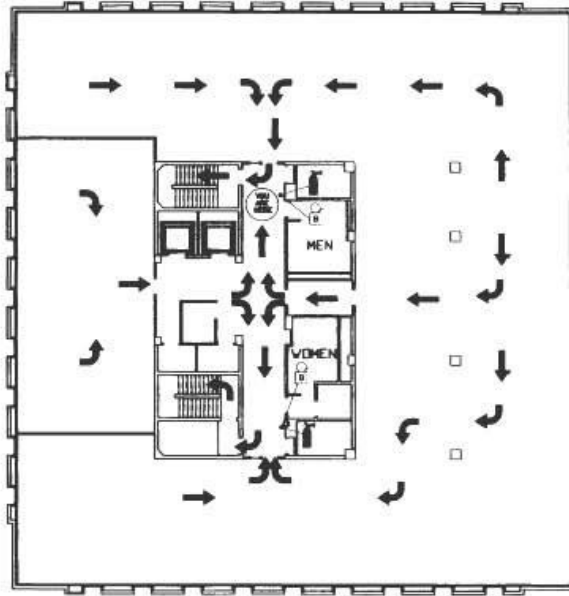
Second Floor Plan



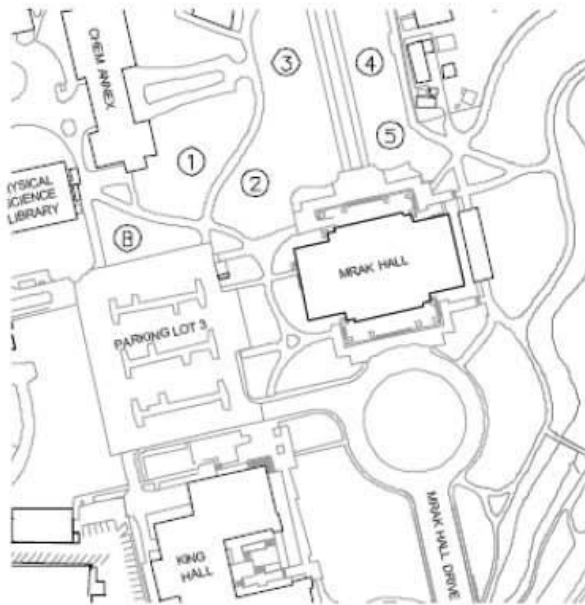
OUTSIDE ASSEMBLY AREAS BY FLOOR

LEGEND	
	FIRST AID
	FIRE EXTINGUISHER
	EMERGENCY ALARM PULL STATION
	EVACUATION ROUTE

OUTSIDE ASSEMBLY AREA LEGEND	
	= BASEMENT
	= 1ST FLOOR
	= 2ND FLOOR
	= 3RD FLOOR
	= 4TH FLOOR
	= 5TH FLOOR



MRAK HALL - THIRD FLOOR PLAN



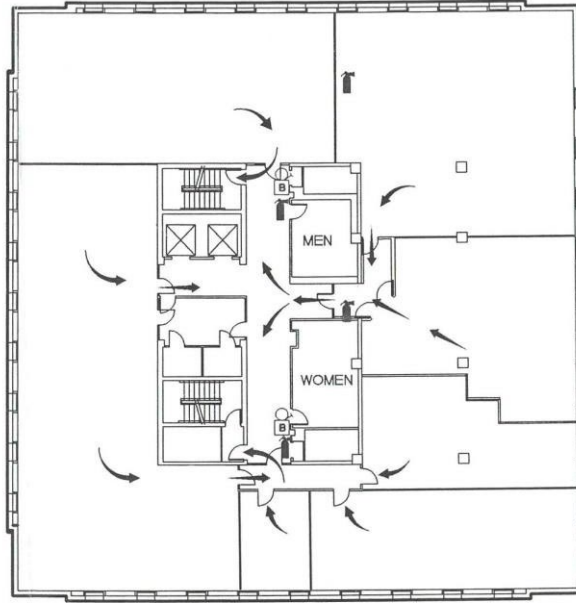
OUTSIDE ASSEMBLY AREAS BY FLOOR



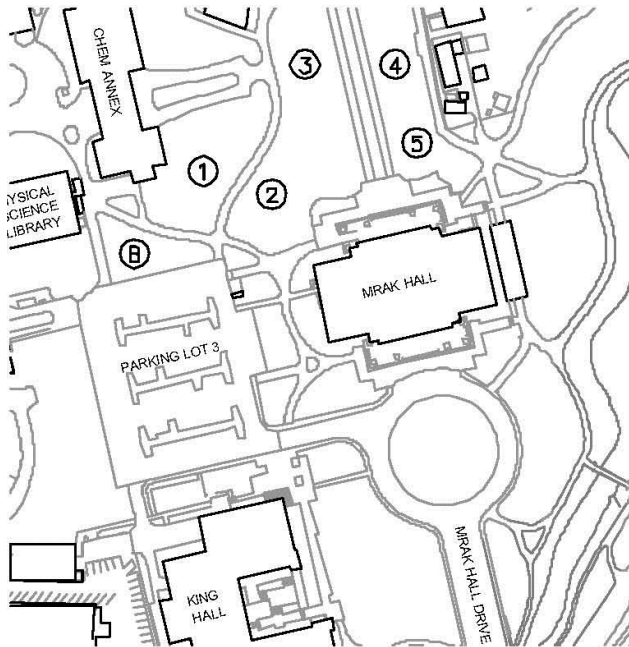
LEGEND	
	FIRST AID
	FIRE EXTINGUISHER
	EMERGENCY ALARM PULL STATION
	EVACUATION ROUTE

OUTSIDE ASSEMBLY AREA LEGEND	
	BASEMENT
	1ST FLOOR
	2ND FLOOR
	3RD FLOOR
	4TH FLOOR
	5TH FLOOR

Fourth Floor Plan



MRAK HALL - FOURTH FLOOR PLAN



OUTSIDE ASSEMBLY AREAS BY FLOOR

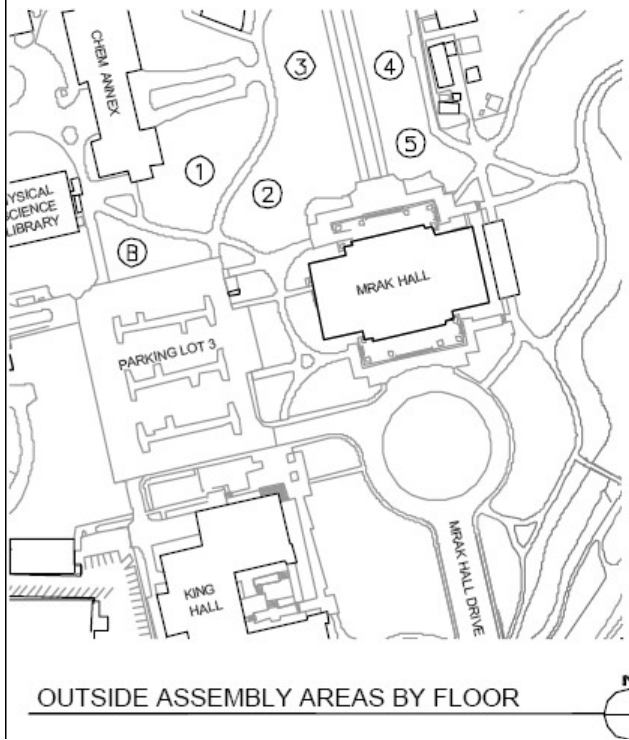
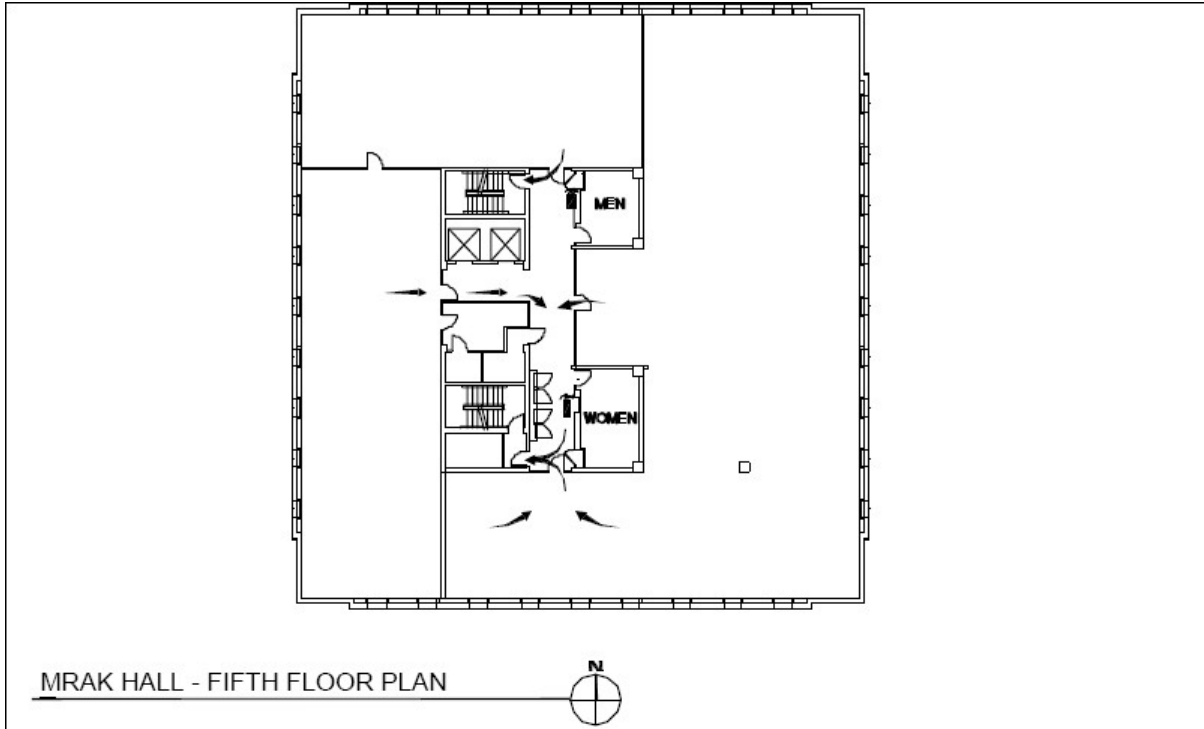


LEGEND	
+	FIRST AID
↑	FIRE EXTINGUISHER
🔔	EMERGENCY ALARM PULL STATION
↔	EVACUATION ROUTE

OUTSIDE ASSEMBLY AREA LEGEND	
ⓑ	= BASEMENT
①	= 1ST FLOOR
②	= 2ND FLOOR
③	= 3RD FLOOR
④	= 4TH FLOOR
⑤	= 5TH FLOOR

Mrak Hall Emergency Resources

Fifth Floor Plan



LEGEND	
+	FIRST AID
🔥	FIRE EXTINGUISHER
🚨	EMERGENCY ALARM PULL STATION
➡	EVACUATION ROUTE

OUTSIDE ASSEMBLY AREA LEGEND	
(B)	= BASEMENT
(1)	= 1ST FLOOR
(2)	= 2ND FLOOR
(3)	= 3RD FLOOR
(4)	= 4TH FLOOR
(5)	= 5TH FLOOR

4. Communications Plan

Building coordinator (May designate others to assist with these responsibilities)

- Implements communication and security plans
- Communicates general information via the listserv to the floor and department emergency coordinators
- Notifies the coordinators by telephone for immediate emergency information, such as unexpected situations or power outages
- Contacts someone else in the department if email messages are returned or telephone calls are not answered
- Meets with coordinators and alternates annually to make sure they are familiar with evacuation procedures and designated meeting area

Floor coordinators

- Maintains a list of their floor's departments or units and designated department coordinators
- Informs alternates of their role in the floor coordinator's absence, so they will act quickly to relay information in an emergency

Department coordinators

- Distributes the Mrak Hall Emergency Plan and any other information from the building coordinator (e.g., announcements, updates) to department personnel
- Informs their alternates of planned absences, so the alternates will act quickly to relay information in an emergency
- Establishes (If not already done) and maintains "phone trees" for major emergencies occurring after hours

NOTE: Floor coordinator/alternate cannot be same person as the department coordinator/alternate.

5. Responsibilities

Building coordinator

General responsibilities

- Consults with the UC Davis Police Department as necessary regarding the nature of the emergency and what emergency measures are appropriate to implement including whether to lock the building, stairwell doors, or the elevator
- Oversees the evacuation (may designate others to assist with these responsibilities):
 - Posts people near entrances until emergency personnel arrive to assure that no one reenters the building (These individuals will be relieved of their duties when emergency personnel arrive.)
 - Receives reports from floor coordinators that each floor is evacuated and follows up with appropriate personnel in locating those missing
 - Monitors evacuation outside and assists as necessary
- Communicates with emergency coordinator assistant to provide information to the building residents regarding assembly areas, roll calls, or shelter options in inclement weather (Chemistry Annex)
- Determines whether or not alternate work areas will be available or gives authorization to send employees home

Communications responsibilities

- Implements communication and security plans
- Schedules annual meetings with emergency coordinators to review emergency procedures and communication plan

Emergency coordinator assistant

General responsibilities

- Shares information with Mrak Hall emergency coordinators, consistent with the building communication plan (see Section 4, Communications Plan)
- Maintains a listserv for the emergency coordinators
- Updates and distributes the list of emergency coordinators
- Maintains a Web site with the manual contents and other helpful information
- Schedules emergency coordinator meetings and annual fire drills
- Ensures that building procedures are reviewed and updated as needed
- Retains copies of department emergency plans for the building

Communications responsibilities

- Communicates general information via the listserv to the floor and department emergency coordinators
- Notifies the coordinators by telephone for immediate emergency information, such as unexpected situations or power outages
- Contacts someone else in the department if email messages are returned or telephone calls are not answered

Floor coordinator

General responsibilities

- General duties:
 - Maintains roll call list

Evacuation Responsibilities

- During evacuation of the building:
 - Exits building with the list of units and head for your department's designated meeting place
 - Coordinates activities at the emergency evacuation site for his or her floor
 - Relays known situations to the building coordinator or Fire/Police (whomever you see first)
 - Informs building coordinator of the circumstances and severity of an emergency, in the event the emergency is located on the floor coordinator's designated floor
 - Conducts roll call at the evacuation meeting area for all units on his or her floor, in order to ensure that all employees are safely evacuated and accounted for
 - Accounts for all known persons on the floor that day by polling department coordinators and querying staff as they arrive at the department meeting place
 - Relays roll call and personnel information to the building coordinator via walkie talkie
 - Makes sure all department coordinators have received emergency information by radio or in person

Communications responsibilities

- Creates and maintain a list of their floor's departments or units and designated department coordinators
- Informs alternates of their role in the floor coordinator's absence, so they will act quickly to relay information in an emergency

NOTE: The floor coordinator or alternate cannot be the same person as a department coordinator or alternate.

Department coordinator

General responsibilities

- General duties:
 - Maintains current staff list and gives one copy to floor coordinator
 - Informs their alternates of planned absences, so the alternates will act quickly to relay information in an emergency
 - Maintains emergency supplies (such as first aid kits and flashlights) in good working order
 - Distributes the Mrak Hall Emergency Plan and any other information from the building coordinator (e. g., announcements, updates) to department personnel
 - Reviews the department out-of-office calendar each morning to have a general idea of who is absent; the alternate should be aware if the coordinator is absent. Ensures department evacuation plans are current and submits to the Emergency Coordinator Assistant annually
 - Maintains "phone trees" for major emergencies occurring after hours

Evacuation responsibilities

- Communicates emergency instructions to department personnel
- Physically inspects and “sweeps” all assigned work spaces to make sure they are vacated, and assists personnel in evacuation
- Assists handicapped personnel
- Reports to the floor coordinator the nature of the emergency in the department area, if known
- Reports attendance to floor coordinator during emergency
- Ensures that everyone has left the department, doors are unlocked (if possible) and closed. You may designate specific persons to assist with evacuation procedures, including: guiding persons to exits and assembly areas; checking offices, file rooms, department conference rooms, and other areas; and taking roll
- If needed, deploys plastic tarps to protect equipment or files from water damage
- If anyone is missing after roll call, notifies the building coordinator or emergency personnel.
- Assists injured persons or persons with disabilities:
 - Ask them how you can best help them. Persons who are unable to exit by the stairs can use the elevator except in case of fire or earthquake.
 - If the elevator cannot be used, assist them (if you can) to one of the following areas until help comes:
 - **Basement** - Two choices: leave them in front of the elevator OR through the doors leading up the central stairs to the immediate right. This is an "Area of Refuge" since it has space without blocking the stairs, sprinklers overhead and a high fire rating.
 - **1st Floor** - Evacuate out the north (back) doors since there is ramp access outside to the west (left) towards the parking lot.
 - **Floors 2-5** - Leave them in front of the elevator.
 - Once outside, quickly notify the Building Coordinator or emergency personnel if injured or disabled persons are waiting for assistance and direct them to the location.

NOTE: Floor coordinator/alternate cannot be same person as the department coordinator/alternate.

Department head

General responsibilities

- Designates emergency coordinators
 - Submits both a department coordinator and an alternate to the emergency coordinator assistant in the Offices of the Chancellor and Provost
 - Ensures that the department coordinator or alternate is informed of and accepts his or her responsibilities
- Maintains a department emergency plan
 - Develops procedures to meet special circumstances in the department, such as protecting or securing confidential records, evacuating conference rooms, or securing computer backup tapes
 - Ensures that a "phone tree" for major emergencies occurring after hours is created, and provides copies to the department coordinator
- Educates the department
 - Provides training and education to coordinators and other employees, and ensures each employee is familiar with this manual
 - Provides each new employee a copy of this manual, including the department emergency plan, as part of the department's orientation process

Employee

Mrak Hall Emergency Resources

General responsibilities

- Informs department coordinators of all emergency situations. Follows any forthcoming instructions
- Regularly reviews the department emergency plan, and directs any questions to the department coordinator for explanation
- Participates in training and evacuation drills

6. Evacuation

Evacuation Guidelines

Emergency service units (Police Department, Fire Department, or Office of Environmental Health & Safety) may order evacuation of Mrak Hall if life or health is jeopardized.

An emergency coordinator or department head may order evacuation of the floor, building, or other areas of responsibility if, in his or her judgment, there is an immediate threat to life or health. He or she should call 9-1-1 (including cell phone) then notify the building coordinator, who will ensure that other Mrak Hall department coordinators are contacted.

If only one department or floor is evacuated, inform the building coordinator of the nature of the emergency.

Any person discovering a situation that appears to jeopardize life or health should call 9-1-1, then alert department coordinators or occupants of nearby areas so they may take the necessary actions, including evacuation.

In the event of a civil disturbance (such as a planned demonstration), the building coordinator is usually given advance notice and will advise departments as information is received. The decision to evacuate in this situation is made by the building coordinator in consultation with the Police Department. (See Section 9, Civil Disturbance.)

Evacuation Procedures

Mrak Hall residents and visitors

Evacuate if the building alarm sounds, or if the department is notified by the building coordinator to evacuate.

- If time permits, and it is safe to do so:
 - Turn off your computer and monitor
 - Collect your valuables and keys
 - Leave lights on
 - Close windows (unless the building administrator has reported a bomb scare)
 - Close doors, but leave them unlocked
 - Take any other measures prescribed by your departmental plan
- Follow any special instructions given by the department coordinators.
- Follow directions given by the department or floor coordinator.
- Walk to the exit designated by your departmental plan, or to the alternate exit if your assigned exit is not safe. Do not use the elevator.
- If you have visitors, take them with you.
- If you are in another area in the building, exit with those persons.
- Assist injured persons or persons with disabilities:
 - Ask how you can best help them. Persons who are unable to exit by the stairs can use the elevator except in case of fire or earthquake.
 - If the elevator cannot be used, assist them (if you can) to one of the following areas until help comes:
 - **Basement** - Two choices: leave them in front of the elevator OR through the doors leading up the central stairs to the immediate right. This is an "Area of Refuge" since it has space without blocking the stairs, sprinklers overhead and a high fire rating.
 - **1st Floor** - Evacuate out the north (back) doors since there is ramp access outside to the west (left) towards the parking lot.

Mrak Hall Emergency Resources

- **Floors 2-5** - Leave them in front of the elevator.
 - Once outside, quickly notify the Building Coordinator or emergency personnel if injured or disabled persons are waiting for assistance and direct them to the location.
- After exiting the building, proceed to the north side to your floor's meeting area. Remain at least 100 feet away from the building, or farther if directed by emergency personnel.
- Remain in your assembly area for roll call. During inclement weather, your coordinator will let you know when you can proceed to shelter in Chemistry Annex.
- Do not go to other areas of the building or reenter the building until instructed to do so by the building coordinator or emergency personnel.

7. Bomb Threat

Bomb Threat Instructions

If you receive a bomb threat on your telephone, signal a coworker via a prearranged signal (for example, by waving the 'Bomb Threat Checklist'). If you receive the call on an ETS telephone, look at the display and write down the number from which the suspect is calling.

The signal should alert your coworker to immediately call the Fire/Police Communications Center at 9-1-1 and say:

"Emergency. We have a bomb threat being called in on phone #_____. The suspect is calling from phone # _____ " (if you have the ETS phone that displays this information).

Do not hang up.

Use the 'Bomb Threat Checklist' to obtain as much information as you can from the suspect. Write the information down on the Checklist. Try to keep the caller on the line as long as possible.

When the caller hangs up, your coworker should still have the Police on the telephone. Use your coworker's phone and give the Police all the information you have about the call. Do not hang up until the Police tell you to do so.

Notify your department emergency coordinator and the department head.

Do not search for the bomb, but do report any unusual or suspicious objects to the police. Particularly note your work area since you are most familiar with it. Do not touch any unfamiliar objects.

Do not attempt to evacuate the building. The decision to evacuate will be made by the department head and/or the building coordinator in consultation with the Police.

If the decision is made to evacuate, follow the evacuation instructions in Section 6, Evacuation.

Bomb Threat Checklist

Bomb Threat Checklist

QUESTIONS TO ASK THE CALLER:

- 1. When is the bomb going to explode? _____
- 2. Where is it right now? _____
- 3. What does it look like? _____
- 4. Did you place the bomb? _____
- 5. Why? _____
- 6. What is your address? _____
- 7. What is your name? _____

BACKGROUND / SOUNDS

- Office machines Radio
- Street noises Children
- Dishes Factory Machines
- Voices Animals
- PA system Static
- Music Phone booth
- Household No noises
- Other: _____

CALLER'S VOICE

- Male Distinct
- Female Slurred
- Normal Bass
- Soft Tenor
- Loud Nasal
- Fast Lisp
- Slow Raspy
- Calm Deep
- Excited High
- Angry Cracking
- Laughing Stutter
- Crying Ragged
- Deep Breathing
- Accent (type?): _____
- Familiar (who?): _____

THREAT LANGUAGE

- Educated Incoherent
- Foul/Obscene Read Message
- Irrational Taped
- Other: _____

EXACT WORDING OF THREAT:

REPORT BOMB THREATS IMMEDIATELY TO THE POLICE DEPARTMENT

Emergencies: Fire, Police, Medical

From all phones dial:

9-1-1

8. Civil Disturbance

In the event of a civil disturbance

The building coordinator is usually given advance notice of a civil disturbance (such as a planned demonstration or protest) and will advise departments as information is received. Campus spokespersons are designated to communicate with the demonstrators and to manage the situation, based on the type of demonstration (e.g., Student Affairs representatives for student demonstrations, Human Resources representatives for staff demonstrations).

Most demonstrations remain peacefully outside the building. The building is open to the public during normal business hours, 8:00 a.m. to 5:00 p.m., and is closed as is customary in the evenings and on weekends and holidays.

Should there be disruptive behaviors or anticipated disruption, the building coordinator may order a lockdown in consultation with the UCD Police Department. The decision to evacuate is made by the building coordinator in consultation with the UCD Police Department.

In the event of a demonstration outside the building

- Continue with your normal routine.
- Remain away from doors and windows.
- Lock interior offices and stairwell doors to prohibit entrance, as needed.
- If the building is locked to prohibit entrance, employees may enter and exit through the north doors, unless otherwise instructed.
- If there is a decision to evacuate, follow the evacuation procedures in Section 6, Evacuation.

In the event of disruptions inside the building

- Ensure your safety first.
- Notify the Police if they are in or near the building, or call 9-1-1.
- Contact your supervisor if you are in a state of anxiety and wish to request to work at an alternative site.

If there is a decision to evacuate, follow the evacuation procedures in Section 6, Evacuation.

9. Criminal or Violent Acts

If witnessing a criminal or violent act

Do not confront the individual committing a criminal or violent act or attempt to restrain him or her, except for your self-protection.

If it is safe to do so, take the time to get a good description of the person.

Concentrate on:

- Gender
- Race
- Approximate age
- Height
- Weight
- Type of build
- Color and style of hair
- Clothing
- Distinguishing marks or mannerisms

If the person is leaving the area, note:

- Direction of travel
- Means of travel

If the person is leaving by vehicle, note:

- License plate number
- Make and model
- Color

Call the Fire/Police Communications Center at 9-1-1. Give them your name and location, describe the situation, and remain where you are until contacted by emergency personnel.

Notify department coordinators so they can inform employees in their department. Anyone who may have seen the person should call the UCD Police Department.

In the event of civil disturbance (Section 8, Civil Disturbance), continue with your normal routine, if possible. If the disturbance is outside, stay away from doors and windows. Do not interfere with those persons creating the disturbance or with law enforcement authorities on the scene. If the decision is made to evacuate, follow the evacuation instructions in Section 6, Evacuation.

10. Earthquake

In the event of an earthquake

In the event of an earthquake, take cover under a desk or table, or in a doorway or corner. Stay away from glass windows and display cases, and from outside walls. If you are in a crowded public area, do not rush for the doors.

After the shock subsides, do not evacuate unless instructed to do so. If the decision is made to evacuate, follow the evacuation instructions in Section 6, Evacuation. Stay clear of buildings and trees.

Notify the Fire/Police Communications Center at 9-1-1 if there are serious injuries or hazards. Refer to Section 11, Fire and Section 12, Medical Emergency.

Notify the Facilities Service Call Center (752-1655) if there are water leaks, the smell of gas or smoke, flooding, or other damage that requires immediate attention; do not enter flooded areas.

Stay away from areas where aftershocks might jar debris.

If the earthquake was small or did no serious damage, continue normal activities.

11. Fire

At the first sign of fire or smoke

- Close the door to the room (but do not lock it) where the fire is located.
- Notify the Fire Department either by sounding the building alarm or by calling the Fire/Police Communications Center at 9-1-1.
Note: The pull alarms will work even if the electricity is out.
- If you sound the building alarm, follow with a call to 9-1-1 to provide additional information.
- Do not hang up until the dispatcher instructs you to do so.
- Notify your department coordinator and the department head.

Potential actions

- If the fire is near the equipment room in the basement, call the Facilities Service Call Center (752-1655) so the gas can be turned off after you have notified the Fire Department. (A natural gas line enters Mrak Hall for the emergency generator in the equipment room.)
- If the fire is small (for example, confined to a wastebasket), you may wish to fight it with a fire extinguisher or fire hose.
 - Be sure you are using the proper extinguisher for the type of fire you are fighting. Extinguishers in Mrak Hall are Class A. Class A fires involve "ordinary combustibles," which are wood, paper, trash, cloth, rubber, and many plastics.
- If the fire is large, very smoky, or rapid-spreading, solicit help and begin clearing the immediate area at once. If time permits and it is safe to do so:
 - Turn off your computer and monitor
 - Collect your valuables and keys
 - Leave lights on
 - Close windows (except for bomb scares)
 - Close doors, but leave them unlocked

If the department coordinator or department head decides to evacuate the floor or building before emergency personnel arrive, follow the evacuation instructions in Section 6, Evacuation.

12. Medical Emergency

Major injury or medical emergency

- If a person is severely injured, suffers a serious illness or medical emergency, or is unconscious:
 - Clear the immediate area around the person. Do not move the victim unless there is a life-threatening situation. In case of illness, ask the victim whether he/she has medication.
 - Call the Fire/Police Communications Center at 9-1-1 to request assistance. Give your name and location, describe the situation, and tell the dispatcher that someone will meet emergency personnel outside the south entrance to Mrak Hall or another designated location. Do not hang up until the dispatcher instructs you to do so.
- If the victim is unable to communicate, look for a Medic Alert tag around the wrist or neck. If there is a tag, convey this information to the dispatcher.
- If immediate emergency care is necessary, a trained person may administer emergency medical care until emergency personnel arrive.

Minor injury

- If necessary, a person trained in first aid may administer immediate care.
- If the injured person is an employee, refer him or her to Occupational Health Clinic (752-6051), Cowell Building, and arrange for transportation if necessary.
- If the injured person is a student, refer him or her to the Student Health and Wellness Center (752-2349), and arrange for transportation if necessary.
- If the injured person is not a University employee, suggest that private medical attention be sought and arrange for transportation if necessary.

13. Campus Resources

Campus Emergency Contacts

Emergency calls from all phones:	9-1-1
Non-emergency calls:	530-752-1230 (Police) 530-752-1236 (Fire)
Non-life-threatening medical incident:	530-752-6051 (Occupational Health Clinic) 530-752-2349 (Student Health and Wellness Center) 530-756-6440 (Sutter Davis Hospital, after hours/weekends)
On-call Safety Services Helpline:	530-752-1493 (daytime hours) 530-752-1230 (after hours/ weekends)

Campus Departments

Safety Services
<http://safetyservices.ucdavis.edu>

Police Department
<http://police.ucdavis.edu/>

Fire Department
<http://fire.ucdavis.edu/>

Other Resources

PPM Chapter 290, Section 15, Health and Safety Services – Safety Management Program
<http://manuals.ucdavis.edu/ppm/290/290-15.pdf>

PPM Chapter 390, Emergency Management and Campus Security
<http://manuals.ucdavis.edu/ppm/contents.htm#390>