



UCDAVIS
VETERINARY MEDICINE

School of Veterinary Medicine

Emergency Action & Evacuation Plan

Anatomy, Physiology & Cell Biology (APC)

Pathology, Microbiology & Immunology (PMI)

Surgical & Radiological Sciences (VSR)

Vet Med Dean's Office – Administration

One Health Institute (OHI)

Center for Equine Health (CEH)

Comparative Pathology Laboratory (CPL)

Veterinary Molecular Biosciences (VMB)

Population Health & Reproduction (PHR)

Veterinary Medicine & Epidemiology (VME)

Vet Med Dean's Office – Academic Programs

Center for Companion Animal Health (CAAH)

Veterinary Genetics Laboratory (VGL)

California Raptor Center (CRC)

In compliance with:

California Code of Regulations

Title 8, Section 3220

Implementation Date: 3/2020 KF

Annual Review Date: _____

Annual Review Date: _____

Annual Review Date: _____

Annual Review Date: _____

Introduction

An Emergency Action & Evacuation Plan (herein referred to as an **EAP**) covers designated actions employers and employees must take to ensure employee safety from emergencies. [Cal-OSHA regulations](#) require employers to establish, implement and maintain an **EAP**. The program must be in writing and include the following elements:

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

ADDED BY SVM:

- Specific Emergency Event Instructions
- Injury Procedures and Protocol – For Staff and Non-Paid Students
- Animal Evacuations
- Employees & Students with Special Needs
- Community Survival Strategies for an Active Shooter/Hostile Intruder

Revision History

| SVM Emergency Action & Evacuation Plan | | | |
|--|---------------|-------------------|--|
| Version | Date Approved | Author | Revision Notes |
| 1.1 | 3/21/2020 | Krisztina Forward | Updates to v1.0 are summarized in Appendix |

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EAP PART A

Contact Information

This EAP has been prepared for the School of Veterinary Medicine. The plan complies with the California Code of Regulations, Title 8, Section 3220.

The Veterinary Medicine Teaching Hospital (VMTH) has a separate Emergency Action and Evacuation Plan. Please refer to it for VMTH related facilities.

Building Emergency Action Plan Coordinators

Veterinary Medicine Administration Building (VMA)

| Name | Department | Email | Phone Number |
|---------------------------------------|------------|-----------------------|--------------|
| Chris Brandt -1 st Floor | VMDO | cbrandt@ucdavis.edu | 916-502-7432 |
| Josh Jackson – 1 st Floor | VMDO | jajackson@ucdavis.edu | 530-902-2386 |
| Shireen Lovell -2 nd Floor | VMDO | selovell@ucdavis.edu | 530-752-1370 |
| Megan Rott – 2 nd Floor | VMDO | mrrott@ucdavis.edu | 530-752-1384 |

Veterinary Medicine Building 3A (VM3A)

| Name | Department | Email | Phone Number |
|-------------------|----------------------|------------------------|--------------|
| Linda Potoski | PHR & PMI | lrpotoski@ucdavis.edu | 530-752-9351 |
| Becky Griffey | VMTH - PATH | rmgriffey@ucdavis.edu | 530-219-4159 |
| Danielle DePriest | VMDO - AP Anatomy | dddepriest@ucdavis.edu | 530-754-0137 |

Veterinary Medicine Building 3B (VM3B)

| Name | Department | Email | Phone Number |
|--------------------|-------------|--------------------------|--------------|
| Denise Christensen | APC/VMB | dchristensen@ucdavis.edu | 530-219-6644 |
| Matt Blake | OHI for PHR | mblake@ucdavis.edu | 530-304-4871 |
| Lavonne Hull | OHI | lw hull@ucdavis.edu | 530-601-7499 |
| Tim Williamson | OHI | twwilliamson@ucdavis.edu | 530-979-7630 |

Center for Companion Animal Health (CAAH)

| Name | Department | Email | Phone Number |
|---------------------------------------|------------|--------------------|--------------|
| Kristen Sears – 1 st Floor | VMTH | ksears@ucdavis.edu | 530-754-2273 |
| Nancy Bei – 2 nd Floor | CAAH | nmbei@ucdavis.edu | 530-754-9183 |

Veterinary Medicine 2 (VM2)

| Name | Department | Email | Phone Number |
|---|-------------|-------------------------|--------------|
| Kristina Palmer -1 st floor contact | VMTH - CAPE | kmpalmer@ucdavis.edu | 530-979-0708 |
| Denae Wagner–2 nd Floor | CAAH | dcwagner@ucdavis.edu | 530-908-4429 |
| Harmony Lindberg - 2 nd floor North | VMTH | harlindberg@ucdavis.edu | 530-718-8405 |

Building Emergency Action Plan Coordinators (Cont'd)

Multi-Purpose Teaching (MPT)

| Name | Department | Email | Phone Number |
|-----------------|------------|-----------------------|--------------|
| Pam Heffley | VMDO - AP | pcheffley@ucdavis.edu | 530-302-7146 |
| Candace Aguilar | VMDO - AP | cmaguilar@ucdavis.edu | 530-752-1325 |

Gladys Valley Hall

| Name | Department | Email | Phone Number |
|----------------------|--------------|---------------------------|--------------|
| Mike Beech | VMDO - ADMIN | mwbeech@ucdavis.edu | 530-2193426 |
| Melanie Burt-Schipke | VMDO - ADMIN | maburt@ucdavis.edu | 530-754-1539 |
| Amanda Steidlmayer | VMDO - AP | arsteidlmayer@ucdavis.edu | 530-754-0132 |

Schalm Hall

| Name | Department | Email | Phone Number |
|---------------|--------------|------------------------|--------------|
| Tina Maher | VMDO - ADMIN | cmmaher@ucdavis.edu | 530-752-3801 |
| Jodi Westropp | VMDO - AP | jlwestropp@ucdavis.edu | 916-216-4302 |

Gourley Clinical Teaching Center

| Name | Department | Email | Phone Number |
|----------------|------------|---------------------|--------------|
| Robin Stilwell | VMDO - AP | rniemi@ucdavis.edu | 530-304-2259 |
| Angela Culp | VMDO - AP | angwade@ucdavis.edu | 530-492-1995 |

Equine Athletic Performance Laboratory

| Name | Department | Email | Phone Number |
|------|------------|-------|--------------|
| TBD | | | |
| TBD | | | |

Tupper Hall

| Name | Department | Email | Phone Number |
|-------------------|------------|--------------------------|--------------|
| Pam Mazanet | VME | pmazanet@ucdavis.edu | 530-752-7818 |
| Denise Pennington | VSR | mdpennington@ucdavis.edu | 530-752-9774 |
| Elizabeth Ingham | SOM | esingham@ucdavis.edu | 530-304-0006 |
| Tish Ashley | TRACS | pjashley@ucdavis.edu | 530-752-7044 |

Building Emergency Action Plan Coordinators (Cont'd)

Center for Equine Health (CEH)

| Name | Department | Email | Phone Number |
|-----------------|------------|------------------------|--------------|
| Kaylie Kingston | CEH | kjkingston@ucdavis.edu | 530-754-7572 |
| Tatiana Viau | CEH | tlviau@ucdavis.edu | 530-752-2073 |

Veterinary Genetics Lab (VGL)

| Name | Department | Email | Phone Number |
|-----------------|------------|----------------------|--------------|
| Lisa Dalbeck | VGL | ldalbeck@ucdavis.edu | 530-752-2314 |
| Shayne Hughes | VGL | sshughes@ucdavis.edu | 530-754-4395 |
| Rebecca Bellone | VGL | rbellone@ucdavis.edu | 530-752-9299 |

California Raptor Center (CRC)

| Name | Department | Email | Phone Number |
|------------------|------------|-----------------------|--------------|
| Bret Stedman | CRC | bestedman@ucdavis.edu | 916-317-8533 |
| Julie Cotton | CRC | jfcotton@ucdavis.edu | 202-486-3790 |
| Michelle Hawkins | CRC | mghawkins@ucdavis.edu | 916-402-4593 |

Comparative Pathology Laboratory (CPL)

| Name | Department | Email | Phone Number |
|----------------|--------------------|----------------------|--------------|
| Jenelle Fraser | CPL | jkfraser@ucdavis.edu | 530-752-2832 |
| Betty Ma | TRACS-Vet Services | bwma@ucdavis.edu | 530-752-9342 |

J1 Building

| Name | Department | Email | Phone Number |
|------|------------|-------|--------------|
| TBD | | | |
| TBD | | | |

Emergency Protocols - Alert and Notification

Reporting Emergencies:

In the event of an emergency, UC Davis employees should contact UC Davis Dispatch by dialing **9-1-1** from a land line or a cell phone.

You should call 9-1-1:

- In the event of a medical emergency
- To report all fire incidents, *even if the fire is extinguished*
- To report criminal or suspicious behavior
- If you are in doubt about the seriousness of a situation, such as 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.

Provide the following information to UC Davis Dispatch upon calling

- Where you are
- The address or location of the event

Alert and Notification of Employees:

The university has a variety of ways to alert employees and students to emergencies and provide direction. These included:

- Audible alarm
- Visual alarms/signals
- Verbal notification
- UC Davis WarnMe
- Via other electronic media

Examples of notification methods include: fire alarm system, PA system, phone tree, bullhorn, even just flashing the lights can be a way to let people know there is an emergency happening.

The methods of alert and notification of employees and students in the School of Veterinary Medicine are:

Primary Method: AUDIBLE ALARM, VISUAL STROBE/SIGNALS, SPRINKLER HEAD DROP

Additional notifications: VERBAL COMMUNICATION, AIR HORN, PHONE (CELL/LAND)

Be aware of the system utilized in your building!

Emergency Protocols - Evacuation

Evacuation Procedures & Routes

Many incidents (e.g. building fire, police response) could require an evacuation of all or part of the campus. All employees and students must evacuate the building when notified to do so. Please refer to Policy & Procedure [390-10](#) for more information on Campus Emergency Policy.

Evacuation Types

- **Evacuation:** Evacuation is total building or partial building evacuation due to conditions making it no longer safe to remain inside a building or a specific area in a building. This level of evacuation requires occupants to move out and away from the building being evacuated.
- **Controlled Evacuation:** Controlled evacuation is total building or partial building evacuation due to safety conditions or an armed intruder making it no longer safe to remain inside a building or specific area in a building. This level of evacuation requires occupants to move out and away from the building once notified.
- **Shelter-in-Place:** Shelter-in-place means selecting a small interior room, with no or few windows, and taking refuge there; it does not mean sealing off your entire office. Shelter-in place is used in emergency situations where hazardous materials have been released into the atmosphere or in emergencies related to civil unrest or violent demonstrations.
- **Lock Down:** Lockdown is the temporary sheltering technique utilized to limit exposure to an armed intruder or similar incident. When alerted, occupants of a building within the area of concern will lock all doors and windows, not allowing entry or exit to anyone until the all clear has been sounded. If you are in a ground floor office or common area, take precautions and move away from glass windows or doors and seek shelter in a locked room of office.

Prior to Exiting

After being notified to evacuate, stop all work activities and evacuate immediately. Close, but do not lock, the doors (locked doors can hamper rescue operations). Remember that you may not be allowed back into the building for an extended time.

Evacuation Routes/Exiting the Building

During an emergency evacuation, use the nearest door or stairway if available. Each employee/student needs to be aware of at least two exit routes in their main building in the event one is compromised. All campus buildings over one story high must have building evacuation signs posted on every floor. The signs must be posted at all stairway and elevator landings and immediately inside all public

entrances to the buildings. More information on this is available in the FireNet [Emergency Evacuation Signs](#).

Persons involved with developing the EAP need to address how to evacuate colleagues with special needs that are unable to evacuate on their own. More information and guidance on this topic can be found in the FireNet [Guidelines to Emergency Evacuation Procedures for Employees/Clients with Disabilities](#).

Assembly Area

After exiting the building, all employees, students, volunteers, and visitors should follow the evacuation route to the pre-arranged assembly area.

The Building Emergency Action Plan Coordinators are assigned to each evacuation location. List all buildings in which department members are assigned space and the corresponding assembly areas and manager.

Assembly Area Guidelines
*have been developed to
help the School of Vet Med
choose the safest location
to assemble.*

SVM Assembly Areas

| Veterinary School District | | | | | | |
|-------------------------------|--|------------------------|--|---|--|---------------------------------|
| BUILDING | | ASSEMBLY AREA LOCATION | | GROUP ZONES | | |
| VMA | GRASS AREA IN FRONT OF BUILDING (see Map) | | N/A | | | |
| VM3A | GRASS AREA IN FRONT OF BUILDING (see Map) | | 1. Pathology 3. PHR & PMI | 2.VME & VSR; VMB & APC 4. Anatomy | | |
| MPT | GRASS AREA IN FRONT OF BUILDING (see Map) | | 5. MPT - VMDO -Academic Programs | | | |
| VM3B | GRASS AREA IN FRONT OF BUILDING (see Map) | | 1. OHI & TRACS | 2. VMB & APC | 3. PHR & PMI | |
| VMTH | GRASS AREA IN FRONT OF BUILDING (see Map) | | 1. Lab 2. Pharmacy 3. SAPC/EM/CC 4. Surgery/Anth | 5. Client Services 6. LA Clinics 7. Radiology 8. Amb Sp Services | 9. Community/ Internal Med 10. Central Supply/ Sterile Proc & Admin | |
| CCAH | GRASS AREA IN FRONT OF BUILDING (see Map) | | 1. Client Services - Comm/Internal Me 2. Radiation & Medical Onco | | | 3. 2nd Floor- Genetics/ Onco |
| VM2 | GRASS AREA IN FRONT OF CCAH (see Map) | | 1. CAPE/ Imaging Services | 2. Small Animal Specialty Services | 3.NICU/LAICU Comm/Internal Med CCAH | |
| VALLEY | GRASS AREA WITH K-9 MEMORIAL (see Map) | | N/A | | | |
| SCHALM | GRASS AREA ADJACENT TO VALLEY HALL (see Map) | | N/A | | | |
| TUPPER | GRASS AREA IN FRONT OF BUILDING (see Map) | | 1. VME & PHR | 2. VSR | | |
| GOURLY | LA VMTH PARKING LOT (see Map) | | N/A | | | |
| EAPL | TREE SOUTH OF BUILDING/ADJ TO FENCE (see Map) | | N/A | | | |
| SVM Old Davis Road Facilities | | | | | | |
| BUILDING | | ASSEMBLY AREA LOCATION | | GROUP ZONES | | |
| CRC | LEVEE LOCATED NEAR ENTRANCE GATE (see Map) | | N/A | | | |
| CPL | AREA ADJACENT TO SECURITY GATE (see Map) | | N/A | | | |
| CEH | PARKING LOT INDICATED AS STUDENT (see Map) | | N/A | | | |
| VGL | GRASS AREA IN FRONT OF BUILDING (see Map) | | N/A | | | |
| J1 | PARKING LOT SE OF J1 BY TREE/CHAINLINK (see Map) | | N/A | | | |

All employees/students should stay within your respective group at the Assembly Area. No one should leave the area until notified by the First Responders, Building EAP Coordinator(s), or Safety Officer(s).

Assigned Job Responsibilities

Building Emergency Action Plan Coordinator Duties:

It is recommended that the senior employee or their designee acts as the Building Emergency Action Plan Coordinator. The Building EAP Coordinator will oversee the Assembly Area and should be responsible for taking roll call and therefore it is imperative that *prior* to an emergency the Department Safety Coordinator (Safety Officer) and Building EAP Coordinator work together to ensure an updated employee roll call sheet is available and accessible at the time of the emergency. Ideally, the person responsible for roll call will take a personnel list (use attached form or alternate) before leaving the building. The Building EAP Coordinator should report any injuries in need of immediate care to First Responders. Any other minor injuries should be documented and reported through the proper chain of command to **the Building EAP Coordinator or SVM Facilities & Safety Group.**

The Building EAP Coordinator is responsible for sharing information as it becomes available to the evacuated persons. The Building EAP Coordinator *should not leave* the assembly area; therefore it is suggested the Building EAP Coordinator assign a liaison to the First Responders.

Responder Liaison Duties: (Assembly Area Helper)

The Responder Liaison ensures important communication and information exchange between the First and Second Responders (*e.g.* Fire, Police, Facilities), and the Building EAP Coordinator. The Responder Liaison (whom may be the Safety Officer if present) is responsible for informing the on-scene Incident Commander of the status of department employees and visitors. Responder Liaisons should be prepared to provide the following information (if known)

- Nature of the emergency (*e.g.* fire)
- Location of the emergency
- Number of persons trapped
- Number of persons hurt
- Number of persons unaccounted for

If needed, the Responder Liaison should recruit volunteers to help direct and contain evacuees to the Assembly Area.

NOTE:

After a major incident, building occupants may not re-enter buildings until cleared by a Campus/SVM Safety Official

Responsibilities of the SVM Safety Officer/ Building Emergency Action Plan Coordinator

SVM SAFETY OFFICER /DESIGNATED BUILDING EAP COORDINATORS are responsible for implementing essential elements including planning, evaluating, and implementing the EAP. The following duties must be performed to maintain an effective EAP:

- Review and update the EAP annually or as needed.
- Update and submit the [Emergency Call List](#) to the [UC Davis Dispatch Center](#).
- Train employees on the location of emergency exits, fire extinguishers, manual pull stations, first aid kits, and AEDs if applicable.
- Ensure evacuation routes are posted and walkways remain clear at all times.
- Train employees annually on the EAP, including the “Additional Training” sections. Ensure all new hires are familiar with the procedures and a copy of the plan is made available. **Document all training.**
- Train the Building Emergency Action Plan Coordinators, Responder Liaisons, and Alternate Department Safety Contact. Confirm they understand their duties as assigned in the plan.
- Exercise your department’s EAP annually. It is recommended you exercise your plan in the following order:
 1. **Conduct a Tabletop Exercise.** This will allow departments to use their training on the EAP, as well as to work through any inefficiency *prior* to an emergency.
 2. **Schedule a Building Evacuation.** The UC Davis Fire Department can perform a limited number of building evacuations each month. Advanced notice and coordination between the departments that share your building **before** the exercise is critical. The Fire Department **will not** conduct the exercise if coordination between Building EAP Coordinators has not occurred. Please contact your [SVM Facilities and Safety Group](#) to schedule an exercise. Evacuations will be scheduled on a first come first serve basis and times and dates will be decided based on the Fire Department’s availability.

EAP PART B -

GENERAL SAFETY INFORMATION WEBSITES:

Environmental Health & Safety: <https://safetyservices.ucdavis.edu/>

UCD Emergency Preparedness: <https://safetyservices.ucdavis.edu/categories/emergency-preparedness>

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

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

PURPOSE OF EAP

This document represents an emergency procedure action plan intended to provide guidance in the initial response to unexpected events and emergency situations. It is only a guide, and at all times personnel are expected to be able to assess the severity of each situation and to act in a manner intended to protect themselves and others before protecting property and animals. You should never put yourself in danger to protect university property or the life of an animal. **Never jeopardize your own safety and become a victim.**

Supervisors are responsible for ensuring that this information is presented to all staff, students, and temporary workers. Supervisors must maintain a log of training sessions addressing these procedures. The emergency action plan will be kept in a written form at appropriate areas that can be accessed at all times by staff for reference. Each employee is responsible to read the EAP in order to be prepared for an emergency. Quick action may prevent minor emergencies from becoming major ones.

COMMUNICATION

In many cases communication is the most important action that you can take in response to an emergency. You should remain calm. In a life-threatening emergency your first reaction should be to communicate to those within immediate danger that an emergency exists and then to contact the appropriate authorities. Always protect yourself before attempting to contact authorities. When contacting them, you should be prepared to state the nature of the emergency, the location and the current status of the emergency. Give them a phone number and a location where you can meet them safely if that is appropriate. Again, take steps to remove yourself and warn others to leave the area of danger. If you have a cellular phone carry it all times during an emergency and give the phone number to your area supervisor

EMERGENCY COORDINATORS

The Building EAP Coordinators should contact the Emergency Coordinators as follows:

School of Veterinary Medicine Emergency Coordinators:

Consisting of the SVM Facilities & Safety Group:

| | |
|-------------------|---------------------|
| Krisztina Forward | 530-219-3543 (cell) |
| Shirley Liu | 530-219-0632 (cell) |
| Scott Cooling | 530-219-7060 (cell) |

Emergency Coordinators are responsible for coordinating continuing responses to ongoing emergencies. They will serve as the point contact for communications concerning campus wide responses to emergencies. Overall, campus animal coordination will be done through the Office of the Campus Veterinarian (752-0514). The emergency command post will be at the Office of the Campus Veterinarian, at the Teaching and Research Animal Care Services (TRAC) headquarters, if no phones are functioning. Teaching and Research Animal Care Services (TRAC) will provide basic care for animals.

FIRE OR SMOKE

FIRE EMERGENCY: 911

The methods of alert and notification of employees and students in the School of Veterinary Medicine are:

Primary Method: AUDIBLE ALARM, VISUAL STROBE/SIGNALS, SPRINKLER HEAD DROP

Additional notifications: VERBAL COMMUNICATION, AIR HORN, PHONE (CELL/LAND)

Be aware of the system utilized in your building!

Reporting a Fire:

Report the first sign of fire or smoke to the fire department either by activating a fire alarm or by calling 911. When calling give your name, phone number, the area and location of the fire and its nature or source if known. Tell them where you can meet them outside the building or structure. **DO NOT WAIT INSIDE the building for the fire department. DO NOT STAY INSIDE THE BUILDING IF A FIRE ALARM SOUNDS.**

Warn others in the immediate area and then quickly evacuate the building.

Small fires:

If a fire is very small (such as in a trash can), you may attempt to extinguish it with a fire extinguisher. Always contact the fire department first. Never place yourself in a position where the fire can expand and trap you inside. For that reason, if there is any doubt about the size of the fire, ALWAYS LEAVE the building.

- **Class A** fires involve paper, cloth, wood and similar combustibles. Water may be used on these fires.
- **Class B** fires are from gasoline, oil and grease type fires. NEVER use water on these types of fires, as it can make them worse. Use a DRY or CHEMICAL fire extinguisher that is designed for such fires.
- **Class C** fires are electrical based fires. Again NEVER use water on such fires. Use a DRY or CHEMICAL fire extinguisher designed for such fires.

Emergency coordinators and supervisors are responsible for showing employees the locations and types of fire extinguishers in each area.

Operating instructions and cautions for each extinguisher are printed on the name plate. Read the instructions before you need to use it.

Supervisors are responsible for having the fire extinguishers serviced on a regular basis by the appropriate fire department.

Evacuation: Follow the existing evacuation plans for your area (see Evacuation Maps at end of this document). When evacuating, try to close as many doors, windows or vents as possible to reduce oxygen to the fire and to slow its spread to other areas. If you have time, leave the doors unlocked, but closed, to aid firefighters in gaining access to areas.

If the fire is confined to a small portion of a large building, the decision to evacuate the entire building will be made by the Fire Department or Emergency Coordinators. Always err on the safe side, and leave a building if you feel personally threatened.

How to evacuate: Stay close to the floor until you are sure there is no smoke. Take your keys, if you encounter unsafe conditions you may have to return to your room. Check each door for heat and smoke. Shut doors and fire doors between you and the fire (do not lock them). Go to the nearest exit, use stairs (not elevators) and once outside report to your evacuation assembly point (see evacuations maps).

If you can't evacuate: Move to a safe location, preferably a room with fire-rated walls and or doors. Use a phone to notify authorities of your location. Hang something outside a window to mark your location. Place wet towels or other material at bottom of doors.

POWER FAILURE

Facilities Management Customer Support Center: 752-1655

See list above under “Fire Emergency” for each buildings life safety features.

Building or individual room power failure:

In the case of an individual building or room power failure, your first action should be to report the failure to Facilities Management Customer Support Center (Main Line): 752-1655. Next you must contact your Building EAP Coordinator and the appropriate Emergency Coordinator (for building power failure). Follow their instructions.

Total Campus Power Failure:

In the event of a total campus-wide power failure, you should attempt to contact Facilities Management Customer Support Center, your Building EAP Coordinator and the appropriate Emergency Coordinator in the same manner as described above and evacuate as needed. Again report to the evacuation assembly point (as stated in the Building Evacuation Plan) and await further instructions.

Flashlights:

All supervisors are required to stock at least one flashlight or automatic lighting device in the immediate work area. These must be checked quarterly and new batteries purchased as needed.

Computer Failures:

Report all computer failures [SVM IT Services](#) at 752-8953.

Special Actions:

When evacuating an area due to power failure, make an attempt to turn off as many electrical devices as you reasonable can without endangering yourself. This may prevent problems when the power is restored and will allow emergency generators to run longer.

Extended Power Outage:

Your Building EAP Coordinator will need your help to deal with an extended power outage. Consult with your Building EAP Coordinator, but in general, you should continue to report to work each day. Initially you should report to work at the evacuation assembly point, unless advised to meet in a different location.

Communication is crucial. Building EAP Coordinators with cellular phones are encouraged to use them. Building EAP Coordinators must contact Emergency Coordinators throughout the day for instructions and to coordinate activities for each day of the emergency.

Emergency Coordinators are responsible for directing overall response to the power outage and they will serve as the liaison between Facilities Management Customer Support Center, Teaching and Research Animal Care Services, Office of the Campus Veterinarian, other supervisors and various departments on Campus.

At any time, Facilities Customer Support Center can authorize the use of a back-up generator.

Emergency Coordinators should work closely with laboratory personnel to discuss the impact of the situation on the animal colony.

See attached [SafetyNet #109](#) “Power Outages” for further information.

EARTHQUAKE

During Quake:

During a quake you should take steps to protect yourself. You should take cover under sturdy heavy furniture or in steel doorframes. Stay away from glass windows or from unsecured item that can fall. Make sure gas tanks, bookshelves etc. are fastened to the wall. Wait for the tremor to stop before moving. Since aftershocks are common and often severe, always plan for a second or third protection source when thinking through your escape from the building. NEVER use elevators during or after an earthquake.

After Quake:

Stay away from windows and damaged areas. Expect aftershocks. Avoid objects that may have become unstable during the quake and have the potential to fall as you approach them. **Do not use elevators.** Do not turn on any electrical devices that could cause a spark, as gas lines may have ruptured and the spark may cause an explosion. In all instances, immediately evacuate the building and meet at the evacuation assembly point for your area. Your area supervisor will give you further instructions.

If it is a major earthquake, with potential for structural damage, the supervisor should immediately contact their SVM Safety Emergency Coordinator for instructions. SVM Safety Emergency Coordinators will contact the dispatcher or police department. Civil response agencies will provide further instructions. If a fire is present call 911 from a safe location.

You should expect that you would be on your own for a significant amount of time after a major quake. Fire departments and other civil response agencies will screen calls and respond to life threatening emergencies first. Ultimately, you are responsible for your own safety. Expect aftershocks, fires, fallen or exposed electrical lines, gas leaks and falling debris are the most likely hazards you will encounter.

If the quake is small, survey your unit and call your supervisor. The supervisor will contact the Director’s Office.

FLOODING

Facilities Management Customer Support: 752-1655

Individual room or building flooding:

If a waterline bursts or some other event causes a room or floor of a building to flood, you should immediately call Facilities Management Customer Support (Main Line): 752-1655 and report the flood. Contact your Building EAP Coordinator next, and they will take appropriate steps to stop the water and assess the damage.

NEVER GO INTO A FLOODED ROOM UNLESS THE ELECTRICAL POWER IS OFF.

Supervisors should immediately call the Facility Manager and attempt to determine the source of the water. If safe to do so, they may attempt to stop the water flow while waiting for Facilities Management Customer Support to respond. Relocate portable equipment if it is safe to do so. Relocate animals if it appears if it appears they will come in contact with drain water.

FUMES AND TOXIC SPILLS

Fire Department: 911

Fumes and Odors:

If you smell fumes or irritating odors, leave the area, closing the door behind you. Contact your supervisor who then should assess the situation and immediately call Facilities Management Customer Support at 752-1655. If your supervisor is unavailable, call Facilities Management Customer Support and report the location and the situation. If animals are in an area that is potentially affected by fumes, and it is still safe for you to enter that space, move them to a more secure location. In the case of primates, consider the biosafety hazards that are created by moving the animals to a different area. Never put yourself in danger to protect the life of an animal or university property.

Gas:

If you smell natural gas in high concentrations, confine the gas by shutting the door and leave the area, notifying people in your area to leave as well. After leaving the building, call 911 and report the situation and location. Then contact your area supervisor and report the situation and location. Do not turn on any electrical devices that could cause a spark and subsequent explosion.

Toxic Spills:

When 1 pint or more of a hazardous material or any amount of an extremely toxic substance is spilled, or when in doubt, call UCD Fire Department (911) or 752-1230. Evacuate the room, close the door and wait for emergency personnel. Review the attached [SafetyNet #13](#) “Guidelines for Chemical Spill Control”.

Emergency Coordinators:

In all cases of fumes, odors, gas leaks and spills, the supervisor should contact their Emergency Coordinator and advise them of the situation after the appropriate initial response agencies (Physical Plant, Fire Department, Public Safety Dispatcher) have been contacted. Emergency Coordinators will decide what further action is needed. Make sure the EH&S (752-1493 or ehsdesk@ucdavis.edu) is also aware of these occurrences.

BOMB THREATS, THREATENING PHONE CALLS, HANDLING MAIL

Police department: 911

If you receive a threatening phone call DO NOT HANG UP. Keep the caller on the line as long as possible and try to get as much information as possible, without agitating them. If there is a co-worker in the area get their attention and signal to them that you have a phone threat. The co-worker should immediately dial 911 and report the situation. Even if the caller hangs up, you should not hang up the phone until the police tell you to do so. The connection may still be open and that can aid police in tracing the call.

Once the call has ended, immediately report it to the police, if you have not yet done so, and contact your supervisor. Supervisors must immediately report the threat to their Emergency Coordinator who will give them further instructions.

If you feel there is a valid and immediate threat to you, advise everyone in your area of its nature, then follow standard evacuation procedures to leave the area.

In the case of a bomb threat, do not search for the bomb. The police will handle that process. Evacuate the building immediately.

RIOTS OR DISRUPTIVE ACTIVITY

Police department: 911

If a person or persons are acting in a manner that is threatening, immediately leave the area. Call: 911; your Emergency Coordinator and supervisor to report the situation.

If you observe a person committing a crime; call 911, your Emergency Coordinator and supervisor to report the situation.

In case of a robbery, do not argue or resist the person committing the crime. When the robbery is over call 911, your Emergency Coordinator and supervisor to report the incident.

INJURIES

In a medical emergency, call 911 immediately.

Minor injuries: (non-emergency)

Have individual evacuate to safe area if necessary. Provide first aid. Each department/lab should have a first aid kit available (see attached [SafetyNet #52](#) Emergency Medical Care). If needed, transport individual to medical facility when it is safe to do so.

Major Injuries: (require emergency medical personnel)

Do not move individual unless the situation they are in is life-threatening. Call 911. Follow the instructions of the emergency personnel. Do not attempt to transport a seriously injured individual to a hospital.

EVACUATIONS

Be familiar with the “School of Veterinary Medicine Building Evacuation Maps”. Know the evacuation assembly points and other details contained in that document.

ANIMAL EVACUATIONS

Protection of yourself and co-workers is your first priority. Always take steps towards accomplishing that goal before considering the animals in your area. Emergency personnel (ex. firefighters) who are on the scene will have human safety as an obvious first priority. If they feel this priority has been met, they may work with personnel to move animals and other university assets to areas of safety. Before moving animals, consider the biohazard issues associated with the animals. If they are considered hazardous to humans in any way, they may pose a threat to emergency personnel and contaminate the area to which you are moving them. Since many of the buildings have fire resistant characteristics, such as fire doors, the safest place may be in the room they are housed. Your immediate action should be to close their room door and leave the building. If there is no time to do that, just evacuate the building. On-going emergencies will require coordination with TRAC personnel for the care of the animals. When possible, assist TRACS in providing for the animal’s basic needs.

Anesthetized animals should be removed from the immediate area of danger, if it is safe to do so. The procedure may then be finished. Enough emergency lighting should be available in the event of a power outage to finish a procedure. In some cases, and if there is time, it may be necessary to euthanize the animal, then evacuate the building. In all situations, human safety must be considered first.

ON-GOING EMERGENCIES

Stay in daily contact with your supervisor for instructions. They should in turn be in contact with the Emergency Coordinators and campus. Your continuing contact with your supervisor will assist him/her in providing for the ongoing needs of the laboratories, allocating resources, etc.

EMPLOYEES AND STUDENTS WITH SPECIAL NEEDS

UC Davis School of Veterinary Medicine requires that all persons in a facility evacuate that facility any time the fire alarm system is activated. Persons with disability may not be able to evacuate unassisted. Therefore, they should inform another person that assistance may be necessary during a fire alarm activation.

“BUDDY SYSTEM” OPTION

Make use of a “Buddy System.” With assistance from the MSO/SUPERVISOR and Safety Officer, make several acquaintances with fellow students, residents, class members, or office workers. Inform them of any special assistance that may be required in the event of a fire alarm (i.e., hearing the alarm, guidance during evacuation, etc.)

When the fire alarm sounds, the “Buddy” (or assistant) will make sure of the location of the person with disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

EVACUATION OPTIONS DURING A FIRE ALARM

Use of the “Buddy System,” along with the following evacuation options, will help to assure the prompt evacuation of any person with disability.

Horizontal Evacuation:

Move away from the area of imminent danger to a safe distance (i.e., another wing, an adjoining building, opposite end of the corridor, or outside if on the ground level).

Vertical (Stairway) Evacuation:

Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disability may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially where several flights of stairs are concerned.

Stay-in-Place

Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door if possible. Call **911 (or campus police: 530-752-1230)** and give your name, location and reason you are

calling. The operator will relay the information to Campus Police, who will assist by notifying on-scene emergency personnel. Phone lines normally remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

Area of Refuge

If the person with disability cannot get far enough away from the danger by using Horizontal or Vertical Evacuation, then that person should seek an Area of Refuge. Such an area should have the following: 1) telephone communication, 2) a sprinkler system, and 3) one-hour fire-rated assembly (i.e., fire-rated door, walls, ceiling).

DISABILITY GUIDELINES

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

Mobility Impaired (Wheelchair)

Persons using wheelchairs should Stay-in-Place, or move to an Area-of-Refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell emergency personnel the location of the person with disability. If the person with disability is alone, he/she should phone 911. He/she should give their present location and need of assistance or the Area-of-Refuge to which they are headed.

Mobility Impaired (Non-Wheelchair)

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire or unusual odor), the person with disability may choose to stay in the building, using the other options, until emergency personnel arrive.

Hearing Impaired

Most buildings on campus are equipped with fire alarm horns/strobes that sound the alarm and flash strobe lights. The strobe lights are for hearing-impaired persons. Persons with hearing impairments may not notice or hear emergency alarms and will need to be alerted of emergency situations. Contact EH&S or your Safety Officer if an upgrade strobe-light-is-needed.

Visually Impaired

Most buildings on campus are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The horn is for sight-impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently-traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need

assistance in evacuating. The assistant should offer assistance to the individual with visual impairment and guide his or her through the evacuation route.

Faculty, staff, or students with disability need to make their location known. Faculty, staff or students with disability should register their room number and description of disability with the MSO/SUPERVISOR and Safety Officer. The MSO/SUPERVISOR and Safety Officer will keep this record confidential and make it available only to responding emergency personnel for the purpose of locating persons with disability during an emergency. To ensure the list is up-to-date, the faculty, staff or student with disability will notify the MSO/SUPERVISOR and Safety Officer anytime he/she moves to another room in the building.

ROOMS THAT QUALIFY AS AREAS OF REFUGE:

- ☞ They are fully "sprinklered."
- ☞ 2-way communication is available via telephone.
- ☞ The doors, walls and ceiling are fire-rated.
- ☞ Most rooms have windows (for fresh air or to make a signal).

ELEVATOR EMERGENCY

Note: Emergency instructions are posted inside the elevator.

If people are trapped in the elevator:

Do not attempt to open the elevator door

Tell the occupants to read the instructions on how to use the phone or press the alarm.

Call 911, yourself to inform the dispatcher people trapped in the elevator.

CIVIL RESPONSE

All employees should listen to broadcast media for instructions from civil response agencies and follow those instructions. Most laboratories have a radio. Civil response agency instructions supersede those in this plan. You are responsible for your own safety.

INDIVIDUAL, FAMILY, HOME AND COMMUNITY PLANNING

Additional information about the following topics is provided by the UCD Police Department and EH&S Safety Nets

- Emergency Procedures
- Suspicious Packages
- Angry Clients
- Personal Security
- Phoned Bomb Threats
- [Safety Net #121](#) Reporting Work Related Fatalities and Serious Injuries or Illnesses
- [Safety Net #109](#) Power Outages

Additional Training:

Communications for Campus-Wide Emergencies

In the event of a major emergency, there are multiple ways to distribute life-saving and other important information. Familiarize the individuals in your department with these communication methods:

- **Check the University homepage www.ucdavis.edu**

UC Davis posts information about emergencies and other major news on its home page at www.ucdavis.edu. News can also be found at www.news.ucdavis.edu or <http://www.ucdavis.edu/emergency/emergency-services.html>

- **Call the Emergency Status Line (530) 752-4000**

The Emergency Status Line provides a recorded telephone message about the status of the Davis campus in an emergency. Messages will indicate the emergency's nature, and provide brief instructions. As more information becomes available, messages will point to additional information sources, such as the UC Davis home page

- **Follow Reports in the news media**

UC Davis works with the news media to share information about emergencies and provide direction to the university community.

KFBK Radio in Sacramento (93.1 FM / 1530 AM) is the primary station for the federal Emergency Alert System for several area counties

- **Check official UC Davis social media channels**

UC Davis posts emergency information on its official social media channels. These channels include twitter, Facebook, Instagram and Snapchat. You can subscribe to updates from UC Davis by liking or following the channels. You can find all of the University's official social media channels at <https://www.ucdavis.edu/social-media>.

- **Sign up for Personal Alerts through the WarnMe system**

This emergency notification service provides students and employees with timely information and instructions during emergencies. UC Davis WarnMe sends alerts by e-mail, telephone, cell phone and text messaging. To deliver messages, WarnMe uses employees' work contact information from the university's online directory, students' e-mail addresses and personal contact information you voluntarily provide. Register and update your information at <http://warnme.ucdavis.edu>.

*In a campus-wide emergency, the campus may communicate using one or all of the above methods of communication depending on the incident.
You will not be notified of every incident to which the UC Davis Police or Fire departments responds.*

Additional Training:

Sheltering-in-Place

One of the instructions you may be given in an emergency is to shelter-in-place. Shelter-in-place is used mainly for hazardous materials incidents and sustained police action, or when it is more dangerous to venture outside than to remain indoors in your current location. This means you should remain indoors until authorities tell you it is safe or you are told to evacuate. The following are guidelines that should be shared with your department's employees.

General Guidelines on how to Shelter-in-Place

- Select a small, interior room, with no or few windows, ideally with a hard-wired telephone (cellular telephone equipment may be overwhelmed or damaged during an emergency).
- Close and lock all windows and exterior doors.
- Review your EAP, inspect your workplace emergency kits if you have them.
- Do not exit the building until instructed to do so by campus officials.
- Check for status updates using the resources detailed in the section, "Communications for Campus Wide Emergencies."

Specific for a Hazardous Material Incident

- Turn off all fans, heating and air conditioning systems
- If possible, seal all cracks around the door and any vents into the room.
- If you are in your car, close windows and turn off vents and air conditioning

In an incident requiring you to shelter-in-place, it may take several hours before it is safe to leave your building. It is important to have food and water in your office or work location to last a minimum of 24 hours, and preferably up to 72 hours. Having a workplace preparedness kit is easy to make and a good idea.

Additional Training:

Community Survival Strategies for an Active Shooter/Hostile Intruder

The UC Davis Police Department hosts workshops to the members of the campus community presenting strategies to increase the likelihood of surviving an active shooter. The workshop covers five steps for increasing your chances of surviving an active shooter and also provides demonstrations for attacking the attacker.

It is recommended departments allow two hours release time for employees. Community presentations are available on the Davis and Sacramento campuses throughout the year. To locate or schedule a workshop visit the [UC Davis Police Department](http://www.ucdavis.edu/police) website.

Short Training Video: UCD-PD/SVMDO approved; City of Houston, Texas along with Department of Homeland Security <http://www.gcckc.com/gcc-news/run-hide-fight>

In the training, *Community Survival Strategies for an Active Shooter* participants should be aware that the presentation deals with a very sensitive subject and uses actual audio tape from the 9-1-1 call at the Columbine shootings. Participants will also have the opportunity to see different types of firearms and should be prepared to hear what an actual gunshot sounds like.

Active Shooter/ Hostile Intruder on Campus

In addition, it is recommended to view the training video available through LMS (lms.ucdavis.edu) entitled: [Shots Fired on Campus](#)

The 20 minute course covers:

- This training focuses more on classroom-like settings
- Understanding what to do when shots are fired on campus
- Identifying risk factors on campus that could lead to a potential shooting
- Identifying safe practices and being aware of your surroundings

Active Shooter/Hostile Intruder in the Workplace

In addition, it is recommended to view the training video available through LMS (lms.ucdavis.edu) entitled: [Shots Fired in the Workplace](#)

The 20 minute course covers:

- This training focuses more on office-like settings that can be in the same building as classrooms or separate
- Understanding what to do when shots are fired in an office building/administrative area
- Identifying risk factors on campus that could lead to a potential shooting
- Identifying safe practices and being aware of your surroundings

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

1. EVACUATE

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE OUT

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors

3. TAKE ACTION

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

**CALL 911 WHEN IT IS
SAFE TO DO SO**

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

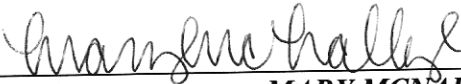
- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes



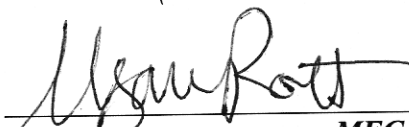
Department: Vet Med Student Services and Administration
- Office of the Dean

Signatures – EAP Part A & Part B

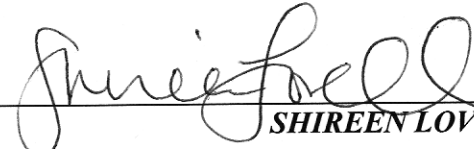
This EAP Part A & Part B has been reviewed and approved by the following individuals:



MARY MCNALLY 12/16/2019
(Date)
(Executive Assistant Dean, Administration)



MEGAN ROTT 12/16/19
(Date)
(Director of Human Resources)



SHIREEN LOVELL 12/16/2019
(Date)
(Budget and Fiscal Officer)

Department: Anatomy, Physiology and Cell Biology (APC)

Signatures – EAP Part A & Part B

This EAP Part A & Part B has been reviewed and approved by the following individuals:



EDWARD SCHELEGLE
(Departmental Chairperson)

March 6, 2020
(Date)



DENISE CHRISTENSEN
(Administrative Manager)

03.06.2020
(Date)

Department: Molecular Biosciences (VMB)

Signatures – EAP Part A & Part B

This EAP Part A & Part B has been reviewed and approved by the following individuals:



PAM LEIN 03.09.2020
(Date)
(Departmental Chairperson)



DENISE CHRISTENSEN 03.06.2020
(Date)
(Administrative Manager)

Department: One Health Institute (OHI)

Signatures – EAP Part A & Part B

This EAP Part A & Part B has been reviewed and approved by the following individuals:



JONNA MAZET
(Executive Director)

24 Jan 2020
(Date)



MATT BLAKE
(Chief Operating Officer)

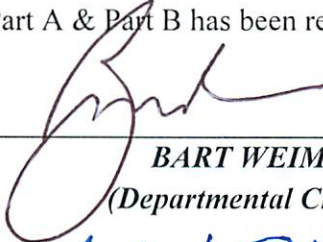
24 Jan 2020
(Date)

Population

Department: ~~Public~~ Health and Reproduction (PHR)

Signatures – EAP Part A & Part B

This EAP Part A & Part B has been reviewed and approved by the following individuals:



BART WEIMER 12/16/19
(Departmental Chairperson) (Date)



MARTIN SMITH 16 Dec. 19
(Departmental Vice Chairperson) (Date)



LINDA POTOSKI 12-16-19
(Administrative Manager) (Date)


**Department: Pathology, Microbiology and Immunology
(PMI))**

Signatures – EAP Part A & Part B

This EAP Part A & Part B has been reviewed and approved by the following individuals:



DORI BORJESSON 12/16/2019
(Date)
(Departmental Chairperson)



LINDA POTOSKI 12-16-19
(Date)
(Administrative Manager)

Department: Surgical and Radiological Sciences (VSR)

Signatures – EAP Part A & Part B

This EAP Part A & Part B has been reviewed and approved by the following individuals:



12/16/19

BRUNO PYPENDOP
(Departmental Chairperson)

(Date)

Dr. Rachel Pollard

Digitally signed by Dr. Rachel Pollard
DN: cn=Dr. Rachel Pollard, o, ou,
email=repollard@ucdavis.edu, c=US
Date: 2019.12.17 10:17:42 -08'00'

RACHEL POLLARD
(Departmental Vice-Chairperson)

(Date)



12/17/19


DENISE PENNINGTON
(Administrative Manager)

(Date)


Department: Medicine and Epidemiology (VME)

Signatures – EAP Part A & Part B


This EAP Part A & Part B has been reviewed and approved by the following individuals:



JOHN ANGELOS
(Departmental Chairperson) 2-12-20
(Date)



CATHERINE OUTERBRIDGE
(Departmental Vice-Chairperson) 2/14/2020
(Date)



PAMELA MAZANET
(Administrative Manager) 2/12/2020
(Date)

Department: Companion Animal Health (CAAH)

Signatures – EAP Part A & Part B

This EAP Part A & Part B has been reviewed and approved by the following individuals:



MICHAEL KENT
(Director CCAH)

12/23/2019
(Date)



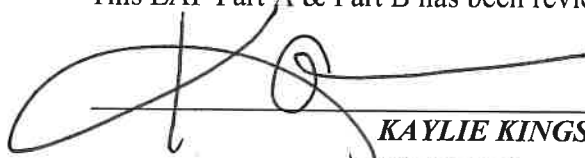
NANCY BEI
(Administrative Manager)

12/19/2019
(Date)

Department: Center for Equine Health (CEH)

Signatures – EAP Part A & Part B

This EAP Part A & Part B has been reviewed and approved by the following individuals:



KAYLIE KINGSTON

(Administrative Manager)

12/14/19
(Date)



TATIANA VIAU

(Animal Resource Manager)

12/18/19
(Date)

Department: Veterinary Genetics Lab (VGL)

Signatures – EAP Part A & Part B

This EAP Part A & Part B has been reviewed and approved by the following individuals:

Rebecca Bellone Digitally signed by Rebecca Bellone
Date: 2020.03.06 09:58:52 -08'00' 3/6/2020

REBECCA BELLONE (Date)

(VGL Director)



DN: cn=Dr. Robert A. Grahn, PhD, o=Veterinary
Genetics Laboratory, ou=Forensics,
email=ragrahn@ucdavis.edu, c=US
Date: 2020.03.06 09:52:40 -08'00'

3/6/2020

ROBERT GRAHN (Date)

(Service Director)

LISA S. DALBECK

3/5/2020

LISA DALBECK (Date)

(VGL Safety Coordinator)

Department: CA Raptor Center (CRC)

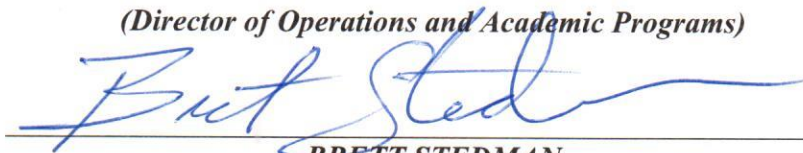
Signatures – EAP Part A & Part B

This EAP Part A & Part B has been reviewed and approved by the following individuals:



MICHELLE HAWKINS
(Director of Operations and Academic Programs)

3/16/20
(Date)



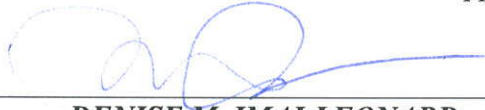
BRETT STEDMAN
(Manager)

3/16/20
(Date)

Department: Comparative Pathology Laboratory (CPL)

Signatures – EAP Part A & Part B

This EAP Part A & Part B has been reviewed and approved by the following individuals:



DENISE M. IMAI-LEONARD

(Director)

12/16/19

(Date)



JENELLE FRASER

(Assistant Director)

12/16/19

(Date)

Department: SVM Dean's Office – Facilities and Safety Group

Signatures – EAP Part A & Part B

This EAP Part A & Part B has been reviewed and approved by the following Safety Contacts; they are aware of their responsibilities as described in this plan:

Krisztina Forward

3/20/2020

KRISZTINA FORWARD

(Date)

(SVM Safety Officer - Deans Office)

n/a - out on leave

n/a

SHIRLEY LIU

(Date)

(Alternate SVM Safety Officer - VMTH)

Scott Cooling

3/20/2020

SCOTT COOLING

(Date)

(SVM Director of Facilities/Safety)

SVM BUILDING ASSEMBLY AREA MAPS



UCDAVIS

VETERINARY MEDICINE

APPENDICES

EMERGENCY CONTACTS

SVM INJURY REPORTING

SVM STUDENT INJURY REPORTING AND FORMS

SVM BITE REPORTING AND FORMS

VMA SERVER ROOM ALERTS

SAFETY NETS

ROLL CALL SHEETS

TRAINING SIGN-IN SHEETS

SUMMARY OF REVISIONS



UC DAVIS
VETERINARY MEDICINE



UCDAVIS

EMERGENCY CONTACTS



AMBULANCE:

911

FIRE – Hazardous Spills:

From a Cellphone

911

(530)752-1234

POLICE:

From a Cellphone

911

(530)752-1230

FACILITIES:

(530)752-1655

HEALTH CARE:

- **OCCUPATIONAL HEALTH SERVICES:** (530)752-6051
Cowell Hall – across from Russell Field
- **STUDENT HEALTH SERVICES:** (530)752-2300
La Rue Road – across from the ARC
- **DAVIS URGENT CARE:** (530)759-9110
(Monday-Friday 5pm-8pm)
4515 Fermi Place #105, Davis CA 95616
- **SUTTER HOSPITAL EMERGENCY ROOM:** (530)757-5111
(After-hours, 24 hours on weekends, holidays)
2000 Sutter Place, Davis CA 95616

SAFETY:

- SVM Safety Officer – Krisztina Forward (530)219-3543
- VMTH Safety Officer – Shirley Liu (530)219-0632
- Environmental Health & Safety (Business hours): (530)752-1493
- Environmental Health & Safety (After hours/on-call): (530)752-1230
- Workers Compensation: (530)752-7243
- Cal/OSHA (916)263-2800

LAB/SERVICE SUPERVISOR:

Name

Phone#

SVM Injury Reporting

EMPLOYEE WORK RELATED INJURY AND ILLNESS REPORTING:

Employee work-related injuries or illnesses must be immediately reported to supervisor and this protocol must be followed.

For Medical Emergency: Call 9-1-1 or go to Sutter Davis Hospital Emergency Room

1. Supervisor (or next responsible person) is to accompany the employee to [Sutter ER](#) – Employees need to notify supervisors of *Extended Hospitalization and Return to Work* restrictions.
2. For work-related fatalities and serious injuries (or even if severity is undetermined) the Supervisor should contact (WITHIN 8 HOURS OF INJURY):

- EH&S at 530-752-1493 (During normal business hours)
- Police/Fire Dispatch Center at 530-752-1230 (Outside normal business hours)
- SVM Safety Officer at 530-219-3543 or VMTH Safety Officer at 530-219-0632

For instructions on **Reporting Work-related Fatalities and Serious Injuries or Illnesses** refer to [SafetyNet #121](#).

- This is for hospitalization in excess of 24hrs, loss of member of body (ex: bone in finger even for wound treatment); serious degree of permanent disfigurement

3) Complete [Employee's First Report](#) Parts 1 & 2, and employee submits claim.
4) Supervisor is notified of a new claim in the system pending review.
5) Supervisor completes their investigation/statement sections and saves form.
6) Your Supervisor, Administrators and/or Group Members will complete rest of form.

Non-emergency, during regular work hours Mon-Fri (8am – 5pm):

1) Call Occupational Health Services at 530-752-6051 to notify them the employee is enroute
2) The Occupational Health Clinic is located in the [Cowell Building](#)
3) Complete [Employee's First Report](#) Parts 1 & 2, and employee submits claim.
4) Supervisor is notified of a new claim in the system pending review.
5) Supervisor completes their investigation/statement sections and saves form.
6) Your Supervisor, Administrators and/or Group Members will complete rest of form.

Non-emergency, outside of normal business hours (Evenings and Weekends):

1) Go to [Davis Urgent Care](#) or the closest medical treatment facility if medical treatment is needed.
2) Complete [Employee's First Report](#) Parts 1 & 2, and employee submits claim.
3) Supervisor is notified of a new claim in the system pending review.
4) Supervisor completes their investigation/statement sections and saves form.
4) Your Supervisor, Administrators and/or Group Members will complete rest of form.

For Workers' Compensation Related Questions:

Kim Sieg (campus): klsieg@ucdavis.edu, (530) 752-7243, FAX (530) 752-3439

Sutter Davis Hospital – ER

2000 Sutter Place

(530)757-5111

After-hours, weekends, holidays



Occupational Health

Cowell Hall – California Ave

(530)752-6051

Mon, Tues, Thurs, Fri 8am-5pm

Wed 9am-5pm



Davis Urgent Care

4515 Fermi Place #105

(530)759-9110

Open Evenings 5pm-8pm

and Weekends 8am-8pm



SVM Student Injury Reporting (Non-Paid Students)

CLASS RELATED INJURY AND ILLNESS REPORTING:

Instructional lab or class-related injuries or illnesses must be immediately reported to a supervisor, faculty clinician, course instructor or a service staff member and this protocol must be followed.

Submit forms as follows:

- If the injury occurred in the **VMTH** : Student Affairs Office in the VMTH
Contact: Nicole Adams; nijadams@ucdavis.edu; 530-752-0773
- If the injury occurred **elsewhere**: Academic Programs in VMA
Contact: Amanda Steidlmayer; arsteidlmayer@ucdavis.edu; 530-754-0132

For Medical Emergency: Call 9-1-1 or go to Sutter Davis Hospital Emergency Room

- 1) A Responsible person is to accompany the student to [Sutter ER](#)
- 2) Complete SVM Student Injury/Report Form, and student and/or staff submits form to the appropriate contact stated above

Non-emergency, during regular work hours Mon-Fri (8am – 5:30pm):

- 1) Call [Student Health and Wellness Center](#) at 530-752-2349 to notify them the student is en route
- 2) The Student Health and Wellness Center is located at 930 Orchard Rd, Davis, CA 95616
- 3) Complete SVM Student Injury/Report Form, and student and/or staff submits form to the appropriate contact stated above
- 4) Student make also seek treatment with their own designated physician.

Non-emergency, outside of normal business hours (Evenings and Weekends):

- 1) Go to [Davis Urgent Care](#) or the closest medical treatment facility if medical treatment is needed.
- 2) Complete SVM Student Injury/Report Form, and student and/or staff submits form to the appropriate contact stated above

Reporting Bites and Scratches

- 1) Immediately report bites and scratches to a supervisor, faculty clinician or a service staff member
- 2) A bite form must be filled out and will be directed to the appropriate staff
- 3) Animal bites or scratches that break the skin must be reported to Yolo County within 24 hours
- 4) Complete SVM Student Injury/Report Form – submit as detailed above
It is recommended to seek medical attention for all bites and scratches
 - **Minimum first aid includes washing with soap and water for 10-15 min**
 - **If the bite is over a joint, the individual should see a physician**

SVM Student Injury Reporting (Non-Paid Students) (cont'd)

Sutter Davis Hospital – ER

2000 Sutter Place

(530)757-5111

After-hours, weekends, holidays

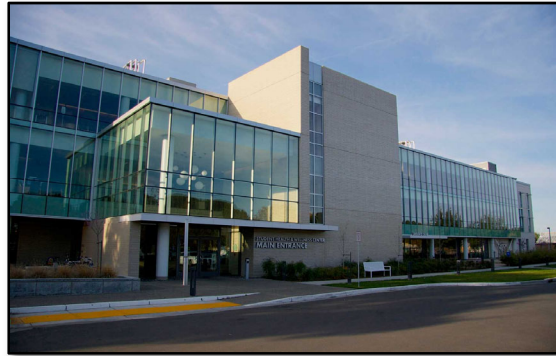


Student Health and Wellness Center

930 Orchard Rd

(530)752-2349

Mon - Fri 8am-5:30pm



Davis Urgent Care

4515 Fermi Place #105

(530)759-9110

Open Evenings 5pm-8pm
and Weekends 8am-8pm



Gourley Bite & Injury Reporting Steps

- ☐ Identify animal (if bite) and victim
- ☐ Have victim fill out forms (use online forms found in left hand menu of Student tab in VIPER)
 - Bite report Link
<https://perfectforms.ucdsvm.ucdavis.edu/PerfectForms/player.htm?f=vmKAggcj>
 - Student injury/incident report link
<https://perfectforms.ucdsvm.ucdavis.edu/PerfectForms/player.htm?f=SmKggAlk>
 - Student victim – fill out Bite Report Form and Injury/Incident Report Form
 - Staff – Fill out Bite Report form and [EFR](#)

Fill out both forms for a bite or severe scratch and just the injury form otherwise.

If injury requires medical attention send the victim to student health, employee health, their doctor, or the ER as appropriate. Send a copy of the forms with the victim

- ☐ Verify that forms are filled out completely
 - Detailed description of wound/injury and how incident occurred
 - All victim and animal information filled out completely
- ☐ Tag animal's cage with a Quarantine sign (QuarantineFillable .pdf) for bites
- ☐ Tag medical record for bites
- ☐ Talk to attending veterinarian and student about making sure the discharge instructions include information about the quarantine for bites.
- ☐ contact shelter/owner/county to determine housing arrangements during quarantine for bites
- ☐ Notify Yolo County for bites
 - Contact Stephanie Amato first at 530-902-9855. If Stephanie is not reachable contact...
 - Vicky Fletcher - [530-668-5286](tel:530-668-5286) desk; [530-237-6212](tel:530-237-6212); vicky.fletcher@yolocounty.org

When sending e-mail about a bite put the animal name and ID # in the subject field (i.e. *Bite by Shelter Id A112143 (Denny)*) for consistency and ease in searching.

- ☐ If a student is injured, a copy of the report will be sent to the following individuals:
 - Angela Culp (Gourley Safety and Training Administrator) - angwade@ucdavis.edu
 - Krisztina Forward (SVM Safety Officer) - kimatis@ucdavis.edu
 - Amanda Steidlmayer (Manager of Academic and Student Programs) - arsteidlmayer@ucdavis.edu
- ☐ contact shelter/owner/foster at end of quarantine to find out status of animal at end of quarantine.
- ☐ contact victim and Yolo County with animal status at end of quarantine.
- ☐ Make a note in medical record noting that the shelter/owner/foster was contacted, what the animal's status is, and that Yolo County was notified.

i.e. Spoke to Monica at Antioch Animal Services and Tango is alive and healthy and released from quarantine today. Notified bite victim and Yolo County via e-mail.

VMTH Injury and Bite/Scratch Reporting Steps

For Staff and Non-Paid Students

Life Threatening Injuries, call 9-1-1

Injuries

All injuries (including bites and/or scratches) that occur at work or are a result from work must be reported. This includes Faculty, Residents, Interns, Staff, Students, and Visitors/Volunteers.

1. Faculty, Staff, Residents and Interns
 - a. Complete the online injury report form.
 - i. A link to the form is located in the tool bar of all the computers located in the VMTH under "Online Injury Reporting".
 - ii. The supervisor to list on the form is the service supervisor on duty for staff and the service supervisor for Faculty, Residents and Interns.
2. Students
 - a. Completes the Student Injury Report
 - i. This is turned in to the Director's office.
 - ii. To Niki Adams
3. Visitors/Volunteers
 - a. Completes the VMTH Visitor Accident Investigation Form
 - i. This is turned into the Director's office.

Bites and/or Scratches

All bites and/or scratches from a species that carries rabies regardless of vaccine history must be reported. This includes Faculty, Residents, Interns, Staff, Students, Visitors/Volunteers, and Clients.

Bites and/or scratches are considered a work related injury, in addition to the above injury reporting an online a VMTH Bite and Scratch report must be completed.

1. A link to the VMTH Bite and Scratch form is located on the desktop of every computer in the VMTH.
 - a. Please complete all mandatory areas of the form.
 - i. If a mandatory area is not filled in once you click on submit you will receive an error message and the mandatory area(s) will be highlighted with a red box.
 1. If you do not know the information type in NA
 - ii. To submit the form click on submit and you will receive a success message.

Medical Attention

Life threatening injuries or emergency assistant: dial 9-1-1

Medical attention for Staff which includes Faculty and Residents

For non-life threatening injuries:

1. Monday through Friday from 8am - 12pm and 1pm - 5pm
 - a. Occupational Health located at
Cowell Hall on campus phone number 530-752-6051
2. After normal business hours, holidays or when the Occupational Health Clinic is closed between the hours of 9am - 9pm
 - a. Davis Urgent Care located at
4515 Fermi Place, Suite 105, Davis Ca 95618 phone number 530-759-9110
3. After 5pm, weekends and holidays or if the injury is an emergency
 - a. Sutter Emergency Service located at
2000 Sutter Pl. Davis, Ca phone number 530-757-5111
 - i. You must take the Notice of New Workers' Compensation Claim Form to receive treatment

Medical attention for Students

1. Received from their own health care provider
2. Student Health and Counseling Services located on La Rue rd. between Hutchison Dr. and Orchard Rd. phone number 530-752-2349 (appointments) 530-752-2349 (advice nurse)

Please note all hard copy forms are located in the binder called:

Injury and Bite/Scratch Reporting Protocol

For Summer & 4th Vet students
where injuries occur during VMTH
rotations - use VMTH Injury Report

VMTH Bite& Injury Reporting Steps



UCDAVIS
VETERINARY MEDICINE

VMTH BITE/SCRATCH REPORT

Incident Details

Date of Bite/Scratch Date Reported to Service Supervisor
Was This a ☐ Bite ☐ Scratch ☐ N/A Location of Animal during Incident
Brief Description of Incident
(Include Location Bitten and/Or Scratched)

Person Bitten/Scratched

Name Address ZIP
Phone City ☐ Staff ☐ Student ☐ Other
Alt. Ph. State

Animal Information

Name/ID # Medical Record # ☐ N/A Color
University-Owned ☐ Yes ☒ No Sex ☒ Male ☐ Female Species Dog Other
Breed Rabies Vaccine ☐ Yes ☐ No ☒ Unknown Date Vaccinated
Department Small Animal Confirmed By ☐ Owner ☐ Med. Record
Animal Sent Home ☐ Yes ☒ No Date Animal Discharged from VMTH Care
Animal Euthanized/Died ☐ Yes ☒ No Date Animal Euthanized/Died
Rabies Testing ☐ Yes ☒ No

Owner Information

Is Owner Known Address ZIP
☐ Yes ☒ No City Phone
Name State Alternate Ph.

Action Items

Veterinarian on Case Notified ☐ ☐ N/A Quarantine Sign Posted on Cage/Stall ☐
VMACS and Paper Medical Record Flagged with Quarantine Info ☐ ☐ N/A
Print/Fax completed form: Yolo County (530-668-5288) ☐ Student Health (530-752-5587) ☐

View/Print PDF

Submit

UCDavis Veterinary Medicine Services
Administrative Center – Server Room
(Recommended) Worker Emergency Response

NOTE: There are “No user serviceable parts inside” Server Room

Condition: Server Room Fire Suppression Alarm

Indication: **RED strobe and audible HORN** located left of server room entry doors

Worker Response:

- **EVACUATE IMMEDIATELY**

Condition: Server Room Refrigerant Leak Detection **WARNING Alarm**

Indication: **BLUE strobe** located right of server room entry doors

Worker Response:

- **EVACUATE IMMEDIATELY**

Condition: Server Room Refrigerant Leak Detection **EVACUATE Alarm**

Indication: **BLUE strobe** located right of server room entry doors **PLUS audible HORN**

Worker Response:

- **EVACUATE IMMEDIATELY**

Condition: Purge Exhaust System Indicator

Indication: **RED**= NO FLOW/NORMAL located right of entry doors

- No action required

Condition: Purge Exhaust System Indicator

Indication: **GREEN**= FLOW/ABNORMAL located right of entry doors

Purge Exhaust System Activated and Purging

- Only occurs AFTER automatic evacuation notification or by Action of Qualified Technician

Reporting Work-related Fatalities and Serious Injuries or Illnesses

SafetyNet #: 121

A. Summary

Cal/OSHA regulations require every employer to immediately report any serious employee injury, illness, or death in connection with any employment-related task, by telephone, to the nearest Cal/OSHA office. This is in addition to normal [occupational injury reporting requirements](#) [1].

Cal/OSHA defines "serious injury or illness" to mean any injury or illness occurring in a place of employment, or in connection with employment, which requires inpatient hospitalization for a period in excess of 24 hours for more than medical observation, or in which an employee suffers a loss of any part of the body or suffers any serious degree of permanent disfigurement. This does not include any injury, illness, or death caused by an accident on a public street or highway.

Cal/OSHA also defines "immediately" to mean as soon as practically possible, but no longer than 8 hours after the employer knows, or with diligent inquiry, would have known of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, then the time frame for the report may be made no longer than 24 hours after the incident.

B. Environmental Health & Safety Process

In order to assist campus departments, Environmental Health and Safety (EH&S) performs reporting after consulting with the supervisor, or department representative, of the employee. Contact EH&S at **(530) 752-1493 during normal business hours** to report any serious injury/illness or death of an employee. Outside of normal business hours, call the UC Police/Fire Dispatch Center at **(530) 752-1230**. They will contact an EH&S representative, who will contact the supervisor or department representative to collect the reporting information.

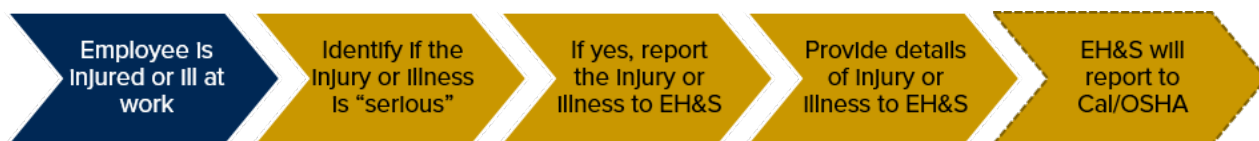
When calling EH&S (during normal business hours) or Dispatch Center (after hours), you will need the following information, if available:

1. Time and date of accident.
2. Employer's name, address and telephone number.
3. Name and job title, or badge number of person reporting the accident.

4. Address of site of accident or event.
5. Name of person to contact at site of accident.
6. Name and address of injured employee(s).
7. Nature of injury.
8. Location where injured employee(s) was (were) moved to.
9. List and identity other law enforcement agencies present at the site of accident.
10. Description of accident and whether the accident scene or instrumentality has been altered.

C. Department Fines

Failure to provide a timely report to Cal/OSHA can result in a minimum \$5,000 fine. Recent regulatory changes state that a 'repeat' violation fine can be issued to include a five year history, as well as violations occurring at another UC campus (not UC Davis). A repeat violation can also be categorized as Serious and Willful which again can increase the amount of the fine up to \$70,000. When in doubt, call EH&S during normal business hours at 530-752-1493, and after hours to police dispatch at 530-752-1230).



Contact

Risk Management Services

rms@ucdavis.edu

More information

<https://safetyservices.ucdavis.edu/risk-management-services-staff-listing> [2]

Related content

1. Injury Reporting Procedure

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Source URL (modified on 04/03/17 01:13pm): <https://safetyservices.ucdavis.edu/safetynet/reporting-work-related-fatalities-and-serious-injuries-or-illnesses>

Links

[1] <http://safetyservices.ucdavis.edu/article/injury-reporting-procedure>

[2] <https://safetyservices.ucdavis.edu/risk-management-services-staff-listing>

Power Outages

SafetyNet #: 109

Due to the nature of energy, it is important to plan ahead in case the power supply on campus is disrupted. By being prepared, you can prevent injury to yourself or your co-workers, and prevent damage to university facilities and equipment. Offices and laboratories located in the center of buildings, without outside windows, are particularly vulnerable and should ensure flashlights or battery-operated light sources are readily available and that all employees know where they are located. Departments may also want to consider installing battery-operated emergency lighting in interior offices and labs.

The following actions should be taken when the power goes out:

- Shut off computer equipment, printers, copy machines and other electronic equipment. There may be a power surge when the power is restored that could damage electrical equipment left in the “on” position.
- During extremes of outside temperature, keep windows and blinds closed as much as possible to maintain a comfortable indoor temperature. See [Safety Net #30](#) [1], Building Temperature Extremes, for more information.
- When the ventilation system goes off, opening office or laboratory doors to the hallway can improve air circulation. If the outside temperatures are mild, opening outside windows (where available) and doors will help.

In laboratories:

- Stop work and close, cover, or otherwise contain and secure the materials you are using.
- Stop work in fumehoods or biosafety cabinets as soon as possible and close the sash even if the hood appears to be working.
- Make sure cabinet doors and flammable storage cabinets are secure.
- If you are working with materials at reduced or increased temperature or pressure, know the steps to safely relieve or maintain the system to prevent an uncontrolled reaction or release.
- Avoid opening refrigerators or freezers. The internal temperature will be maintained longer if the doors are kept closed.

Many laboratory buildings have emergency generators. These generators will come on automatically in the event of a power failure. However, the generators are designed to operate only specific equipment and not to maintain normal operation of the building. Some buildings have special outlets for critical

equipment that will be powered by a generator. If you feel you have equipment or processes that will cause a hazard in the event of a power outage, try to determine if there is emergency power available, or contact O&M for assistance (530-752-1655).

If the power goes out due to a planned “rolling blackout”, campus administrators will do their best to provide as much notice as possible of an impending outage, however, advance notice may not be provided by the utility operators. Currently, “rolling blackouts” are expected to last less than two hours, but may last as long as four hours. The decision whether or not to release employees during a power outage is up to the management of each individual department.

Contact

Research Safety

researchsafety@ucdavis.edu 530-752-1493

FAX: 530-752-4527

More information

<https://safetyservices.ucdavis.edu/research-safety-staff-listing> [2]

Related content

1. Building Temperature Extremes

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Source URL (modified on 01/26/17 02:26pm): <https://safetyservices.ucdavis.edu/safetynet/power-outages>

Links

[1] <https://safetyservices.ucdavis.edu/safetynet/building-temperature-extremes>

[2] <https://safetyservices.ucdavis.edu/research-safety-staff-listing>



Published on UC Davis Safety Services (<https://safetyservices.ucdavis.edu>)

Animal Bites

Animal bites and scratches from certain species are required by state law to be reported to county officials. Animal bites and scratches from certain species are considered to be particularly dangerous and or carry specific risk of infection. The Campus Veterinarian has specific recommendations regarding biomedical research and teaching animals and these bite and scratch injuries, these are in addition to the requirements set forth by California state law.

The state of California mandates that bites and scratches from rabies-susceptible species will be reported to the designated official in the county the injury occurred. When bitten or scratched by a non-rodent mammal you must make a report to the county in which the bite occurred. For the Davis Campus, this is Yolo County. In Yolo County, the Sheriff's department takes these reports and runs the quarantine. Purpose-bred rodents are exempt from reporting and quarantine.

Employees who are bitten or scratched are responsible for ensuring the County is notified. This can occur several ways: 1) The employee completes and submits the bite reporting form; 2) The employees supervisor or department safety coordinator completes and submits the form; or 3) The employee reports to occupational health and the occupational health staff submit the bite reporting form.

All Bites or scratch injuries involving UC Davis research or teaching animals must be reported to the Campus Veterinarian. A copy of the bite report form is faxed to 530.754.4350 in addition to being submitted to the County the injury occurred in. Here is the form: [Bite Report](#) [1]

Please contact the Campus Veterinarian's Office at AnimalTransfer@UCDavis.edu [2] or 530.752.7244 for further information regarding reporting and quarantine of UC Davis research and teaching animals. Please contact [occupational health services](#) [3] for human vaccination or injury information.

Non-Human Primates carry an additional health risk in addition to rabies. There are location-specific procedures to be followed with regard to Herpes B exposure procedures. First and foremost the exposed person MUST without delay cleanse the wound. A minimum of a 15 minute scrub with hot, soapy water and preferably a halogenated cleanser must immediately occur; betadine scrub, chlorhexidine and soap are acceptable. Notification of appropriate veterinary personnel must swiftly follow so samples from the Primate associated with the exposure may be obtained within 1 hour of injury. A visit to Employee Health is the final step, so the injury and risk can be evaluated by the Occupational Health staff. A [bite or scratch injury form](#) [1] must be submitted to the county using one of the three methods outlined above.

If you are bitten/scratched, DO NOT euthanize or kill the animal. If the animal dies the head (brain) must be tested for rabies. The County of incident will provide guidance for submission of the remains. The remains must be refrigerated and not frozen for the test to yield valid results. If you have any questions please call the County of incident or 530.752.7244 or contact Occupation Health or your Veterinarian for guidance.

Contact

Health Monitoring Coordinator

animaltransfer@ucdavis.edu 530-752-7244

Related content

1. Animal Care Program Contact Information
2. Animal Transfers, Import and Exports
3. Campus Attending Veterinarian
4. Husbandry Unit
5. Links and References - Animals
6. List of Formularies
7. Teaching and Research Animal Care Services
8. Campus Veterinary Services

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Source URL (modified on 01/06/16 12:53pm): <https://safetyservices.ucdavis.edu/article/animal-bites>

Links

- [1] <https://safetyservices.ucdavis.edu/sites/default/files/documents/Bite%20Report.docx>
- [2] <mailto:AnimalTransfer@UCDavis.edu>
- [3] <https://safetyservices.ucdavis.edu/categories/occupational-health>

DEPARTMENT ROLL CALL:

Office Location:

UNIT SUPERVISORS are responsible for maintaining a current list of personnel in their unit. This form can be used, or, if your department currently has a directory, you can format it into a roll sheet with room and building location and attach it to the EAP. Building EAP Coordinators, Supervisors/Managers and/or Safety personnel should have a copy to complete roll call during an emergency.

[illegible]

Training Sign-in Sheet

INITIAL/ANNUAL TRAINING

****All Employees need to have annual documented training ****

I have read and reviewed this Emergency Action Plan and am aware and understand its provisions and content.

Training Topic: Emergency Action & Evacuation Plan for the School of Veterinary Medicine

| Instructor/Trainer: _____ | Date |
|---------------------------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
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Training Sign-in Sheet

INITIAL/ANNUAL TRAINING

****All Employees need to have annual documented training ****

I have read and reviewed this Emergency Action Plan and am aware and understand its provisions and content.

Training Topic: Emergency Action & Evacuation Plan for the School of Veterinary Medicine

Instructor/Trainer: _____

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Training Sign-in Sheet

INITIAL/ANNUAL TRAINING

****All Employees need to have annual documented training ****

I have read and reviewed this Emergency Action Plan and am aware and understand its provisions and content.

Training Topic: Emergency Action & Evacuation Plan for the School of Veterinary Medicine

Instructor/Trainer: _____

Date

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Training Sign-in Sheet

INITIAL/ANNUAL TRAINING

****All Employees need to have annual documented training ****

I have read and reviewed this Emergency Action Plan and am aware and understand its provisions and content.

Training Topic: Emergency Action & Evacuation Plan for the School of Veterinary Medicine

Instructor/Trainer: _____

Date

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Training Sign-in Sheet

INITIAL/ANNUAL TRAINING

****All Employees need to have annual documented training ****

I have read and reviewed this Emergency Action Plan and am aware and understand its provisions and content.

Training Topic: Emergency Action & Evacuation Plan for the School of Veterinary Medicine

Instructor/Trainer: _____

Date

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Summary of Revisions

The following are a brief descriptions of the revisions made to v1.0 of the SVM Emergency Action and Evacuation Plan:

1. Updated Building Emergency Action Plan Coordinators for VM3A, MPT, VMA, CCAH, TUPPER
2. Updates to match campus plan as follows:
 - a. Emergency Protocols
 - i. Removed reporting all fire extinguisher use
 - ii. 4 of 6 bullet points removed under Providing Information to Dispatch
 - iii. Under Alert and Notification – rewritten and shortened
 - b. Evacuation Procedures and Routes - Evacuation Types section added
 - c. Communications for Campus Wide Emergencies
 - i. Updated news and social media sections
 - d. Additional Trainings – Sheltering in Place
 - i. Specific for Hazard Material Incident – section updated
 - e. Community Survival Section updated
3. Emergency Coordinators updated to Scott Cooling
4. Updated Urgent Care hours on Emergency Contacts, SVM Injury Reporting and SVM Student Injury Reporting
5. Updated Gourley Bite and Injury Reporting
6. Updated VMTH Bite Reporting