EMERGENCY PROCEDURES

**Police**
- Disruptive or illegal behavior, harassments, or civil disorders

**Fire**
- Pull nearest fire alarm, then …

**Ambulance**

**Hazardous Spills**
- Chemical Radioactive
- Biological/Infectious Agents
- Fumes

**Bomb Threats**
- Use form on back
- Get maximum information:
  - Time call received/ended?
  - Caller's exact words
  - Bomb location(s)?
  - What kind of bomb?
  - Age, sex, accent, background noise of call
  - If ETS phone, check caller's number!

From campus phone, call
**911**
Give building name, floor, room number, your name, position, and phone number.

If using a cell phone, call
**752-1230**
(Fire/Police) to report emergencies.

**Earthquake**
- Stay calm.
- Get under a table, desk, or bench, or stand in a doorway.
- Avoid windows.
- Leave building by stairs after shaking has stopped.
- Do not use elevators.
- When outside, stay clear of buildings and overhead hazards

**Non-Emergency Numbers**
Employee Health: 752-2330, 501 Oak Avenue
Cowell Student Health: 752-2300, after hours 752-2311
Sutter Davis Hospital Urgent Care: 756-6440

**In case of an evacuation:**
- Close and unlock doors as you leave the area.
- Do not use elevators.
- Use stairwells to first-floor exit doors.
- Use posted exit doors to outside areas.

**Designated meeting location:**

**Robbery**
- Follow robber's instructions. Don't argue, fight, chase, or follow the robber.
- Observe robber's physical and behavioral characteristics.

After robber leaves
**CALL 911**
- Use reporting form on back.

**Utilities**
- Power
- Water
- Gas Leaks
- Elevator
- Sewer
- Fumes

Call 2-1655
- Inform your supervisor.

**V&E EMERGENCY PHONE NUMBERS:**
- Department Chair - Andy Waterhouse 752-0381
- Department MSO - Mary Kitchen 752-1947
- Safety Coordinator - Lucy Joseph 752-1809
- Computer Support - Jon Schadt 752-8208
- Crystal Stone 752-9167
- EH&S - Susan Cummings 752-3572 or 1493
BOMB THREAT or ROBBERY FORM

1. Time of call or when action occurred: _____________________
2. Time caller hung up or individual left area: _____________________
3. Exact words of individual: ____________________________________________________________
4. Questions to ask for bomb threat
   a. What time is the bomb going to go off? _____________________
   b. Where is the bomb right now? _____________________
   c. What kind of bomb is it? _____________________
   d. What does it look like? _____________________
   e. Who placed the bomb? _____________________
   f. Why did the person place the bomb? _____________________
5. Background noises: _________________________________________________________________
6. Any other information that might be useful in identifying the location of the bomb, caller, or individual(s) involved:
   __________________________________________________________________________
7. Description of individuals voice/appearance: _____________________
   a. Tone of voice (calm, excited, hostile) _____________________
   b. Accent or other speech characteristics: _____________________
   c. Was the voice familiar? _____________________
      Who did it sound like? _____________________
     Weight: ___________ Height: ___________ Build: ___________
     Hair: ______ Length: ______ Straight/curly: ______
     Sex: ______ Age: ______ Glasses: ______ Eye color: ______
     Race: _____________________________________________
8. Weapon type: _________________________________________________________________
9. Description of clothing (hat, shirt, jacket, trousers/skirt): _____________________
10. Direction of travel: _____________________________________________________________
11. Vehicle type: _______ Year: _______
    Color: ___________ License: _____________________

VITICULTURE & ENOLOGY EMERGENCY ACTION PLAN

The following information is provided to enable the Department of V&E to respond to emergency situations in a calm orderly manner.

PI’s/supervisors are responsible for assuring that this information is brought to the attention of every staff member and student employee and that it is readily available for quick reference. Each employee should receive a copy of this brochure.

V&E Safety Coordinator: Lucy Joseph

Emergency Exit: Use the nearest stairwell. DO NOT use the elevator!

Meeting location: Grassy area located on the east side of the parking structure, north of the vehicle entrance.

Stay with your lab/office group until you are permitted to leave.

• Note: In case of emergency, follow the direction of the V&E safety coordinator or other RMI safety coordinators. They will be apprised of the situation and the procedures to follow.

EMERGENCY NUMBER (from campus phone): 911


**What should I do when an injury/illness occurs?**

1. Determine what type of medical care is needed. If the situation is life threatening call 911 and follow instructions from emergency personnel.

2. If the situation is not life threatening, the employee (anyone who receives a paycheck from UCD, even if they are students) should be directed to Employee Health. Students should be directed to Student Health. If medical care is not needed immediately, an appointment with Employee or Student Health should be made.

3. If the injury or illness occurs before or after regular work hours and the employee or student needs immediate attention he/she should be directed to Sutter Davis Hospital Emergency Room or the closest emergency room if the incident occurs outside of Davis. If an employee has designated their personal physician to treat them, prior to the injury, they may be treated by that MD/DO.

**Employee Health**

501 Oak Avenue (corner of Russell Blvd and Oak Avenue, directly across the street from intramural athletic field)  
Hours: 8:00 a.m. to 5 p.m. Monday Tuesday Thursday and Friday  
9:00 am - 5:00 PM Wednesday  
Telephone: 752-3200

**Sutter Davis Hospital** Urgent Care and Emergency:  756-6440

**Cowell Student Health Center**  
Phone : 752-2300 or after hours 752-2311  
Located on the North side of campus on California Avenue (in between Regan Hall Drive and Beckett Hall Drive)

**Now that the crisis is over, what do I do?**

**Injury or Illness Reporting Procedures**  
Contact the V&E Safety Coordinator, Lucy Joseph 752-1809, for assistance with any of the following.

Death or serious injury/illness, requiring hospitalization, should be reported to CAL/OSHA within 8 hours. Contact EH&S at 752-1493 and Workers Compensation (WC) at 757-3266 to begin the process of informing CAL/OSHA as soon as possible.

Injury or illness that does not require hospitalization but requires medical care should be reported and investigated. The WC Unit should be notified within 24 hours of the events, and the accident investigation completed within 72 hours. Investigate the accident and obtain all of the details possible. Complete the Employer’s Report of Injury/Illness form and FAX it to WC at 757-7779 and send an original copy to them by Campus Mail or at 501 Oak Ave.

**What to Expect Next**

Any time an employee goes to Employee Health with an “on the job” injury a Workers’ Compensation Claim will be filed. This does not mean that the claim will be paid or that the University will be held liable. The claim will be reviewed. Expect to have to file paper work for this case. A company that handles Workers Compensation claims will be assigned to handle each case.

If a serious injury or illness requiring hospitalization occurs CAL/OSHA will come and conduct an investigation. This is routine so do not feel defensive. They will ask to see our IIPP (Illness and Injury Prevention Plan) because they are required to do so by law. They will interview the employee’s supervisor and any personnel who were involved or witnessed the incident. Tell what you know, simply and clearly. Do not speculate about causes or circumstances if you do not have facts or direct knowledge. Be cooperative. They may ask to see training records and any internal documents pertaining to the incident, such as the Employer’s Record of Injury/Illness. Accident logs should be kept in each lab/office/work area and forms are included in your IIPP binder.