

**EMERGENCY ACTION and FIRE
PREVENTION PLAN**

In compliance with:

California Code of Regulations
Title 8, Sections 3220 and 3221

Implementation date: October 14, 2013
Date of last revision: October 14, 2013

UNIVERSITY OF CALIFORNIA, OFFICE OF THE PRESIDENT

EMERGENCY ACTION and FIRE PREVENTION PLAN

Location Name: UCOP Riverside IntelliCenter

Location Address: 14350 Meridian Parkway
Riverside, California
92518

Implementation Date: October 14, 2013
Revision Date: _____
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UNIVERSITY OF CALIFORNIA
Office of the President, UCPath Center

EMERGENCY ACTION & FIRE PREVENTION PLAN

I. INTRODUCTION

This Emergency Action and Fire Prevention Plan (EAFPP) has been prepared for the University of California, Office of the President at UCPath Center. The plan complies with the California Code of Regulations (CCR), Title 8, Sections 3220 and 3221.

The EAFPP should be reviewed annually to ensure that it is up to date and applicable to the location.

OFFICE INFORMATION

UCOP IntelliCenter

(Office Name)

14350 Meridian Parkway Riverside, CA 92518

(Office Location/Address)

951-787-5021

(Phone)

(Fax)

(Director)

(Phone)

(email)

(Safety Manager)

(Phone)

(email)

Darryl Brown

(Facilities)

951-787-5021

(Phone)

darryl.brown@ucop.edu

(email)

Fire Safety 1st

*(Person responsible for maintenance of fire
equipment and systems)*

(951) 955-0975

(Phone)

N/A

(email)

Date of Annual Fire Drill: October

II. DEFINITIONS

1. **Evacuation** - the emptying of an occupied area and the transference of occupants to a safe location.
2. **Emergency** - an event, expected or unexpected, that threatens life, property, the environment, or research.

3. **Critical business functions** - those actions or activities that would cause serious or irreparable harm to the facility and/or University if not performed or if interrupted due to an emergency.

III. **EMERGENCY EVACUATION PROTOCOLS**

1. **REPORTING EMERGENCIES:**

In the event of an emergency, employees should contact emergency services as soon as possible [CCR, Title 8, Section 3220(b)(5) & (c)]. This office reports emergencies by the following:

a. **Warning and Alarms**

- Emergency services will be notified by calling 911.
- During an emergency evacuation, employees will be notified of the emergency condition by (lights, horn, voice): horn.
- Alternate alarm methods (lights, horn, voice): voice.

b. **Use these guidelines to dictate when you should notify emergency services:**

- 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

c. **Provide the following information to the Emergency Dispatcher upon calling**

- Your name
- Whether you are in a safe location
- What the nature of the emergency is
- Where the emergency is located
- When the emergency happened
- How the emergency happened

2. **PRIOR TO EXITING**

After hearing the notification to evacuate, stop all work activities. If time permits, each person should gather their valuables (e.g., car keys, medication and other critical personal items), turn off equipment, (i.e. computer/machinery/electrical shutoffs), lock up sensitive items, leave lights on, and close, **but do not lock**, the doors (locked doors can hamper rescue operations). If emergency circumstances allow, the Unit Safety Coordinator will gather computer backup tapes. Remember that you may not be allowed back into the building for an extended time.

The person responsible for roll call (Unit Safety Coordinator or Alternate Unit Safety Coordinator) will take a personnel list before leaving the building [CCR, Title 8, Section 3220(b)(3)].

3. **EVACUATION ROUTES**

During an emergency evacuation the following route(s) should be followed to exit the building [CCR, Title 8, Section 3220(b)(1)]: *See attached evacuation route map(s) or written description(s) for this location.*

Emergency evacuation route maps are posted at the following location(s): exits and hallways.

The maps and/or written descriptions show the primary route evacuees will take to exit the building and make their way to the Assembly Area. Walk; do not run, to the emergency exit and Assembly Area.

4. ASSEMBLY AREA

After exiting the building, employees and visitors will follow the evacuation route to the pre-arranged Assembly Area located at the back of the building in the parking lot. Each Unit Safety Coordinator or Alternate Unit Safety Coordinator is responsible for taking roll call and reporting injuries to the center Director, Facilities, or Injury Prevention Program Manager. The facility Director, Facilities, or Injury Prevention Program Manager is responsible for informing the on-scene Incident Commander of the status of evacuated employees and others. If an employee or other person is in immediate danger, report the location of the individual directly to the nearest emergency responder.

Upon notification of an emergency, all employees and visitors shall go the Assembly Area. Stay within your respective group at the Assembly Area. Do not leave the area until notified to do so.

IV. SAFETY COORDINATOR RESPONSIBILITIES

Each unit safety coordinator is responsible for the planning, evaluation, and execution of the EAFPP and should perform the following duties:

1. Review and update the EAFPP annually or as needed.
2. Conduct annual facility evacuation drills. Know the location of all fire extinguishers, alarms, AEDs, and first aid kits. Ensure evacuation routes are posted and walkways remain clear at all times.
3. When an emergency alarm has been sounded, systematically check all areas to assure everyone has been evacuated.
4. If needed, post assistants along the evacuation route to guide people to the Assembly Area.
5. Assist mobility impaired persons to evacuate safely.
6. Keep people calm and informed.
7. Report to the facility Director, Office Manager, or the on-scene Incident Commander.
8. If ordered by on-scene Incident Commander, move all people to the Assembly Area and inform people when it is safe to re-enter buildings. After a major earthquake, a person may not re-enter buildings until cleared by a qualified building inspector.

If the Safety Coordinator is not available, the Alternate Safety Coordinator or supervisors are responsible for reporting directly to the facility Director, Office Manager, or to the on-scene Incident Commander and for the duties noted above.

V. IDENTIFICATION OF FIRE HAZARDS

CCR, Title 8, Section 3221(b)(1) states that potential fire hazards and their proper handling and storage procedures, potential ignition sources, and their control procedures shall be included in the EAFPP. In addition, the types of fire protection equipment or systems which can control a fire need to be listed. The following is a list of potential fire hazards and their associated work areas:

Work Areas

Office rooms.....
Store room.....
Break room.....

Fire Hazards

Paper, Electrical
Paper, Plastic
Paper, Plastic, Electrical appliances, Burnt food

VI. FIRE CONTROL MEASURES

1. Fire Protection System

The following fire control systems are installed in work areas:

Location	Sprinkler System	Fire Alarm System
Office	Yes	Yes

2. Fire Protection Equipment

Location	Type(s)	How Many	Weight(s)/Value
Office	ABC Extinguisher	3	10 lbs

VII. HOUSEKEEPING PRACTICES

CCR, Title 8, Section 3221(c) states that the employer shall control accumulations of flammable and combustible material and waste so that they don't contribute to a fire emergency. The following describes fire prevention procedures associated with fire hazards identified above:

Type of Fire Hazard

Paper.....
Plastic
Electrical.....

Flammable/combustible liquids.....

Electrical appliances.....

Fire Prevention Practices

Waste paper cans emptied at least weekly
Waste plastic discarded weekly
Periodic inspections of outlets, multi strips, cubicles, and work areas
Store liquids in approved flammable storage cabinet or away from sources of combustion, oxidizing chemicals, or other material that could increase the fire hazard
Quarterly inspections of appliances; employees trained to inspect appliances/tools prior to use

VIII. SAFE CODE OF WORK PRACTICES

The following safe work practices should be implemented to prevent fire and injury risks:

1. Flammables, including data sheets, books, rags, clothing, flammable liquids or trash shall not be placed or stored near heaters or their vents, any electrical appliance, or other potential sources of ignition.
2. Sources of actual or potential heat such as hot plates or electric coffee pots shall not be placed near flammable materials. Candles (of any kind), personal coffee makers, space heaters, and refrigerators are prohibited in cubicles and private offices.
3. Escape routes shall never be blocked, particularly in areas where flammable materials are stored.
4. Each individual is personally responsible for assuring that extension cords and multiple outlet plugs that they are using is in good condition. Cords that are spliced together, missing their protective sheath shall, or grounding plug shall not be used.
5. Smoking is prohibited near or around flammable or combustible material or liquids.

IX. MAINTENANCE AND INSPECTION PROGRAM

The periodic maintenance and inspection frequencies for fire control measures are as follows:

<u>Fire Control Measures</u>	<u>Inspection Frequency</u>	<u>Responsible Party</u>
Sprinkler System	Annual	Certified Professional
Fire Alarm System	Annual	Certified Professional
Fire Extinguishers Inspection	Annual	Certified Professional
Fire Extinguishers Test	Annual	Certified Professional

X. TRAINING

All employees shall be trained on the elements and hazards listed in the EAFPP and their facility.

Employees will be trained on the EAFPP upon hiring, a change in office location, when employee’s responsibilities change, or designated actions under the EAFPP change, and whenever the EAFPP changes. Employees should be made aware of those parts of the EAFPP which they must know to protect themselves in the event of an emergency. In addition, an annual review of the EAFPP and evacuation drill should also be conducted. The EAFPP is located at the security desk and on SharePoint. It is available for review upon request.

SIGNATURES

The Emergency Action and Fire Prevention Plan has been reviewed and approved by the following individuals:

(Director)

(Date)

(Ergonomics and Injury Prevention Program Manager)

(Date)