

## Emergency Action Plan for **Krieger Hall EAP**

### Contact Persons For This Plan

	Name	Email	Work Phone
<b>Primary</b>	COLIN SCOT ANDREWS	andrewsc@uci.edu	9498242493
<b>Alternate</b>	MARCUS H. KANDA	mhkanda@uci.edu	9498246522

### Emergency Assembly Areas Post-Evacuation

Primary	Alternate	Designated Waiting Area(s) if In Need Of Assistance To Evacuate
Inner ring to Aldrich Park.	Not assigned.	Stairway at top of lower Humanities plaza.

### Occupants With Emergency Roles

Name	Emergency Role	Home Workgroup
MARCUS H. KANDA	Floor Warden; Building Coordinator	
BIBI DO	Floor Warden	
PATRICIA JANE EYSTER	Floor Warden	
YUTING WU	Floor Warden	
KAZUMO WASHIZUKA	Floor Warden; Building Coordinator (Alternate)	
TIMOTHY JOHN ADAMS	Floor Warden	
SAMANTHA N. ENGLER	Floor Warden	

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Plan History	
<b>Last Modified Date</b>	7/11/2017 1:55:20 PM
<b>Last Modified By</b>	Kazumo Washizuka

**A. Purpose Of The Emergency Action Plan**

The Emergency Action Plan (EAP) is a way for your workplace to prepare and plan for a variety of emergency situations, e.g., medical emergencies, citywide disasters; power outages, hazardous chemical spills, fires, bomb threats, a civil disturbance, and earthquakes.

An Emergency Action Plan is required for each Administrative and Academic work space, and should be considered a part of every Department's basic health and safety responsibility. EAPs may be developed for an entire floor or area occupied by multiple departments, divisions, units, or labs; or may be written for a single unit/lab worksite.

It is important for staff to read and understand their work site Emergency Action Plan BEFORE an emergency occurs. Managers should share safety information with faculty, staff, and students; brief all new personnel as they join the department; and POST copies of the Emergency Action Plan in accessible locations. Department Managers are responsible for the annual review and update of their Emergency Action Plan(s).

**B. Buildings Covered (in Whole or Part)**

Building Name	Address Line 1	Address Line 2	Building Coordinator (or Equiv)	Alternate Bldg Coordinator (or Equiv)	Comment
Krieger Hall			MARCUS H. KANDA	KAZUMO WASHIZUKA	

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

<b>Work Area Covered By This Plan</b>	Primarily office spaces. Conference rooms on all floors except 5th. Departments include History, Classics, English, Humanities Language Learning Program, Journal in Asian Studies.
<b>Additional Description of Work Area</b>	
<b>Location Tag</b>	Zone 6 - Humanities
<b>Other Location Tag</b>	Humanities
<b>Animal Facilities In This Work Area?</b>	No
<b>Animal Facilities Location/Details</b>	

**D. Instructions For Reporting Emergencies**

Employees shall report any fire or other emergency situation to the UCI Police Department by dialing 911 or 949-824-5223. The caller should provide as much information about the emergency as possible, including locations affected, any health and safety issues, missing persons, or other pertinent information.

**E. Instructions For Evacuation**

State law requires occupants to evacuate to a safe location when the fire alarm sounds, or when ordered to do so by emergency response personnel. Floor Wardens and Building Coordinators are responsible for ensuring that employees know their Emergency Assembly Area (EAA) location, and two evacuation routes from the work site location.

### E. Instructions For Evacuation

Roster sheets listing all employees in the workspace shall be kept in an appropriate and easily-accessible location. They may be kept in multiple locations if necessary to ensure quick access during emergencies. Floor Wardens and Building Coordinators, upon receiving the notice to evacuate, shall carry the roster sheets with them as they guide the evacuation. After the building is evacuated and employees have gathered at the Emergency Assembly Area (EAA), the Floor Wardens and/or Building Coordinators shall take the roll of those gathered. Missing employees shall be promptly reported (a) to on-scene emergency responders (Fire Department, Police, other) and (b) to the Emergency Operations Center or other designated Incident Commander.

- EVACUATE when:
  - A fire and/or life safety emergency occurs,
  - The fire alarm activates (audible and/or visual),
  - Notified to do so by emergency response personnel or Zone Crew members.
- Be aware of all exits from your area and building. Know the routes from your work area.
- When the fire alarm activates or you are told to leave, keep calm, WALK quickly to the nearest marked exit and ask others to do the same. DO NOT RUN.
- DO NOT USE ELEVATORS unless directed to do so.
- ASSIST persons with disabilities, access or functional needs if you are willing and able.
- Notify Zone Crew or emergency personnel if you suspect someone may be trapped in the building.
- Follow instructions given by Zone Crew members in red, yellow, or green vests or emergency personnel.
- Once outside, move to your designated assembly area. Keep streets and walkways clear for emergency vehicles and personnel.
- DO NOT return to an evacuated building until an all clear message is given and you are directed to do so.

#### Hazardous Materials Operations and Laboratory Evacuations, if safe, perform the following before evacuating:

- Shut down all hazardous operations including equipment and energy sources connected to hazardous materials.
- Close all supplies of hazardous materials including compressed gas cylinders.
- Make sure operations are left in a stable state.

<b>Evacuation Route</b>	<b>Primary:</b> Nearest stairwell out to assembly area.
	<b>Secondary:</b>
<b>Emergency Assembly Area</b>	<b>Primary:</b> Inner ring to Aldrich Park.
	<b>Secondary:</b> Not assigned.
<b>Designated Waiting Area(s)</b>	Stairway at top of lower Humanities plaza.

### F. Instructions For Sheltering In Place

There may be situations when it's simply best to stay where you are and avoid any uncertainty outside. This can be due to everything from hazardous material releases to fires, explosions or chemical spills. If a shelter in place order is given employees should follow these procedures to ensure their safety

#### How to choose a room to shelter in place:

- Select a small, interior room, with no or few windows
- Choose a room where exterior doors and windows close completely and can be locked
- It is ideal to have a hard-wired telephone in the room you select (cell phone equipment may be overwhelmed or damaged in an emergency)

#### Additional Notes:

- Lock all available doors
- Turn off all fans, heating and air conditioning systems
- Inspect emergency kits and supplies.
- Tune your AM radio to 1690 for updates on the situation and an all-clear zotALERT message
- Be prepared to improvise and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination

### G. Instructions For Securing In Place

A Secure-In-Place notification may be issued when the UCI Police Department determines that there is a potential threat to the campus. When notified to Secure-In-Place, initiate action immediately. Take ALL zotALERTS seriously. You will be safest by placing a locked door or other barricade between you and the associated violence or danger.

#### How do I Secure-In-Place?

- REMAIN CALM!
- Find an interior room and lock or barricade the doors.
- If there are other employees, students/visitors with you or in the vicinity, tell them to go to the closest office/classroom/lab/residence hall.
- To minimize vulnerability, turn off lights, silence phones, and draw blinds.
- Move away from doors and windows.
- Move/use furniture to provide added protection.
- Follow instructions from Police, Fire, Zone Crew team members, and other first responders.
- DO NOT leave until an all-clear message is received.

#### What if I am outside?

- If you are outside during a Secure-In-Place emergency you should seek shelter in a nearby building.
- If you are unable to get inside a building, seek nearby shelter, e.g. large trees, walls, cars in a parking lot/garage, away from the danger area (if known).
- Follow instructions from Police, Fire, Zone Crew team members, and other first responders.
- Stay sheltered until an all-clear message is received.

#### What if I am in a classroom or lecture hall?

- Notify class of "Secure-In-Place" order (students, if your professor or TA does not see the alert -- notify them).
- Lock or barricade the doors.
- Turn off lights, silence phones, and draw blinds.
- Move away from doors and windows.
- Move/use furniture to provide added protection.
- Follow instructions from Police, Fire, Zone Crew team members, and other first responders.
- DO NOT leave until an all-clear message is received.

### H. Procedures For Specific Scenarios

For additional information on emergency procedures for utility failure, persons in distress, active shooter, hazardous materials incidents, evacuation of persons with disabilities, access or functional needs, medical emergencies, bomb threats, and earthquakes refer to the UCI Emergency Procedures Flip Chart. [http://police.uci.edu/em/UCI\\_EmerProc.pdf](http://police.uci.edu/em/UCI_EmerProc.pdf)

### I. List Of Occupants In This Work Area

Name	Department	Relevant Information?
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### J. Occupants With Special Duties During Emergencies

Name	Department	Organizer Duties	Duties Pre-Evacuation	Duties Post-Evacuation	Rescue Or Medical Duties
MARCUS H. KANDA	HISTORY	Floor Warden; Building Coordinator	Floor Warden (1st)		CPR/First Aid
BIBI DO	HISTORY	Floor Warden	Floor Warden (2nd)		
PATRICIA JANE EYSTER	HISTORY	Floor Warden	Floor Warden (3rd)		
YUTING WU	HISTORY	Floor Warden	Floor Warden (3rd)		

**J. Occupants With Special Duties During Emergencies**

Name	Department	Organizer Duties	Duties Pre-Evacuation	Duties Post-Evacuation	Rescue Or Medical Duties
KAZUMO WASHIZUKA	CLASSICS	Floor Warden; Building Coordinator (Alternate)	Floor Warden (4th)		
TIMOTHY JOHN ADAMS	CLASSICS	Floor Warden	Floor Warden (4th)		
SAMANTHA N. ENGLER	HISTORY	Floor Warden	Floor Warden (5th)		

**K. Other Important Information**

No other information at this time.

## Appendices

Appendix 1: Alarm Systems	
<b>Details Of Building Fire Alarm System</b>	4020 Simplex. Fire sprinklers basement only.
<b>Other Employee Alarm Systems In Building</b>	Elevator Alarm
<b>Details Of Other Employee Alarm Systems</b>	

Appendix 2: Org Units That Have Staff In This Work Area
HUM - Department of Classics
HUM - Department of History
HUM - English

Appendix 3: Training Requirements
<p>Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.</p> <p>The employer shall advise each employee of his/her responsibility under the plan at the following times:</p> <ul style="list-style-type: none"> <li>• Initially when the plan is developed,</li> <li>• Whenever the employee's responsibilities or designated actions under the plan change, and</li> <li>• Whenever the plan is changed. The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review.</li> </ul>

Appendix 4: Record-Keeping Requirements
<p>The written <u>plan</u> shall be kept at the workplace and made available for employee review.</p> <p>A written <u>training record</u> shall be kept in the workplace. The training record shall include, at minimum, a list of employees trained in the EAP, the date of training for each, and the employee's signature as confirmation. Training records shall be kept and available for a minimum of ten years.</p>

Appendix 5: Contact Persons For This Plan				
	Name	Email	Work Phone	Cell Phone
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### Appendix 6: Attachments

Attachment Name	Description
Krieger Hall.pdf	
MKH people.xls	



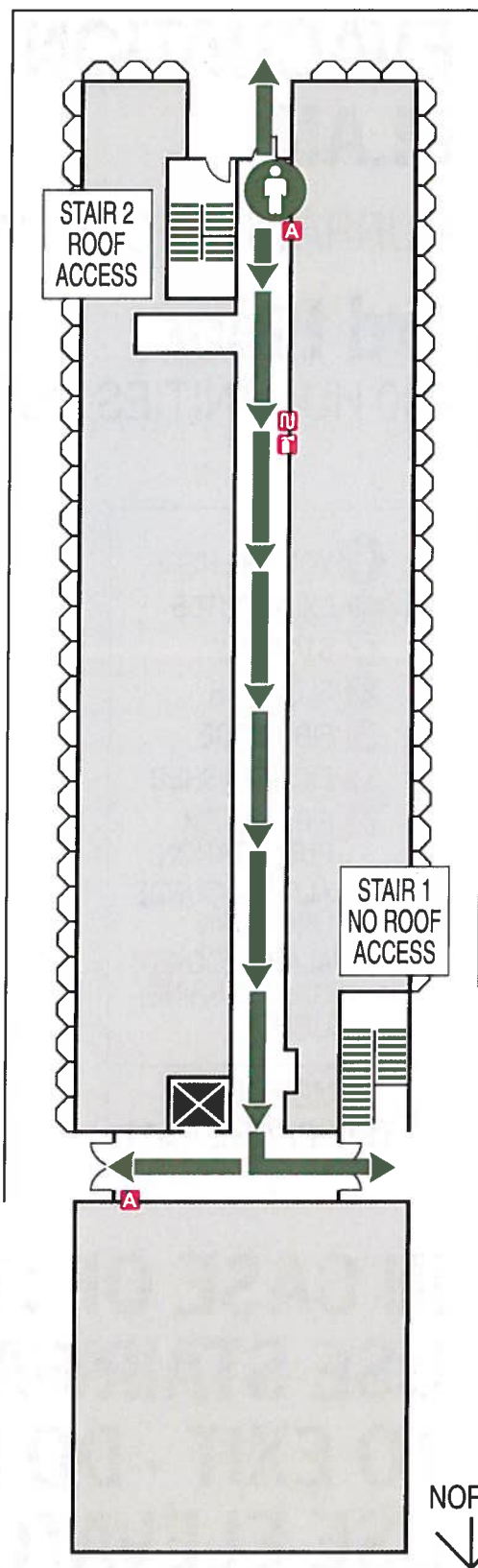
# EVACUATION PLAN

MURRAY KRIEGER HALL

## 1st Floor

600 HUMANITIES QUAD

	YOU ARE HERE
	EXIT ROUTES
	STAIRWAY
	ELEVATOR
	FIRE HOSE
	EXTINGUISHER
	FIRE ALARM PULL STATION
	ALARM SOUNDS LIKE BELL
	ALARM LOOKS LIKE FLASHING LIGHT
<b>EMERGENCY TELEPHONE # 911</b>	










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

# EVACUATION PLAN

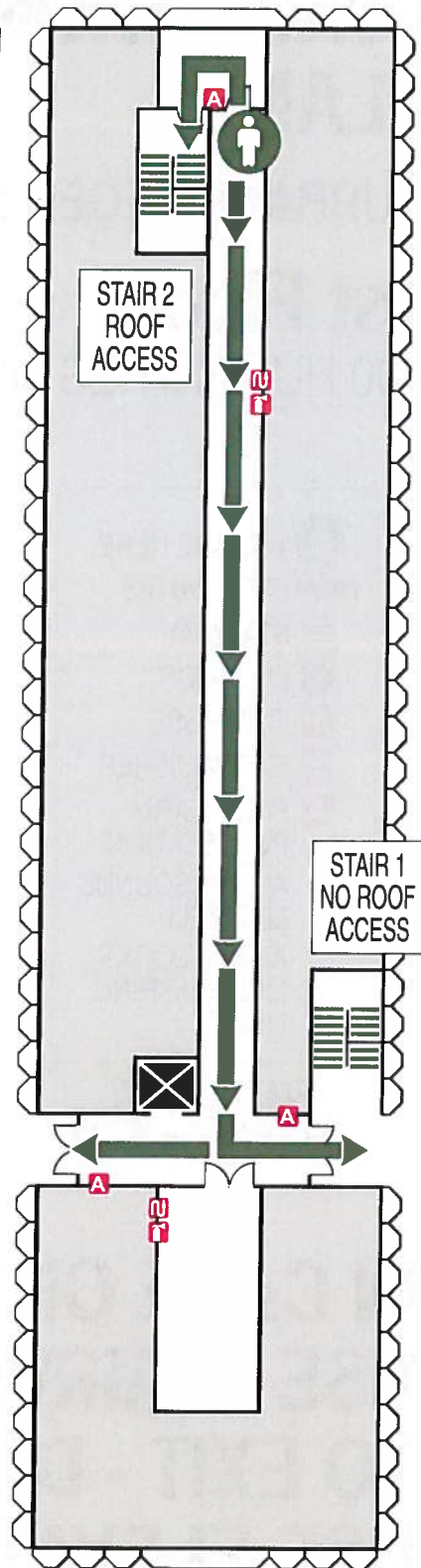
MURRAY KRIEGER HALL

## 2nd Floor

600 HUMANITIES QUAD

	YOU ARE HERE
	EXIT ROUTES
	STAIRWAY
	ELEVATOR
	FIRE HOSE
	EXTINGUISHER
	FIRE ALARM PULL STATION
	ALARM SOUNDS LIKE HORN
	ALARM LOOKS LIKE FLASHING LIGHT
<b>EMERGENCY TELEPHONE # 911</b>	

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










# EVACUATION PLAN

MURRAY KRIEGER HALL

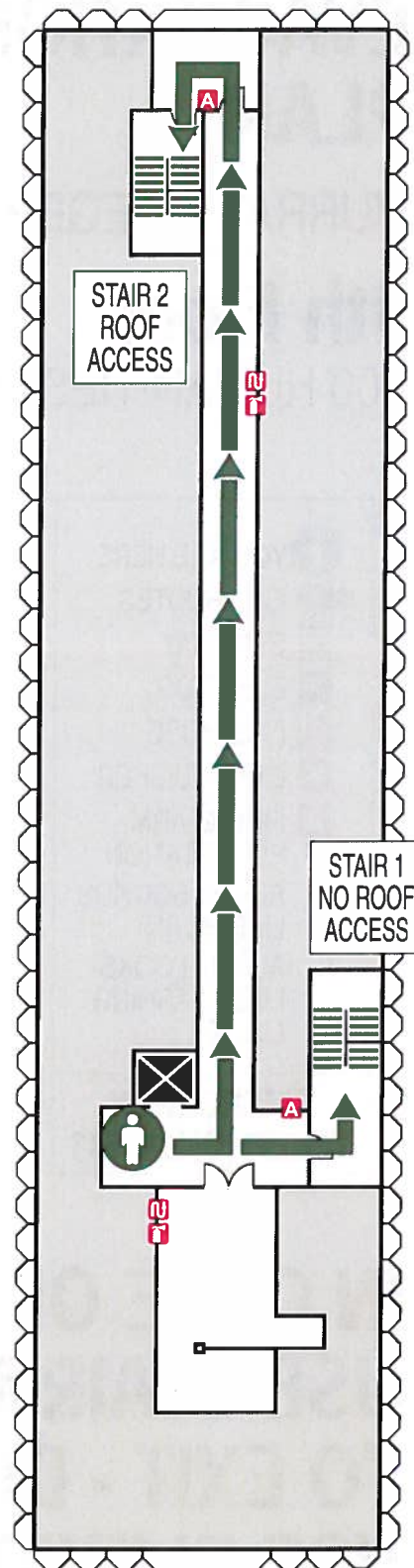
## 3rd Floor

600 HUMANITIES QUAD

	YOU ARE HERE
	EXIT ROUTES
	STAIRWAY
	ELEVATOR
	FIRE HOSE
	EXTINGUISHER
	FIRE ALARM PULL STATION
	ALARM SOUNDS LIKE HORN
	ALARM LOOKS LIKE FLASHING LIGHT
<b>EMERGENCY TELEPHONE # 911</b>	

# IN CASE OF FIRE USE STAIRWAYS TO EXIT - DO NOT USE ELEVATOR

NORTH  
↓










# EVACUATION PLAN

MURRAY KRIEGER HALL

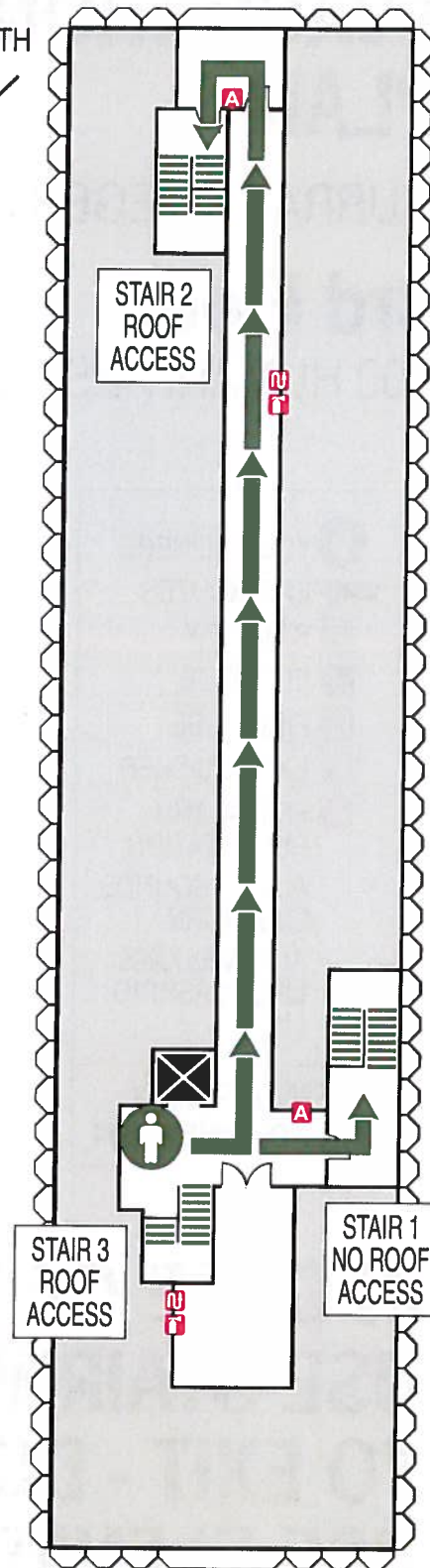
## 4th Floor

600 HUMANITIES QUAD

	YOU ARE HERE
	EXIT ROUTES
	STAIRWAY
	ELEVATOR
	FIRE HOSE
	EXTINGUISHER
	FIRE ALARM PULL STATION
	ALARM SOUNDS LIKE HORN
	ALARM LOOKS LIKE FLASHING LIGHT
<b>EMERGENCY TELEPHONE # 911</b>	

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








NORTH  
↓



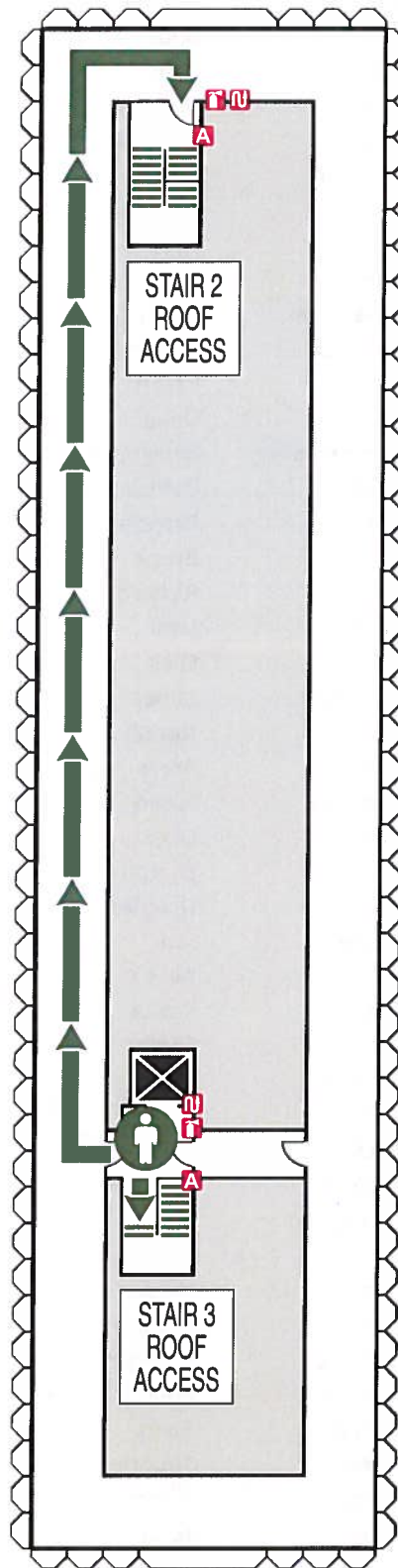
# EVACUATION PLAN

MURRAY KRIEGER HALL

**5th Floor / Roof**  
600 HUMANITIES QUAD

	YOU ARE HERE
	EXIT ROUTES
	STAIRWAY
	ELEVATOR
	FIRE HOSE
	EXTINGUISHER
	FIRE ALARM PULL STATION
	ALARM SOUNDS LIKE BELL
	ALARM LOOKS LIKE FLASHING LIGHT
<b>EMERGENCY TELEPHONE # 911</b>	

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



Silver	Victoria	English	Murray Krieger Hall	118
Haas	Linda	English	Murray Krieger Hall	142
Kaminski	Leah	English	Murray Krieger Hall	142
McClure	Gregory	English	Murray Krieger Hall	142
Tonkovich	Andrew	English	Murray Krieger Hall	142
O'Connor	Laura	English	Murray Krieger Hall	144
Szalay	Michael	English	Murray Krieger Hall	146
Allen	Bobbie	English	Murray Krieger Hall	148
Danner	Keith	English	Murray Krieger Hall	148
Keeperman	Tarah	English	Murray Krieger Hall	148
Alexander	Jonathan	English	Murray Krieger Hall	153
Eason	Kathryn	English	Murray Krieger Hall	158
Kiklowicz	Doug	English	Murray Krieger Hall	158
Radhakrishnan	Rajagopalan	English	Murray Krieger Hall	159
Pierson	Patricia	English	Murray Krieger Hall	160
Pierson	Patricia	English	Murray Krieger Hall	160
Thomas	Brook	English	Murray Krieger Hall	162
Godden	Richard	English	Murray Krieger Hall	163
Bartlett	Jami	English	Murray Krieger Hall	169
Burt	Ellen	English	Murray Krieger Hall	173
Steintrager	James	English	Murray Krieger Hall	174
McKenna	Joseph	History	Murray Krieger Hall	200
Imada	Adria	History	Murray Krieger Hall	200
Morrissey	Susan	History	Murray Krieger Hall	200
LeVine	Mark	History	Murray Krieger Hall	220
Salinger	Sharon	History	Murray Krieger Hall	223
Haynes	Douglas	History	Murray Krieger Hall	224
Wiener	Jon	History	Murray Krieger Hall	229
Fahs	Alice	History	Murray Krieger Hall	230
Philip	Kavita	History	Murray Krieger Hall	230
Farmer	Sarah	History	Murray Krieger Hall	233
Walthall	Anne	History	Murray Krieger Hall	234
Chen	Yong	History	Murray Krieger Hall	239
Mitchell	Laura	History	Murray Krieger Hall	243
Lehmann	Matthias	History	Murray Krieger Hall	244
McLoughlin	Nancy	History	Murray Krieger Hall	249
Topik	Steven	History	Murray Krieger Hall	252
Tinsman	Heidi	History	Murray Krieger Hall	259
Seed	Patricia	History	Murray Krieger Hall	260
Ragsdale	Kathryn	History	Murray Krieger Hall	323
Daryaee	Touraj	History	Murray Krieger Hall	324
Thorne	Tanis	History	Murray Krieger Hall	329
Tackett	Timothy	History	Murray Krieger Hall	333
Perlman	Allison	History	Murray Krieger Hall	339
Mally	Lynn	History	Murray Krieger Hall	343
Borucki	Alex	History	Murray Krieger Hall	349
Guo	Qitao	History	Murray Krieger Hall	353
Millward	Jessica	History	Murray Krieger Hall	359
Larson	Gerry	History	Murray Krieger Hall	360
O'Toole	Rachel	History	Murray Krieger Hall	363



Ragsdale	Kathryn	History	Murray Krieger Hall	369
Snyder	Richard	Classics	Murray Krieger Hall	400
Jarratt	Susan	Classics	Murray Krieger Hall	420
Karanika	Andromache	Classics	Murray Krieger Hall	430
Pantelia	Maria	Classics	Murray Krieger Hall	434
Chaturvedi	Vinayak	History	Murray Krieger Hall	444
Igler	David	History	Murray Krieger Hall	449
Moeller	Robert	History	Murray Krieger Hall	452
Katz	Emily	History	Murray Krieger Hall	453
Kongshaug	Erik	History	Murray Krieger Hall	459
Kongshaug	Erik	History	Murray Krieger Hall	459
James	Winston	History	Murray Krieger Hall	460
Miles	Jack	English	Murray Krieger Hall	472
Christensen	Jerome	English	Murray Krieger Hall	473
Aebersold	Simon	English	Murray Krieger Hall	500
Dupree	Alexander	English	Murray Krieger Hall	500
Seward	Spencer	English	Murray Krieger Hall	500
Sung	Tae	English	Murray Krieger Hall	500
Kian	Soheila	Humanities Language Learning	Murray Krieger Hall	546
Maniar	Raheela	Humanities Language Learning	Murray Krieger Hall	546
Tran	Tri	Humanities Language Learning	Murray Krieger Hall	550
Claxton	Cynthia	Classics	Murray Krieger Hall	400B
Bliss	Jackson	English	Murray Krieger Hall	500A
Lee	Justin	English	Murray Krieger Hall	500A
Meghdadi	Ali	English	Murray Krieger Hall	500D
Price	Darby	English	Murray Krieger Hall	500D
Nieman	John	English	Murray Krieger Hall	500F
Smith-Newman	Julian	English	Murray Krieger Hall	500F
Engler	Samantha	History	Murray Krieger Hall	200A
Kanda	Marcus	History	Murray Krieger Hall	200B
Do	Bibi	History	Murray Krieger Hall	200C
Eyster	Patricia	History	Murray Krieger Hall	200D
Rosenberg	Emily	History	Murray Krieger Hall	200H
Wu	Yuting	History	Murray Krieger Hall	200J
Munger	Jennifer	History	Murray Krieger Hall	300F
Claxton	Cynthia	Classics	Murray Krieger Hall	400B
Washizuka	Kazumo	Classics	Murray Krieger Hall	400C
Giannopoulou	Zina	Classics	Murray Krieger Hall	400G
Adams	Tim	Classics	Murray Krieger Hall	400J

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