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**Introduction**

Academic schools and offices must balance the need to review Emergency Action Plans (EAPs), academic continuity planning and general campus safety information regarding students with other priorities. This faculty Emergency Preparedness guide is designed to help you prepare for emergencies while on campus, in your office or in the classroom.

This guide:

- Recommends planning priorities that Deans, Professors and lectures should use in developing strategies for maintaining a safe and secure learning environment.

- Provide you with, or directs you to, resources needed to ensure students are provided with resources when experiencing a crisis situation.

- Identifies the appropriate contacts to get more information, enroll in training classes, or request copies of available publications.

UC Davis has created [Emergency Response Guides](#) for distribution on request to unit. This document is intended to supplement that information to include classroom, lab, and research activities specifically related to faculty leadership during an emergency situation.

This guide will help you provide guidance to your students during an emergency situation. If you have questions or suggestions regarding this document, please direct those to the [UC Davis Office of Emergency Management and Mission Continuity](#) at prepare@ucdavis.edu.

**Crisis Manager Application**

*Crisis Manager* is a mobile application for the campus emergency response guide which will provide you with immediate access to emergency information. You may have noticed the red flip charts around campus with emergency guides. Now you can have the same information at your fingertips at all times.

- Download the app from the [Apple Store](#).
- Download the app from [Google Play](#).

**The role of an instructor during an emergency**

Students look to faculty for leadership in the classroom — and they will undoubtedly look to you for leadership during an emergency. Your role is vital.
Consider the following and how you would respond to an emergency in your setting and share this plan with your students:

- Think through various scenarios playing out in your classroom, lab or work space. Ask yourself "What if...?" This kind of thinking is helpful in preparing for all kinds of emergencies.
  - Identify the exits?
  - Do the doors lock?
  - What would make a good barricade?
  - What would make a good weapon?
- Review the Emergency Response Guides and Emergency Action Plans for your work areas.
  - Download the UC Davis Crisis Manager application to your phone so you have the Emergency Response Guide handy.
- Remind students to sign up for WarnMe Alerts. Make sure you have signed up, too!
- Take the lead if an emergency occurs; students will follow your example.
- Remain calm—your actions influence others.

Important Telephone Numbers

- Emergency: 911 or UC Davis Police (530) 752-1230
- Occupational Health Services (Employees): 530-752-6051
- Academic & Staff Assistance Program (ASAP): 530-752-2727
- Office of the Ombuds: 530-754-7233 (SAFE)
- Student Health and Counseling Services (SHCS)
  - Medical: 530-752-2300
  - Mental Health: 530-52-0871

For additional resources and information refer to Emergencies and FAQs.
How to Report an Emergency

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 and notify employees, students, and families to emergencies and provide direction. These include:
- Audible alarms
- Visual alarms/signals
- Verbal notification
- UC Davis WarnMe / Aggie Alert
- Social media

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

- **Sign up in advance to receive UC Davis WarnMe and Aggie Alert messages**
  This emergency notification service provides students and employees with timely information and instructions during emergencies. UC Davis WarnMe sends alerts by e-mail 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.

- **Check the University homepage** [www.ucdavis.edu](http://www.ucdavis.edu)

- **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](https://www.ucdavis.edu/social-media).

- **Call the Emergency Status Line (530) 752-4000**
  The Emergency Status Line provides a brief 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.

*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.*
Overview of Response Protocols and Escalation Events

- **Refer student to appropriate campus resource**
  - Student is having significant academic or personal issues but safety is not a concern.

- **Consult with Student Health and Counseling Services**
  - A student/students may be showing signs of distress but I'm not sure.
  - Observed ‘odd’ or ‘concerning’ behavior of a student in a classroom.
  - I felt threatened or intimidated by a student during class.

- **Call Academic & Staff Assistance Program or Ombuds Office**
  - I feel generally threatened by or uneasy around a coworker.

- **Evacuate students to Assembly Area and roll call**
  - A fire alarm has been activated during class

- **Call 911 or Campus Police**
  - A student is exhibiting disruptive behavior in a classroom and will not leave when asked
  - Situation is clearly and imminently reckless, disorderly, dangerous, threatening, or harmful
Emergency Protocols

How to Respond to Students in Distress

As a faculty or staff member, you are in an excellent position to assess the emotional states of students. If you notice a student acting in a manner you consider peculiar or appearing distraught, you may wish to provide support to that student or you can contact Student Health and Counseling Services (SHCS) staff for consultation.

Some of the ways SHCS might help include:

- Assessing the seriousness of the situation
- Suggesting potential resources
- Finding the best way to make a referral
- Clarifying your own feelings about the student and the situation.

The SHCS website has additional information including:

- Responding to Distressed and Distressing Students
- Tips for Recognizing Troubled Students
- When and How to Make a Referral to SHCS
- How to Help Students with Stress

How to Respond to Colleagues/Staff in Distress

The Academic and Staff Assistance Program offers confidential, cost free assessment, intervention, consultation and referral services to all UC Davis and UC Davis Health faculty, staff and their immediate families.

Whether the problem is work-related or personal, administrative or individual, career or relationship focused, our experienced staff can assist you in recognizing and resolving the problem. When additional resources are needed, we can link you to the appropriate services in your community.

If you are concerned about a colleague, co-worker, friend, subordinate or work group, we can help you. Our goal is to help at the earliest possible moment.

ASAP is strictly confidential. Your need for privacy is respected. No information about your participation is released to anyone without your written consent except when legally mandated. No information from ASAP appears in any departmental, central or personnel file.

Services include:

- Counseling
Addressing Acts of Intimidation, Threats or Acts of Violence

Any and all acts of intimidation, threats or acts of violence will be considered serious misconduct and will be the basis of disciplinary action, up to and including dismissal. These acts will be referred, when appropriate, to legal authorities.

Assurance of a safe working environment is important to everyone. It is the responsibility of all members of our community to report any occurrence of intimidation, threat or violence to the appropriate campus resource.

In case of emergency dial 911; for non-emergency concerns select a contact from Workplace Violence.
How to respond to an active threat in your vicinity

Quickly determine the most reasonable way to respond. The appropriate action will depend upon your situation and location relative to the threat. Remember, students are likely to follow the lead of the person in charge during an emergency.

RUN. If there is an accessible escape path for you and your students, attempt to evacuate the premises.

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

HIDE. If evacuating is impossible, find a place to hide that conceals you from the threat.

- Get out of view.
- 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).
- Block entry and lock doors.
- Silence your cell phone.
- Hide behind large items.
- Be quiet.
- If possible, notify police your location and the number and status of people with you.
- 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."

FIGHT. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the threatening person.

- Commit to your actions.
- Act with physical aggression.
- Incapacitate the intruder.
- Throw objects.
- Yell and call for help.

Additional information and trainings can be found on the UC Davis Police Department website.
How to respond when law enforcement arrives

- Remain calm, and follow the instructions of police officers.
- Avoid quick movements, pointing, or yelling.
- Keep hands visible at all times.

How to Evacuate - Procedures & Routes

Many incidents (e.g. building fire, police response) could require an evacuation of all or part of the campus. All employees must evacuate the building when notified to do so. The type of evacuation or protective measure may be specified as part of the notification. 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.

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. Having a workplace preparedness kit is easy to make and a good idea.
**Prior to Exiting**
After being notified to evacuate, stop all work activities and evacuate immediately. Securely close departmental and office doors behind you. You may choose to lock your doors to prevent property theft (the UC Davis Fire Department has keys to campus buildings and rooms if access is necessary). Remember that you may not be allowed back into the building for an extended time. Ideally, take a class roster before leaving the building to aid in confirming students have left the building and have students meet you in the assembly location.

**Evacuation Routes/Exiting the Building**
During an emergency evacuation, use the nearest door or stairway if available. 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 are posted at all stairway and elevator landings and immediately inside all public entrances to the buildings.

**Assembly Area**
After exiting the building, follow the evacuation route to the pre-arranged assembly area.

Stay within your respective group at the Assembly Area. No one should leave the area until notified by the First Responders, Assembly Area Manager, or Responder Liaison.

Report any injuries in need of immediate care to First Responders and conduct a roll call of all persons attending the evacuated class.

Be prepared to provide the following information to First Responders (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

After a major incident, building occupants may not re-enter buildings until cleared by a campus official.
Employees and Students with Special Needs

Individuals with disabilities may have special needs in emergency situations. The best way for students or employees of the university with disabilities to ensure that they are safe on campus is to plan ahead, taking into account their own needs and limitations. The University of California, Davis has a comprehensive system for emergency planning. Under this system, each Department has an emergency plan, including a building evacuation plan, and a Department Safety Coordinator (DSC) charged with implementing that plan.

Employees with special needs are encouraged to be involved in their department's emergency planning and should contact their DSC for more information. The Fire Department has developed a SafetyNet covering guidelines for [Emergency Evacuation Procedures for Employees/Clients with Disabilities](#).

In some circumstances, it will not be safe for the DSC or others to evacuate an individual with a disability. In those circumstances, the DSC will notify emergency personnel of the individual's location and need for assistance.

Many buildings on the UC Davis campus are equipped with visual alarms (flashing lights) that are activated with the building's fire alarm. For a list of buildings equipped with visual alarms [click here](#).

Elevator Emergency Systems

Each elevator on campus has an alarm system. Some have only an alarm button, with no two-way communication. If that alarm is activated, the emergency response system will send emergency personnel to the elevator. Some elevators have telephones or speakers. In those elevators, the emergency response system is alerted when the receiver is lifted or the speaker button is pushed. As is the case with the campus emergency phones, emergency personnel will be sent even if the person activating the system
Faculty & Staff
911 Guide

Assisting Students in Distress

**EMERGENCY**

UC Davis Police  
911 or 530.752.1230
Clear and imminent danger, life-threatening situations, personal safety concerns

**NON-EMERGENCY**

For Distressing Students
Student Judicial Affairs (SJA)  
530.752.1128
Bullying, threat-making, violates boundaries, disrupts classroom, talks/writes about violent themes, screams/curses in class, refuses to follow directions, etc.

For Distressed Students
Counseling and Psychological Services (CAPS)  
A department of Student Health and Counseling Services  
530.752.0871
Signs of depression, anxiety, deteriorating academic performance, deteriorating hygiene, indications of significant personal struggle, being harassed/bullied, intoxicated in class, etc.

**ADDITIONAL RESOURCES (Safe Places to Start)**

<table>
<thead>
<tr>
<th>For Students</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Alcohol &amp; Drug Abuse Prevention &amp; Treatment (ADAPT)</td>
<td>530.752.6334</td>
</tr>
<tr>
<td>Cal Aggie Escort Services (Night Services)</td>
<td>530.752.1727</td>
</tr>
<tr>
<td>Campus Violence Prevention Program (CVPP)</td>
<td>530.752.3299</td>
</tr>
<tr>
<td>Cross Cultural Center</td>
<td>530.752.4287</td>
</tr>
<tr>
<td>Educational Opportunity Program (EOP)</td>
<td>530.752.9711</td>
</tr>
<tr>
<td>The House: Peer-to-Peer Counseling Services</td>
<td>530.752.2790</td>
</tr>
<tr>
<td>Lesbian, Gay, Bisexual, Transgender Resource Center</td>
<td>530.752.2452</td>
</tr>
<tr>
<td>Sexual Harassment Anonymous Call Line</td>
<td>530.752.2255</td>
</tr>
<tr>
<td>Student Disability Center</td>
<td>530.752.3184</td>
</tr>
<tr>
<td>Student Health and Wellness Center (SHWC)</td>
<td>530.752.2349</td>
</tr>
</tbody>
</table>
| Transfer, Reentry, Veterans Center:  
  Transfer - 530.752.2200  
  Veterans - 530.752.2020 |
| Women’s Resources & Research Center (WRRC) | 530.752.3372 |

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<tr>
<th>For Faculty/Staff</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Academic and Staff Assistance Program (ASAP)</td>
<td>530.752.2727</td>
</tr>
<tr>
<td>Workplace Violence Prevention Information</td>
<td>530.747.3854</td>
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<th>In the Community</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Davis City Police</td>
<td>530.747.5400</td>
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</table>
| Suicide Prevention:  
  Davis - 530.756.5000  
  Woodland - 530.666.7778 |
| Sutter-Davis Hospital | 530.756.6440 |
| Woodland Memorial Hospital | 530.662.3961 |
| Yolo County Sexual Assault / Domestic Violence Center | 530.662.1133 |
Safety First: The welfare of the student and the campus community is the top priority when a student displays threatening or potentially violent behavior. The most effective means of preventing suicide and violence is providing coordinated professional help and follow-up.

Trust your Instincts: If you experience any sense of unease about a student, it is important to pay attention to those inner signals. Seek consultation from your department chair, your supervisor, SJA, or CAPS. Promptly report safety concerns and conduct code violations.

Listen Sensitively and Carefully: Distressed students need to be seen, heard, and helped. Many students will have trouble articulating their real issues and feelings. Don’t be afraid to ask students directly if they are under the influence of drugs or alcohol, feeling confused, or having thoughts of harming themselves or others.

Be Proactive: Engage students early on, setting limits on disruptive or self-destructive behavior. Use the Code of Academic Conduct sja.ucdavis.edu/cac and/or the class syllabus to inform students in writing of the standards and expectations for campus/classroom conduct, and if possible, the consequences for disruptive behavior. Devote time to reviewing this information in the syllabus or your policies and procedures manual.

Support and Avoid Escalation: Distressed students can be sensitive and easily provoked. Avoid threatening, humiliating, and intimidating responses. Use a non-confrontational approach, a calm voice, and words that highlight your desire to help them.

Help them to Resources: Be available. Show interest and offer support. Refer students to campus departments or offices that have the necessary expertise and personnel to help them best.

Work with a Team: Share information and consult with the appropriate University officials to coordinate care for the student, including when to reach out to parents. Safeguard the student’s privacy rights. Always report serious or persistent troubling behavior to the appropriate office: UC Davis Police, Student Judicial Affairs, etc.

What about Privacy Laws and Confidentiality?

The Family Educational Rights and Privacy Act (FERPA) permits communication about a student of concern under the following circumstances:

UC Davis faculty and staff may disclose personal identifiable information from an “educational record” to appropriate individuals in connection with a health and safety emergency. Information may be released to parents, police, or others, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

Information can be released to University personnel when there is a specific need to know and should be limited to the essentials of University business.

Observations of a student’s conduct or statements made by a student are not “educational records” or FERPA protected. Such information should be shared with appropriate consideration for student privacy.

Guidelines for Responding to Students of Concern

Safety First: The welfare of the student and the campus community is the top priority when a student displays threatening or potentially violent behavior. The most effective means of preventing suicide and violence is providing coordinated professional help and follow-up.

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