

**UC Davis Health
Sacramento, CA
Department of Pathology and Laboratory Medicine**

EVACUATION PLAN

Administrative Procedure 330.A

PURPOSE:

This procedure outlines the steps to be followed should it be necessary to evacuate the Department of Pathology offices, laboratories, or buildings. Evacuation is defined as the removal of patients, staff and/or visitors in response to an emergency event which renders a Department of Pathology Laboratory or building unsafe for occupancy, or prevents necessary laboratory operations.

POLICY:

All employees of the Department of Pathology will be familiar with this Evacuation Plan, will know where the plan is located in each area of the Laboratory areas, and will follow the plan as outlined.

DEFINITIONS:

Full Evacuation - all staff within a Department of Pathology Laboratory or Building are required to exit to a safe distance.

Partial Evacuation - staff are moved horizontally or vertically to a safe area within the laboratory or building.

Disabilities – For the purposes of this policy, persons with disabilities are those who may need assistance to evacuate during an evacuation event. Disability may not be readily identifiable; therefore anyone with a disability not readily apparent should inform his/her supervisor.

- a. All lab staff are responsible for ensuring persons with disabilities are evacuated safely.
- b. No one is expected to endanger him/herself in order to effect or assist with evacuation of others.
- c. Ask disabled person if he or she needs help. Offer to guide him/her to the emergency exit. If necessary, carrying options include a two-person lock arm position or having the person sit in a sturdy chair with arms and drag the chair out of the building.
- d. Assist the disabled person to the nearest exit or safe area, usually the stairway to the ground floor.
- e. Move person up or down stairs only and to the assembly area.
- f. If necessary, alert emergency personnel to the location of the disabled person.

**UC Davis Health
Sacramento, CA
Department of Pathology and Laboratory Medicine**

EVACUATION PLAN

Administrative Procedure 330.A

PROCEDURE:

- A. Evacuation Policy & Procedure is available to all staff in Red Disaster Manuals located at each Laboratory-Building Site and in Policy and Procedures Manual.
- B. Evacuation Process for Pathology Laboratories and/or Offices in Pavilion (SESP), Specialty Testing Center (STC), PATH Building, Point of Care Testing (POCT), Cancer Center Hematology Lab, Hospital Based Clinic (HBC) Labs, and Primary Care Network (PCN) Labs:
 - 1. Call 911 and report location and nature of emergency.
 - 2. Evacuate most hazardous areas first (those closest to danger or farthest from exit).
 - 3. Staff takes Evacuation Roster (Attachment 1).
 - 4. Use nearest or safest appropriate exit.
 - 5. In an evacuation, all laboratory staff is responsible for assisting persons with disabilities.
 - 6. Close all doors to indicate that all staff has been evacuated. If time permits, turn off all gas lines.
 - 7. Elevators may be used, except during a fire or after a significant seismic event.
 - 8. Buildings should be evacuated from the top down as evacuation at the lower levels can be easily accelerated if the danger increases rapidly.
 - 9. All staff should report to their predetermined meeting/assembly location.
 - 10. Staff signs Evacuation Roster.
- C. Reporting/Assembly Location for lab personnel:
Refer to Attachment 3 of this policy for Reporting/ Assembly Locations.

**UC Davis Health
Sacramento, CA
Department of Pathology and Laboratory Medicine**

EVACUATION PLAN

Administrative Procedure 330.A

REFERENCES:

- UC Davis Health Administrative Policy 1620: *Departmental Injury Prevention Plans and Safety Coordinators*
- UC Davis Health Administrative Policy 1606: *Code Red (Fire) Response and Procedures*
- UC Davis Health Administrative Policy 1638: *Fire Safety Training and Awareness*

**UC Davis Health
Sacramento, CA
Department of Pathology and Laboratory Medicine**

EVACUATION PLAN

Administrative Procedure 330.A

PROCEDURE HISTORY

Date	Written/ Revised by	Revision	Approved Date	Approved by
2/22/95	D. O'Sullivan	New	2/22/95	R.D. Cardiff
4/96	D. O'Sullivan	Annual Review	4/96	R.D. Cardiff
10/96	D. O'Sullivan	Annual Review	10/96	R. Green
10/97	D. O'Sullivan	Annual Review	10/97	R. Green
11/98	D. O'Sullivan	Annual Review	11/98	R. Green
9/99	R. Becker	Revised	9/99	R. Green
9/00	R. Becker	Revised	9/00	R. Green
9/01	R. Becker	Annual Review	9/01	R. Green
9/02	R. Becker	Annual Review	9/02	R. Green
9/03	R. Becker	Annual Review	9/03	R. Green
2/04	D. O'Sullivan	Revised	2/04	R. Green
3/05	R. Becker	Revised	03/05	R. Green
3/06	R. Becker	Annual Renewal	03/06	R. Green
3/07	R. Becker	Annual Renewal	03/07	R. Green
3/08	R. Becker	Revised	04/08	R. Green
04/09	D. Wright	Revised	04/09	L. Howell
4/10	D. Wright	Annual Renewal	4/10	L. Howell
10/10	D. Wright	Revised	10/10	L. Howell
04/12	T. Cox	Revised	04/12	J. Bishop
10/14	T. Cox	Revised: added evacuation roster & assembly locations	10/14	L. Howell
10/16	S. Okimura	Biennial Review	10/16	L. Howell
08/18	N. Kaur	Revised: Updated Pathology Evacuation location	08/18	L.Howell
01/20	N. Kaur/ E. Karanja	Revised: Updated References and removed Progenitor Lab	02/20	L.Howell Via OnBase
02/20	N. Kaur	Revised: Updated POCT Evacuation location	02/20	L.Howell Via OnBase
03/22	E. Karanja	Revised: Added PCN and Midtown Assembly Locations. Updated STC location	05/22	L.Howell via OnBase

**UC Davis Health
Sacramento, CA
Department of Pathology and Laboratory Medicine**

EVACUATION PLAN

Administrative Procedure 330.A

Attachment 2

During a Code Event, whether or not evacuation has occurred, check and report the following to Laboratory Management and Hospital Incident Command Center as requested:

1. Staffing levels at each laboratory location (include status e.g. injuries)
 - a. Pavilion Lab – SARC, CP Send Outs, Hematology, Chemistry, Blood Bank, Faculty
 - b. STC – Micro, Chem2/Toxicology, Immunology/Flow, Research, Molecular, Faculty, Administrative Services, Quality Assurance, Partners in Education (PIE), Client Services
 - c. PATH Building – Cytology, Histology, Grossing, AP Send Outs, Faculty
 - d. POCT
 - e. Cancer Center – Hematology, Cancer Center HBC Lab
 - f. HBCs – Glassrock, Cypress, ACC, Midtown, Cancer Center Lab
 - g. PCN Labs- Auburn, Carmichael, Davis, Elk Grove, Folsom, Rancho Cordova, Rocklin, Roseville
2. Staff not on site and available to be called in
3. Status of staff, patients and visitors (injuries, etc.; can have patients and visitors sign a roster form too)
4. Status of equipment and functions (water, power, damage)
5. Ability to perform patient testing (instruments that are up and running and which are down)
6. Available blood supply on site and if additional blood has been ordered
7. LIS/EMR /Interface issues
8. Duration of event: time started, time resolved
9. Other information as requested

**UC Davis Health
Sacramento, CA
Department of Pathology and Laboratory Medicine**

EVACUATION PLAN

Administrative Procedure 330.A

Reporting/ Assembly Locations

Attachment 3

SESP	
Pavilion Lab	Report to Cancer Center front of building
POCT	Report to outside of Patient Support Services Building (PSSB).
Cancer Center Building	
Hematology Laboratory	Report to Expansion North Building #20.
Cancer Center HBC Laboratory	Report to Expansion North Building #20.
Pathology Building	
Anatomic Pathology	Report to East side of building, gravel parking area by construction trailers.
STC Building	
STC Lab	Report to parking lot on Southside of building next to 14th Avenue
HBC Labs	
Glassrock Lab	Report to front of Glassrock Building or Y Street on South side of building.
Cypress Lab	Report to Patient Parking Lot in front of Cypress Building, facing Stockton Blvd
ACC Lab (Ellison Building)	Report to Employee Parking Lot # 17 facing 48 th Street.
Midtown Lab	Report to Primary Assembly Area on Corner of Folsom Blvd and Alhambra Blvd Alternate Assembly area: Corner of N Street and 32nd Street Evacuation Assistance: Area of refuge: End of Corridor 3804 (Hallway 011); End of ramp outside Hallway 1921; Stair well 1 (3002); Stairwell 3 (3650)
PCN Labs	
Auburn Lab	Report to the Primary Assembly Area in Front Parking Lot. Alternate Assembly Area: Northwest corner of back parking lot
Carmichael Lab	Report to the Primary Assembly Area in Front, Upper Parking Lot. Alternate Assembly area: Dutch Brother 1 block from the clinic
Davis Lab	Report to the Primary Assembly Area in the parking lot behind the building
Elk Grove Lab	Report to the Primary Assembly Area on Southwest Parking Lot, near the dumpster
Folsom Lab	Report to the Primary Assembly Area in Parking Lot after North exit on Turn Pike Drive Alternate Assembly Area: South-West area of the Parking Lot
Rancho Cordova Lab	Report to the Primary Assembly Area in Front of Building at stop sign on grass area.
Rocklin Lab	Report to the Primary Assembly Area for the Placer Center for Health on the Southeast Corner of the Parking Lot (the corner nearest to Wildcat).
Roseville Lab	Report to Primary Assembly Area in Rear Parking Lot at Rock wall Alternate Assembly area: Rear Adjacent Parking Lot Evacuation Assistance: Stairwells and elevator lobby/ stairwell