



# Environmental Science and Policy

## Emergency Action Plan

**In compliance with:**

California Code of Regulations

Title 8, Section 3220

Implementation Date: August 23, 2016

Annual Review Date\*: June 3, 2017

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\*Reviewed and initialed by Department Safety Coordinator

## Introduction

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An Emergency Action & Evacuation Plan (herein referred to as an EAP) covers designated actions employers and employees must take to ensure employee safety from emergencies. [Cal-OSHA regulations](#) require employers to establish, implement and maintain an EAP. The program must be in writing and include the following elements:

- The preferred means of reporting fires and other emergencies
- A system to alert and notify employees of an emergency
- Evacuation procedures and emergency escape routes
- Procedures for employees who remain to operate critical plant operations before they evacuate
- A procedure to account for all employees after an emergency evacuation is completed
- Rescue and medical duties for those employees who are able to perform them
- Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan

### How to Complete This Plan Successfully:

This document includes a template for creating a departmental EAP, as well as additional incident and emergency response training that should be incorporated into the annual training for the EAP. As you read through the document, click on the gray shaded areas and type in the information requested.

*Example: Environmental Science and Policy*

This template was designed to help the Department Safety Coordinator (herein referred to as “DSC”) create an EAP, with the understanding that not all departments will have the same structure or protocols during an emergency. As the creator of your department’s plan, you have the flexibility to adjust it to fit your needs to best assure the safety of your colleagues in an emergency.

EAPs are often lengthy documents filled with explanations of the intended actions of every conceivable building occupant. When an event actually occurs, such plans are seldom used efficiently for three reasons: 1) people lack knowledge of the plan, 2) people do not understand the plan, or 3) the plan fails to address the varied physical locations where it must work.

In order for your EAP to be successful, there are essential elements that need to be implemented. These essential elements are detailed on page 8, *Responsibilities of the Department Safety Coordinators*.

If you have questions or suggestions regarding this document, please direct those to:

Steve Bell

sdball@ucdavis.edu

## Contact Information

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**This EAP has been prepared for the UC Davis Environmental Science and Policy.  
The plan complies with the California Code of Regulations, Title 8, Section 3220.**

Environmental Science and Policy reception desk and business offices

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*(Office Name)*

2132 Wickson, 1011 Wickson, 1007 Wickson, 3107 Wickson, 3117 Wickson, 1023  
Wickson,

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*(Office Location)*

530-752-3026(front desk), 916-803-2166(Tina),  
530-752-8233(Jennifer Carrier), 530-752-1127(Elle),  
530-752-5878(Susan), 530-400-0181

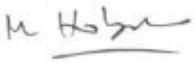
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530-752-3350

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*(Phone)*

*(Fax)*

Marcel Holyoak (Chair)   
Elle Barnes (CAO)

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*(Director/Dean/Chairperson)*

(530)-867-3391  
(541)-218-7055

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*(Phone)*

[maholyoak@ucdavis.edu](mailto:maholyoak@ucdavis.edu)

[ebarnes@ucdavis.edu](mailto:ebarnes@ucdavis.edu)

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*(email)*

Tina Hammell   
*Tina Hammell*

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*(Department Safety Coordinator)*

(916)-803-2166

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*(Phone)*

[tlhammell@ucdavis.edu](mailto:tlhammell@ucdavis.edu)

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*(email)*

Anne Liston (Tahoe)   
*Anne Liston*

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*(Alternate Safety Contact)*

(530)-400-0181

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*(Phone)*

[amliston@ucdavis.edu](mailto:amliston@ucdavis.edu)

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*(email)*

**This Emergency Action & Evacuation Plan will be reviewed annually in: June**

## **Emergency Protocols-Alert and Notification**

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### **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.

*You should immediately alert the UC Davis Fire Department of any extinguisher usage.*

#### **Provide the following information to UC Davis Dispatch upon calling**

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

### **Alert and Notification of Employees:**

If an emergency calls for an evacuation or employees to take action, there needs to be a system in place to notify them. Emergency alert and notification of employees should be multi-layered, as systems can fail. A variety of methods are available, though not all systems apply to every building on the UC Davis campus, including:

- Audible alarm
- Visual alarms/signals
- Verbal notification
- UC Davis WarnMe
- Via other electronic media

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

**The methods of alert and notification of employees in this department are:**

Primary Method: Verbal Notification

Additional notifications: E-mail, fire alarm system, UCD WarnMe, telephone

## **Emergency Protocols-Evacuation**

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### **Evacuation 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. Please refer to Policy & Procedure [390-10](#) for more information on Campus Emergency Policy.

#### ***Prior to Exiting***

After being notified to evacuate, stop all work activities and evacuate immediately. Close, but do not lock, the doors (locked doors can hamper rescue operations). Remember that you may not be allowed back into the building for an extended time.

#### ***Evacuation Routes/Exiting the Building***

During an emergency evacuation, use the nearest door or stairway if available. Each employee needs to 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 must be posted at all stairway and elevator landings and immediately inside all public entrances to the buildings. More information on this is available in the FireNet [Emergency Evacuation Signs](#).

Persons involved with developing the EAP need to address how to evacuate colleagues with special needs that are unable to evacuate on their own. More information and guidance on this topic can be found in the FireNet [Guidelines to Emergency Evacuation Procedures for Employees/Clients with Disabilities](#).

#### ***Assembly Area***

After exiting the building, all employees, students, volunteers, and visitors should follow the evacuation route to the pre-arranged assembly area.

The Department Chair should assign an Assembly Area Manager to each evacuation location. List all buildings in which department members are assigned space and the corresponding assembly areas and manager.

*[Assembly Area Guidelines](#)  
have been developed to  
help DSCs choose the  
safest location to  
assemble.*

Wickson Hall

Northeast corner of lawn area north of Wickson

Jennifer Carrier

All employees should 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.

## **Assigned Job Responsibilities**

### ***Assembly Area Manager Duties:***

It is recommended that the senior employee or their designee acts as the Assembly Area Manager. The Assembly Area Manager should be responsible for taking roll call and therefore it is imperative that *prior* to an emergency the Department Safety Coordinator (DSC) and Assembly Area Manager work together to ensure an updated employee roll call sheet is available and accessible at the time of the emergency. Ideally, the person responsible for roll call will take a personnel list (use attached form or alternate) before leaving the building. The Assembly Area Manager should report any injuries in need of immediate care to First Responders. Any other minor injuries should be documented and reported through the proper chain of command to the Environmental Science and Policy Chair, Susan Handy. The Assembly Area Manager is responsible for sharing information as it becomes available to the evacuated persons. The Assembly Area Manager *should not leave* the assembly area; therefore it is suggested the Assembly Area Manager assign a liaison to the First Responders.

### ***Responder Liaison Duties:***

The Responder Liaison ensures important communication and information exchange between the First and Second Responders (*e.g.* Fire, Police, Facilities), and the Area Assembly Manager. The Responder Liaison (whom may be the DSC if present) is responsible for informing the on-scene Incident Commander of the status of department employees and visitors. Responder Liaisons should be prepared to provide the following information (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

*If needed, the Responder Liaison should recruit volunteers to help direct and contain evacuees to the Assembly Area.*

After a major incident, building occupants may not re-enter buildings until cleared by a campus official.

## **Procedures for Employees Who Remain to Operate Critical Operations**

Safety is a top priority at UC Davis, and there are no critical operations worth risking one's welfare to perform. If you believe your department has critical operations requiring an employee(s) to remain in the building during an evacuation (most departments will not), please contact Steve Ball (sdball@ucdavis.edu) to develop this section of the plan.

## **Rescue & Medical Duties**

UC Davis relies on the UC Davis Fire Department and partnering agencies to provide rescue and medical duties. It may be useful to document employees in your department who have specialized medical training.

None Identified

*The individuals listed above should not practice outside of their scope of their training and are not expected or required to assist in any emergency or medical situation.*

## Responsibilities of the Department Safety Coordinator

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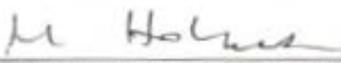
DSC, Tina Hammell, alternate DSC, Anne Liston, Department Chair, Susan Handy, CAO Elle Barnes and Business Office supervisor Jennifer Carrier are responsible for implementing essential elements including planning, evaluating, and implementing the EAP. The following duties must be performed to maintain an effective EAP:

- Review and update the EAP annually or as needed.
- Update and submit the [Emergency Call List](#) to the [UC Davis Dispatch Center](#).
- Train employees on the location of emergency exits, fire extinguishers, manual pull stations, first aid kits, and AEDs if applicable.
- Ensure evacuation routes are posted and walkways remain clear at all times.
- Train employees annually on the EAP, including the “Additional Training” sections. Ensure all new hires are familiar with the procedures and a copy of the plan is made available. **Document all training.**
- Train the Assembly Area Managers, Responder Liaisons, and Alternate Department Safety Contact. Confirm they understand their duties as assigned in the plan.
- Exercise your department’s EAP annually. It is recommended you exercise your plan in the following order:
  1. **Conduct a Tabletop Exercise.** This will allow departments to use their training on the EAP, as well as to work through any inefficiencies *prior* to an emergency. Contact Steve Ball ([sdball@ucdavis.edu](mailto:sdball@ucdavis.edu)) for training or assistance with your tabletop exercise.
  2. **Schedule a Building Evacuation.** The UC Davis Fire Department can perform a limited number of building evacuations each month. Advanced notice and coordination between the departments that share your building **before** the exercise is critical. The Fire Department **will not** conduct the exercise if coordination between department DSCs has not occurred. Please contact your [Department Safety Coordinator](#) to schedule an exercise. Evacuations will be scheduled on a first come first serve basis and times and dates will be decided based on the Fire Department’s availability.

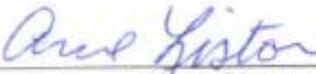
# Signatures

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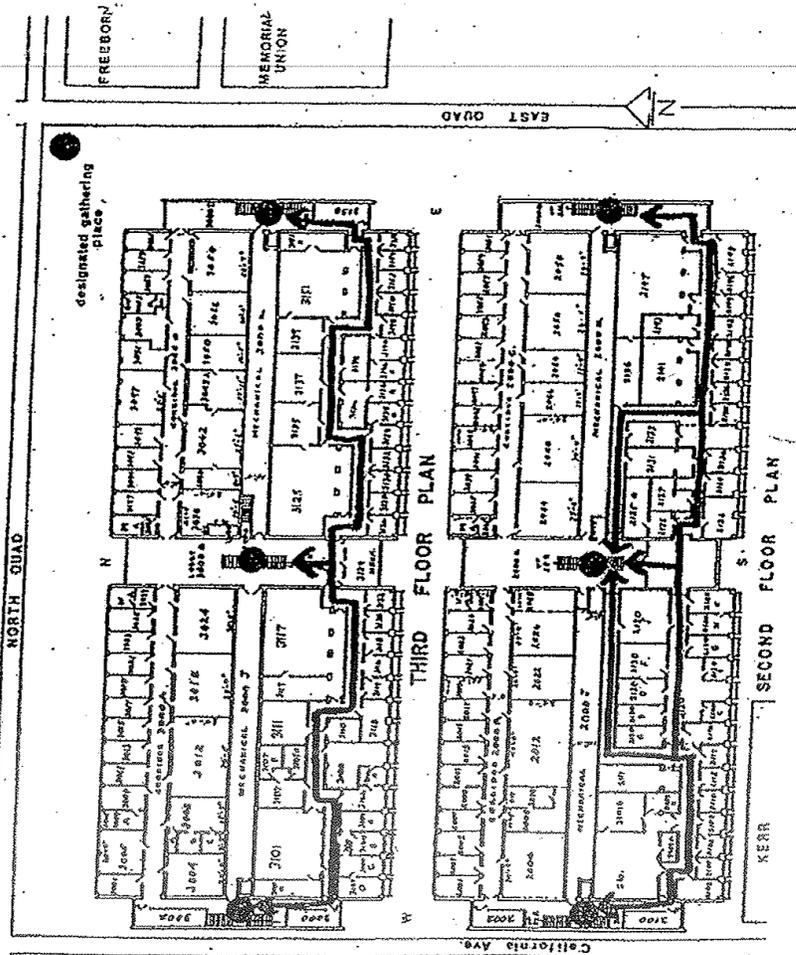
This EAP has been reviewed and approved by the following individuals:

 _____ <i>Marcel Holyoak, ESP Department Chair</i>	<u>8/25/16</u> _____ (Date)
 _____ <i>Elle Barnes, ESP CAO</i>	<u>8/24/16</u> _____ (Date)

The Safety Contact and Alternate are aware of their responsibilities, as described in this plan:

 _____ <i>(Tina Hammell, Department Safety Coordinator)</i>	<u>8/24/16</u> _____ (Date)
 _____ <i>(Anne Liston, Alternate Safety Contact)</i>	<u>8/24/16</u> _____ (Date)

Additional Comments:



**Environmental  
Science &  
Policy**

**Wickson Hall  
Evacuation Plan for  
FIRE and OTHER  
EMERGENCIES**

1. When you hear a continuous fire bell  
**EVACUATE IMMEDIATELY**
2. Be aware of your main exit AND an alternative exit.  
**EXITS ARE MARKED IN RED**
3. **SAVE LIVES NOT EQUIPMENT**
4. After you have evacuated the building please check in at the designated gathering place **MARKED BY A BLUE DOT** on the northeast corner of the lawn (closest to Freeburn Hall)

Roll Call by Room Occupant  
ESP: Wicksom Hall - updated August 2016

**FIRST FLOOR - NORTHWEST**

Room #	Space Title	Occupants	Phone #
1001	staff	unoccupied	304-6164
1002	lab	unoccupied	
1003	faculty	Ted Grosholz	
1004	lab/storage		
1005	staff	Matthew Malepeai	752-6752
1007	staff	Elle Barnes	752-6370
1009	staff	Rebecca Callahan-Petrucci	752-4422
1010	lab/storage		
1011	staff	Yulia Kiefer	752-8233
1014	computer lab		
1017	conference room		
1019	staff	Mary Lieth	752-6580
1020	classroom		
1023	staff	Brooke Herevia	754-5363
1023A	storage		
1024	custodial/storage		
1025	refrigerator/storage		
1027	staff	Bob Brewer	

**SECOND FLOOR - NORTHWEST**

2001	faculty	Robert Hijmans	752-6555
2003	faculty	Steven Morgan (also at Bodega Bay), Sam Bashevkin, Connor Dibble	707-875-1920
2004	grad lab-Baskett	Jaime Ashander, Vadim Karatayev	
2008	lab	Darrel Slotton	752-6874
2009	staff	Alex Mandel, Aniruddha Ghosh	

**SECOND FLOOR - SOUTHWEST**

**Roll Call by Room Occupant**  
**ESP - Wickson Hall - updated August 2016**

Room #	Space Title	Occupants	Phone #
2101	grad lab-Sih	Sean Ehلمان, Denise DeCarton, Kathy Hughes, Eric Payne, Rebecca Halpin, Lee Pollack, Peter Trimmer, Anna Steel, Amelia Munson	754-9307
2101A	post doc-Sih	Orr Spiegel	
2101B	grad lab-Schwartz	Matt Williamson	752-6003
2102	faculty	Jim Sanclirico	754-9883
2104	faculty	Michael Springborn	752-5244
2106	faculty	Andy Sih	754-7243
2108	faculty	Mark Schwartz	752-0671
2110	staff	Daniel Lew (rarely in building)	752-1746
2111	post doc-Sih	Adrienne Mora, Cameron Jones	
2111A	staff-ICE	Ryan Boynton	
2112	faculty	Marissa Baskett	752-1579
2113	staff-ICE	Adrienne Mora	
2114	staff-ICE	Jim Thorne	752-4389
2116	staff-ICE	Annika Keeley, Lori Srivastava	754-6212
2120A	staff-ICE	Bob Meese, Natalie Kalman	752-7861
2120B/2120D	staff-ICE	Kristen Shapiro, Alex Stockton, Billegt Baatar	754-5933
2120C	faculty	Jim Quinn	752-9515
2120	staff-ICE		754-5827
2120E	staff-ICE	Karen Beardsley	752-5678
2120F	server soom		
2120G	staff-ICE	HyeYeong Choe, Prashant Hedao, Rebecca Van Stokkum	752-0225
2120H	staff-ICE	Alan Hollander, Gail Lampinen	752-6303
2120J	classroom		
2120K	staff-ICE	Kevin Ward	2-2378/2-9686
2124	conference room		

**SECOND FLOOR - SOUTHEAST**

Room #	Space Title	Occupants	Phone #
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**Roll Call by Room Occupant**  
**ESP: Wickson Hall - updated August 2016**

2125	postdoc-Lubell	Marco Bastos	
2125A	grad lab-Lubell	Susie Pike, Amanda Fencf, Paul Cisneros	
2126	grad lab-Lubell	Michael Levy, Matteo Robbins, Jacob Hileman	
2127	office	unoccupied	
2128	grad lab-Lubell	Jessica Rudnick, Linda Barrientas	
2130	faculty	Susan Handy	752-5878
2131	grad lab-Lubell	Meghan Klasic	752-7208
2132	staff	Jennifer Carriere	752-3026
2133	conference room		
2134	staff	Melissa Whaley	752-7183
2135	grad lab-Arnold	Madeline Gottlieb, Jessica Molina, Julia Wunsch	2-8553/2-8567
2136	peer advisors	(2) undergrads	
2138	staff	Susan Handy	754-8250
2140	grad office - Handy	Fran Moore	
2141	grad lab Sanch./Spring	Ate Oglend, Ruth Pincinato, Iliana Chollett, Shay O'Farrell	
2142	postdoc-Handy	Dillon Fitch, Calvin Thiigpen	752-4966
2143	grad lab-Handy	Amy Lee, Jamey Volker, Drew Heckathorn	754-6947
2144	faculty	Gwen Arnold	752-6718
2146	faculty	Mark Lubell	752-5880
2147	lab classroom	occupied wed/fri afternoon fall quarter	
2148	conference room		

**THIRD FLOOR - SOUTHWEST**

Room #	Space Title	Occupants	Phone #
3101A	Storage		

**Roll Call by Room Occupant  
ESP: Wickson Hall - updated August 2016**

3101	lab-Rejmanikova	Emily Carlson, Stephanie Castle, rha Bordon, Katherine Dynarski	
3104A	grad lab-Hijmans	breakroom/, George Hsu, Hongfei Wang, Huang Fang	
3104B	conference-Hijmans		
3104C	grad lab-Hijmans	Jose Ochoa, Camila Bonilla,Kate Tiedeman	
3104D	grad lab-Hijmans	Ty Beal, Eric Massiot, Erica Rettig, Elise Hellwig,	
3104	hallway-Hijmans		
3106	IT support - student	Carlos Barahona	
3106A	back up server		
3107	staff	Tina Hammell	752-2913
3107A	temp. control room		
3107B	staff	John Reuter	
3108	staff	Vlendi Hoang, David Weatjen, Danielle Rivera	2-8518/2-4061
3110	staff	Kevin Taniguchi	752-7859
3111	grad lab-Rejmanikova	Emily Carlson, Stephanie Castle, Katherine Dynarski	
3112	grad lab-Grosholz	Jason Sadowski, Rachel Wigginton, Jordan Hollarsmith, (Brian Cheng, Megan Kelso, Christine Sur - not frequent), Christy Bowles	754-8994
3114	grad lab-Lin	Ernst Bertone Yuan Chen	
3116	staff	Fraser Shilling	
3117/3117A	wet lab	Tina Hammell, Darrell Slotten (3117A)	752-0353
3118	post doc, researcher	Steve Sadro temporary/location	
3120	post doc	Pamela Reynolds, Julia Hopper	752-9845
3122	faculty	John Largier (also at Bodega Bay)	707-875-1930

**THIRD FLOOR - SOUTHEAST**

Room #	Space Title	Occupants	Phone #
3125	lab - Harrison	Erica Case, Zach Steele, Chhaya Werner, Rebecca Wayman, Gabrielle Bohlman, Jonah Weeks, Marina LaForgia, Christina Restaino	752-3940

**Roll Call by Room Occupant**  
**ESP: Wickson Hall - updated August 2016**

3126	faculty	Susan Harrison	752-7110
3128	staff	Hugh Safford	
3130	faculty	Eliska Rejmanikova	752-5433
3132*	faculty	Howard Cornell	752-4881
3134	staff	Unoccupied Sadro space	574-6342
3134A*	faculty	Unoccupied Sadro space	
3135	lab - Hastings	Emily Wood, Alison Nguyen, Zach Cornejo, Alyssa Somers, Marcelle Sneed, Natalie Flores, Marjorie Phan, Jessica Au	
3136/3136A	faculty	Alan Hastings	752-8116
3137	lab - Hastings	same as 3135	752-5162
3138	grad lab-Richerson	Unoccupied Sadro space	
3139*	faculty	Pete Richerson, Billy Baum	
3146/3146A	faculty/grad lab	Ted Grosholz	752-9151
3148	post doc - Harrison	Carlos Barragan (temporary-Sept.)	
3150	grad lab-Hastings	Easton White	
3151/3151A	lab - Grosholz	Jordan Hollarsmith, Megan Kelso, Rachel Wigginton	754-5707
3152	grad lab - Hastings	Gabriel Gellner, Tad Dallas	
3154	faculty	visiting scholar Office	867-3391
3156	post doc - Hastings	Robin Decker	

**THIRD FLOOR - NORTHEAST**

3059	grad lab - Hastings	Alexander Meyer, Kaela Vogel	
3061	staff - Hastings asst.	Bill Gregg	752-9330

## Additional Training:

### Communications for Campus-Wide Emergencies

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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:

- **Check the University homepage [www.ucdavis.edu](http://www.ucdavis.edu)**  
UC Davis posts information about emergencies and other major news on its home page at [www.ucdavis.edu](http://www.ucdavis.edu). News can also be found at [www.news.ucdavis.edu](http://www.news.ucdavis.edu) or <http://www.ucdavis.edu/emergency/emergency-services.html>
- **Call the Emergency Status Line (530) 752-4000**  
The Emergency Status Line provides a recorded telephone message about the status of the Davis campus in an emergency. It indicates the emergency's nature and provides brief instructions.
- **Listen to the News Media**  
UC Davis works with the news media to share information about emergencies and provide direction to the university community.  
  
AM radio KFBK 1530 initiates public Emergency Alert System messages for several area counties. The station offers live audio streaming at [www.kfbk.com](http://www.kfbk.com)
- **Become a "Fan" on Facebook**  
UC Davis sends emergency bulletins to its "fans" on Facebook. If you aren't already a member, join Facebook at [www.facebook.com](http://www.facebook.com). Then you will be able to visit UC Davis' Facebook site and click through to become a fan.
- **Sign up for Personal Alerts through the WarnMe system**  
This emergency notification service provides students and employees with timely information and instructions during emergencies. UC Davis WarnMe sends alerts by e-mail, telephone, cell phone 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>.

*It is important to understand that you will not be notified of every incident that UC Davis Police or Fire responds to. In a campus-wide emergency, communications may be sent out one or all of the ways listed above and will vary depending on the incident.*

## **Additional Training:**

### **Sheltering-in-Place**

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One of the instructions you may be given in an emergency is to shelter-in-place. Shelter-in-place is used mainly for hazardous materials incidents and sustained police action, or when it is more dangerous to venture outside than to remain indoors in your current location. This means you should remain indoors until authorities tell you it is safe or you are told to evacuate. The following are guidelines that should be shared with your department's employees.

#### **General Guidelines on how to Shelter-in-Place**

- 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).
- Close and lock all windows and exterior doors.
- Review your EAP, inspect your workplace emergency kits if you have them.
- 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."

#### **Specific for a Hazardous Material Incident**

- Turn off all fans, heating and air conditioning systems
- If instructed, use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room
- If you are in your car, close windows and turn off vents and air conditioning

*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 to last a minimum of 24 hours, and preferably up to 72 hours. Having a workplace preparedness kit is easy to make and a good idea.*

## **Additional Training:**

### **Community Survival Strategies for an Active Shooter**

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The UC Davis Police Department hosts workshops to the members of the campus community presenting strategies to increase the likelihood of surviving an active shooter. The workshop covers five steps for increasing your chances of surviving an active shooter and also provides demonstrations for attacking the attacker.

Presentations run approximately 90 minutes including a question/answer session, but it is recommended departments allow 2 hours release time for employees, as there is a hands-on component at the end of the presentation. Community presentations are available on the Davis and Sacramento campuses throughout the year. To schedule a workshop please contact:

Chief of Police

Matthew Carmichael

(530) 752-5350

[mecarmichael@ucdavis.edu](mailto:mecarmichael@ucdavis.edu)

In the training, *Community Survival Strategies for an Active Shooter* participants should be aware that the presentation deals with a very sensitive subject and uses actual audio tape from the 9-1-1 call at the Columbine shootings. Participants will also have the opportunity to see different types of firearms and should be prepared to hear what an actual gunshot sounds like.

# Training Sign-in Sheet

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**\*\*All Employees need to have documented training \*\***

Training Topic: Emergency Action & Evacuation Plan

Date: \_\_\_\_\_

Instructor/Trainer: \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
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17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

Please add additional sheets of paper for sign ins