2015
Building Emergency Preparedness Program
Training For
Building Team Members
AGENDA

- Emergency Management & Plans
- Threats: Focus on Active Shooter
- Building Emergency Preparedness Program / Equipment
- Staff & Faculty’s role
- Evacuation & Shelter procedures
- Individuals with Access and Functional Needs
- Emergency Notification Systems
Definition: “An ongoing process to prevent, mitigate, prepare for, respond to, and recover from an incident that threatens life, property, operations, or the environment.”
POWER POINT MONKEYS
NATIONAL INCIDENT MANAGEMENT SYSTEM
STANDARDIZED EMERGENCY MANAGEMENT SYSTEM
INCIDENT COMMAND SYSTEM

Field (ICS)
Operational Area
Local Government

State of CA
FEMA

Cal OES
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
INCIDENT COMPLEXITY AND RESOURCE NEEDS

Incident Complexity

Resource Needs

ICS Structure

Complexity
SACRAMENTO STATE MULTI-HAZARD EMERGENCY PLAN
Compliant with NIMS & SEMS
Mandated by E.O. 1056
Key elements
  + The use of ICS
  + Outlines Emergency Management Authority
  + Campus resources & Capabilities
  + Evacuation routes
  + Shelter in place
  + Can be read on-line at the Public Safety website
BUILDING PLANS

Key elements
+ Identifies the Building Coordinator and the Safety Team
+ Identifies 2 Rally areas
+ What supplies and equipment are available.
+ Building floor plans and maps identifying evacuation routes
+ Needs to be:
  × Reviewed and updated every year.
  × Train/Exercise using your plan
  × All building team members must have access to a copy.
  × Needs be available to all faculty and staff in the building.
EMERGENCY PREPAREDNESS ON CAMPUS

ALL EMPLOYEES ARE DISASTER SERVICE WORKERS

PRESIDENT & POLICY GROUP

POLICE/FIRE Incident Command

EOC 54 Designees

55 Building Emergency Preparedness Teams
50 Building Coordinators/Designees
Faculty
370 Floor Marshals & Assembly Coordinators

ALL EMPLOYEES ARE DISASTER SERVICE WORKERS
# Vulnerability Analysis Chart

<table>
<thead>
<tr>
<th>Type of Emergency</th>
<th>Probability</th>
<th>Human Impact</th>
<th>Property Impact</th>
<th>Operational Impact</th>
<th>Internal Resources</th>
<th>External Resources</th>
<th>Total</th>
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<tbody>
<tr>
<td>Active Shooter</td>
<td>1</td>
<td>5</td>
<td>1</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>22</td>
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<td>5</td>
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<td>22</td>
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<tr>
<td>Earthquake</td>
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<td>3</td>
<td>3</td>
<td>4</td>
<td>4</td>
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<td>18</td>
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<td>Fire</td>
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<td>3</td>
<td>2</td>
<td>3</td>
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<td>Flood</td>
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<td>4</td>
<td>3</td>
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<td>Severe Weather</td>
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<td>1</td>
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<td>Train Derailment</td>
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<td>1</td>
<td>3</td>
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<td>8</td>
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<tr>
<td>Civil Disturbance</td>
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<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>7</td>
</tr>
</tbody>
</table>

**Key:**
- High 5 ………………….. 1 Low
- Weak
- Strong
- Resources 5 ………………….. 1

**Note:** The chart evaluates the probability and impact of various types of emergencies on different dimensions such as human and property impact, operational impact, internal and external resources, leading to a total score for each type of emergency.
CAMPUS THREAT MAP

AMERICAN RIVER FLOODING

WATER TREATMENT PLANT HAZMAT

RAIL TRANSPORT HAZMAT
FOCUS ON
ACTIVE SHOOTER RESPONSE

- VIDEO
SURVIVAL MINDSET

- Get out, get away – warn others-notify Police.
- Hide out-take cover- quiet and darkness.
- Barricade and fight-last resort-everything is a weapon.
**Survival Instincts**

- Trust your instincts
  - If you see or hear something that could be a threat react don’t wait.

- Know your surroundings
  - Exits
  - Escape routes
  - Refuge locations
http://emilms.fema.gov/IS907/index.htm
Every semester we handle calls where we do a mental health evaluation W&I 5150

Tell someone you have concerns about what someone else is saying or doing.

Report anything you see that appears potentially dangerous.
**DISRUPTIVE OR DISTRESSED**

**DISRUPTIVE STUDENT**
A student whose conduct is clearly and imminently reckless, disorderly, dangerous, or threatening, including self-harmful behavior.

**TO GET HELP**
If you are concerned for your own or others' safety due to a student's disruptive and/or threatening behavior, call 911 or the Campus Police Department.

**REPORT INCIDENT TO**
Campus Police Department

**DISTRESSED STUDENT**
A student with persistent behaviors such as
- Overly anxious
- Sad
- Irritable
- Withdrawn
- Confused
- Lacks motivation and/or concentration
- Seeks constant attention
- Demonstrates bizarre or erratic behavior
- Expresses suicidal thoughts

**IF A STUDENT IS CAUSING A DISRUPTION BUT DOES NOT POSE A THREAT**
- Ensure your safety in the environment.
- Use a calm, non-confrontational approach to defuse/de-escalate the situation.
- Set limits by explaining how the behavior is inappropriate.
- If the disruptive behavior persists, notify the student that disciplinary action may be taken. Ask the student to leave. Inform him/her that refusal to leave may be a separate violation subject to discipline.
- Immediately report the incident to the appropriate resource.

RESOURCES & TIPS:

**BE PROACTIVE:** Engage students early on, pay attention to signs of distress, and set limits on disruptive behavior.

**BE DIRECT:** 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.

**LISTEN SENSITIVELY AND CAREFULLY:** Use a non-confrontational approach and a calm voice. Avoid threatening, humiliating, and intimidating responses.

**SAFETY FIRST:** The welfare of the campus community is the top priority when a student displays threatening or potentially violent behavior. Do not hesitate to call for help.

**FOLLOW THROUGH:** Direct the student to the physical location of the identified resource.

**CONSULTATION AND DOCUMENTATION:** Always document your interactions with distressed students and consult with your department chair/supervisor after any incident.

SEE SOMETHING. SAY SOMETHING. DO SOMETHING.
THE BUILDING EMERGENCY PREPAREDNESS PROGRAM?

- The Building organization comprised of University Employees. Led by a VP, Dean or Designee with authority and a budget.

- Tasked with duties during an emergency situation.

- To assist all building occupants (Students, Staff & Faculty) to evacuate or shelter during an emergency.
If you **unwilling** to do any of the tasks you are assigned to notify your supervisor so that a replacement can be located.

You are relieved of all responsibility if you are **unable** to perform any of the activities described in this training.

If at any time you feel that the **danger** to **you** is too great then you are relieved of any duties as described.
Your building is like a large ship, both have:

- A Captain (Building Coordinator)
- A crew (Floor Marshals) & Faculty
- Passengers (Students & other staff)
- The Captain and crew are vitally important to the safety of the passengers.
- Training and teamwork will determine how successful you will be.
INCIDENT COMMAND SYSTEM
Building Operations

- First Responders
- Liaison
- Building Coordinator
  - Floor Coordinators
    - Shelter Coordinator
    - Floor Marshals
    - Logistics
  - Rally area coordinators
  - Scribe
  - SAFETY Monitor

Floor Marshals
Logistics
Rally area coordinators
GENERAL DUTIES (SAFETY CONSIDERATION)

- **Building Coordinator**: VP, Department Head, Dean or Designee

- Take command of building during event.
- Organize your building team using Staff & Faculty.
- Create and maintain building plans.
- Conduct building meetings, training and drills.
- Obtain equipment for building team.
- Report building status to first responders.
- Manage Rally area
GENERAL DUTIES (SAFETY CONSIDERATION)

- **Floor Marshal**: Staff/Faculty
- Respond immediately to emergency notice.
- Direct building occupants to safe exits-floor sweeps.
- Assist people with access and functional needs during an emergency.
- Direct all to the rally area after evacuation.
- Report building status to Building Coordinator.
- Assist at Rally area as needed.
http://www.csus.edu/aba/police/units-and-functions/bcfm/index.html

When you are no longer a team member please notify me so you can be removed from lists and ENS.
BUILDING SAFETY TEAM EQUIPMENT

Recommended items:

1. Brightly colored vests for all members of building team
2. A personnel list with important phone numbers
3. Flashlights and batteries
4. Building closed signs and or Caution Tape
5. Rally area signs for building, departments or groups
6. Radios for key members of Building team
7. First aid kits
EQUIPMENT WE CAN PROVIDE

- Colored vests  Orange or Yellow
- Yellow caution tape
- Motorola Radios Limited quantity
These are the two most likely kinds of instructions you would be given in an emergency situation.

The instruction may come from ENS, News Media, First Responders, Building emergency preparedness members, Administrators and Supervisors.
EVACUATION THE NEW MOVIE
EVACUATION PROCEDURES BY THE NUMBERS

1. React immediately
2. Put on your vest
3. Determine immediate threats
5. Direct others to move
6. Block elevators from use
7. Assist people with access and functional needs or report to those who can help.
EVACUATION PROCEDURES BY THE NUMBERS

8. If safety permits knock on doors and check restrooms as you go.
9. Once outside direct all to designated rally area.
10. Prevent reentry with signs or caution tape.
11. Send a rep to the first Police/Fire.
13. Stay in the rally area until given instructions.
THE UPS & DOWNS OF ELEVATORS
Smoke detectors in the elevator lobbies are connected to the elevator control system.

If one of those detectors senses smoke, the elevator will go to its pre-set recall floor and open the doors. The elevator will no longer function unless placed in the "fire" mode with a key.

If the lobby or ground floor detector is activated, the elevator will recall to a secondary floor – usually a secondary exiting floor.
ELEVATOR OPERATIONS DURING EVACUATION

- A fire alarm caused by a smoke detector somewhere else in the building (not in the elevator lobbies) will not recall an elevator.
- What is means to you
- A building team member should be posted at elevators to prevent use if possible.
- Some buildings have automatic fire doors which prevent use.
FIRE DOORS
Prevention Strategy

• Fire-Rated Doors
  – Magnetic door-hold-open devices are permitted only if they are tied into the fire alarm system or to a single station smoke detector located in front of the door.

Note: Fire-rated doors are generally found at any opening to a corridor, stairwell, storage room, mechanical room, or electrical equipment room.
Once automatic fire doors close they must stay closed. Do not attempt to obstruct or prop open.

Only open fire door to exit building.
EVACUATION RALLY AREAS

1. [Building Name]
2. [Building Name]
3. [Building Name]
4. [Building Name]
5. [Building Name]
6. [Building Name]
7. [Building Name]
8. [Building Name]
9. [Building Name]
10. [Building Name]
11. [Building Name]
FACULTY RESPONSIBILITIES


2. Be familiar with the emergency plan for the buildings you regularly occupy.

3. Provide general emergency information to your students at start of semester.

4. Take charge of your students during emergency.
FACULTY RESPONSIBILITIES

5. When the building alarm sounds, tell students to collect their belongings and follow you out.

6. Students with access & functional needs may require help during an emergency.

7. Know the evacuation rally areas.

8. Once outside lead students to your designated Rally area. Unless directed elsewhere by building emergency personnel.
Shelter-in-Place is a protective action taken inside a building to protect the building occupants from external hazards, minimize the chance of injury and/or provide the time necessary to allow for a safe evacuation.
CIRCUMSTANCES THAT MAY CAUSE YOU TO SHELTER-IN-PLACE

- Hazardous material emergencies
- Severe weather/ hail / lightning
- Flooding
DUTIES OF BUILDING TEAM DURING SHELTER EVENT

1. Assume the role of Building Safety Team Member.

2. Establish contact with others in the Team by Radio or Cell Phone.

3. Activate your Shelter Plan.

4. Give direction to others in the Building.

5. Maintain calm and order during event.
WHERE TO SHELTER ???????

- It Depends on your reason for sheltering in place:

  - If outdoors during a weather event. Get indoors and away from windows.
  - HAZMAT danger in a room that can be sealed easily.
  - If in a flood go up to the 2\textsuperscript{nd} or 3\textsuperscript{rd} floor.
SHELTER LOCATION

Sheltering in a stairwell makes for an easy transition to evacuation.
INDIVIDUALS WITH ACCESS AND FUNCTIONAL NEEDS

Who is this population?
- Developmental / Intellectual Disabilities
- Blind/Low Vision
- Deaf/Hard of Hearing
- Mobility
- Injuries
- Chronic Conditions
- Older Adults / Children

- Estimated to be 50% of the population and growing

Family, Friends, Co-workers & Students all of us are effected.
1. Identify who will need assistance during an emergency. (elderly family member, children, persons with access and functional needs)

2. Make contingency plans for flooding, power outages etc. Where can you go if your home is effected or roads are blocked.

3. Have a go bag with medications, spare glasses, clothing etc.
EVACUATION CHAIR
Use of the chair is voluntary.

With permission from the person in need you are covered as a “good Samaritan” like with CPR & first aid.

Proper use of the evacuation chair is a perishable skill, annual refresher training is recommended.

Contact Bill Gnagy for this training.
EVACUATION CHAIR VIDEO
<table>
<thead>
<tr>
<th>BUILDINGS WITH AN EVACUATION CHAIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ AIRC</td>
</tr>
<tr>
<td>✔️ EUREKA HALL</td>
</tr>
<tr>
<td>✔️ MENDOCINO HALL</td>
</tr>
<tr>
<td>✔️ PLACER HALL</td>
</tr>
<tr>
<td>✔️ SEQUOIA HALL</td>
</tr>
<tr>
<td>✔️ AMADOR HALL</td>
</tr>
<tr>
<td>✔️ LASSEN HALL</td>
</tr>
<tr>
<td>✔️ MODOC HALL</td>
</tr>
<tr>
<td>✔️ RIVERSIDE HALL</td>
</tr>
<tr>
<td>✔️ DEL NORTE HALL</td>
</tr>
<tr>
<td>✔️ TAHOE HALL</td>
</tr>
</tbody>
</table>
2014

TRAINING - DRILLS - EXERCISES - TESTS

- We trained approximately 641 Faculty, Staff & Students in various levels of emergency/disaster preparedness.

- 63 building evacuation drills were conducted on campus.

- We conducted a multi-agency table top exercise on the campus response to a levee break flood.

- Tested Campus ENS sending messages to approximately 30,000 people.
BUILDING EVACUATION DRILLS

At a minimum must be conducted once a year

Scheduled by Building Coordinator or Designee
BUILDING EVACUATION DRILLS

- Are not for the Building or the alarm system but practice for the Staff, Faculty and Students who use the Building.
- The way we drill is what we will do for real.
- The Evacuation chair should be used in every drill.
Emergency Notification System (ENS)
What is ENS?

- A System that Sends Multiple Types of Emergency Alerts
  - Voice Messages
  - Email Messages
  - Text Messages
  - Audible
ENS WILL BE ACTIVATED

1. When an imminent threat to life or safety exists.

2. To give information or instructions to the campus community.
   a. What the situation is
   b. Where
   c. What to do

3. To give information as the situation changes.

4. For required system testing.
# CAMPUS NOTIFICATION SYSTEMS

<table>
<thead>
<tr>
<th>Emergency Notification System</th>
<th>Audible Alert System</th>
</tr>
</thead>
<tbody>
<tr>
<td>• E-Mail</td>
<td>• Electronic Signs</td>
</tr>
<tr>
<td>• Telephone Call</td>
<td>• Social Media</td>
</tr>
<tr>
<td>• SMS Text Messages</td>
<td>• Desktop alert</td>
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<tr>
<td>• Campus web page</td>
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<table>
<thead>
<tr>
<th>Class Room Phones</th>
<th>SKYMARS Telephones</th>
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<tbody>
<tr>
<td>Fire Alarms</td>
<td>CLEMARS</td>
</tr>
<tr>
<td>Police Radio - Sac Regional Radio System 800 Mhz</td>
<td>“Reverse 911” calls</td>
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<tr>
<td>Bull Horns</td>
<td>Public Radio Announcements</td>
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<tr>
<td>Vehicle PA Systems</td>
<td>Campus Radio KSSU – 1580 AM/In Progress</td>
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<tr>
<td>Telephone Trees</td>
<td>Locale TV Announcements</td>
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<tr>
<td>FAX</td>
<td>Internet Websites</td>
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<tr>
<td>Emergency Blue Lights/Other Telephones</td>
<td>Press Conference</td>
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<tr>
<td>Call Out Lists</td>
<td>Posting Boards</td>
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<tr>
<td>Runners</td>
<td>Conference Bridge</td>
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<tr>
<td>Voice Mail</td>
<td>E-mail/List Proc</td>
</tr>
</tbody>
</table>
MESSAGE FORMAT

Text Message
- From: PoliceEmergency@csus.edu
- Subject: Police Emergency at Sacramento State
- Active Shooter on campus in building XXXX. Police responding. Seek shelter immediately or evade if possible. Additional Information to Follow.

Follow-Up Message to contain additional Information

All Clear Message to Follow
Emergency Notification System

ALERT!

This is a test of the emergency notification system. This is only a test. KB 8/6/14
CAMPUS PHONES & CELL PHONES

- Campus phones- ring system
- 1-ring on campus call
- 2-ring off campus call
- 3-ring ENS

- Cell phone: Calling 911 will not go directly to the University Police so you need to program 278-6851 in your phone.
Receive warnings during a campus critical incident. Register your cell phone with the Sacramento State’s Emergency Notification System. Sign up at www.csus.edu/ENS

In case of a campus critical incident, go to www.csus.edu for information.
29,069 text messages were sent; 3 failures were reported by the system.

60,898 e-mail messages were sent; it appears they were received immediately.

The digital signs posted immediately.

Twitter and the campus website posted immediately.

The computer desk tops (ALERTUS) posted immediately on 1,808 computers of the approximately 4,300 that contained the client.
1. Staff must sign up on your own to get messages
2. Must include cell provider name to receive text messages
3. Must change your info if you change your number, provider or e-mail address
FOR FURTHER INFORMATION, PLEASE CONTACT:

Bill Gnagy
Emergency Preparedness Coordinator
Sacramento State Police Department
(916) 278-2397
E-mail gnagyw@saclink.csus.edu