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INTRODUCTION

The purpose of this manual is to provide information to help personnel make the best decisions about emergency situations as well as to convey procedures for handling an emergency. This information is intended to guide all staff members in dealing with crisis situations.

LOCATIONS OF THIS MANUAL AND POSTED SIGNS

A copy of this manual is available in the College of Health and Human Services Dean's Office, Solano Hall 5002. Additional copies are located in the Division of Criminal Justice (Alpine Hall 137), the Department of Kinesiology and Health Science (Solano Hall 3002), the Division of Nursing (Folsom Hall), the Department of Physical Therapy (Solano Hall 4000), the Department of Recreation, Parks and Tourism Administration (Solano Hall 4000), the Division of Social Work (Mariposa Hall 4010), and the Department of Speech Pathology and Audiology (Shasta Hall 172). This manual will be electronically distributed every fall to all College employees and every spring to new employees.

PROTECTING THE SERVER

The College of Health and Human Services' servers and backup magnetic devices are housed in limited-access, locked locations in Solano Hall. Two magnetic devices, external hard drives, are used to backup the system and store compressed copies of the file server data. The magnetic devices consist of full and differential backups which are rotated on Fridays, giving the college a month of backup data.

Uninterruptible power supply (UPS), is used on all systems, keeping file and www servers running in the event of momentary power outages. The UPS will shut down the servers if the power remains out for more than five minutes. Once the power returns, the servers are set to return to a normal state.
REPORTING EMERGENCIES

CALL 911 (from campus phone) or (916) 278-6851, if using a cell phone

The dispatcher will contact the appropriate agency for assistance: paramedics, fire department, or police. Stay calm and give your name, location and nature of the emergency. Do not hang up until you are told to.

In the event of injuries or illness, render first aid only if qualified.

Do not move the person unless it is absolutely necessary. Make the person as comfortable as possible. It is important to keep the person warm and quiet to minimize shock.

Restore breathing by clearing air passages or administering CPR, if certified.

In the event of a major campus-wide emergency, the president or other responsible administrator will activate the EOC. Information for faculty, staff and students will be available and posted at the theatre, stadium on the ENS system, or in public media depending on damage and the nature of the emergency.

Individuals should notify their supervisors as soon as possible.

INJURIES

Persons injured on campus should be directed or taken to the Student Health Center for first aid or immediate evaluation treatment. In emergencies or urgent medical situations, transfer of an injured member of the University community should normally be accomplished by ambulance. When the Student Health Center is closed, call the University Police at 9-1-1 or 278-6851.

REPORTS

Accidents occurring on campus must be reported within one work day to Risk Management Services (8-6456 or 8-5447) using the Report of Incident or Accident form (http://www.csus.edu/aba/Forms/Accident%20Report%201216.pdf). This applies to on-the-job accidents and student, visitor, and other non-job-related accidents. The original copy must be sent to Risk Management Services, mail stop 6145, with copies to Worker’s Compensation at mail stop 6145 and the Dean’s Office at mail stop 6104. The form must be completed within one day of receiving information of an occupational or other University-related injury or illness. A copy of the form must be sent to the CHHS Dean’s office.

Vital note: If injuries to any member of the University community are severe, (death, dismemberment, disfigurement, or hospitalization for other than observation for more than 24 hours), refer to section on HEALTH EMERGENCIES below.
NAMES AND PHONE NUMBERS FOR KEY PERSONNEL

BUILDING COORDINATOR FOR Alpine, Folsom, Shasta and Solano Halls:
Robin Carter, Associate Dean, x87255, carterr@csus.edu

PRIMARY AND SECONDARY CONTACTS

ALPINE HALL
1) Hugh Wilson, CJ Chair, x85069, wilsonh@csus.edu
2) Donna Vasiliou, x86487, asiliou@csus.edu

ASSEMBLY AREAS
The following are both inside and outside designated areas where people should gather in case there is an emergency and/or evacuation.

ALPINE HALL
OUTSIDE – The area outside of the west entrance between Alpine Hall and Eureka Hall
INSIDE – In the Criminal Justice office (ALP 137)
KEY PERSONNEL AND THEIR RESPONSIBILITIES

Every member of the faculty and staff should read and understand both their building (office location and every location where they teach) and department emergency plans and familiarize themselves with their emergency procedures and evacuation routes. Faculty and staff must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should follow emergency plan procedures, establish contact with their Building Coordinator and primary/secondary contacts (floor monitors) and evacuate the building to pre-designated areas in an orderly manner.

Faculty members are seen as leaders by students and should be prepared to direct their students and fellow staff members to assembly areas in the event of an emergency.

In the event of an emergency, the Building Coordinator is responsible for coordinating safe evacuation with the assistance of the primary/secondary contacts and floor monitors. The primary/secondary contacts (floor monitors) are responsible for counting people at the pre-designated emergency assembly area and reporting any injuries or damage to the dean or to members of the Dean’s office staff, located in the Dean’s assembly area. Floor monitors are responsible for monitoring all persons in their assigned areas and assisting in the notification and safe evacuation of the occupants. Floor monitors may also be stationed at doors to ensure that people do not re-enter an evacuated building. The Building Coordinator designates floor monitors. The Building Coordinator is responsible for developing a building emergency plan and designating an emergency assembly area in advance.

In the event of a major, campus-wide emergency, the campus president or other responsible person will activate the Emergency Operations Center (EOC). The primary/secondary contacts and/or floor monitors will report to the Building Coordinator (Dean’s office, Solano 5002) to report the status of their building and occupants. The Building Coordinator or designee will forward the information to the EOC. Resources and emergency response teams will be coordinated from each EOC Command Post.

All personnel should be instructed that when the fire alarm rings, they should quickly evacuate the building or carry out their assigned duties, carrying with them coat, personal bags and vehicle keys, as applicable. They should always leave the building under the assumption that the emergency is real, and that they could be out of the building for an extended period of time.
BOMB THREATS

PAY ATTENTION to the caller and obtain as much information as possible. Be alert and calm. If possible, have another person call 911, if using a campus phone or 278-6851 if using your cell phone while you keep the caller on the line. Try not to alert the caller.

ASK THE FOLLOWING QUESTIONS:
When will the bomb explode?
Where is it right now?
What does it look like?
What will cause it to explode?

KEEP THE CALLER ON THE PHONE as long as possible. Listen carefully to the caller.

NOTE THE FOLLOWING DETAILS:
Exact words of the caller
Speech pattern and/or accent
Emotional state
Age and gender of the caller
Background noises (e.g. traffic)
If you have a display phone, note any information shown.
Date of time of call

AFTER YOU HANG UP, CONTACT THE UNIVERSITY POLICE DEPARTMENT at 911, if using a campus phone or 278-6851 if using your cell phone.

University police officers may conduct a search of the facility. Faculty and staff are requested to make cursory inspections of their areas for suspicious objects and to report findings to the University police at 911 if using a campus phone or 278-6851 if using your cell phone.

If you observe a suspicious object on campus, do not approach or handle the object! Clear out of the area immediately and call 911 if using a campus phone or 278-6851 if using your cell phone.

A building may be evacuated on the orders of the University police or an officer of the University (Vice President, Dean, or their designee).

After the situation is resolved, counseling services are available for students through Psychological Counseling Services at (916) 278-6416 and faculty/staff through the Employee Assistance Program at (916) 278-5018. If you would like specific training for your area for responding to bomb threats, contact the University police at (916) 278-7321 to schedule an appointment.
BOMB THREATS BY MAIL

A bomb may be enclosed in either a parcel or an envelope, and its outward appearance is limited only by the imagination of the sender. However, mail bombs may have some unique characteristics, which may assist you in identifying a suspect mailing:

Mail bombs may bear restricted endorsements such as personal or private.

Addressee's name and title may be inaccurate.

Cancellation or postmark shows a different location than the return address.

Mail bombs may have excessive postage.

Letter bombs may feel rigid, or appear uneven and lopsided. Package bombs may have an irregular shape, soft spots, or bulges.

If you are suspicious of a mailing, and are unable to verify the contents with the addressee or sender: do not open the article. Evacuate the area and call 911.

If you observe a suspicious object on campus, do not approach or handle the object! Clear out of the area immediately and call 911, if using a campus phone or 278-6851 if using your cell phone.

A building may be evacuated on the orders of the University police or an officer of the University (Vice President, Dean, or their designee).

After the situation is resolved, counseling services are available for students through Psychological Counseling Services at (916) 278-6476 and for faculty and staff through the Employee Assistance Program at (916) 278-5018. If you would like specific training for your area for responding to bomb threats, contact the University police at (916) 278-7321 to schedule an appointment.

HEALTH EMERGENCIES
(LOSS OF CONSCIOUSNESS, MAJOR LACERATIONS, BROKEN BONES, ETC.)

SEVERE INJURIES
When any person on campus is severely ill or injured (severely broken bone(s), loss of consciousness, symptoms of heart attack, difficulty breathing, symptoms of anaphylaxis, severe loss of blood, etc.) dial 9-1-1 on a campus phone or call 278-6851 for campus police. The Police Department will call for emergency medical services and will send officers to assist. The officers or Police Dispatch will guide emergency medical personnel to the correct building and location within the building.

Important note: If an employee (faculty, staff, or administration) is injured, and the injury causes death, disfigurement, dismemberment or hospitalization for 24 hours or more for other than observation, Cal-OSHA must be notified. Either call the Office of Environmental Health and
Safety (x85174, x85447, x85252, x87233 or x86456) or make the call to Cal-OSHA yourself (916-263-2800). Failure to make the call to Cal-OSHA results in an automatic $5000 penalty, so if in doubt or if you can’t contact Risk or EHS, the University employee with pertinent information is required to make the call.

When the University Health Center is closed, call the University police.

MINOR INJURIES (FIRST AID-ONLY)
Persons who become ill or injured on campus should be directed or taken to the Student Health Center for treatment. In urgent situations not requiring an ambulance, the University Director of the Student Health Center or a University physician may call for an ambulance to transfer an individual to a hospital or other local treatment facility.

ACCIDENT REPORTS
Accidents occurring on campus must be reported within 24 hours using Report of Incident or Accident form. This applies to on-the-job accidents and student, visitor, and other non job-related accidents.

DOCUMENT REPOSITORIES
The repository for all documents regarding illness, injuries, and accidents, including reports, copies of legal actions, claims, board of control rulings, etc. is in the Office of Risk Management Services. Beginning in the fall of 2011, the responsibility for worker’s compensation will be assumed by Risk Management Services. The repository for documents regarding worker’s compensation is in the Office of Faculty and Staff Affairs.

DEATHS
The Environmental Health and Safety officer is responsible for notifying the Division of Industrial Accidents and the Chancellor's Office of employee deaths. The Chancellor's Office authorizes payment of death benefits.

WORK-RELATED INJURIES:
Contact the employee's private physician, if one is on record with the office and University, or bring the person to the University's designated medical center; U.S. Health Works, (see displayed bulletin in your office). The closest location: 1675 Alhambra Boulevard, 916-451-4580. You will need to follow up with the Benefits office at 278-6213.
CRITICAL INCIDENT PREPAREDNESS AT SACRAMENTO STATE

Background

Over the past few years many horrific incidents involving violence and death to innocent bystanders have occurred at university campuses and other areas in many countries. In light of these events, many have asked how the Sacramento State campus is prepared to deal with an event of this or similar nature. Any event wherein a person intent on injuring and killing others presents formidable challenges to all involved, from those who were victimized to the responders charged with handling the situation. While there is no panacea for such occurrences, having a plan in place and remaining vigilant will continue to be our best resources.

The Sacramento State campus has been and remains an extremely safe environment and enjoys one of the lowest crime rates in the CSU system. With more than 300 acres, a population of more than 30,000 students, staff, and faculty, Sacramento State is a reflection of the surrounding community. Our campus, like other publicly accessible institutions, can be vulnerable to unpredictable acts. While it is impossible to prepare for every eventuality, Sacramento State has taken a number of steps to be ready for possible emergencies.

State of Preparedness

Sacramento State has its own police department which is staffed 24 hours a day, every day, by sworn police officers and trained dispatchers. The officers have received specialized training including responding to shootings, disaster preparedness, incident management protocols, and emergency first aid. University Police Officers patrol in marked patrol units, bicycles and on foot. Student Community Service Officers patrol the campus and serve as an extra set of “eyes and ears” for the department. The department also maintains strong working relationships with allied law enforcement and emergency service agencies in the surrounding community. More than 500 members of the campus community have received training on state and national emergency response protocols. Additionally, the campus community is notified of emergencies by e-mail, automated telephone information systems, building coordinators, websites, and various public address systems.

The campus community can report emergency situations to the University Police Department by dialing 9-1-1 from any campus telephone or dialing 916-278-6851 from cell phones and off campus. The campus is currently exploring state-of-the-art information dissemination systems to enhance our notification capabilities. The campus also has its own standalone Emergency Operations Center that coordinates responses to campus emergencies and is fully interoperable with outside agencies, emergency vendors, and other resources. First responders on campus are equipped with emergency radios, cell phones, and satellite communications.

Personal Action Strategies

The key to personal safety during a critical campus incident is planning ahead.

- **Have a plan.** Think of what your alternatives in a situation would be. Know your personal limitations. Consider your options.
• **Know your environment.** Just as you would look around a parking lot at night or walk with a friend, always take stock of your environment. Where are the exits? How far is it to the door? Are there other ways out of an area? Can the area you are in be secured or provide shelter?

• **Know your resources.** What tools might be available to use as shelter or for defense? Are there means of communication available? What alternate means of escape or shelter are there?

• **Create time and distance.** The best method to stay safe from any threat is create time and distance. Whatever you can do to put distance between you and a threat or lengthen the time it takes for it to reach will help.

• **Shelter in place.** If you cannot put time and distance between you and the threat, use whatever means are available to shelter yourself from the threat. This may mean barricading yourself into a room, hiding as best you can, or covering yourself with materials that might be available. And remain sheltered until such time as you are advised the situation is safe by persons in authority.

### If a Person Appears With a Weapon

ESCAPE FROM THE AREA. Warn others as you go. When you can get to a phone safely, dial 9-1-1 from a campus phone or 278-6851 from cell phones and follow the emergency call procedure. If you cannot escape, seek cover and try to escape when the opportunity presents itself. If necessary, barricade yourself in an office or other RETREAT location. As you move, try to call in with updated information.

### If an Assault Occurs

Notify Campus Police of an assault and request medical aid if necessary.

### Hostage incident

Remain calm and do not panic. Cooperate as necessary. Do not argue with or challenge a hostage-taker. If safe – escape QUIETLY, without taking any risks. Warn others as you go. As soon as you can, get to a phone and dial 9-1-1, if using a campus phone, or 278-6851 if using your cell phone. Follow the emergency call procedure. Your observations will be critical to the police and to the safety of others.
CRIME IN PROGRESS/CIVIL DISTURBANCE

1. Do not attempt to apprehend or interfere with the criminal except in case of self-protection.
2. If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, gender, color, approximate age, clothing, method and direction of travel, and a name, if known. This takes only a few seconds, and is of the utmost help to the investigating officers. If the criminal is entering a vehicle, note the license plate number, make and model, color and outstanding characteristics.
3. Call 911 from a campus phone or 278-6851 from cell phones. Give your name, location and department. Advise the 911 operator of the situation, and remain where you are until contacted by an officer.
4. In the event of civil disturbance, continue as possible with your normal routine. If the disturbance is outside, stay away from doors and windows.
5. Do not interfere with those persons creating the disturbance, or with law enforcement authorities on the scene.

REPORTING VIOLENT OR CRIMINAL BEHAVIOR

If you are the victim of a violation of the law such as assault, robbery, theft, overt sexual behavior, etc., DO NOT TAKE UNNECESSARY CHANCES! NOTIFY the University Police Department by calling 911 from a campus phone or 278-6851 from cell phones as soon as possible. Supply the dispatcher with the following information:

- Nature of incident
- Location of incident
- Description of person(s) involved
- Description of property involved

If you witness a criminal act or notice a person or persons acting suspiciously on campus, immediately call 911 from a campus phone or 278-6851 from cell phones and be prepared to provide the dispatcher with the above information. Do everything possible to avoid getting into a vehicle under threat or by force. By stepping into the vehicle, your odds of survival diminish substantially.

CONDUCT IF YOU ARE HELD HOSTAGE

- Attempt to stay calm and be alert to situations that you can exploit to your advantage.
- Do not discuss what action may be taken by your family, friends, or employer.
- Make a mental note of all movements including times in transit, direction, distances, speeds, landmarks along the way, special odors and sounds like transportation, bells, construction, etc.
- Whenever possible, take note of the characteristics of your abductors, their habits, surroundings, speech mannerisms, and what contacts they make.
- Avoid making provocative remarks to your adductors. They may be unstable individuals who react explosively and become violent and abusive.
- Do not make concessions that you are not able to complete (i.e., open a safe)
SURVIVING AN ACTIVE SHOOTER INCIDENT

WHEN A SHOOTING OCCURS INSIDE YOUR BUILDING:

- If possible and safe to do so, immediately exit the building alerting others of danger and encouraging them to also leave. If near another building go inside and alert the people there. Lock down that building if possible. **Use a campus phone line to dial 9-1-1 or call 278-6851 from a cell phone.**

- Program into your cell phone the number to Campus Police (278-6851).

- If you use your cell phone and dial 911 the call goes to the CHP Dispatcher who then has to relay the call to the campus Dispatcher, taking up valuable time.

- Give the following information when you report a shooting incident to the Police:
  1. Your name.
  2. Location of shooting, building name and room number.
  3. As much of a description of shooter as possible.
  4. Where last seen or direction of travel.
  5. Was anyone shot?
VIOLENCE IN THE WORKPLACE

For the purposes of this policy, violence and threats of violence include, but are not limited to:

* any act which is a physical assault;

* any substantial threat to harm or to endanger the safety of others;

* behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression;

* any substantial threat to destroy property.

* possession on campus of any weapon or dangerous instrument (e.g., any type of firearms, certain knives, brass or metal knuckles, etc.) as defined in the California Penal Code, Title 5 of California Administrative Code, or University policy

A climate of fear or intimidation will not be tolerated at California State University, Sacramento. Threatening behaviors, acts of aggression and violence will result in appropriate action by the University, up to and including dismissal. Civil and criminal penalties will be pursued as appropriate. It is the responsibility of every member of the campus community to take any threat or violent act seriously, to consult with appropriate individuals and to take action as recommended by these resources and guidelines. The crisis consultation team list provides the name of campus personnel who should be contacted if someone has concerns regarding a potentially violent situation. In addition, CSUS now has an employee assistance program (EAP). The EAP coordinator's office is located in the Student Health Center and is available by phone at 278-6416.

The crisis consultation team is charged with coordinating University response to potentially violent situations on the California State University, Sacramento campus which involve students, visitors, staff, and/or faculty members collectively, individually, or any combination thereof. Functions of the crisis consultation team include the following:

1. At the request of any crisis consultation team member who has been contacted regarding a potentially violent situation, to consult with appropriate persons on the crisis at hand and serve as a communication link between/among individuals and offices by communicating relevant information on a "need to know" basis.

2. Make recommendations to the President (or designee) on response to crisis situations.

3. Work with the University Relations Office in the timely provision of information to the media and others as appropriate.

Meetings may be called by any member as needed.
EVACUATION OF THE UNIVERSITY

1. Only the Department of Public Safety or an officer of the University (Vice Presidents, Deans, and Building Coordinators) can order the evacuation of a campus building.

2. When evacuation is determined to be necessary, occupants shall leave the building immediately and quietly by the nearest designated exit, or as advised. Public safety will direct the occupants to a safe area – either a grassy area or another building, depending on the nature of the emergency.

3. Do not use elevators in the case of fires, earthquakes, or power failures.

4. When evacuating, building occupants should walk, remain calm, and grasp handrails.

5. Do not re-enter building until instructed to do so by the appropriate authorities.

EVACUATION OF ALPINE, EL DORADO, SHASTA and SOLANO HALLS

The building coordinator or designee will coordinate safe evacuation with the assistance of the primary/secondary contacts and floor monitors. The primary/secondary contacts and floor monitors will identify persons in their assigned areas and assist in the notification and safe evacuation of the occupants.

Primary/secondary contacts and floor monitors may also be stationed at doors to ensure that people do not re-enter an evacuated building. The primary/secondary contacts and floor monitors are responsible for counting people in the assembly area and reporting any injuries or damage to their building coordinator.

The following areas, which include classrooms, restrooms, and locations without windows, will be checked by the primary/secondary contacts and floor monitors before the evacuation is complete.

Primary/secondary contacts and floor monitors are responsible for notifying people in offices, classrooms, labs, restrooms, and athletic fields in their designated areas.

The fire alarm system is an automatic notice to proceed with evacuation.
EVACUATION OF PERSONS WITH DISABILITIES

1. Evacuation of persons with disabilities will be given the highest priority in all emergencies.

2. Students with disabilities should prepare for an emergency ahead of time by instructing a classmate or co-worker on how to assist him/her in the event of an emergency.

3. If assistance is not immediately available, disabled persons should remain near the stairwell landing or in the elevator lobby; rescue personnel will first check all exit corridors and exit stairwells for trapped persons. He or she should continue to call for help until rescued.

4. Persons with visual impairments should learn the locations of exits and fire alarms in advance, if possible, and seek assistance of others as required. Know designated meeting places and locations specifically for persons with special needs.

5. The Dean’s office, Solano 5002, has a Garaventa Evacu-Trac CD7, an emergency evacuation device designed to provide an easy method of evacuating physically disabled, infirm or injured people from multi–storey buildings. Before using the unit a person has to be properly trained to operate the device. This includes reviewing the Operator Training Video and reading the Trainer’s Manual. You may view the video at http://www.evacutrac.com/streaming-video.html.

FIRE

1. If a fire is discovered, immediately call 911 from a campus phone or 278-6851 from cell phones. After vacating the danger area, notify the Dean's Office at 278-7255.

2. Put out an easily extinguishable fire by using the nearest fire extinguisher. Point the foam/chemical stream at the base of the fire and squeeze handle in short bursts while sweeping the nozzle back and forth. Some areas have large fire extinguishers containing water. These should not be used on electrical fires.

3. On larger fires that are not immediately controllable, confine the fire by closing all doors - but do not lock them.

4. If the fire is larger, very smoky, or spreading rapidly, evacuate the building immediately by activating the nearest fire alarm.

5. Do not use elevators for an evacuation.

6. Crawl or stay near the floor while evacuating a smoke-filled building.

7. Do not open any door that feels hot.

8. Assist the evacuation of any injured person or persons with disabilities (see "evacuation, persons with disabilities").
9. Evacuate well away from building (200 yards if possible) and out of the way of emergency personnel. Do not return to the building until instructed by the Sacramento Fire Department, or the University police.

10. If someone's clothes are on fire, have him or her drop to the floor and roll. Smother the fire with a blanket, rug or heavy coat. Call for help.

11. If an electrical fire occurs, disconnect the equipment if possible. Report equipment fire damage to the appropriate department to initiate repair action as soon as possible.

**FLOOD**

If it appears to civil authorities that the American River might possibly overflow its levees, warnings would be given several days in advance. Responding to those warnings, the campus would probably be evacuated prior to any flooding from the river. However, if persons find themselves on the campus in a flooding scenario, the following guidelines should be followed.

1. All flood and other water-related emergencies must be reported directly by calling 911 from a campus phone or 278-6851 from cell phones.

2. If the American River is overflowing its levees or if a levee appears to be collapsing, take refuge on the highest floor of the nearest building; do not go outside. Campus buildings which have three or more floors are:

   AIRC  
   Amador Hall  
   Capistrano Hall  
   Del Norte Hall  
   Eureka Hall  
   Hornet Bookstore  
   Lassen Hall  
   Library  
   Mariposa Hall

   Mendocino Hall  
   Modoc Hall  
   Placer Hall  
   Riverside Hall  
   Sequoia Hall  
   Solano Hall  
   Tahoe Hall  
   University Union

3. Do not attempt to leave the campus until told to do so by the appropriate authorities.

4. If you are on the first floor of a building, do not take refuge near windows or doors.

5. Seal doors and windows with furniture, sheets of wood, etc., to reduce debris.

6. In a steady downpour, or if there is any indication of the roof leaking or sagging, be prepared to take cover under desks, chairs, benches, etc.

   6. Check broadcast messages on AMES. Tune your radio to KFBK, 1530 AM, for news and early warning systems.
INTRODUCTION
This plan has been developed to manage a flood in the CSUS area with about eight to ten hours notice. A one hour notice scenario is also addressed. The plan will be activated by the Building Coordinator or designee after notification from the CSUS Department of Public Safety or an officer of the University (Vice Presidents and Deans). Only these officials can order an evacuation of a campus building. However, no individual can be compelled to remain in a building if he/she feels unsafe there.

According to the CSUS multi-hazard emergency plan, University personnel will be utilized to:
- preserve property
- protect the environment
- restore academic programs
- restore University operations

Facilities Services (campus) will not be able to assist colleges and departments with the relocation of records and equipment and building evacuation in anticipation of campus flooding.

The campus Emergency Operations Center (EOC) is on the 2nd floor of Shasta Hall.

SCENARIO 1: ONE HOUR FLOOD WARNING NOTIFICATION:
All individuals should move to the third or higher floor of the closest campus building or evacuate the area as directed by the Office of the President or the campus Department of Public Safety. In the absence of instructions from the University, individuals should seek shelter in the highest location possible.

EVACUATION
Upon notification by campus officials of the potential flood situation, the Building Coordinator or designee will initiate the evacuation and closing of assigned buildings.

MINOR CHEMICAL SPILLS
Call 911 from a campus phone or 278-6851 from cell phones and report the incident. Follow the appropriate steps listed below. For major chemical spills:

1. Vacate the area at once. If possible, seal the area so that other individuals are not exposed to the chemical.

2. Call 911 from a campus phone or 278-6851 from cell phones. Give your name, location and nature of the emergency.
3. If the chemical is reacting in any way, is generating gas or fumes, represents a fire hazard, or is toxic, activate the building fire alarm to evacuate the building.

4. Do not attempt to control a chemical or hazardous material spill unless you have been formally trained to do so and have the proper equipment.

5. Do not re-enter the area of the spill until you have been authorized to do so by the appropriate authority.

6. Anyone with chemicals on his or her body or clothes should flush with large amounts of water for at least 15 minutes. If material is in eyes, flush with water for at least 15 minutes, then seek emergency medical attention. Have a colleague call for emergency medical services while eyes are being flushed out with water.

**UTILITY OR POWER OUTAGE**

**UTILITY FAILURES**
Disruption or failure of any utility is to be reported immediately to Facilities Services Customer Service desk 278-6242 during the work day or to the Department of Public Safety at 278-6851 during other periods.

**ELECTRICAL FAILURE**

1. Turn off or unplug electrical equipment that may be a hazard if unattended when power resumes.

2. Instructors, supervisors or technicians should secure experiments or activities that may present a danger with electrical power off or if it comes back on unexpectedly.

3. If evacuation is required, use stairways. Do not attempt to use elevators. Seek out disabled persons and assist as needed.

4. When mechanical ventilation is interrupted, vapors of chemicals may reach hazardous concentrations. To avoid this, use natural ventilation and clean up or put away chemicals and close containers. If this is not possible, respirators may be required until control is obtained.

5. Most major campus buildings are equipped with an emergency light system that will provide enough illumination in corridors and stairs for safe exiting. It is advisable for departments to have some flashlights and extra batteries available.

*The Dean's Office stores flashlights, batteries, water, waterproof matches, duct tape, tarps, and an extensive first aid kit in the Dean’s conference room in Solano Hall 5002.*
WATER LEAKS/PLUMBING FAILURES

1. If the leak appears to be severe, especially if copious amounts of water are leaking, cease using all electrical equipment, vacate the area and call Facilities Services Customer Service desk at 278-6242. For minor leaks, simply call Facilities.

NATURAL GAS VAPORS: SUSPECTED LEAK

1. Do not attempt to find the leak or shut off utility valves; notify Facilities Services, Customer Service desk at 278-6242 and call 911 from a campus phone or 278-6851 from cell phones.

2. If the smell of gas is strong, cease all operations and immediately vacate the area.

3. Do not switch on or off any lights or electrical equipment, and do not make any calls (land line or cell) from the area where the odor of gas is strong. Electrical arcing can trigger an explosion!

POWER OUTAGE OR BLACKOUT

It is possible that the Sacramento area may experience unanticipated power outages or rolling blackouts to conserve energy. Rolling blackouts may last from 60 to 90 minutes or more. Public Safety will carry out the coordination necessary for handling evening situations, including blackouts.

If notice is available to the campus and there is sufficient time to prepare, information will be posted on the University homepage, on the broadcast telephone system and in the public media, if possible. Affected classes and other activities will have to be postponed or otherwise adjusted to accommodate the blackout. If there is not adequate advance notice, a system of building coordinators will be activated and those individuals will see that assistance and information is provided to each building on campus.

Persons caught in a power outage or blackout on campus should be aware of the following:

- In most cases, classes will continue. During evening hours (after dark), students, faculty and staff should remain for 15 minutes during a blackout (at the instructor’s discretion), in case the situation is remedied. Scheduled classes will resume when the power returns.

- During the day, faculty and staff should move to an area where natural light permits work to continue. Please review blackout plans within each unit. The Building Coordinator and Floor Coordinators will activate a human assistance tree in their areas of responsibility and ensure that people with special needs are assisted. If it is deemed necessary to leave a building, most areas have emergency lights. Follow safety lights out of the building. If you are in a totally dark area, stay put, and a building coordinator will see that you are escorted out. If the region is experiencing a stage 3 power alert, do not use elevators, unless necessary, as elevators may not work during a power outage.

- If you are in an elevator that stops, use the emergency telephone to notify authorities of your location. Then wait calmly. All elevators have emergency lighting. Depending on the duration and extent of the blackout, it may take some time for personnel to reach you.
• Be certain to review blackout plans for yourself, your unit and your building. Know where the areas of natural light are and your safest way out of the building.

It is recommended that all faculty and staff keep a flashlight (with fresh batteries) in their work area and carry a cell phone for emergency communication. Cell phones should have campus and other emergency contact information programmed into them.

EXPLOSIONS, AIRCRAFT CRASH OR TRAIN DERAILMENT

If outside

1. If you observe an explosion, crash or derailment, do not investigate further. Vacate the area and report the incident by calling 911 from a campus phone or 278-6851 from cell phones.

2. Maintain a distance of at least ¼ mile from any aircraft crash or derailment. Keep roads and walkways clear for emergency vehicles.

3. If you see any vapor or smell any odor leaking from rail cars, move away from and downwind from the source. Inform and gather others as you go. Keep moving until you are a safe distance from the source.

If inside

1. After effects of the explosion or crash have subsided, call 911 from a campus phone or 278-6851 from a cell phone. Give your name and describe the location and the nature of the emergency.

2. Evacuate the immediate area of the explosion or crash.
   A. Be aware of structural damage.
   B. Stay away from glass doors and windows.
   C. Do not touch or move any suspicious object.

3. Assist others, especially the injured and disabled, in evacuating the building.

4. Once outside, proceed to clear the area that is at least 300 feet away from the affected area.

5. Do not return to an affected building until authorized by the appropriate authorities.

During the earthquake

1. Stay in the building. Do not evacuate.

2. Drop to the floor; take shelter under tables and desks, in doorways, or similar places. Keep away from overhead fixtures, windows, filing cabinets and bookcases. Cover your head and neck with your arms. Hold the position until the ground stops shaking.

3. Assist any disabled persons in the area and find a safe place for them.

4. If you are outside, stay outside. Move to an open area away from buildings, trees, power lines, and roadways.
After the earthquake

1. Check for injuries. If qualified, give first aid; otherwise, seek help.
2. Check for safety hazards: fire, electrical, gas leaks, and water supply, etc. and coordinate with your supervisor and begin turning off all potentially hazardous equipment such as gas and electric appliances.
3. Do not use telephones, including cellular/mobile phones, or roads unless necessary. Keep them open for emergency use.
4. Be prepared for aftershocks.
5. Cooperate, keep informed and remain calm.
6. Do not return to a building unless told to do so by University police, if evacuation is ordered.
7. Seek out any disabled or injured persons in the area and give assistance. Exit using the stairway. Do not use elevators.
8. Beware of falling debris or electrical wires as you exit.
9. Go to an open area away from buildings, trees, power lines and roadways.
10. Wait for further instructions from emergency personnel.

Note: in the event of a major emergency for any cause, the President will activate the emergency operations center. Information will be posted outside Shasta Hall or at Hornet Stadium depending on the damage and the nature of the emergency.*
*Refer to campus map at http://www.csus.edu/police/campusmap.pdf
Attachment A – Personal Workplace Disaster Supplies Kit

For the workplace, where you might be confined for several hours, or perhaps overnight, the following supplies are recommended. More information is at: http://www.redcross.org/services/disaster/beprepared/

Flashlight, wind-up or battery-powered
Use the flashlight to find your way if the power is out. Do not use candles or any other open flame for emergency lighting.

Battery-powered or wind up radio
News about the emergency may change rapidly as events unfold. You also will be concerned about family and friends in the area. Radio reports will give information about the areas most affected.

Food
Enough non-perishable, regularly rotated food to sustain you for at least one day (three meals), is suggested. Select foods that require no refrigeration, preparation or cooking, and little or no water. The following items are suggested:
- Ready-to-eat canned meals, meats, fruits, and vegetables.
- Canned juices.
- High-energy foods (granola bars, energy bars, etc.).
- Use pull-tab cans when possible

Water
Keep at least one gallon of water available, or more if you are on medications that require water or that increase thirst. Store water in plastic containers such as 2L soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles.

Medications
Include usual non-prescription medications that you take, including pain relievers, stomach remedies, etc. If you use prescription medications, keep at least three-day’s supply of these medications at your workplace. Consult with your physician or pharmacist how these medications should be stored, and your employer about storage concerns.

First Aid Supplies
If your employer does not provide first aid supplies, have the following essentials:
- (20) adhesive bandages, various sizes.
- (1) 5” x 9” sterile dressing.
- (1) conforming roller gauze bandage.
- (2) triangular bandages.
- (2) 3 x 3 sterile gauze pads.
- (2) 4 x 4 sterile gauze pads.
- (1) roll 3” cohesive bandage.
- (2) germicidal hand wipes or waterless alcohol-based hand sanitizer.
- (6) antiseptic wipes.
- (2) pair large medical grade non-latex gloves
- Adhesive tape, 2” width
- Anti-bacterial ointment
- Cold pack
- Scissors (small, personal), Tweezers
- CPR breathing barrier, such as a face shield

Tools and Supplies
- Emergency “space” blanket (Mylar).
- Paper plates and cups, plastic utensils
- Non-electric can opener.
- Personal hygiene items, including a toothbrush, toothpaste, comb, brush, soap, contact lens supplies, and feminine supplies.
- Plastic garbage bags, ties (for personal sanitation uses).
- Include at least one complete change of clothing and footwear, including a long sleeved shirt and long pants, as well as closed-toed shoes or boots.
- If you wear glasses, keep an extra pair with your workplace disaster supplies.

General Information
- Prepare to walk home if roads are impassable.
- Your kit should be adjusted based on your own personal needs.
- Do not include candles, weapons, toxic chemicals, or controlled drugs unless prescribed by a physician.