COLLEGE OF SOCIAL SCIENCES AND
INTERDISCIPLINARY STUDIES
AMADOR HALL

EMERGENCY AND EVACUATION
PROCEDURES MANUAL

December 2015

For questions, please contact the Dean’s Office (916)278-6504
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NAMES AND PHONE NUMBERS OF CURRENT YEAR

2
Each office listed below has been given a walkie talkie which is to be used only during emergency drills and evacuations. Walkie talkies are to be charged at all times.

Emergency Building Coordinator:

Orn Bodvarsson, Dean 278-2212 obbodvarsson@csus.edu
Dianne Hyson, Associate Dean 278-7320 dhyson@csus.edu

Key Personnel:

Derek Bevers, AA/S 278-6912 beversd@csus.edu
Marsha Robinson, AA/S 278-6778 marobins@csus.edu
Heather Mummaw, ASC II 278-6411 mummawah@csus.edu
Anne Montgomery, ASC II 278-3678 amontgomery@csus.edu
Cheryl Lugo, SSP 278-4494 clugo@csus.edu
Student Assistants 278-6504 ssis@csus.edu

Amador Hall Floor Marshals:

Floor 1
Dean’s Office 278-3893 Frank Preuss preussf@csus.edu

Floor 2
Dean’s Office 278-6504 Dean’s Office Staff

Floor 3
Psychology Department 278-6255 Patricia Hughes pathughes@csus.edu

Floor 4
Sociology Department 278-6856 VACANT
Ethnic Studies Department 278-6645 Anne Thomas thomasaf@csus.edu
Cooper Woodson 278-4230 VACANT

Floor 5
Environmental Studies Department 278-6620 VACANT
Geography Department 278-6109 VACANT
Women’s Studies 278-6817 Lora Bowler woms-01@csus.edu
NEAREST PUBLIC TELEPHONE and Campus EMERGENCY PHONE
4th Floor – N/A
3rd Floor – across from room #305
2nd Floor – across from room #250, and room #201
1st Floor – across from elevators

LOCATION OF NEAREST FIRE ALARM PULL STATION
5th Floor – across from rooms 555 and 563 and to the left of the elevators
4th Floor – across from rooms 455 and 463 and across from North stairs
3rd Floor – to the right of rooms 358 and 312 and across from the elevators and 364
2nd Floor – across from rooms 258 and 262 and across from the elevators and 216
1st Floor – outside of rooms 150 and 153 and to the right of room 101

LOCATION OF NEAREST FIRE EXTINGUISHER(S)
5th Floor – across from room # 551
4th Floor – across from room # 451
3rd Floor – inside room # 358, across from 351, inside 360, right of 301, left of 311
2nd Floor – across from room 252, to the left of room 201, across from 216
1st Floor – left of room # 101

LOCATION OF THE EMERGENCY EVACUATION CHAIR
4th Floor – across from room # 463  For training, please contact the Dean’s Office at x86504.

POSSIBLE EVACUATION ROUTES
1. Stairs are located on the Southeastern side toward Tahoe Hall.
2. Stairs are located on the Southwestern side towards the baseball fields.
3. Stairs are located in the center of the building next to the elevators.
4. Stairs are located at the North end of the building.
EMERGENCY CARD: DEPARTMENT OFFICE
CHAIN OF COMMAND: WHOM TO CALL

1. PUBLIC SAFETY .................................................................911 OR x8-6851
2. DEAN’S OFFICE .................................................................x8-6504

*STOP HERE*

IF NO ONE IS IN THE DEAN’S OFFICE TO TAKE YOUR CALL, PROCEED WITH THE NEXT STEP:

3. MIKE LEE.................................................................x8-6312
   (VICE PRESIDENT AND CHIEF FINANCIAL OFFICER)

AT THIS TIME, UNLESS IT IS A DIRE EMERGENCY (I.E., BOMB THREAT, FIRE), PLEASE REMAIN IN YOUR OFFICE UNTIL YOU RECEIVE A BROADCAST MESSAGE ON VOICEMAIL EXPLAINING THE EMERGENCY, AND WHETHER OR NOT, AND HOW, TO LEAVE THE BUILDING AND CAMPUS.

*A copy of this card is located in all Amador Hall Department Offices.*
WHERE TO MEET DURING EVACUATIONS

In the event of an evacuation, Amador Hall faculty, staff and students, should leave Amador Hall and proceed to MEETING PLACE #1. In the event #1 is not available, #2 is our back-up rally point.

- MEETING PLACE 1 - Outdoor Stage Theatre
- MEETING PLACE 2 (back-up) - West of Benicia Hall, South of the Academic Information Resource Center building.

Once there, please check in with Building Coordinators
Building Coordinator will be wearing a lime green vest labeled Bldg. COORD.
KEY PERSONNEL AND RESPONSIBILITIES

Only broad responsibilities and duties are indicated here.

1. **Emergency Building Coordinator** is the Dean of the College of Social Sciences and Interdisciplinary Studies. The Emergency Building Coordinator is responsible for all plans, information, and action taken in an emergency situation. This person maintains a log of building status (e.g., individual floor evacuation plans), appoints backup assistance as appropriate, leaves the building last, maintains up-to-date floor coordinator roster, maintains communication with floor coordinators throughout emergency conditions, and routinely reviews Emergency Action Plans with key staff. The Emergency Building Coordinator maintains contact with the University Police, other responsible authorities, and Floor Marshals, as the situation warrants.

2. **Floor Marshals** are appointed annually and are the personnel primarily responsible for clearing the floors and areas of Amador Hall during an evacuation. Each person has specific duties and it is the responsibility of the Floor Volunteer to report “all clear” to the Building Coordinator during an evacuation. Annually, a list of Floor Marshals will be submitted to all Department Heads.
Introduction:

The purpose of this manual is to provide information to help personnel make the best decisions about emergency situations as well as convey procedures for handling events such as earthquakes, fire, flood, bomb threats or any other condition requiring evacuation or relocation of people. Other safety and health considerations are also discussed. Because of the unpredictable nature of most emergencies, all action taken relies on the judgment of responsible personnel. The following guidelines will help guide these judgments. Recognizing that individuals may have to act in the absence of supervisors or higher level administrators, this information is intended to guide all staff members in dealing with crisis situations.

All emergencies reported to 911 will immediately dispatch the University’s Public Safety personnel, as well as other needed emergency services.

Emergency preparedness and quick responses from those in affected areas save lives and helps to limit injuries. This publication is designed to provide the basic guidelines in the event of an emergency in Amador Hall.

Distribution/Location of Manual:

A copy of this manual is available in the SSIS Dean’s Office as well as the following department offices: BATS Lab, Cooper-Woodson, Environmental Studies, Ethnic Studies, Geography, Psychology, Sociology, Women’s Studies, and the Psychology Animal Colony.

We credit the CSUS campus’ “Emergency Response Manual,” whose guidelines have been incorporated into this manual, sometimes in total and sometimes modified to fit the College of SSIS circumstances.

Incident / Accident Report:

If at any time you are involved in or a witness to an incident or accident, please complete and submit an Incident / Accident Report Form (see appendix A) to the College of Social Sciences and Interdisciplinary Studies, Dean’s Office located in Amador Hall RM 255.
REPORTING EMERGENCIES

1. Call 911 immediately. The dispatcher will contact the appropriate agency for assistance: Paramedics, Fire Department, Police or other.

2. Stay calm and give your name, location and nature of the emergency. STAY ON THE LINE UNTIL TOLD TO HANG UP.

   - Please notify the Dean’s Office of your emergency.

3. In the event of injuries or illness, render first aid ONLY IF YOU ARE 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.

4. In the event of a major campus wide emergency, the President will activate the Emergency Operations Center. Information for faculty, staff and students will be available and posted outside Shasta Hall or at Hornet Stadium, depending on damage and the nature of the emergency.

Notify your supervisor as soon as possible.
The Dean’s Office is responsible for following the emergency procedures listed below

Emergency Disaster Plan – Animal Colony

Amador 109A-F (Department of Psychology Animal Colony)  (12-4-15)

Description of Room Contents
This area houses laboratory rats used for research and Psychology courses. Rats are typically housed in rooms 109B and 109F. These rooms are accessible via combination locks, so building/emergency personnel must have these codes to access the room.

Potential Exposure Hazards to Emergency Personnel
The primary hazard to emergency personnel is allergen exposure. Potential allergen hazards include rodent dander, saliva, urine, and used bedding material. While most individuals will show no or only mild symptoms after exposure to these allergens, individuals with strong allergies to rodents can experience a significant reaction. Personnel entering this room who are strongly allergic to rodents should wear personal protective equipment including gloves, lab coats, and masks. Other potential hazards include rat bites and scratches. If it is necessary to move the rats from the facility, they should be moved within their individual cages if possible. If it is necessary to handle rats directly, heavy gloves should be used to reduce the risk of bites and scratches.

Procedures to Follow in Case of Emergency
Type of Emergency
1. **Catastrophic emergency requiring immediate evacuation (e.g., fire in Amador Hall).**
   a. DO NOT PUT HUMAN LIVES IN DANGER TO SAVE LABORATORY ANIMALS.
   b. When time permits, contact animal care personnel listed below.
   c. If safe to do so, animals may be transported in their cages to a safe area inside or outside of the building.

2. **Emergency limited to animal rooms (e.g. water leak, room specific problem with HVAC or electric service).**
   a. Contact animal care personnel listed below.
   b. Verify with facilities/central plant that they are aware of the problem.
      Facilities: 278-6242 (regular hours),
      278-6851 or 278-6900 (after hours via campus police).
Emergency Disaster Plan – Animal Colony (con’t)

c. If the problem is serious enough to affect the health of the animals, the animals should be moved to another room. The first choice is to move the affected animals to the other colony room (between AMD 109B and AMD 109F). The second option is to move them to any room within the AMD 109 complex. The third option is to move the animals to any available room within AMD hall. Animals should be moved within their individual cages. Identifying information should remain attached to these cages.

3. Emergency limited to Amador Hall (e.g. extended mechanical or electrical disruption).
   a. Contact animal personnel listed below.
   b. Verify with Facilities Services that they are aware of the issue
      Facilities:  278-6242 (regular hours),
                  278-6851 or 278-6900 (after hours via campus police).
   c. The departments of Psychology and Biological Sciences have mutually agreed to provide temporary housing of lab animals in case of emergency building evacuation. Contact Jana Shober of Biological Sciences (916-690-1828, shober@csus.edu) to arrange temporary housing in the Biological Sciences animal facility.

4. Campus-wide emergency requiring campus evacuation of animals (e.g. flood or other natural disaster).
   a. Contact animal personnel listed below.
   b. Animal personnel will evacuate animals to a safe location using private vehicles.

<table>
<thead>
<tr>
<th>Personnel to Contact in the Event of an Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Jeffrey Calton (Colony Coordinator and Principal Investigator)</td>
</tr>
<tr>
<td>Phone: 278-5607 (office), 916-990-5294 (cell), 530-344-8283 (home)</td>
</tr>
<tr>
<td>Email: <a href="mailto:calton@csus.edu">calton@csus.edu</a></td>
</tr>
<tr>
<td>Dr. Caio Miguel (Principal Investigator)</td>
</tr>
<tr>
<td>Phone: 916-278-6813 (office), 916-715-0981 (cell)</td>
</tr>
<tr>
<td>Email: <a href="mailto:miguelc@csus.edu">miguelc@csus.edu</a></td>
</tr>
</tbody>
</table>
BOMB THREAT

1. Report ALL BOMB THREATS to 911. From any campus telephone, dialing 911 connects you to the University Police Department.

2. Any person receiving a bomb threat should alert a supervisor or co-worker immediately. Attempt to determine:

   - When is the bomb going to explode?
   - Where is the bomb located?
   - What does it look like?
   - What kind of bomb is it?
   - Why did you place the bomb?

IF A TELEPHONE CALL, KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE, LISTEN CAREFULLY AND TRY TO DETERMINE AND RECORD THE FOLLOWING:

   - Date and time of the call
   - Exact words of the caller
   - Speech pattern and/or accent
   - Emotional state
   - Age and gender of the caller
   - Background noises (i.e., traffic)

3. University police officers may conduct a search of the facility. Faculty and staff may be requested to make cursory inspections of their areas for suspicious objects and to report to the Department of Public Safety (278-6851 or 911).

4. If you observe a suspicious object or potential bomb:

   DO NOT handle the object!
   Clear the area immediately!

5. A building may be evacuated on the orders of University Police officers or an officer of The University (Vice Presidents or Deans).

6. If evacuation is ordered, instructions on method and route for evacuation, unless specified by the appropriate authority, will be to go to the nearest exit. Floor Marshals and designees will assist in directing people to safety in an area away from the building. See Evacuation section, pages 16-18.
BOMBS 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 suspicious package:

1. Mail bombs may bear restricted endorsements such as personal or private.
2. Addressee’s name/title may be inaccurate.
3. Cancellation or postmark may show a different location than the return address.
4. Mail bombs may have excessive postage.
5. Letter bombs may feel rigid, or appear uneven or lopsided.
6. Package bombs may have an irregular shape, soft spots, or bulges.

IF YOU ARE SUSPICIOUS OF A MAIL ITEM AND ARE UNABLE TO VERIFY THE CONTENTS WITH THE ADDRESSEE OR SENDER:

- Do not open the article.
- Evacuate the immediate area.
- If you have any reason to believe a letter or parcel is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent—instead, call 911 for assistance.
HEALTH EMERGENCIES
(FIRST AID, INJURY, ILLNESS, ETC.)

(This section deals only with emergencies; not minor cuts, scrapes, etc.)

Non-Work-Related Health Emergency (Illness, Injury or Accident):

In general, non-work-related injuries are: (A) accidents and injuries to people other than campus employees or volunteers, (B) illness such as heart attacks, asthma attacks, etc.

1. For a serious emergency, call 911 immediately. Stay calm and give your name, location, and nature of the emergency. DO NOT HANG UP UNTIL YOU ARE TOLD TO DO SO. The dispatcher will contact the appropriate agency for assistance (Paramedics, Fire Department, Police or other).

2. If you cannot leave the person and someone is nearby, have that person call 911 or stay with the injured person while you call.

3. In the event of injuries or illness, render first aid ONLY IF YOU ARE QUALIFIED.

4. Be sure to fill out an Incident/Accident Report as soon as possible and submit it to the Dean’s Office.

Work-Related Health Emergency (Illness, Injury or Accident):

1. In the event of a life-threatening emergency, proceed with steps 1-4 above.

2. For all other work-related health emergencies there are specific procedures which must be followed.

3. For follow-up or further information, call Benefits Office at 278-6213.
CRIME IN PROGRESS

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, ethnicity, 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, model, color and outstanding characteristics.

3. Call 911. 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 with your normal routine. If the disturbance is outside, stay away from doors and windows.

5. Interfere neither with those persons creating the disturbance nor law enforcement authorities on the scene.

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 abductors. They may be unstable individuals who react explosively, becoming violent and abusive.

• Do not make concessions that you are not able to complete (i.e., open safe).

REPORTING VIOLENT OR CRIMINAL BEHAVIOR

1. If you witness a violation of the law or are the victim of a crime such as assault, robbery, theft, overt sexual behavior, etc—DO NOT TAKE UNNECESSARY CHANCES!
2. If you witness a criminal act or notice a person or persons acting suspiciously on campus, immediately call 911 and be prepared to provide the dispatcher with the following information:

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

BEFORE AN EARTHQUAKE:

1. Know the safe spots in each room: under sturdy tables and desks, or in the door jambs.

2. Know the danger spots: windows, mirrors, hanging objects, fireplaces, or tall unsecured furniture.

3. Secure heavy tall furniture, cabinets, and shelving that can topple; keep breakables and heavy objects on bottom shelves.

4. Maintain proper emergency supplies.

5. Know an escape route in the event of fire or hazardous materials (HAZMAT) situation.

DURING AN EARTHQUAKE:

1. Stay in the building. Do not evacuate unless there is a fire or a HAZMAT situation.

2. DROP, and take shelter under tables or desks, and in doorways. 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, railroads tracks, and roadways.

5. Do not light matches or cigarette lighters.

AFTER AN EARTHQUAKE:

1. Check for injuries. Seek help and if qualified, give first aid.

2. Check for safety hazards: fire, electrical, gas leaks, water supply, etc. 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:**

1. Seek out any disabled or injured persons in the area and give assistance.
2. If needed, an Emergency Evacuation Chair is located across from Amador Hall Rm. 463C.
3. Exit using the stairway. Do not use elevators or escalators.
4. Beware of falling debris or exposed electrical wires as you exit.
5. Go to an open area away from buildings, trees, power lines and roadways.
6. Wait for further instructions from emergency personnel.
7. See Evacuation section, pages 16-18.

**NOTE:** IN THE EVENT OF A MAJOR EMERGENCY THE PRESIDENT WILL ACTIVATE THE EMERGENCY OPERATIONS CENTER. INFORMATION WILL BE POSTED OUTSIDE SHASTA HALL OR AT HORNET STADIUM DEPENDING ON DAMAGE AND THE NATURE OF THE EMERGENCY.
EVACUATION

EVACUATION OF THE UNIVERSITY:

Only the University President or the President’s designee can order the evacuation or closure of the University.

EVACUATION OF AMADOR HALL:

PRE-IDENTIFIED DARK AREAS:
The following areas, which include restrooms, classrooms, and other areas without windows, will be checked by Floor Marshals before an evacuation is completed.

5th Floor: Restrooms – sitting room within restrooms
Geography Department Office – AMD 550

4th Floor: Restrooms
AMD – 450B – Office Workroom

3rd Floor: Restrooms
AMD 314, 313, 309 and 308

2nd Floor: Restrooms
AMD 241, 240, 220, 219, 218 and 217

1st Floor: Restrooms
AMD 153, 152, 151, 150, 123, 121, 109

1. The Department of Public Safety or officers of the University (Vice Presidents and Deans) are the only persons who can order the evacuation of a campus building. However, THE FIRE ALARM SYSTEM IS AN AUTOMATIC NOTICE TO PROCEED WITH EVACUATION.

2. Public Safety or Floor Marshals will direct occupants to the appropriate exits.

3. Please post your “Do Not Use” signs on the doors of the elevators.

4. Occupants shall leave the building immediately and calmly by walking to the nearest designated exit. Public Safety and or Floor Marshals will direct the occupants to a safe area or another building, depending on the nature of the emergency. If adverse weather conditions exist, move to another building that is a safe distance away.

5. For information regarding the evacuation of disabled persons, please see the EVACUATION OF PERSONS WITH DISABILITIES section immediately following this section.
6. **When floor/department evacuation is complete, Floor Marshals will report in person to one of the following locations: Outdoor Stage or grassy area South of Tahoe Hall.** This is a good way to ascertain if anyone is missing. Some people may refuse to leave. Do not force them. Note their exact location and report them to the Emergency Building Coordinator or to Public Safety personnel.

7. Evacuated occupants (including staff members) must move out of the way of emergency personnel. Walkways surrounding the building must remain clear for responding emergency personnel, equipment, and vehicles. Individuals will be assigned the duty of keeping people clear of the building until the “all clear” has sounded. **DO NOT RE-ENTER building until instructed to do so.**

7. **DO NOT** use the elevators. Elevators will be recalled to the main floor and shut off, except for use by emergency personnel.
EVACUATION OF PERSONS WITH DISABILITIES:

During an evacuation, persons with disabilities will be given the highest priority. They must be assisted according to the extent of their disability and the nature of the emergency.

1. If possible, disabled persons should be taken to the nearest protected area, generally the main stairwell. **Located on the north end of the 4th floor, in front of Amador Hall RM 463C, is an Emergency Evacuation Chair (see page 1).** If you are unable to use this chair for any reason, notify Public Safety personnel or the Emergency Building Coordinator that you have a disabled person who needs help. Inform them of what classroom the person is in, and what floor they are on and if they need any special type of assistance. Wait with the disabled person for as long as you feel safe. If you must leave, notify Public Safety personnel or the Emergency Building Coordinator that you are leaving the disabled individual unattended.

2. The following strategies are recommended with evacuating a person with disabilities:

   **Visually Impaired:** Describe the nature of the emergency. Offer to guide them and inquire whether they might prefer taking your elbow; lead them to a safe area. Advise them of any obstacles. Most visually impaired persons can be independent once a safe area is reached. To ensure their safe exit from Amador Hall, enlist the aid of a sighted person to assist them.

   **Hearing Impaired:** Persons with impaired hearing may not hear the warning bells and/or buzzers used for evacuation of buildings. They may sense the emergency situation by noting the actions of other occupants of the building. Write down the nature of the emergency for them to see and direct them to the nearest evacuation route.

   **Persons Using Crutches, Canes or Walkers:** Ask if assistance is needed. Assist as necessary to the safe area adjacent to the main stairwell (elevator lobbies). If patron needs to be carried down the stairs, follow instructions under #1 of this section.

   **Persons Using Wheelchairs:** Please follow instructions under #1 of this section. If you are unable to lift the disabled person into the Emergency Evacuation Chair, escort the disabled person (in their wheelchair) to a safe area (main stairwell), notify Public Safety personnel or the Emergency Building Coordinator for assistance, and wait for as long as you feel safe. Do not attempt to move individuals in wheelchairs down the stairs. Only emergency personnel are trained to do this.

If you are able, transport the disabled person into the Emergency Evacuation Chair. This chair is located on the 4th in front of Amador Hall RM 463C (see page 1).
EXPLOSIONS, CRASHES

If Outside:

1. If you observe an explosion, crash or derailment, DO NOT investigate any further. Vacate the area and report the incident by calling 911. (Toxic fumes may be involved.)

2. Maintain a distance of at least 1/4 mile from any aircraft crash or derailment. Keep roads and walkways clear for emergency vehicles.

If Inside:

1. Immediately take cover under tables, desks or other objects which will give protection against glass or debris.

2. After effects of the explosion or crash have subsided, call 911. Give your name and describe the location and the nature of the emergency.

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

4. Assist others, especially the injured and disabled, in evacuating the building. (See Evacuation section, pages 16-18.)

5. Once outside, proceed to a clear area that is at least 200 feet away from the affected area.

6. DO NOT RETURN to an affected building or area until told to do so by the appropriate authorities.
FIRE

If any fire is discovered, immediately call 911. Notify the SSIS Dean’s Office, 278-6504.

Minor Fire:

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 while sweeping the nozzle back and forth.

Major Fire:

1. Larger fires that are not immediately controllable can be confined by closing all doors -- but do not lock them. Sound the alarm to evacuate by activating the nearest fire alarm if the fire is large, very smoky, or spreading rapidly. Evacuate the building according to the REPORTING EMERGENCIES section of this manual, page 8.

2. DO NOT use elevators or escalators for an evacuation.

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

4. DO NOT open any door that feels hot.

5. Assist the evacuation of any injured person or person with disabilities. (See Evacuation of persons with disabilities, page 18.)

6. Move away from the 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 via the Building Coordinator.

7. 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.

8. If an electrical fire occurs, disconnect the equipment if it is possible to do so without injury. Report equipment fire damage to appropriate department to initiate repair action as soon as possible.
1. Do not attempt to leave the campus until told to do so by the appropriate authorities. Do not drive through flooded area.

2. All flood-related emergencies must be reported directly by calling 911.

3. Take refuge on the highest floor of the nearest building.

4. Do not go outside. (Do not make contact with flood water. All floods are HAZMAT emergencies.)

5. Do not take refuge near windows or doors.

6. In a steady downpour, or if there is any indication of the roof leaking, sagging, or collapsing, take cover under desks, chairs or benches. If possible, notify Emergency Building Coordinator of potential problems.

7. Check broadcast messages on CALLER EXPRESS. Tune your radio to KFBK, station number (AM) 1530, for news and early warning system.
PRESERVATION AND PROTECTION OF PROPERTY

INTRODUCTION:

This plan has been developed to deal with a flood of the CSUS area with about eight to ten hour notice. A one-hour notice scenario is also addressed. The plan will be activated by the Emergency 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 people can order an evacuation of a campus building.

According to the CSUS Multi-Hazard Emergency Plan, University personnel and equipment will be utilized to provide protection for:

A. Preservation of property  
B. Protection of the environment  
C. Restoration of academic programs  
D. Restoration of university operations

Facilities Management (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 Command Center for Campus Police is on the 2nd floor of Shasta Hall.

SCENARIO 1: ONE HOUR FLOOD WARNING NOTIFICATION:

All individuals will either be evacuated or moved to a higher level of Amador Hall, depending on safety considerations, as determined by the University’s Office of the President or the CSUS Department of Public Safety. In the absence of instructions from the University, the Emergency Building Coordinator or designee will make the decision as to whether to have people leave the building or move to the fourth and fifth floors. (See also: Campus Emergency Response Manual.)

Evacuation:

Upon notification by campus officials of the potential flood situation, the Emergency Building Coordinator or designee will initiate the evacuation and closing of Amador Hall.
HAZARDOUS MATERIALS

Disposal of Known or Suspected Toxic or Hazardous Waste/Materials:

Do not use sinks, toilets, storm drains, dumpsters, or waste baskets for disposing of paint or other hazardous materials.

Minor Chemical Spill

1. Call 911 and report incident. Notify the Emergency Building Coordinator. Follow the instructions given at that time which are appropriate to the nature of the spill.

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. Give your name, location, and nature of the emergency. STAY ON THE LINE UNTIL TOLD TO HANG UP.

3. After completing the call to 911, call Emergency Building Coordinator.

4. 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 according to the EVACUATION section, pages 16-18, of this manual.

5. 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.

6. DO NOT re-enter the area of the spill until you have been authorized to do so by the appropriate authority.

7. Anyone with chemicals on his or her body or clothes, or in eyes should flush with large amounts of water for at least 15 minutes. Seek medical attention.
UTILITY / POWER OUTAGE

1. The Emergency Building Coordinator will ascertain the extent of the problem – particularly the anticipated length of time that the power outage will last.

2. In the event of an evacuation, entry doors will be locked to prevent reentry during the evacuation. Flashlights will be used to help individuals down dark stairwells and through other dark areas if back-up emergency lighting does not function.

3. The Emergency Building Coordinator will continue to ascertain the extent, nature and projected time of the problem in order to make a decision about staff evacuation. A separate announcement about the status of staff evacuations will also be made.

4. If time allows, computers should be turned off prior to evacuation.
ROLLING BLACKOUTS

The campus has mandated that if a Rolling Blackout happens, there will be no evacuation.

1. Unless informed in advance that a rolling blackout will occur, the Emergency Building Coordinator or the Dean’s Office staff will call the University Police (x 86900) and inform them that Amador Hall has a power failure. The University Police should be able to inform the Emergency Building Coordinator as to what type of power outage is being experienced, i.e., rolling blackout or another cause.

2. Floor Marshals will assist individuals using flashlights to escort them to a lighted area or to the main floor.

3. During ANY power outage Floor Marshals will check each floor to see that individuals with special needs are assisted.

4. If time allows, computers are to be turned off when the power fails.

5. Someone caught in an elevator should use the emergency telephone to notify authorities of their location.
APPENDIX A: INCIDENT/ACCIDENT REPORT FORM

DATE: ________________________________________________________________

TO:  Orn Bodvarsson, Dean of the College of Social Sciences and Interdisciplinary Studies

FROM: ______________________________________________________________

SUBJECT: ____________________________________________________________

INCIDENT/ACCIDENT INFORMATION:

Date: ________________________________________________________________

Time: ________________________________________________________________

Location: ____________________________________________________________

Individuals Involved: ________________________________________________

Witnesses: __________________________________________________________

Description of Incident:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Action Taken (If Any):

____________________________________________________________________

Contact University Police (William Gnagy) wgnagy@csus.edu if related to safety of individuals, vandalism, hate-related graffiti, suspicious circumstances. Note: If there is a crime in progress, notify dispatch at 8-6851 immediately.

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