EMERGENCY ACTION PLAN
This Emergency Plan is written for occupants of the following location.

Building/Room(s) #: Central Plant
Department: Facilities Services
Division/Unit/Lab: Administration and Business Affairs

Building Coordinator: Paul Serafimidis
Phone/Email: 278-7898/pserafimidis@csus.edu
Campus Mailbox # 6002

This Emergency Planning Template and appendices are provided to assist in the development of your Emergency Action Plan. Emergency Action Plans are required for each Administrative and Academic building, and should be considered part of every Department’s basic health and safety responsibilities. Department Emergency Plans become the building blocks of the Site (Building) Emergency Plan, and support the broader Campus Emergency Response Management Plan.

Date Completed/Reviewed: 3/26/13
(Update your Emergency Plan annually)

Approved by: Paul Serafimidis
Title: Associate Director, Plant Operations

The Campus Emergency Preparedness Program assists the campus community to implement emergency preparedness, response and recovery programs, and to ensure compliance with the Campus Emergency Response Management Plan, and the emergency planning policies and mandates of the California State University System and the State of California.

Submit Emergency Action Plan/updates (pages 1 – 5 only) for review to:
Campus Emergency Preparedness Program
C/o Sacramento State University Police Department, Attn: Bill Gnagy
Box 6092, 278-6851
E-Mail gnagywb@saclink.csus.edu

University Policy - 4.10.1 Emergency Preparedness Program
Emergency operations plans for each administrative and academic Department shall be developed.
ALTERNATE BUILDING COORDINATOR (BC)

Name Tim Bair
Telephone/Email/Pager – 278-5389/tbair@csus.edu

Name Erick Asamoah
Telephone/Email/Pager – 531-9804/erickas@saclink.csus.edu

FLOOR COORDINATOR(S)
(It is recommended that one person be assigned to function as a Floor Coordinator during building evacuations, especially if your office/lab has more than 10 people. Floor Coordinators will be provided training, and are expected to participate in their building’s annual evacuation drill.

Name -
Telephone/Email - Office
Alternate Floor Coordinator: Telephone/Email

EMERGENCY ASSEMBLY AREA (EAA) - Assemble here following a building evacuation
Refer to the Emergency Evacuation Assembly Area map in the California State University’s Multi-Hazard Emergency Preparedness Plan for the University wide assembly areas. For individual buildings refer to your building’s assembly areas. Describe location:
Grassy area just north of the tennis courts adjacent to path. Alternate: In case of nearby railroad accident - Mendocino Hall roof.

EMERGENCY SUPPLIES
Emergency supplies are maintained at this work site. See completed Inventory on Page 5. Describe the location where supplies are stored.


NEAREST PUBLIC TELEPHONE and Campus EMERGENCY PHONE
Public: Mariposa Hall, 1st floor hallway, Emergency (blue): Eureka, southeast exterior.

LOCATION OF NEAREST FIRE ALARM PULL STATION
One by every entry/exit point.

LOCATION OF NEAREST FIRE EXTINGUISHER(S)


**EVACUATION ROUTE:** Describe location of nearest Emergency Stair Exit to exterior of building.

Take nearest available exit from Central Plant to Sinclair Road. Head west to pathway between tennis courts. Head north on pathway. *Note: Be aware of exit routes in all campus buildings in case evacuation becomes necessary.

**INDIVIDUALS REQUIRING SPECIAL ASSISTANCE IN AN EVACUATION:**

- There are no special needs individuals at this location.
- I have notified Building Management of the name/primary work location of special needs individuals.
  
  Name(s)/Location:

  “Buddy”(s) (Individuals assigned to assist special needs individuals in an evacuation)

  See Campus Evacuation Policy for People with Disabilities-Appendices *(NA)*

  Name(s)

  Alternate(s)

**STAFF WITH EMERGENCY RESPONSE SKILLS:** Include name/contact list

- N/A
- First Aid Training
- CPR
- Ham Radio Operators
- Staff available to report to Campus Personnel Pool if needed
- Other:

  *All Engineering Services staff have CPR and First Aid training.*

- We have a Department Emergency Notification and Communication Plan in place. See Page 10
DEPARTMENT ESSENTIAL FUNCTIONS and SPECIAL NEEDS

Identify department critical operations and resources that need to be protected

- Security Issues
- Laboratories
- Freezers
- Animals
- Specialized Equipment
- Confidential Records
- Patients/Visitors
- Child Care
- Conference Room Facilities
- Classrooms/students
- Electronic Access Control

1. Comments.

Critical Operations and Resources:

FUNCTION NAME **Central Plant Boiler Operations**
DESCRIPTION Boilers and associated equipment. Supplies heating for most campus buildings. This equipment requires monitoring and adjustments by people and computer systems. Boilers must be monitored on site 24/7 when they are running.

FUNCTION NAME **Building Automation System/SCADA**
DESCRIPTION Computers and related electronic systems. This system controls start/stop times of HVAC and other equipment campus-wide. The system also monitors variable parameters and automatically makes adjustments to maintain setpoints.

FUNCTION NAME **Central Plant Chilled Water Operations**
DESCRIPTION Chillers, pumps and associated controls. This equipment requires monitoring and intervention by people and computer systems.


3. Critical Records:

Software and related documentation for Building Automation Systems controls.

Note: The Emergency Plan should include procedures for ensuring the safety and welfare of visitors/patients/students.
Chain of Command: Identify key staff and contact information, which will have decision making authorization for the Department/unit during, and immediately following a disaster situation.

Paul Serafimidis/Building Coordinator (916-531-9857)
Tim Bair/Alternate Building Coordinator (916-531-9805)
Erick Asamoah/Alternate Building Coordinator (916-531-9804)
Linda Hafar/Senior Director, Sustainability & Plant Operations (916-531-9825)
Ali Izadian/Associate Vice President (916-278-6241)

EMERGENCY SUPPLIES AND EQUIPMENT

Departments are responsible for maintaining emergency supplies and equipment at each work site. Recommended: First Aid supplies, flashlights, extra batteries, battery operated AM/FM radio, water, and non-perishable food. Assign someone to review, and restock supplies annually.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Purchase/Replacement Date</th>
<th>Item</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Annually</td>
<td>Fire Extinguishers</td>
<td>Throughout building as indicated on page #2.</td>
</tr>
<tr>
<td>Variable</td>
<td>As needed</td>
<td>Flashlights</td>
<td>Storage locker in chiller room, boiler room tool and emergency locker, managers office file cabinet</td>
</tr>
<tr>
<td>Variable</td>
<td>As needed</td>
<td>Extra Batteries</td>
<td>Storage locker in chiller room</td>
</tr>
<tr>
<td>Variable</td>
<td>As needed</td>
<td>First Aid Supplies</td>
<td>Main office on south bookshelf, workshop above workbench</td>
</tr>
<tr>
<td>1</td>
<td>As needed</td>
<td>Battery Operated Radio</td>
<td>Workshop on file cabinet</td>
</tr>
</tbody>
</table>