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MANUAL MAINTENANCE AND DISTRIBUTION

Maintenance:
The UEI, “Emergency Action/Evacuation Plan” document is updated when staffing and building layout changes is made, and is updated accordingly.

The CSUS, “Emergency Response Manual: How to Help Yourself and Others During An Emergency”, is updated every two years and is distributed to UEI employees at that time.

Distribution:
Copies of the “University Enterprises, Inc. (UEI) emergency Action/Evacuation Plan” document can be obtained by contacting:

UEI Risk Management Department
Helen R. Winchester, Risk Manager
(916) 278-7546 or (916) 278-7426

Copies of the “California State University Sacramento “Emergency Response Manual: How to Help Yourself and Others During An Emergency” can be obtained by contacting the:

UEI Risk Management Department
(916) 278-7546 or (916) 278-7426
Or
CSUS Public Safety Department
(916) 278-6851

Comment [PIC1]: Would this be Patricia Jackson?
INTRODUCTION

Emergency situations (fire, flood, explosions, crashes, hazardous, materials, power failures, bomb threats, crime in progress, etc.), are unique and generally happen without notice.

A quick and appropriate response can save lives and limit potential injuries. This manual also provides information on how to evacuate the building in a safe and successful manner. This manual should be used in conjunction with the California State University Sacramento, “Emergency Response Manual: How to Help Yourself and Others During An Emergency”.

EMERGENCY ACTION PLAN
EMERGENCY ACTION PLAN

Purpose
The purpose of this manual is to provide information and direction to University Enterprises, Inc. (UEI) staff on what to do in the event of an emergency or crisis situation while on campus.

Focus
The focus of the Emergency Action Plan is on specific types of emergencies. The specific emergencies covered in this document include:

- Bomb Threats
- Bombs by Mail
- CPR/Health Emergencies
- Crime-In-Progress-Civil Disturbance
- Earthquakes
- Explosions/Crashes
- Fire/Flood
- Hazardous Materials
- Utility Failures/Rolling Blackouts

Reporting Emergencies

1. Call 9-1-1 Immediately

2. The dispatcher will contact the appropriate agency for assistance. All emergencies reported to 911 will immediately dispatch the University Police.

IMPORTANT! Anyone on campus should dial “911” which will connect you to the Campus Police. If you dial “9” then 911 you will reach the Sacramento Police or Fire department. The address they will have is 6000 J Street. They will not know your exact location.

3. Stay Calm and give your name, location and nature of the emergency. Do not hang up until you are told to do so.
4. In the event of injuries or illnesses, 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 administering First Aid, **ONLY** if qualified.

5. 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 out side Shasta Hall or Hornet Stadium, depending upon the damage and nature of the emergency.

6. Notify your supervisor and the Emergency Action Coordinator for your area immediately.

**Source:**

*California State University Sacramento “Emergency Response Manual: How to Help Yourself and Others During An Emergency”*
BOMB THREAT

1. Report ALL BOMB THREATS to 911, which reaches the University Police Department.

2. Any person receiving a bomb threat should alert the supervisor or co-worker immediately (preferably in writing). Attempt to determine:
   - When is the bomb going to explode?
   - Where is the bomb located?
   - What does it look like?
   - Why did you place the bomb?
   - What kind of bomb is it?

   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!

Source:

*California State University Sacramento “Emergency Response Manual: How to Help Yourself and Others During An Emergency”*
BOMB 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:

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 bomb may feel rigid, or appear uneven or lopsided.
6. Package bombs may have an irregular shape, soft spots, or bulges.
7. IF YOU ARE SUSPICIOUS OF A MAILING AND ARE UNABLE TO VERIFY THE CONTENTS WITH THE ADDRESSEE OR SENDER:
   • Do not open the article.
   • 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.

Source:

CPR/HEALTH EMERGENCIES

Give CPR ONLY IF QUALIFIED

THE ABC’S OF CPR:

CPR is administered when someone’s breathing or pulse (or both) stops. It is a procedure that is as simple as ABC: AIRWAY, BREATHING AND CIRCULATION.

ASSESSMENT AND ACTIVATION:

If you find an adult who has collapsed, check responsiveness by gently shaking a shoulder and shouting, “Are you all right?”

If the person does not respond, shout for help. If a helper is available, send that person to call 911. If no help is available, make the call yourself.

A. AIRWAY

Open the airway by gently lifting the chin with one hand while pushing down on the forehead with your other hand.

Tilt the head back.

Listen for the sound of breathing. Feel for breath on your cheek. Watch chest.

If none of these signs is present, the person isn’t breathing.

If opening the airway does not cause the person to start breathing, you will have to provide rescue breathing.

If the victim is breathing, log-roll the person onto his or her side.

B. BREATHING

The best way to give rescue breathing is by using mouth-to-mouth resuscitation.

Using the thumb and forefinger of your hand that’s on the victim’s forehead, pinch the nose shut. Be sure to keep the heel of your hand in place so the person’s head remains tilted.

Keep your other hand under the chin, elevating it.

Keep an airtight seal with your mouth on mouth and give two full breaths.

C. CIRCULATION

After giving two full breaths, find the carotid artery pulse. Lift the chin and fine the Adam’s apple (voice box). By sliding the tips of your fingers down the groove beside the Adam’s apple, feel for the pulse.

If you cannot find the pulse, besides providing rescue breathing, you will have to provide artificial circulation.
EXTERNAL CHEST COMPRESSION:

External chest compressions provide artificial circulation. When you apply rhythmic pressure on the lower half of the victim’s breastbone, you force the heart to pump blood.

To do external chest compression properly, kneel beside the victim’s chest. With the middle and index fingers of your hand nearest the person’s legs, find the notch where the bottom rims of the two halves of the rib cages meet in the middle of the chest.

Now put the heel of one hand on the sternum (breastbone) next to the finger that found the notch. Put your other hand on top of the hand that’s in position. Be sure to keep your fingers up off the chest wall. It may be easier to do this if you interlock your fingers.

Bring your shoulders directly over the victim’s sternum and press down, keeping your arms straight. If the victim is an adult, depress the sternum about 1-1/2 to 2 inches. Then completely relax the pressure on the sternum. Don’t remove your hands from the victim’s sternum, but do let the chest rise to its normal position between compressions. Relaxation and compression should take equal amounts of time.

If you must give both rescue breathing and external chest compressions, the proper rate is 15 chest compressions to 2 breaths. You must compress at a rate of 80 to 100 times per minute.

NECK INJURY:

If you suspect that the victim may have a neck injury (e.g., diving or automobile accident), you must open the airway differently.

Open the airway using a chin-lift without tilting the head. If the airway stay blocked, tilt the head slowly and gently until the airway is open.

Source:

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; 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, 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 you 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.

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, constructions, 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 and become 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 are the victim of, or witness a violation of the law 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 above information the University Police Department by calling 911 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

Source:

*California State University Sacramento “Emergency Response Manual: How to Help Yourself and Others During An Emergency”*
EARTHQUAKE

BEFORE AN EARTHQUAKE:

1. Know the safe spots in each room: under sturdy tables, desks or against inside walls.

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 escape route, in event of fire or hazmat.

DURING AN EARTHQUAKE:

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

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. If qualified, give first aid or seek help.

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.

Source:
EXPLOSIONS, CRASHES

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. (Toxic fumes may be involved.)

2. Maintain a distance of at least ¼ 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.

Source:

*California State University Sacramento “Emergency Response Manual: How to Help Yourself and Others During An Emergency”*
FIRE

If any fire is discovered, immediately call 911.

Minor Fire:

Put out any easily extinguishable fire by using the nearest fire extinguisher identified on FLOOR PLAN. Point the foam/chemical stream at the base of the fire and squeeze handle while sweeping the nozzle back and forth. Some areas have large fire extinguishers containing water. These should NOT be used on electrical fires.

Major Fire:

On larger fires that are not immediately controllable, confine the fire by closing all doors—but do lock them. Sound the alarm to evacuate by activating the nearest fire alarm fire, if the fire is large, very smoky, or spreading rapidly.

P. A. SYSTEM: During emergency situations, the P. A. System is used by authorities to inform building occupants of conditions. (Note: Sound level of fire alarm negates the use of the P. A. system during fire emergencies.)

DO NOT use elevators or escalators for an evacuation.

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

DO NOT open any door that feels hot.

Evacuate well away form 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.

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.

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

Source:

*California State University Sacramento “Emergency Response Manual: How to Help Yourself and Others During An Emergency”*
FLOOD – EXTERNAL

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 AMES. Tune your radio to KFBK, station number (AM) 1530, for news and early warning system.

8. If possible, use the Library Telephone Tree to notify employees at home not to come in.

9. See Appendix C for detailed Library materials protection.

Source:

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. Contact Library Support Services, 278-5643. Some possible items found in the Library are large batteries in lanterns, reader/printer toner, large toner cartridges (which are recycled), acetone, paint, paint thinner, films with “vinegar syndrome,” etc.

Minor Chemical Spills

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

2. Call Support Services at 278-6171.

Major Chemical Spills

1. VACATE the area at once. If possible seal the area so that other individuals are not exposed to the chemical. Duct tape is available in the Circulation locker.

2. Call 911. Give your name, location, and nature of the emergency. STAY ON THE LINE UNTIL TOLD TO HANG UP.

3. After 911, call Emergency Library Building Coordinator, Barbara Stephens at 278-6706 or Circulation at 278-6708 and Supervisor of Support Services, Carol Bowyer at 278-5643 or Student Assistant Desk at 278-6171, if Carol is not available.

4. Follow the instructions given at the time, which are appropriate to the nature of the spill.

5. 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 GENERAL LIBRARY EMERGENCY AND EVACUATION PROCEDURES, page 4, of this manual.

6. 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.

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

8. 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.
POWER FAILURES/ROLLING BLACKOUTS

It is possible that the Sacramento area may experience rolling blackouts, and/or that there could be a utility (power) failure. These blackouts or utility (power) failures may occur with either little or no notice.

If notice is available to the campus, and there is sufficient time, information will be posted on the CSUS homepage and on the broadcast telephone system.

If there is not adequate advance notice, a system of building coordinators (Attachment #1) will be activated, and those individuals will see that assistance and information is provided to each building on campus.

If you are caught in a blackout on campus, you should be aware of the following:

- Classes will continue. During evening hours (after dark), students, faculty and staff should remain for 15 minutes during a blackout, in case the situation may be remedied on-campus. Scheduled classes will resume when the power returns.

- During the day, when necessary faculty and staff should move to an area where natural light permits work to continue. Please review blackout plans within each unit.

- Emergency building coordinators are on duty in each building. In the event of a blackout, they will activate a human assistance tree in their building, and see that persons 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 where you are, and a building coordinator will see that you are escorted out. Refer to your area Evacuation Plan to evacuate the building.
• Do not use the elevator to evacuate the building. If you are in an elevator that stops, use the emergency telephone to notify authorities of your location. Wait calmly for assistance.

**Personal Safety Precautions**

• Conversation is a key component to avoiding a blackout. Please do your part by turning all lights, computers, copiers, coffeepots and other electrical appliances when not in use.

• Be certain to review the evacuation plan and your assigned exit area periodically.

• If you have a cell phone, you may wish to keep it with you.

• You may wish to put a battery-powered light in your work area.

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**Source:**

EVACUATION PLAN
CSUS UNIVERSITY ENTERPRISES, INC.
MODOC HALL
EVACUATION PROCEDURES
MODOC HALL

Purpose
In the event of an emergency requiring the evacuation of Modoc Hall, all employees should be aware of and be ready to perform a prompt, safe, and successful evacuation.

Alarm:
All fire alarm occurrences will be considered genuine. Once the alarm is sounded, the evacuation procedure will begin.

Procedure:
When the alarm is given, each evacuation coordinator will be responsible for alerting the employees in their area to immediately evacuate the building.

Evacuation Coordinator Responsibilities:
The Evacuation Coordinators are responsible for the following task inside the building and outside in the Assembly Area.

Responsibilities (Inside the Building)
While inside the building, the Evacuation Coordinator’s responsibilities include;

- Take the roster with them to the assembly area,
- Alert all employees, students, visitors, vendors, and the general public that they must evacuate the building,
- Ensure that all offices, cubicles and rooms in their immediate areas are clear,
- Direct everyone in their area to the appropriate exit, and to the Assembly Area. Remind everyone that they should remain with their group, while in the Assembly Area.
- Note the location of anyone who remains in the area that injured or refuses to leave. Give this information to the Area Manager.
• Ensure that the assigned of “Common Area” (i.e., restrooms, break room, janitor closet) have been cleared.

• Provide a copy of the Evacuation Plan to new employees entering their area.
EVACUATION PROCEDURES
1st Floor
1st Floor
CSUS WATER PROGRAMS
SUITE 1001

Evacuation Coordinator
Janet Burton, Bull Pen Area
Nadine Cross, Storm Water Area

Designee:
James Beck
Robert Beck
David Alderete
Tod Granicher

Area 1
- Receptionist Area
- Offices:
  1001 A
  1001 B
  1001 C (packing area)
  Workroom/copy room
  1001 F (conference room)
- Cubicles:
  Bull Pen Area
  Editorial Area

To Exit:
- Use main front door to exit building
- Go to assembly area (Lot 9-Left side behind Modoc Hall).
- Stay with group while in Assembly area
- Wait for further instructions from Evacuation Coordinator
Area 2

- Cubicles: 1-6
- IT Area
- Storm Water area (Section 1 and 2)
- 1001 G Break room/workroom 1001G
- 1001 J Conference Room # 3
- 1001 K Computer Storage Room
- 1001 L Computer Network Room
- 1003 Sample Prep Room* (exit door also inside room)

- Offices:
  1001 I
  1001 H

To Exit:
- Use back door exit (near Sample Prep Room) into hallway
- Go to assembly area (Lot 9-Gravel lot-left side)
- Stay with group while in Assembly Area
- Wait for further instructions from Evacuation Coordinator
COMMON AREA
1ST FLOOR
LEFT OF ELEVATOR

Nadine Cross, Evacuation Coordinator or Designee

- 1000 J
- 1000 E
- 1001 C (Packing area/Access from Hallway)
- Men/Women’s Lounge
- 1002 Quiet Room

To Exit:
- Use back door to exit building
- Walk around building and go to Assembly Area (Lot 9-Gravel area)
- Stay with group while in the Assembly area
- Wait for further instructions from Evacuation Coordinator

Evacuation Coordinator should use front door to evacuate the building
COMMON AREA
1ST FLOOR
RIGHT OF ELEVATOR

Janet Burton, Evacuation Coordinator or Designee

AREA 1
• 1005 Willow Suite #1

To Exit:
• Use front door to exit building
• Walk around building and go to Assembly Area (Lot 9-Gravel area)
• Stay with group while in the Assembly area
• Wait for further instructions from Evacuation Coordinator

AREA 2
• T 1001
• Men/Women’s Restroom
• 1006 Willow Suite # 2
• 1007 Willow Suite # 3
• 1008 Receiving Room (Exit door inside 1008)
• 1009 Commons Room
• Java City

To Exit:
• Use side door to exit building
• Walk around building and go to Assembly Area (Lot 9-Gravel area)
• Stay with group while in the Assembly area
• Wait for further instructions from Evacuation Coordinator

Evacuation Coordinator should use side door to evacuate the building
2nd Floor
USGS BRANCH OF HUMAN RESOURCES
Suite 2001

The Stairs will be utilized to evacuate the building. **Do not use the elevator.**

*Yolanda Tavares, Evacuation Coordinator*
*Lisa James, Designee*

**AREA 1**

- **Reception Area**
- **Offices:**
  - 2001A (file/supply room)
  - 2001B (front of partition)
  - 2001B1 (front of file cabinets)
  - 2001B2 (front of file cabinets)
- **Cubicles (4):** (Behind Reception Area)
  - 2001B3
  - 2001B4
  - 2001B5
  - 2001B6

**To Exit:**
- **Use front door in suite (near reception area) to exit into hallway**
- **Use front stairs to 1st floor**
- **Use main front door to exit building and turn right**
- **Walk around building and go to Assembly Area (Lot 9-Gravel area)**
- **Stay with group while in the Assembly area**
- **Wait for further instructions from Evacuation Coordinator**

**AREA 2**

- **Offices:**
  - 2001C (walk aisle)
  - 2001C1 (left side walk aisle)
  - 2001C2 (left side walk aisle)
2001D (walk aisle)
2001E (walk aisle)
2001F (walk aisle)

- Cubicles: (left side)
  2001D1
  2001D2
  2001D3
  2001D4

- Cubicles: (left side)
  2001E1
  2001E2
  2001E3
  2001E4

To Exit:
- Use back door in suite to exit into hallway
- Use stairs (stair # 2) to the 1st floor
- Use back door on 1st floor to exit building
- Go to Assembly area (Lot 9-Gravel area)
- Stay with group while in Assembly Area
- Wait for further instructions from Evacuation Coordinator

AREA 3

- 2001 G (Workroom/Break Room)
- 2001 H (Conference Room)

To Exit:
- Use back door in suite to exit into hallway
- Use stairs (stair # 2) to the 1st floor
- Use back door on 1st floor to exit building
- Go to Assembly area (Lot 9-Gravel area)
- Stay with group while in Assembly Area
- Wait for further instructions from Evacuation Coordinator
The stairs will be utilized to evacuate the building. **Do not use the elevator.**

*Stewart Evans*, Evacuation Coordinator  
*Kevin Weske*, Designee

1. **Cubicles**

   **Exit:**
   - *Use back door of suite to exit into hallway*
   - *Use stairs (Stair # 2) to the 1st floor*
   - *Use back door on 1st floor to exit the building*
   - *Go to Assembly Area (Lot9-Gravel area)*
   - *Stay with your group while in Assembly area*
   - *Wait for further instructions from Evacuation Coordinator*
CSU CHANCELLOR’S OFFICE/SACRAMENTO SATELLITE OFFICE
Suite 2003

The Stairs will be utilized to evacuate the building. **Do not use the elevator.**

*Candy Friedly,* Evacuation Coordinator
*Jessica Corral,* Designee

**AREA 1**

1. Reception Area
2. Offices:
   - 2003 A
   - 2003 B
   - 2003 C
   - 2003 D
   - 2003 E

**To Exit:**
- *Use front door in suite (near reception area) to exit into hallway*
- *Use front stairs to 1st floor*
- *Use main front door to exit building and turn right*
- *Walk around building and go to Assembly Area (Lot 9-Gravel area)*
- *Stay with group while in the Assembly area*
- *Wait for further instructions from Evacuation Coordinator*
The stairs will be utilized to evacuate the building. **Do not use the elevator.**

*Karen Laing, Evacuation Coordinator  
Karen_Laing@fws.gov (916) 278-7925  
Rebecca Fris, Designee*

**Area 1**

- Reception Area # 1
- Supply room (Room 2007K)
- Offices
  - 2007 F
  - 2007 G
  - 2007 H
  - 2007 J (inside 2007 H)

**To Exit:**
- *Use front door in suite (near reception area #1) to exit into hallway*
- *Use back stairs (stair # 3) to 1st floor*
- *Use back door to exit building*
- *Go to Assembly Are (Lot 9-Gravel area)*
- *Stay with your group while in Assembly Area*
- *Wait for further instructions from Evacuation Coordinator*

**Area 2**

- Reception area # 2
- Break Room 2007L
- Conference Room 2008
- Offices:
  - 2007 E
  - 2007 D
To Exit:

- Use door inside conference room (2008) to exit into hallway
- Use back stairs (Stair # 3) to 1st floor
- Use back door to exit building
- Go to Assembly Area (Lot 9-Gravel Lot)
- Stay with your group while in Assembly Area
- Wait for further instructions from Evacuation Coordinator

Area 3

- Reception Area 3
- Offices:
  - 2007 C
  - 2007 B
  - 2007 A
  - Work Area
  - 2006 (Use door inside office to exit into hallway)
  - 2005 (Use door inside office to exit into hallway)

To Exit:

- Use back door in suite to exit into hallway
- Use main stairs to 1st floor
- Use main front door to exit building
- Turn Right and go around building
- Go to Assembly Area (Lot 9-Gravel lot)
- Stay with your group while in the Assembly Area
- Wait for further instructions from Evacuation Coordinator
USGS HUMAN RESOURCES
SUITE 2010A & 2010B

The Stairs will be utilized to evacuate the building. **Do not use the elevator.**

*Linda McCrory*, Evacuation Coordinator  
*Sadieann Bello*, Designee

**AREA 1**

- 2010A  
- Reception Area  
- Cubicles

**Exit:**

- *Use front door (next to reception area) to exit into hallway*
- *Use back stairs (Stair # 3) to 1st floor*
- *Use back door on 1st floor to exit building*
- *Go to Assembly area (Lot 9-Gravel area)*  
- *Stay with your group while in the Assembly Area*
- *Wait for further instructions from Evacuation Coordinator*

**AREA 2**

- Conference Room 2010 B

**To Exit:**

- *Use front door (next to reception area) to exit into hallway*
- *Use back stairs (Stair # 3) to 1st floor*
- *Use back door on 1st floor to exit building*
- *Go to Assembly area (Lot 9-Gravel area)*  
- *Stay with your group while in the Assembly Area*
- *Wait for further instructions from Evacuation Coordinator*
COMMON AREA
2ND FLOOR
RIGHT OF ELEVATOR

The stairs will be utilized to evacuate the building. **Do not use the elevator.**

, Evacuation Coordinator or Designee

- T2001
- 2005 (Private Office)
- 2006 (Private Office)
- Men/Women’s Restroom
- 2008 (Conference Room)
- 2007
- 2009

To Exit:

- *Use back stairs to 1st floor*
- *Use back door to exit building*
3<sup>rd</sup> FLOOR
The stairs will be utilized to evacuate the building. **Do not use the elevator.**

*Faye McCall*, Evacuation Coordinator  
*Sherry Johnson*, Designee  
*Carol Davis*, Designee

**AREA 1**

1. Reception Area  
2. 3001E  
3. 3001D  
4. Cubicles: 1-9

**To Exit:**
- *Use front door (near reception area) to hallway*  
- *Use front main stairs to 1st floor*  
- *Use front main door to exit building*  
- *Turn Right and go behind building*  
- *Go to the assembly area (Lot 9-Gravel Lot-Left Side)*  
- *Stay with your group while in the Assembly Area*  
- *Wait for further instructions from Evacuation Coordinator*

**AREA 2**

1. Cubicles: 1-4  
2. 3001A  
3. 3001B  
4. 3001C  
5. Cubicles: 1-3  
6. Mail room

**To Exit:**
- *Use back door to exit into the hallway*  
- *Use stairs (Stair #2) to 1st floor*
• Use back door to exit building
• Go to assembly area (Lot 9-Gravel Lot-Left Side)
• Stay with group while in the Assembly Area
• Wait for further instructions from Evacuation Coordinator
USGS PACIFIC REGION DIRECTOR’S OFFICE
Suite 3005

The stairs will be utilized to evacuate the building. Do not use the elevator.

Mary Jo Landers, Evacuation Coordinator
Eric Williams, Designee

AREA 1

1. Work Area
2. Offices:
   3005 A (Conference Room)
   3005 B
   3005 C
   3005 D
   3005 E
3. Cubicles:
   1 & 2

To Exit:
- Use door (next to waiting area) into hallway
- Use stairs (Stair # 2) to 1st floor
- Use back door on 1st floor to exit building
- Go to assembly area (Lot 9-Gravel Lot-Left Side)
- Stay with group while in the assembly area
- Wait for further instructions from Evacuation Coordinator

AREA 2

1. Waiting Area
2. Offices:
   3005 F
   3005 G
   3005 H
   3005 I
   3005 J
   3005 K
   3005 L
To Exit:
• Use side door to hallway
• Use front main stairs to 1st floor
• Use front main door to exit building
• Turn Right and go behind building
• Go to the assembly area (Lot 9-Gravel Lot-Left Side)
• Stay with your group while in the Assembly Area
• Wait for further instructions from Evacuation Coordinator
COMMON AREA
3RD FLOOR
LEFT OF ELEVATOR

The stairs will be utilized to evacuate the building. **Do not use the elevator.**

*Mary Jo Landers*, Evacuation Coordinator or Designee

1. 3000 J
2. 3002 Conference Room
3. 3003 USGS Break room
4. 3004 USGS Workroom

**To Exit:**
- *Use back stairs to 1st floor*
- *Use back door to exit building*
The stairs will be utilized to evacuate the building. **Do not use the elevator.**

*Curtis Hettich*, Evacuation Coordinator  
*Jerry Kwong*, Designee

**AREA 1**

1. Reception Area  
2. Offices:  
   - 3006 A  
   - 3006 B  
   - 3006 C  
   - 3006 D (Conference Room)  
   - 3006 E  
   - 3006 F  
   - 3006 G  
3. Cubicles: 1-6

**To Exit:**

- **Use front door of suite to exit into hallway**  
- **Use front stairs to 1st floor**  
- **Use main front door on 1st floor to exit building**  
- **Go to assembly area (Lot 9-Gravel Lot-Left Side)**  
- **Stay with group while in the assembly area**  
- **Wait for further instructions from Evacuation Coordinator**

**AREA 2**

1. Offices:  
   - 3006 H  
   - 3006 I  
2. Cubicles: 7-10
To Exit:

- Use back door of suite to exit into hallway
- Use stairs (Stair # 3) to 1st floor
- Use back door on 1st floor to exit building
- Go to assembly area (Lot 9-Gravel Lot-Left Side)
- Stay with group while in the assembly area
- Wait for further instructions from Evacuation Coordinator
USGS PACIFIC SOUTHWEST REGIONAL EXECUTIVE
OFFICE
Suite 3008

The stairs will be utilized to evacuate the building. **Do not use the elevator.**

*Jasmeet Chagger, Evacuation Coordinator*
*Jennifer Harlan, Designee*

1. Offices:
   - 3008 B
   - 3008 C
   - 3008 D
   - 3008 E
   - 3008 F

2. Work Room
3. Break Room

**To Exit:**
- **Use back door of suite to exit into hallway**
- **Use stairs (Stair # 3) to 1st floor**
- **Use back door on 1st floor to exit building**
- **Go to assembly area (Lot 9-Gravel Lot-Left Side)**
- **Stay with group while in the assembly area**
- **Wait for further instructions from Evacuation Coordinator**
COMMON AREA
3RD FLOOR
RIGHT OF ELEVATOR

The stairs will be utilized to evacuate the building. Do not use the elevator.

Curtis Hettich, Evacuation Coordinator or Designee

- Suite 3007 – Conference Room
- Men/Women’s Restroom

To Exit:
- Use main front stairs to 1st floor
- Use front door to exit building
- Go to assembly area (Lot 9-Gravel Lot-Left Side
- Stay with group while in the assembly area
- Wait for further instructions from Evacuation Coordinator
4th Floor
4TH FLOOR

USGS OFFICE OF INFORMATION AND TECHNOLOGY SUPPORT
SUITE 4001

The stairs will be utilized to evacuate the building. **Do not use the elevator.**

*Janette Vargas, Evacuation Coordinator*
*Phil McCall, Designee*

1. Reception Area
2. Offices:
   - 4001 A
   - 4001 B
   - 4001 C
   - 4001 D
   - 4001 E
3. Server Room
   Cubicles: 1-4

To Exit:
- *Use front door of suite to exit into hallway*
- *Use main front stairs to 1st floor*
- *Use main front door on 1st floor to exit building*
- *Turn Right go to the back of the building*
- *Go to assembly area (Lot 9-Gravel Lot-Left Side)*
- *Stay with group while in the assembly area*
- *Wait for further instructions from Evacuation Coordinator*
4TH FLOOR
USGS REGIONAL GEOSPACIAL INFORMATION OFFICE SUITE 4003

The stairs will be utilized to evacuate the building. **Do not use the elevator.**

*Roberto Lugo*, Evacuation Coordinator  
*Donovan Ridenour*, Designee  
*Shelly Shelgren*, Designee

1. Reception/Conference Area  
2. Cubicles: 1, 2, and 3  
3. Offices:  
   - 4003 A  
   - 4003 B  
   - 4004 C  
   - 4004 D  
   - 4004 E  
4. Cubicle 4  
5. Work Area  
6. Cubicle 5

To Exit:  
- Use front door (next to reception/conference area) of suite to exit into hallway  
- Use stairs (Stair #2) to 1st floor  
- Use back door to exit building  
- Go to assembly area (Lot 9-Gravel Lot-Left Side)  
- Stay with group while in the assembly area  
- Wait for further instructions from Evacuation Coordinator
The stairs will be utilized to evacuate the building. **Do not use the elevator.**

*Justin Brandt, Evacuation Coordinator*  
*Micelle Sneed, Designee*

1. Reception Area  
2. Offices:  
   - 4004 A  
   - 4004 B  
   - 4004 C  
3. Common work Area (Remote Sensing)

**To Exit:**  
- Use front door of suite to exit into hallway  
- Use stairs (Stair #2) to 1st floor  
- Use back door to exit building  
- Go to assembly area (Lot 9-Gravel Lot-Left Side)  
- Stay with group while in the assembly area  
- Wait for further instructions from Evacuation Coordinator
4TH FLOOR

COMMON AREA
LEFT OF ELEVATOR

The stairs will be utilized to evacuate the building. **Do not use the elevator.**

*Justin Brandt, Evacuation Coordinator or Designee*

1. 4000 J
2. 4000 E
3. 4002 Coffee Bar

To Exit:
- *Use door (next to waiting area) into hallway*
- *Use stairs (Stair # 2) to 1st floor*
- *Use back door on 1st floor to exit building*
- *Go to assembly area (Lot 9-Gravel Lot-Left Side)*
- *Stay with group while in the assembly area*
- *Wait for further instructions from Evacuation Coordinator*
4TH FLOOR

USGS OFFICE OF MANAGEMENT SERVICES
SUITE 4005

The stairs will be utilized to evacuate the building. Do not use the elevator.

Shannon Zunino, Evacuation Coordinator
Gail Wheeler, Designee

- Offices:
  4005 A
  4005 B
  4005 C
  4005 C

- Cubicles:
  1-11

To Exit:
- Use main door in suite to exit into hallway
- Use main front stairs to 1st floor
- Use main front door to exit building
- Turn right, walk around to the back of building
- Go to Assembly Area (Lot 9-Gravel Lot/Left Side)
- Stay with group while in the assembly area
- Wait for further instructions from Evacuation Coordinator
4TH FLOOR

USGS REGIONAL GEOSPACIAL INFORMATION OFFICER
SUITE 4006

The stairs will be utilized to evacuate the building. **Do not use the elevator.**

*Shelly Shelgren*, Evacuation Coordinator
, Designee

Reception Area
Offices:

4006 A
4006 B

To Exit:

- Use door *(next to waiting area)* into hallway
- Use stairs *(Stair # 3)* to 1st floor
- Use back door on 1st floor to exit building
- Go to assembly area *(Lot 9-Gravel Lot-Left Side)*
- Stay with group while in the assembly area
- Wait for further instructions from Evacuation Coordinator
4TH FLOOR

SUITE 4008
(VACANT)

The stairs will be utilized to evacuate the building. **Do not use the elevator.**

Evacuation Coordinator
Designee

1. Common Area
2. Offices:
   - 4008 A
   - 4008 B
   - 4008 C

**To Exit:**
- *Use door (next to waiting area) into hallway*
- *Use stairs (Stair # 3) to 1st floor*
- *Use back door on 1st floor to exit building*
- *Go to assembly area (Lot 9-Gravel Lot-Left Side)*
- *Stay with group while in the assembly area*
- *Wait for further instructions from Evacuation Coordinator*
4TH FLOOR

COMMON AREA
RIGHT OF ELEVATOR

The stairs will be utilized to evacuate the building. **Do not use the elevator.**

*Shelly Shelgren*, Evacuation Coordinator
Designee

- 4001 T
- Men/Women’s Restroom
- 4007 Storage
- 4009 Conference Room

**To Exit:**

- *Use door (next to waiting area) into hallway*
- *Use stairs (Stair # 3) to 1st floor*
- *Use back door on 1st floor to exit building*
- *Go to assembly area (Lot 9-Gravel Lot-Left Side)*
- *Stay with group while in the assembly area*
- *Wait for further instructions from Evacuation Coordinator*
Assembly Area

Once outside the building, everyone should report to the assembly area. The assembly area is located in Student Lot 9, in the gravel area, on the left side. Everyone should stay with his/her group.
(Attachment # 1)

Evacuation Coordinator's Responsibility Outside in the Assembly Area:
The evacuation coordinator responsibilities while in the assembly area include;

1. Take a head count (using their roster) of individuals from their area who are currently in the assembly area,

2. Identify anyone in the assembly area in need of medical treatment

3. Assist anyone in need of Basic First Aid (i.e, band-aids, ace bandage, etc)

4. Note anyone who remained in the building,  
   a. Did they refuse to leave?  
   b. Are they injured? (if so, to what extent?)  
   c. Where are they located in the building?

Report this information to the Area Manager.
Area Manager Responsibility:

The Area Manager’s responsibility is to:

- Gather information from the Evacuation Coordinators,
- Establish Communication with on-scene emergency personnel and communicate the following information to them:
  1. Anyone left in the building and their location,
  2. Anyone left in the building who was injured and their location,
  3. Account for all evacuated personnel in the assembly area
  4. Identify anyone in the assembly area in need of medical treatment
  5. Explain what is known regarding the nature of the emergency,
  6. Update and provide feedback information to the Evacuation Coordinators from the emergency personnel, as needed.
Moving Physically Disabled Individuals:
- Individuals in wheelchairs (Attachment # 2)
- Individuals visually impaired (Attachment # 3)
- Hearing-impaired individuals (Attachment # 4)

Re-entering the building:
The CSUS University Police, will determine when it is safe to re-enter the building, and will notify the area manager.

Evacuation Practice Drill:
There will be at least one evacuation practice drill each year. Employees will be notified that there will be a drill. Only key personnel will be given the exact date and time of the drill.

The Building and Property Managers will inform the Sacramento Fire department and the CSUS Campus police that a drill will take place on the designated date and that the fire alarm bell will be pulled at the designated time.

Questions:
Any questions regarding this evacuation plan should be direct to:

University Enterprises, Inc Risk Management Department
Patricia Jackson UEI
(916) 278-5444

Comment [PIC2]: Is this still accurate?
ATTACHMENTS
ATTACHMENT 1-3 (HARD COPIES IN FILE)
ATTACHMENT # 4

(Assisting Individuals using Wheel Chairs, Crutches or Canes)

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.

Wheelchairs:

1. Do not attempt to lift disabled persons from their wheelchair.

2. If on the first floor/lower level, the disabled person can exit the building on their own. Direct them to the assembly area.

3. If on the second floor, escort them (in their wheelchair) to a safe area and send someone to find the Emergency Action Coordinator. Do not attempt to move person in wheelchair down the stairs in their wheel chair. Only Emergency Action Coordinators have been properly trained to move individual in wheelchair or using the Lift Chair.

Crutches, Canes or Walkers:

1. Ask if assistance is necessary

2. Assist as necessary to a safe area or the assembly area.

3. If individual needs to be carried down the stairs, follow wheelchair instructions listed above.
ATTACHMENT # 5

(Assisting Individuals Visually Impaired)

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. Describe the nature of the emergency

2. Offer to guide them and inquire whether they might prefer taking your elbow.

3. Lead them to a safe area or to the assembly area

Most visually impaired persons can be independent once a safe area is reached.
ATTACHMENT # 6
(Assisting Hearing Impaired Individuals)

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.

Persons with impaired hearing may not hear the fire alarm used for evacuating the building. They may sense the emergency situation by noting the action of other occupants of the building.

1. Write down the nature of the emergency

2. Direct them to the nearest exit route