Evacuation Plan
University Union, CSUS

In the event of an emergency such as a fire, earthquake, bomb threat, or other circumstances requiring the evacuation of the Union, all employees should be aware of and ready to perform a successful evacuation of the building. The following instructions provide a simple, orderly progression of responsibilities that will enable us to quickly and safely evacuate the building, to stay in a safe location for the duration of the emergency, and to quickly resume normal operations afterward.

The plan is divided into areas of the Union building. The employees in each area will be trained by their immediate supervisor on the correct emergency procedures. The Associate Director, Facilities & Operations will be in charge of overall coordination of the evacuation, with responsibility moving to the Associate Director, Event Services; Associate Director, Programs or Manager in charge progressively.

The plan will be effective only if each supervisor is thoroughly familiar with his/her responsibilities. Supervisors must be ready to direct people in an emergency and to ensure that their employees adhere to the plan. Once yearly training is strongly recommended in each area.

Fire

All fire alarm occurrences will be considered genuine. Proper emergency evacuation responses will begin immediately in each area. In retail or food service areas, all cash registers must be locked or secured prior to evacuation, but all entrance doors and each area door must remain unlocked.

Building Operations

Building operations employees will begin evacuating the building immediately according to the area to which they have been assigned that day. The elevator should not be used. Position responsibilities are listed below as areas 1,2,3,4 and 5. Rally points are listed below. Refer to the evacuation duties list on the last page for each employee’s area of responsibility.
**Duty #1.** Go to basement fire panel room or either of two remote enunciators to check the source of the alarm. Advise Manager on Duty via radio or phone as to the nature of the alarm and the exact location of the alarm. (Maintenance Services)

**Duty #2.** Call Public Safety at ext. 86851 and the boiler plant at ext. 86130 immediately to inform them as to the status of the alarm. Locate each Operations employee and ensure proper responses are being carried out. Communicate with Maintenance Services regarding the nature of the alarm. Report results to Public Safety and act as liaison with Fire Department. (Manager in charge or designee)

**Duty #3.** Evacuate first floor including all meeting rooms and food service areas. (Custodial Services)

**Duty #4.** Evacuate 2nd and 3rd floors, including all offices and meeting rooms. (Event Services)

**Duty #5.** Go to the location of the alarm, visually inspect it, and report back to the manager on duty. (Maintenance Services)

**Rally Point #1.** Grassy area near the Library Receiving dock

**Rally Point #2.** Red fire call box adjacent to the Coffee House patio

**Rally Point #3.** Serna Fountain Square

**Rally Point #4.** Corner of the Library and the AIRC

All Operations personnel will report to the red street box adjacent to the Coffee House patio after performing the above responsibilities, maintain visual contact with the Union entrances, and be prepared to give information to the Fire Department. Leave all exterior business doors unlocked. Re-enter the building only when instructed to do so by the Associate Director, Facilities & Operations or Manager in charge.
1st floor

Store
Evacuate the space. Close and lock all cash registers. Close but do not lock the doors. Report to the grassy area near the Library Receiving dock (Rally Point #1). Re-enter the building only when instructed to do so by the Associate Director, Facilities & Operations or Manager in charge.

Student Life & Services Center
Evacuate the space. Close and lock all cash registers. Close but do not lock the doors. Report to the grassy area near the Library Receiving dock (Rally Point #1). Re-enter the building only when instructed to do so by the Associate Director, Facilities & Operations or Manager in charge.

Mellow me Out
Evacuate the space. Close and lock all cash registers. Close but do not lock the doors. Report to the grassy area near the Library Receiving dock (Rally Point #1). Re-enter the building only when instructed to do so by the Associate Director, Facilities & Operations or Manager in charge.

Recreational Sports
Evacuate the space close but do not lock the doors. Report to the grassy area near the Library Receiving dock (Rally Point #1). Re-enter the building only when instructed to do so by the Associate Director, Facilities & Operations or Manager in charge.

Information Desk
Evacuate the Information Desk. Assist Building Operations with the evacuation of the Lobby. Report to the red fire call box adjacent to the Coffee House patio(Rally Point #2). Re-enter the building only when instructed to do so by the Associate Director, Facilities & Operations or Manager in charge.

Games Room
Close and lock the cash register. Assist Building Operations with the evacuation of the Games Room and adjacent areas. Check the Video Games storage closet. Report to the red fire call box adjacent to the Coffee House patio(Rally Point #2). Re-enter the building only when instructed to do so by the Associate Director, Facilities & Operations or Manager in charge.
Hornets’ Nest Food Court, Burger King, Da Deli/TCBY, Gordito Burrito, Mother India, Kung Fu Fats, Coffee House, Central Ticket Office
Assist Building Operations with the evacuation of the Hornets’ Nest, Coffee House, and back corridors. Evacuate kitchen and storage rooms. Evacuate the Hornets’ Nest dock storage rooms. Turn off all appliances. Close doors, but do not lock. Report to the Serna Fountain Square (Rally Point #3). The supervisor on duty for each area will account for all employees and report any missing employees to the Associate Director, Facilities & Operations or Manager in charge. Re-enter the building only when instructed to do so by the Associate Director, Facilities & Operations or Manager in charge.

Main kitchen, Break Room, Locker Rooms, U.C. Restaurant and Catering Offices
Close and lock all cash registers. Assist Building Operations with the evacuation of all employees. Check and evacuate all walk-in refrigerators and freezers. Turn off all appliances. Close doors, but do not lock. Report to the corner of the Library and the AIRC (Rally Point #4). Each supervisor on duty will account for all employees and report any missing employees to the Associate Director, Facilities & Operations or Manager in charge. Re-enter the building only when instructed to do so by the Associate Director, Facilities & Operations or Manager in charge.

STA Travel, Box Center, The Hive, Student Health Connection
Assist Building Operations staff with the evacuation of all customers and employees. Close and lock all cash registers. Close but do not lock doors after evacuation is complete. Report to the corner of the Library and the AIRC (Rally Point #4). Each supervisor on duty will account for all employees and report any missing employees to the Assistant Director or the person in charge. Re-enter the building only when instructed to do so by the Associate Director, Facilities & Operations or Manager in charge.

Peak Adventures and Sign Shop
Evacuate both areas. Close and lock all cash registers. Close but do not lock all doors after evacuation is complete. Report to the red fire call box adjacent to the Coffee House patio (Rally Point #2). Re-enter the building after being instructed to do so by the Associate Director, Facilities & Operations or Manager in charge.
KSSU Radio/ Saferides
Evacuate all studios, offices and lobby. Building Operations staff will double check all areas. Close but do not lock all doors after evacuation is complete. Report to the grassy area near the Library Receiving dock (Rally Point #1). Re-enter the building only when instructed to do so by the Associate Director, Facilities & Operations or Manager in charge.

2nd floor

Music Listening/Union Gallery
Evacuate Music Listening rooms, Sight & Sound Lounge and Union Gallery. Building Operations staff will double-check all three areas. Exit via the main stairway in the old lobby or via the west exit on 2nd floor. The elevator itself must not be used. Report to the grassy area near the Library Receiving dock (Rally Point #1). Re-enter the building when instructed to do so by the Associate Director, Facilities & Operations or Manager in charge.

State Hornet Newspaper
Assist Building Operations staff with the evacuation of all offices. Evacuate immediately via the emergency stairway over the KSSU offices or via the west exterior stairway. The elevator itself must not be used. Close but do not lock doors after evacuation is complete. Report to the grassy area near the Library Receiving dock (Rally Point #1). Re-enter the building only when instructed to do so by the Associate Director, Facilities & Operations or Manager in charge.

3rd floor

ASI Government and Business offices:
Evacuate immediately via the emergency stairway over the KSSU offices or the west emergency stairway or the normal stairway next to the north elevator. The elevator itself must not be used. Close but do not lock all doors after evacuation is complete. Report to the grassy area near the Library Receiving dock (Rally Point #1). Re-enter the building only when instructed to do so by the Associate Director, Facilities & Operations or Manager in charge.
Union offices, Union Programs and Student Activities
Evacuate immediately via the north emergency stairway or the normal stairway next to the north elevator. The elevator itself must not be used. Close but do not lock all doors after evacuation is complete. Report to the red fire call box near the Coffee House patio (Rally Point #2). Re-enter the building only when instructed to do so by the Associate Director, Facilities & Operations or Manager in charge.
Bomb Threat

All areas follow the same procedures as that of the fire alarm. The decision to evacuate will be made by Public Safety Officers of the campus in conjunction with the Union Manager in charge and will be communicated throughout the building by activating the fire alarm system. No Union employee shall search for any explosive device.

Earthquake

When the tremor subsides, evacuation will begin in the same manner as that of a fire alarm. The decision to evacuate will be made by the Manager in charge (Union Director, Associate Director, Facilities & Operations, Associate Director, Event Services, or Manager in charge after assessing the severity of the earthquake and the resulting damage to the building.

Evacuation should not be attempted during the tremor. Do not use the elevator.

Maintenance mechanic will shut off the building gas supply at both south and north receiving Docks.
Note Regarding Physically Handicapped Persons

During an evacuation for fire or earthquake, the elevator must not be used. Only people trained in the proper technique should transport physically handicapped persons from the second or third floors to first floor. Rescue Assistance areas are designated in many areas throughout the building, which provide a space with a phone to call Public Safety and request assistance. In a life-and-death situation, however, trained help is not always available so an effort must be made by any available and capable Union employee to assist handicapped persons down and out of the building. The three emergency stairways are designed to provide a safe haven on each floor landing if descending the stairway is deemed unadvisable.

All Union employees must visually check their assigned areas for hearing impaired persons and ensure that they evacuate the building.