

## **EMERGENCY ACTION PLAN**

**This Emergency Plan is written for occupants of the following location.**

**Building/Room(s) #: Children's Center**

**Department: Associated Students**

**Division/Unit/Lab:**

**Building Coordinator: Sherry Velte**

**Phone/Email: [velte@csus.edu](mailto:velte@csus.edu) Ext. 85120**

**Campus Mailbox # 6037**

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: 6/7/17  
(Update your Emergency Plan annually)

**Approved by: Sherry Velte**  
**Title: Director**

**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 Police Department, Attn: David Heaphy  
Box 6092, 278-6000  
E-Mail [dheaphy@csus.edu](mailto:dheaphy@csus.edu)

**University Policy - 4.10.1 Emergency Preparedness Program**  
**Emergency operations plans for each administrative and academic Department shall be developed.**

c:/EAP Template Rev 03-09-17.doc

**ALTERNATE BUILDING COORDINATOR (BC)**

**Name Associate Director**

Telephone/Email/Pager – 278-5123

**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 – **Sherry Velte**

Phone: 916-278-5120

**Email: Velte@csus.edu**

Name - **Chanelle Brackens**

Phone: 916-278-6216

**Email: brackens@csus.edu**

**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:

**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**

Sacramento State Campus Police

**LOCATION OF NEAREST FIRE ALARM PULL STATION**

Front entrance near door

**LOCATION OF NEAREST FIRE EXTINGUISHER(S)**

Front entrance, Rear exit, Director's office, Bella Room, Preschools located in the annex

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

All children and adults will exit the back doors of the classroom through their play yard to the exit gates. They will walk along the southern side of the fences to the western fences to Serna Plaza.

**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:

- Names of Children change every semester

“Buddy”(s) (Individuals assigned to assist special needs individuals in an evacuation)  
See Campus Evacuation Policy for People with Disabilities-Appendices **(NA)**

**Name(s):** Supervising teachers of every classroom

**Alternate(s):** Student supervisors of every classroom

**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:

- 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

- |  |   |
|--|---|
| <input type="checkbox"/> Security Issues                 | <input checked="" type="checkbox"/> Patients/Visitors   |
| <input type="checkbox"/> Laboratories                    | <input checked="" type="checkbox"/> Child Care          |
| <input type="checkbox"/> Freezers                        | <input type="checkbox"/> Conference Room Facilities     |
| <input type="checkbox"/> Animals                         | <input checked="" type="checkbox"/> Classrooms/students |
| <input type="checkbox"/> Specialized Equipment           | <input type="checkbox"/> Electronic Access Control      |
| <input checked="" type="checkbox"/> Confidential Records |   |

**Comments1.**

Special assistance for evacuating is needed for infants, toddlers, and young preschool aged children.

**2. Misc.**

All supervising lead teachers are certified in CPR and first aid.

**3. Critical Records:**

Stored online in shared drive

**Responsibility Areas in Case of Emergency**

**Designate Responsibility Areas:** Sherry Velte

- I. **Focus on supervision of children:**
  - a. Daphne Vivar
  - b. Alma Ponce
  - c. Vanessa Marquis
  - d. Pa Dao Vang
  
- II. **Monitor release of children:**
  - a. Chanelle Brackens
  - b. Jessica Escobar
  - c. Dana Westbrook
  - d. Nancy Lopez
  
- III. **Communication with University EOC personnel:**
  - a. Nancy Lopez
  - b. Samantha Criswell
  
- IV. **Search and rescue of missing and trapped persons:**
  - a. Sherry Velte
  - b. Samantha Criswell
  
- V. **Injury assessment and providing first aid to injured:**
  - a. Daphne Vivar
  - b. Hailey Morgenstern
  - c. Fellowship Teacher

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.

- **Sherry Velte:** Evacuation, EOC contact, search and rescue
- **Associate Director:** Back up EOC contact, monitor release of children
- **Nancy Lopez:** Back up EOC contact, monitor release of children
- **Site Supervisor:** Designated if both individuals listed above are unavailable

**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.

Quantity	Purchase/ Replacement Date	Item	Location
		Bottled Water	Kitchen
		Glow/Light sticks	Front office and every classroom
		Extra Batteries	Front office
		First Aid Supplies	Special Care room
		Gloves	Bambini Closet
		Fire Extinguishers	Front office, Kitchen,
		Snack Food	Kitchen
		Identifying Vests for Emergency Staff	Front office and in each classroom
		Area Road Maps	Front office
		Formula	Kitchen
		Blankets	Bambini closet
		Dishes	Kitchen
		Child Blankets	Classrooms

**EMERGENCY PLANNING IMPLEMENTATION CHECKLIST**

- Appoint a Department Emergency Preparedness Committee (optional).
- Appoint an Emergency Coordinator and Alternate for each work site location.
- Appoint a Floor Coordinator from your work site to participate in annual evacuation drills.
- Identify an Emergency Assembly Area for each work site.
- Encourage individuals with permanent or temporary disabilities that might require special assistance in an emergency, to self-identify. Assign a co-worker "buddy" to provide assistance during an emergency. Refer to the Campus Evacuation Policy for People with Disabilities Requiring Reasonable Accommodation.
- Monitor and report any non-structural earthquake and safety hazards to EH&S.
- Procure and maintain adequate emergency supplies for work site staff.
- Post "Red Book" Campus Emergency Procedures Book. Call 278-6851 for copies.
- Develop emergency notification, reporting, and callback procedures for staff.
- Perform an annual review and update of the Emergency Action Plan. Submit updates to the EOC Emergency Preparedness Coordinator. See address on cover page.
- Familiarize all staff with the EAP. Make sure new staff and students are oriented to emergency procedures.

**APPENDICES**

UNIT EMERGENCY ACTION PLAN .....1-6

INTRODUCTION ..... 7

EMERGENCY NUMBERS ..... 8

DEFINITIONS .....8-9

KEY STAFF ASSIGNMENTS ..... 9

DEPARTMENT EMERGENCY NOTIFICATION & COMMUNICATION PLAN ..... 10

EMERGENCY STATUS REPORT FORM ..... 11

PERSONNEL ROSTER ..... 12

EVACUATION PLANNING ..... 13

STAFF EMERGENCY PLAN ACKNOWLEDGMENT FORM..... 14

DEPARTMENT EMERGENCY INFORMATION POSTER ..... 15

**INTRODUCTION: Purpose of the Emergency Action Plan (EAP)**

The complexity of a multi-site campus like Sacramento State requires the full support of faculty, staff, and students to successfully implement the Campus Emergency Preparedness Program.

Department Emergency Action Plans (EAP) is an integral part of the Program, and is vital to maintaining the preparedness and safety of the Campus community.

All Department units are expected to develop Emergency Action Plans specific to their individual locations.

Your Emergency Action Plan should address preparedness measures, emergency response and evacuation planning. The EAP is a way for your unit to prepare and plan for a variety of emergency situations, e.g., medical emergencies, citywide disasters; power outages, hazardous chemical spills, fires, bomb threats, a civil disturbance, man with a gun, terrorist attack and earthquakes.

It is important for staff to read and understand their work site emergency action plan before an emergency occurs. Managers should share safety information with faculty, staff, and students; brief all new personnel as they join the department; and keep copies of the Emergency Plan in accessible locations.

**EMERGENCY NUMBERS**

<b>911</b> (if from a Campus phone) <b>916-278-6000</b> (from Cell Phone)	<b>Police, Fire, Medical Emergency, HazMat Incident</b>
278-6000	Sacramento State Police Non-Emergency
Campus phone ( <b>911</b> )	Sacramento State Police Emergency line
Facilities Management – 278-6241	Building Damage, Utilities (gas, water, electricity)
<b>278-4688</b>	Campus Emergency Information <b>HOTLINE</b> Call to hear recorded emergency bulletins/status updates (activated following a major Campus Emergency)
Personal Cell Phone	Back-up Emergency (activate only if campus telephone service fails)
EMERGENCY OPERATIONS CENTER	278-5100/5101/5103 – FAX – 278-5102
EOC – OUTSIDE LINES	454-1875 – 454-1876 – 454-1877
	SBC Pay phones close to your building (Emergency Backup Telephones/Location)
	Building Manager Telephone
	Building Emergency Coordinator: Name/Telephone



**DEFINITIONS:**

**Alternates-** individuals assigned as back-ups to staff assigned to emergency response positions.

**Emergency Action Plan (EAP)** – prepared by each Campus Administrative and Academic Building, the EAP is specific to each work site location, and outlines emergency responsibilities of staff, evacuation plans, emergency assembly areas, emergency supplies, etc.

**Building Emergency Coordinator** – the primary emergency contact for each work site location; responsible for implementation of the Emergency Action Plan; assists with the safe evacuation of the unit staff (with assistance of unit appointed Floor Coordinators); assesses injuries and damage to unit personnel/property and reports status to the Emergency Operations Center, (EOC).

**Emergency Hotline – 278-4688** an emergency information hotline, activated only after a declared campus emergency; provides the Campus community, recorded status updates on the emergency event.

**Back-Up Emergency Hotline – 911** - is used by the Campus and Medical Center to provide recorded emergency information and instructions, only if local telephone service is interrupted.

**Emergency Assembly Areas (EAA)** – Designated areas where building occupants assemble following an evacuation to await instructions and “all clear” notifications. The University has designated external EAA sites for the campus.

**Emergency Operations Center (EOC).** The EOC is where representatives from the various Campus departments assemble to manage the response to the emergency event impacting the Campus; emergency response teams are deployed; resources are allocated; and communication with the City EOC is established. The EOC follows the Campus Emergency Response Management Plan as a guideline for the emergency response and recovery. Status reports and requests for assistance are forwarded to the EOC from the Campus Building Emergency Coordinators.

**Emergency Supplies** – Departments are responsible for maintaining emergency supplies at each work site, e.g. first aid kits, flashlights/batteries, battery operated AM/FM radio, water, etc. Supplies should be replaced and updated annually.

**Emergency Telephone System** – Blue light emergency telephones located in strategic areas throughout the Campus for use in the event of an emergency, or when the Campus telephone system is not operational. Refer to the Campus Telephone Directory for the location and numbers of the back-up emergency telephones.

**Floor Coordinators** – Unit staff designated to monitor the safe evacuation of their assigned floors. Floor Coordinators direct staff/students to emergency exits, monitor movement in stairwells, alert and sweep rooms for personnel, block access to elevators, and assist any disabled staff or visitors.

Floor Coordinators will receive an orientation to their role, wear an orange ID vest for identification, and participate in the annual building evacuation drill.

**Emergency Building Coordinator (EBC)** – is responsible for developing the Building “Site” Emergency Plan; is the communication liaison between the building occupants and the EOC following an emergency event impacting the building; and will manage the emergency activities at the site until arrival of campus or city emergency responders. Floor Coordinators assist and provide status reports to the Emergency Building Coordinator.

### **KEY STAFF ASSIGNMENTS**

Suggestions: Evaluate your Department’s personnel resources. Assign personnel specific duties, during and immediately following a disaster. Identify staff with special expertise or training, who could offer assistance when necessary, e.g., Search & Rescue, First Aid, CPR, HAM Radio Operators. Assign “buddies” to assist staff, patients, and/or visitors with disabilities during an emergency evacuation. Include information in EAP.

### **DEPARTMENT EMERGENCY NOTIFICATION and COMMUNICATION PLAN**

Include a plan to communicate University information, emergency notifications and instructions to your staff during business and non-working hours. Suggestions:

- Identify key department individuals who will function as emergency information contacts and coordinators to receive and distribute information to staff.
- Consider establishing a Department “Telephone Tree” and Hotline (voice mailbox) to provide information updates and instructions. Publicize Campus and Medical Center information Hotline numbers as sources for general information updates.
- Departments should maintain up-to-date employee recall lists (see personnel roster) to ensure that staff can be contacted in case of an emergency (if key personnel need to be called back to campus, or be consulted for crucial decisions and information, e.g. fire, chemical spill or a crime over a weekend).
- List location and numbers of campus emergency telephones (278-xxxx), and public pay telephones. Pay phones belong to SBC and may still be operational when other lines are not, or if the Campus telephone system fails. Their location is important to know because a 911 emergency call from a public pay phone can be made without coins and is given the highest priority during times of disrupted or limited service. Do not hang up if you do not hear a dial tone immediately.

Following a major disaster with significant operational impact to the campus, use the following form to provide status reports of damage and injuries, and to request assistance from the Campus Emergency Operations Center (EOC).

### CSUS EMERGENCY STATUS REPORT

- Use this form to communicate directly to the Emergency Operations Center (EOC).
- Site Emergency Building Coordinators: Compile forms from Department Emergency Floor Coordinators and forward to EOC. Report building status by telephone, radios or runner.
- Department Floor Coordinators: Give Status Reports to Site Emergency Building Coordinator.
- Report life-threatening emergencies immediately to the EOC.

<b>Building/Floor/Room #:</b> _____	<b>Date:</b> _____
<b>Department:</b> _____	
<b>Your Name:</b> _____	<b>Phone #</b> _____
<b>Your Location:</b> _____	<b>Your unit evacuated to:</b> _____

Problems/Urgent Needs	Exact Location / Details
Serious Injuries? <input type="checkbox"/> Yes <input type="checkbox"/> No	
First Aid Station Established <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fire/Explosion? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> In progress	
<input type="checkbox"/> Threat	
<input type="checkbox"/> Extinguished	
Building collapse? <input type="checkbox"/> Yes <input type="checkbox"/> No	
People trapped? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Disabled evacuated from Bldg. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Hazardous materials spill? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> In progress	
<input type="checkbox"/> Threat	
<input type="checkbox"/> Extinguished	
Services functional?	
Electrical <input type="checkbox"/> Yes <input type="checkbox"/> No	
Emergency lighting <input type="checkbox"/> Yes <input type="checkbox"/> No	
Telephones <input type="checkbox"/> Yes <input type="checkbox"/> No	
Water <input type="checkbox"/> Yes <input type="checkbox"/> No	
Elevators <input type="checkbox"/> Yes <input type="checkbox"/> No	

Gas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other Observations/Needs:			
<input type="checkbox"/> NO MAJOR PROBLEM AT THIS TIME			

c: EOC-Status Report Form

**PESONNEL ROSTER -Optional**

You may find this list helpful to account for staff at your designated Emergency Assembly Area.

NAME	WORK LOCATION		


### EVACUATION PLANNING

State law requires occupants to evacuate to a safe location when the fire alarm sounds, or when ordered to do so by emergency response personnel. Department Managers are responsible for ensuring that employees know their Emergency Assembly Area (EAA) location, and two evacuation routes from the work site location. In your Evacuation Plan:

- Note location of nearest emergency exits, fire extinguishers and fire alarm pull stations.
- Describe the evacuation route out of your building.
- Identify the Emergency Assembly Area (EAA) for the work site. EAAs are places for your department/unit staff to gather and wait for instructions and/or the “all clear” notification by emergency response personnel.
  - EAAs should be external to your building in a safe, open area, away from power lines and glass windows. NEVER assemble in any building where the fire alarm is sounding.
  -
- Develop a personal evacuation plan for any person in the Department who might require special assistance during an evacuation. (See Campus Evacuation Policy for People with Disabilities).
- Educate staff to the type of fire alarm system (e.g. sound/strobe lights/pre-recorded voice announcements) specific to your building. Alarm systems may vary depending on the CSUS building. Check with your Building Manager if you are unsure.





**CSUS EMERGENCY RESPONSE & EVACUATION INFORMATION**

**BUILDING –**

**FLOOR –**

**DEPARTMENT/Division –**

**BUILDING EMERGENCY COORDINATOR –**

**ALTERNATE EMERGENCY COORDINATOR –**

**EMERGENCY ASSEMBLY AREA –  
EMERGENCY SUPPLIES AND FIRST AID LOCATION:**

**FLOOR COORDINATOR –  
ALTERNATE FLOOR COORDINATOR –**

**OTHER** \_\_\_\_\_

This Facility's Emergency Phone Number: DIAL 911

Effective Date:

Updated By:

If this information is incorrect or becomes outdated, please notify your Emergency Coordinator.

**REPRODUCE AND POST IN DEPARTMENT**

**SACRAMENTO STATE UNIVERSITY**

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