



capital public radio

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EMERGENCY & EVACUATION PLAN
FOR
CAPITAL PUBLIC RADIO, INC.

7055 Folsom Boulevard
Sacramento, CA 95826

916-278-8900

IMPORTANT! Anyone calling from a campus phone should dial 9-1-1, which will connect you to the Campus Police. If you dial 9-9-1-1 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. If calling from your cell phone, dial 278-6900 to reach the campus police.

Shelter in Place:

The Capital Public Radio "Shelter In Place" procedures are on page 21 and should be referred to in the event of emergencies involving airborne hazardous materials.

The Assembly Area is the NAPA HALL parking lot. If this area is also unsafe (for example, if wind is blowing in that direction), the meeting spot will be the baseball diamond. See page 23 for a map of the Assembly Area.

Developed by:
Capital Public Radio
Safety Committee
Updated: March 2017

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INTRODUCTION

Emergency situations (fire, flood, explosions, crashes, hazardous material, 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 copies of the *California State University, Sacramento, Emergency Response Manual: How to Help Yourself and Others During an Emergency* as well as Capital Public Radio's *Injury & Illness Prevention Program*.

The source of much of this manual is *California State University, Sacramento, Emergency Response Manual: How to Help Yourself and Others During an Emergency*.

Purpose

The purpose of this manual is to provide information and direction to Capital Public Radio staff on what to do in the event of an emergency or crisis while on campus.

Focus

The focus of the *Emergency & Evacuation Plan* is on specific types of emergencies. The specific emergencies covered in this document include:

Bomb Threats

Bombs by Mail

Health Emergencies

Crime in Progress-Civil Disturbance

Earthquakes

Explosions/Crashes

Fire/Flood

Hazardous Material

Utility Failures/Rolling Blackouts

REPORTING EMERGENCIES

Call 9-1-1 immediately

The dispatcher will contact the appropriate agency for assistance.

IMPORTANT! Anyone calling from a campus phone should dial 9-1-1, which will connect you to the Campus Police. If you dial 9-9-1-1 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. If you need to call from your cell phone, call 278-6900 to reach the campus police.

Stay calm and give your:

Name

Location

Nature of emergency

Do not hang up until you are told to do so

In the event of injuries or illness, render **FIRST AID ONLY IF QUALIFIED.**

Do not move the person unless it is 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.**

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 Hornet Stadium, depending on the damage and nature of the emergency.

Notify your supervisor, the Emergency Action Coordinator for your area and the Responsible Safety Officer (see page 15) immediately.

PUBLIC ADDRESS SYSTEM

During an emergency, the PA system will be used by authorities to inform building occupants of conditions. (Note: Sound level of fire alarm negates the use of the PA system during fire emergencies.)

BOMB THREAT

Report all bomb threats to **911**. This contacts the University Police Department. Any person receiving a bomb threat should alert their supervisor or another supervisor immediately.

Attempt to determine:

- When the bomb is going to explode.
- Where the bomb is located.
- What the bomb looks like.
- Why the bomb was placed.
- What kind of bomb it is.

IF THE BOMB THREAT IS 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)

University police officers may conduct a search of the facility. 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).

If you observe a suspicious object or potential bomb:

DO NOT handle the object! Clear the area immediately!

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 suspect mailing:

Mail bombs may bear restricted endorsements such as "Personal" or "Private."

Addressee's name/title may be inaccurate.

Cancellation or postmark may show a different location than the return address.

Mail bombs may have excessive postage.

Letter bombs may feel rigid, or appear uneven or lopsided.

Package bombs may have an irregular shape, soft spots, or bulges.

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 charge or worry about possible embarrassment if the item turns out to be innocent- instead, call 911 for assistance.

HEALTH EMERGENCIES

Assessment and Activation:

If you find an adult who has collapsed, check responsiveness by gently shaking one of their shoulders and shout, "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.

The ABC's of CPR:

Give CPR ONLY IF QUALIFIED. CPR is administered when someone's breathing or pulse (or both) stops. It is a procedure that is as simple as **A-B-C**.

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 are 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, logroll the person onto his/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 under the chin, elevating it.

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

C-Circulation

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

If you cannot find a pulse, you will have to provide artificial circulation in addition to rescue breathing.

EXTERNAL CHEST COMPRESSIONS:

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 finger 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 fingers 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 ½ 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, using a chin-lift without tilting the head. If the airway stays blocked, tilt the head slowly and gently until the airway is open.

CRIME IN PROGRESS

Do not attempt to apprehend or interfere with the criminal except in the case of self-protection.

If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, gender, possible 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.

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.

In the event of civil disturbance, continue with your normal routine. If the disturbance is outside, stay away from doors and windows.

Do not interfere with those persons creating the disturbance or with law enforcement authorities on the scene.

CONDUCT IF YOU ARE TAKEN 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 abductor. 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

If you are the victim, or have witnessed a violation of the law such as assault, robbery, theft, overt sexual behavior, etc., **DO NOT TAKE UNNECESSARY CHANCES!**

If you witness a criminal act or notice a person or persons acting suspiciously on campus, immediately call 911 as soon as possible and be prepared to provide the dispatcher with:

- Nature of incident
- Location of incident
- Description of person/s involved
- Description of property involved

EARTHQUAKE

BEFORE AN EARTHQUAKE

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

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

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

Maintain proper emergency supplies.

Know multiple escape routes, in event of fire or hazard.

DURING AN EARTHQUAKE

Stay in the building. Do not evacuate unless there is a fire or hazard. (See evacuation procedure on pages 15-16).

DROP, and take shelter under table 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.

Assist disabled persons in the area and find a safe place for them.

If you are outside, stay outside. Move to an open area away from buildings, trees, power lines, railroad tracks, and roadways.

Do not light matches or cigarette lighters as gas might be in the air.

AFTER AN EARTHQUAKE

Check for injuries. If qualified, give first aid. Seek help.

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.

Do not use telephones, including cellular/mobile phones, or roads unless necessary. Keep lines open for emergency use.

Be prepared for aftershocks.

Cooperate, keep informed, and remain calm.

DO NOT RETURN to a building unless told to do so by University Police.

EXPLOSIONS & CRASHES

IF THE INCIDENT IS OUTSIDE THE BUILDING:

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.

Maintain a distance of at least ¼ mile from any aircraft crash or derailment. Keep roads and walkways clear for emergency vehicles.

The likelihood that this will be a Hazmat situation is very high.

Shelter in Place:

The Capital Public Radio "Shelter in Place" procedures are on page 21 and should be referred to if this type of emergency occurs.

IF THE INCIDENT IS INSIDE THE BUILDING:

Immediately take cover under table, desks, or other objects that will give protection against glass or debris.

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

Evacuate the immediate area of the explosion or crash.

Be aware of structural damage

Say away from glass doors and windows

Do not touch or move any suspicious object.

FIRE

If any fire is discovered, immediately call 911.

Minor Fire

Put out an easily extinguishable fire by using the nearest fire extinguisher identified on page 22. Point the foam/chemical stream at the base of the fire and squeeze handle while sweeping the nozzle back and forth.

Major Fire

For larger fires that are not immediately controllable, contain the fire by closing all doors-but do not lock them. Activate the nearest fire alarm if the fire is large, very smoky, or spreading rapidly.

Fire Alarms are located as follows:

1 in staff lounge	1 in mezzanine
2 in community room	1 in engineering hall
2 in reception lobby	1 in outside electrical room {outside of room 1020}
1 in executive assistant area	
1 near file cabinets {1015A}	

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

DO NOT open any door that feels hot.

Evacuate well away from the building (200 yards if possible) and out of the way of emergency personnel.

The Assembly Area is the NAPA HALL parking lot. If this area is also unsafe (for example, if wind is blowing in that direction), the meeting spot will be the baseball diamond. See page 23 for a map of the Assembly Area.

DO NOT return to the building until instructed by the Sacramento Fire Department or the University Police via the Responsible Safety Officer or designee.

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. To initiate repair action, report fire damaged equipment to the appropriate department supervisor and to Responsible Safety Officer as soon as possible.

FLOOD-EXTERNAL

Do not attempt to leave the campus until told to do so by the appropriate authorities. **DONOT** drive through flooded area.

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

Take refuge on the highest floor of the nearest building.

Do not go outside. Do not contact floodwater. All floods are Hazmat emergencies. Do not take refuge near windows or doors.

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 Responsible Safety Officer or designee of potential problems.

Check broadcast messages on AMES. Within this building, tune your radio to 89.7 FM or 1530 AM, if you are outside the building tune to 90.9 FM or 1530 AM for news and early warning system.

If possible, notify supervisors so they can notify employees at home not to come in.

HAZARDOUS MATERIALS

Note: Material Data Safety Sheets are in labeled binders at the Business Affairs Assistant's desk.

DISPOSAL OF KNOWN OR SUSPECTED TOXIC OR HAZARDOUS WASTE/MATERIALS

Do not use sink, toilets, storm drains, dumpsters, or waste baskets for disposing of paint and other hazardous material. Contact the Business Assistant for instructions for disposal at 278-8992. Examples of hazardous materials include large batteries, toner cartridges, paint, and paint thinner, etc.

Minor Chemical Spill

Call 911 and report the incident. Follow the instructions given at that time, which are appropriate to the nature of the spill.

Notify the Responsible Safety Officer.

Major Chemical Spills

VACATE the area at once. If possible, seal the area so that other individuals are not exposed to the chemical. Duct tape is available near the FIRST AID kits.

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

After 911, call the HR and Business Manager.

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

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 per Pages 15-16.

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.

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

Anyone with chemicals in his/her body or clothes, or in the eyes should flush with large amounts of water for at least 15 minutes. Seek medical attention immediately!

Shelter in Place:

The Capital Public Radio "Shelter in Place" procedures are on page 21 and should be referred to if this type of emergency occurs.

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 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.

Power Failure Procedures for Capital Public Radio Non-Broadcast Staff

During the day, staff should move to an area where natural light permits work to continue. During evening or times when there is limited natural light, staff should receive instruction from their supervisor as to how long they should remain at work.

Power Failure Procedures for Capital Public Radio Broadcast Staff

In the event of a power failure, the battery backup will maintain power to the equipment, except for the lights, in all of the studios. If the generator does not come on automatically after 10 seconds, call extension 86242 (278-6242). That number is monitored 24 hours a day, and someone there will be able to start the generator if it doesn't activate automatically. When the generator is activated, the lights in the studios will work.

In the event of a blackout, the Emergency Action Coordinators will be responsible for insuring 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 an Emergency Action Coordinator will see that you are escorted out.

Personal Safety Precaution

Conservation is a key component of avoiding a blackout. Please do your part by turning off 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.

EVACUATION PLAN

PURPOSE OF EVACUATION

In the event of an emergency such as fire, earthquake, bomb threat or other circumstances requiring the evacuation of Capital Public Radio, all employees should be aware of and be ready to perform a prompt, safe, and successful evacuation.

ALARM

All fire alarm occurrences are considered genuine. The alarm sounds like intermittent blasting horns, and strobe lights will flash. Once the alarm is sounded, the evacuation procedure begins.

PROCEDURE

When the alarm is given, each building **Emergency Action Coordinator** will be responsible for alerting the employees, volunteers, visitors, vendors, and public in their area to immediately evacuate the building.

The Responsible Safety Officer is the Director of Human Resources & Administration.

Emergency Action Coordinators are as follows:

Monday-Friday from 8 a.m. to 5 p.m.

Emergency Action Coordinator	Areas Responsible For	Shelter in Place (chemical spill) Meeting Location	Back Up Responsible Individual
Director of Member Services	1012, 1012A,T1001, 10128 1012C, 10120	Conference Room A	Director of Major Gifts
Director of Underwriting	1014, 1014A	Jazz control room	Director of Corporate
Managing Editor, Music	1026, 1026A, 10268, 1026C, 10260	Classical control room	Jazz Music Director
Manager IT Infrastructure	1028, 1028A, 10288	Classical control room	Chief Engineer
Director of Development	W1000, M1000, L1000, 1001, 1002, 1003, 1004 1005 1006 1008, 1008A, 10088,	Conference Room A	HR Manager
COO/CFO	1007, 1007A, 1009, 1010, 1011, 1013, 1015, 1015A	Conference Room A	Business Affairs Assistant
CCO	1017, 1019, 1021, 1023, 1025, 1027, Stairwell, Mezzanine, 1024	Insight Studio	President & General Manager
Managing Editor, News	M1018, W1016, 1020, 1020A, 10208, 1020C, 10200 , 1020 E,1022	<i>Insight Studio</i>	Operations Manager

Early Mornings and Evenings through Friday

Time	Emergency Action Coordinator	Areas Responsible For	Back Up Responsible Individual
4am-9am	Morning Edition Producer	All Rooms	Morning Edition Host
5pm-7pm	All Things Considered Host	All Rooms	News Director
7pm-1am	Jazz Announcer	All Rooms	None
1am-4am	BUILDING IS SCHEDULED VACANT		

Saturdays

Time	Emergency Action Coordinator	Areas Responsible For	Back Up Responsible Individual
6am-10am	Operator on Duty	All Rooms	None
1pm-5pm	Blues Party Assistant	All Rooms	None
5pm-12midnight	Operator on Duty	All Rooms	None
12midnight-6am	BUILDING IS SCHEDULED VACANT		

Sundays

Time	Emergency Action Coordinator	Areas Responsible For	Back Up Responsible Individual
6am-2pm	Operator on Duty	All Rooms	None
2pm-5pm	Arts Editor	All Rooms	None
5pm-3am	Jazz Host	All Rooms	None
3am-6am	BUILDING IS SCHEDULED VACANT		

Emergency Action Coordinator's Responsibilities when inside the building:

1. Shall maintain a roster of the individuals in the area they are responsible for evacuating.
2. Ensure they receive an updated roster at the end of each quarter.
3. Take the roster with them to the assembly area.
4. Take the small First Aid Kit with them to the assembly area.
5. Alert employees, students, visitors, vendors and the general public to immediately evacuate the building.
6. Ensure that all offices and rooms in their immediate areas are clear and direct everyone in his or her area to the appropriate exit.
7. Note anyone left or injured in the area and be prepared to report the above information to the Responsible Safety Officer.

EXITS

1st Floor

See page 22 for map.

2nd Floor Mezzanine

Use the stairs to exit

MOVING PHYSICALLY DISABLED INDIVIDUALS

Assisting Individuals who use Wheel Chairs, Crutches or Canes:

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

Wheelchairs:

Do not attempt to lift a disabled person from their wheelchair.

Most disabled persons can exit the building on their own since the main building is one story. Direct them to the assembly area.

Crutches, Canes or Walkers:

Ask if assistance is necessary.

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

Assisting Visually Impaired Individuals:

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 or to the assembly area.

Most visually impaired persons can be independent once a safe area is reached.

Assisting Hearing Impaired Individuals:

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.

Write down the nature of the emergency.

Direct them to the nearest exit route.

ASSEMBLY AREA (See map on page 23)

Assembly Area is the NAPA HALL parking lot. If this area is unsafe as well, (for example, if wind is blowing in that direction) the meeting spot will be the baseball diamond.

Everyone should stay with his or her group.

Emergency Action Coordinator Responsibilities once in the assembly area:

1. Take a head count (using their roster) of the individuals from their assigned area who are in the assembly area.
2. Note anyone who remained in the building and inform the Responsible Safety Officer.
3. Note anyone who remained in the building and is injured and inform Responsible Safety Officer.
4. Note anyone from his or her area, injured and in assembly area, and inform Responsible Safety Officer.

It is the responsibility of the Responsible Safety Officer or Designee to establish communication with on-scene emergency officials (i.e., Fire department, Police, Paramedics), and communicate the following information:

1. Anyone left in the building.
2. Account for all evacuated people (in building/assembly area).
3. Identify anyone left or injured that remain in the building.
4. Identify anyone in the assembly area in need of medical treatment.
5. Explain what is known regarding the nature of the emergency.

Update and provide information from the emergency officials to the Emergency Action Coordinators as needed.

RE-ENTERING THE BUILDING:

The University Police Department will determine when it is safe to re-enter the building.

EMERGENCY ACTION PRACTICE DRILLS

There will be at least one Emergency Action Drill each year. Employees will be notified that there will be a drill that month, but will **not** be given the exact date or time. Employees will be instructed to review the evacuation procedure.

The Capital Public Radio Responsible Safety Officer will determine and work with the President & General Manager to select a date for the drill.

The Responsible Safety Officer will contact the Sacramento Fire department and the CSUS Public Safety office 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 the *Emergency & Evacuation Plans* should be directed to:
HR and Business Manager
916-278-8992
victoria.hagele@capradio.org

Manual Maintenance & Distribution

Maintenance:

Emergency & Evacuation Plan for Capital Public Radio, Inc. is updated when staffing and building layout changes are made and is updated accordingly.

The California State University, Sacramento, Emergency Response Manual: How to Help Yourself and Others during an Emergency, is updated and is distributed to Capital Public Radio employees when the station received updated copies from campus.

Distribution:

Copies *Emergency & Evacuation Plan for Capital Public Radio, Inc.* can be obtained by contacting the HR and Business Manager at 916-278-8992

Copies of the *California State University, Sacramento, Emergency Response Manual: How to Help Yourself and Others During an Emergency* can be obtained by contacting:

CSUS Foundation Risk Management Department at 916-278-7546 or CSUS Public Safety Department at 916-278-6851

Shelter in Place:

Capital Public Radio's "Shelter in Place" is the Control Rooms and Conference room A. The employees should report to the room where their corresponding Emergency Action Coordinator is so they can be accounted for. The air conditioning and heat will be shut off.

Doors and vents should be sealed using plastic and tape to create as much of an airtight environment as possible. Employees should not leave the room until directed to do so by the Campus Police or the appropriate authority.

Outside Assembly Area

