



SACRAMENTO  
STATE

COLLEGE OF ARTS AND LETTERS  
CALAVERAS HALL

EMERGENCY AND EVACUATION  
PROCEDURES MANUAL

2017



COLLEGE OF ARTS AND LETTERS  
EMERGENCY & SAFETY MANUAL



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## NAMES AND PHONE NUMBERS FOR KEY PERSONNEL

**BUILDING COORDINATOR**  
Christina Bellon, Associate Dean, x84759

**SECONDARY CONTACT**  
Amanda Haddan, ASC II, x87662

### PRIMARY AND SECONDARY CONTACTS

#### *ART SCULPTURE LAB*

Building Coordinator	Christina Bellon	x-86502	<a href="mailto:bellon@csus.edu">bellon@csus.edu</a>
Primary Contact	Ben Hunt	x-86615	<a href="mailto:benjamin.hunt@csus.edu">benjamin.hunt@csus.edu</a>
Secondary Contacts:	Carolyn Gibbs	x-87515	<a href="mailto:carolyng@csus.edu">carolyng@csus.edu</a>
Mon & Wed	Robert Ortbal	x-87514	<a href="mailto:ortbal@csus.edu">ortbal@csus.edu</a>
Tues & Thur	Andrew Connelly	x-87514	<a href="mailto:andrew.connelly@csus.edu">andrew.connelly@csus.edu</a>
Fri & Sat	Tom Moneith	x-87428	<a href="mailto:tmonteith@csus.edu">tmonteith@csus.edu</a>

#### *CALAVERAS HALL*

Building Coordinator	Christina Bellon	x-86502	<a href="mailto:bellon@csus.edu">bellon@csus.edu</a>
Primary Contact	David Toise	x-86594	<a href="mailto:dwtoise@csus.edu">dwtoise@csus.edu</a>
Secondary Contact	Aaron Eichenberger	x-85745	<a href="mailto:aeichenb@csus.edu">aeichenb@csus.edu</a>

#### *CAPISTRANO HALL*

Building Coordinator	Christina Bellon	x-86502	<a href="mailto:bellon@csus.edu">bellon@csus.edu</a>
Primary Contact	Ernie Hills	x-87984	<a href="mailto:hills@csus.edu">hills@csus.edu</a>
Secondary Contact	Karen Sorenson	x-85191	<a href="mailto:ksorenson@csus.edu">ksorenson@csus.edu</a>

#### *DOUGLASS HALL*

Building Coordinator	Christina Bellon	x-86502	<a href="mailto:bellon@csus.edu">bellon@csus.edu</a>
Primary Contact	David Toise	x-86594	<a href="mailto:dwtoise@csus.edu">dwtoise@csus.edu</a>
Secondary Contact	Aaron Eichenberger	x-85745	<a href="mailto:aeichenb@csus.edu">aeichenb@csus.edu</a>

#### *KADEMA HALL*

Building Coordinator	Christina Bellon	x-86502	<a href="mailto:bellon@csus.edu">bellon@csus.edu</a>
Primary Contact	Carolyn Gibbs	x-87515	<a href="mailto:carolyng@csus.edu">carolyng@csus.edu</a>
Secondary Contact	Ruth Hansen	x-85786	<a href="mailto:Ruth.hansen@csus.edu">Ruth.hansen@csus.edu</a>

#### *MARIPOSA HALL*

Building Coordinator	Christina Bellon	x-86502	<a href="mailto:bellon@csus.edu">bellon@csus.edu</a>
Primary Contact	Christina Bellon	x-86502	<a href="mailto:bellon@csus.edu">bellon@csus.edu</a>
Secondary Contact	Amanda Haddan	x-87662	<a href="mailto:ahaddan@csus.edu">ahaddan@csus.edu</a>
Third Contact	Erin Mahoney	x-85099	<a href="mailto:mahoney@csus.edu">mahoney@csus.edu</a>

#### *MENDOCINO HALL*

Building Coordinator	Christina Bellon	x-86502	<a href="mailto:bellon@csus.edu">bellon@csus.edu</a>
Primary Contact	Gerri Smith	x-85319	<a href="mailto:smithg@csus.edu">smithg@csus.edu</a>
Secondary Contact	Katrina Roose	x-87863	<a href="mailto:roose@csus.edu">roose@csus.edu</a>

**EMERGENCY!**  
**DIAL 911, if using a campus phone**  
**or 278-6851 if using your cell phone**

**CONTACT ASSOCIATE DEAN BELLON @ 86501**

***CALAVERAS HALL CONTACTS***  
***(FLOOR MARSHALS)***

**David Toise, 8-6576**

**Aaron Eichenberger, 8-5745**

**Angela Arnold, 8-5746**

**Shaun Kirby, 8-5747**

**EVACUATE (FOLLOWING PLAN)**

## **WHERE PEOPLE SHOULD ASSEMBLE IN CASE OF AN EMERGENCY AND/OR EVACUATION**

*The following are both inside and outside designated areas where people should gather in case there is an emergency and/or evacuation.*

### **ART SCULPTURE LAB**

**ASSEMBLY AREA** – proceed west to the Public Safety parking lot

**ASSEMBLY AREA** – (alternate) proceed north to the Daycare Center parking lot

**RETREAT** – rooms 109, 110B and 112

### **CALAVERAS HALL**

**ASSEMBLY AREA** – proceed to the quad (grassy area) next to the roundhouse

**ASSEMBLY AREA** - (alternate) – N/A

**RETREAT** - Faculty and students advised to stay put and take cover. Classrooms 135 (seating 35) and 123 (seating 50) have no windows and are therefore secure areas.

### **CAPISTRANO HALL**

**ASSEMBLY AREA** – Parking Structure I on the first floor. The instructions are to be far enough in the garage to stay out of the way of danger and safety personnel i.e. fire trucks, police department etc.

**ASSEMBLY AREA** - (alternate) – N/A

**RETREAT** - offices without windows. First floor that is our Mail Room/Copy Room and Student Assistant Office. Another option is to go into the basement.

### **DOUGLASS HALL**

**ASSEMBLY AREA** – proceed to the quad (grassy area) next to the roundhouse

**ASSEMBLY AREA** - (alternate) – N/A

**RETREAT** – all classrooms have windows, restrooms can be used (on the 1<sup>st</sup> floor).

### **KADEMA HALL**

**ASSEMBLY AREA** – area just south of the Roundhouse

**ASSEMBLY AREA** - (alternate) – N/A

**RETREAT** - Conference room, Kadema 184.

### **MARIPOSA HALL**

**ASSEMBLY AREA** – Across Moraga way near the tennis courts

**ASSEMBLY AREA** - (alternate) - Moraga Way, West of Mariposa

**RETREAT** - 5<sup>th</sup> floor-Room 5000; 4<sup>th</sup> floor-Room 4010; 3<sup>rd</sup> floor-Room 3000; 2<sup>nd</sup> floor-Room 2051; 1<sup>st</sup> floor-Room 1002

### **MENDOCINO HALL**

**ASSEMBLY AREA** – patio outside of the River Front Center (in front of the Copy Center)

**ASSEMBLY AREA** - (alternate) - in front of Lassen Hall, north of the Roundhouse Café

**RETREAT** - department offices on the fifth, fourth, third and second floor (ComS-5014, Anthropology-4010, Philosophy-3032, and HRS-2011) and the restrooms on the first floor.

## KEY PERSONNEL AND THEIR RESPONSIBILITIES

Every member of the faculty and staff should read and understand both their building and department emergency plans and familiarize themselves with their emergency procedures and evacuation routes. Faculty and staff must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should follow emergency plan procedures, establish contact with their *building coordinator* and *primary/secondary contacts (floor marshals)* and evacuate the building to pre-designated areas in an orderly manner.

Faculty members are seen as leaders by students and should be prepared to direct their students and fellow staff members to assembly areas in the event of an emergency.

The *primary/secondary contacts (floor marshals)* are responsible for counting people at the pre-designated emergency assembly area and reporting any injuries or damage to their department safety coordinator. The *primary/secondary contacts (floor marshals)* are responsible for monitoring persons in their assigned areas and assisting in the notification and safe evacuation of the occupants. *Primary/secondary contacts (floor marshals)* may also be stationed at doors to ensure that people do not re-enter an evacuated building. *Building coordinators* designate *primary/secondary contacts (floor marshals)*. Each building coordinator is responsible for developing a building emergency plan and designating an emergency assembly area in advance. In the event of an emergency, the building coordinator is responsible for coordinating safe evacuation (with the assistance of the *primary/secondary contacts [floor marshals]*).

In the event of a major campus wide emergency, the president will activate the *EOC* (Emergency Operations Center). The building coordinators will report to their respective command posts and deliver a status report on their individual building and occupants to the EOC. Resources and emergency response teams will be coordinated from each EOC command post.

## **INTRODUCTION AND LOCATIONS OF MANUALS**

### **INTRODUCTION**

The purpose of this manual is to provide information to help personnel make the best decisions about emergency situations as well as to convey procedures for handling an emergency. This information is intended to guide all staff members in dealing with crisis situations.

### **LOCATION OF MANUAL AND POSTED SIGNS**

A copy of this manual is available in the College of Arts and Letters Dean's Office, Mariposa Hall 5000. Additional copies should be kept in each department within the college. This manual will be electronically distributed every fall to all A&L employees.

### **OTHER BUILDING INFORMATION**

Specific information pertaining to your building resides with your building coordinator and floor marshals. This information includes:

- building plans which designate the assembly areas and retreat locations
- guidelines of emergency procedures
- list of all occupants of each floor

## PROTECTING COLLEGE INFORMATION TECHNOLOGY

The College has IT equipment in several limited-access locked locations on campus.

Uninterruptible power supply (UPS) systems are used at all locations, keeping file, mail, and web servers running in the event of momentary power outages.

If there is a long-term power failure, College IT staff will safely shut down all necessary server hardware. College IT services will be unavailable until power is restored.

File and e-mail server data is backed up nightly using a disk-based backup system. One month of backup data is retained at a time. Data is also backed up and stored off-site.



## **REPORTING EMERGENCIES**

### **CALL 911 (EMERGENCY) or (916) 278-6851 (NON-EMERGENCY)**

The dispatcher will contact the appropriate agency for assistance: paramedics, fire department, or police. Stay calm and give your name, location and nature of the emergency. Do not hang up until you are told to.

In the event of injuries or illness, 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 clearing air passages or administering CPR, if certified.

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 at the theatre or stadium, depending on damage and the nature of the emergency.

Be certain to notify your supervisor as soon as possible.

### **INJURIES**

Persons injured on campus should be directed or taken to the Student Health Center for emergency treatment. In urgent situations not requiring an ambulance, the University Director of the Student Health Center or a University physician may request the University police to transfer an individual to a hospital or other local treatment facility.

When the Student Health Center is closed, call the University police.

### **REPORTS**

Accidents occurring on campus must be reported within 24 hours on campus using EHS form #1. This applies to on-the-job accidents and student, visitor, and other non-job-related accidents.

## **BOMB THREATS**

**PAY ATTENTION** to the caller and obtain as much information as possible. Be alert and calm. If possible, have another person call 911, if using a campus phone or 278-6851 if using your cell phone while you keep the caller on the line. Try not to alert the caller.

### **ASK THE FOLLOWING QUESTIONS:**

When will the bomb explode?  
Where is it right now?  
What does it look like?  
What will cause it to explode?

**KEEP THE CALLER ON THE PHONE** as long as possible. Listen carefully to the caller.

### **NOTE THE FOLLOWING DETAILS:**

Exact words of the caller  
Speech pattern and/or accent  
Emotional state  
Age and gender of the caller  
Background noises (e.g. traffic)  
If you have a display phone, note any information shown.  
Date of time of call

**AFTER YOU HANG UP, CONTACT THE UNIVERSITY POLICE DEPARTMENT** at 911, if using a campus phone or 278-6851 if using your cell phone.

University police officers may conduct a search of the facility. Faculty and staff are requested to make cursory inspections of their areas for suspicious objects and to report findings to the University police at 911.

If you observe a suspicious object on campus, **do not** approach or handle the object! Clear out of the area immediately and call 911.

A building may be evacuated on the orders of the University police or an officer of the University (Vice President, Dean, or their designee).

After the situation is resolved, counseling services are available for students through Psychological Counseling Services at (916) 278-6416 and faculty/staff through the Employee Assistance Program at (916) 278-5018. If you would like specific training for your area for responding to bomb threats, contact the University police at (916) 278-7321 to schedule an appointment.

## **BOMB THREATS 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 and title may be inaccurate.

Cancellation or postmark shows a different location than the return address.

Mail bombs may have excessive postage.

Letter bombs may feel rigid, or appear uneven and 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. Evacuate the area. and call 911.

If you observe a suspicious object on campus, do not approach or handle the object! Clear out of the area immediately and call 911, if using a campus phone or 278-6851 if using your cell phone.

A building may be evacuated on the orders of the University police or an officer of the University (Vice President, Dean, or their designee).

After the situation is resolved, counseling services are available for students through Psychological Counseling Services at (916) 278-6476 and for faculty and staff through the Employee Assistance Program at (916) 278-5018. If you would like specific training for your area for responding to bomb threats, contact the University police at (916) 278-7321 to schedule an appointment.

## **HEALTH EMERGENCIES (MAJOR CUTS, BONE BREAKS, ETC.)**

### *INJURIES*

Persons injured on campus should be directed or taken to the Student Health Center for emergency treatment. In urgent situations not requiring an ambulance, the University Director of the Student Health Center or a University physician may request the University police to transfer an individual to a hospital or other local treatment facility.

When the University Health Center is closed, call the University police.

### *REPORTS*

Accidents occurring on campus must be reported within 24 hours using EHS Form #1 (refer to Appendix A). This applies to on-the-job accidents and student, visitor, and other non-job-related accidents.

### *REPOSITORY*

The repository for all documents regarding illness, injuries, and accidents, including reports, copies of legal actions, claims, board of control rulings, etc. is in the Office of Environmental Health and Safety. The repository for documents regarding worker's compensation is in the office of Faculty and Staff Affairs.

### *DEATHS*

The Environmental Health and Safety officer is responsible for notifying the division of industrial accidents and the Chancellor's Office of employee deaths. The Chancellor's Office authorizes payment of death benefits.

### *WORK RELATED INJURIES*

Contact the employee's private physician, if one is on record with the office and University, or bring the person to the University's designated medical center; U.S. Health Works, (see displayed bulletin in your office). The closest location: 1675 Alhambra Boulevard, 916-451-4580. You will need to follow up with the Benefits office at 278-6213.

### *PANDEMIC INFLUENZA*

Due to the confirmed outbreaks of illnesses like the avian and swine influenzas, it is important to learn about them and plan for ways to manage them as best as possible should an outbreak occur on campus. Below are some helpful links with general information about pandemic illnesses and steps that you can take to educate yourself about them and also prevent yourself from getting sick. Our campus is ready to activate its emergency plan for handling an influenza outbreak should the need occur.

- Center for Disease Control and Prevention: <http://www.cdc.gov/>
- World Health Organization: <http://www.who.int/en/>
- Environmental Health and Safety (on the Sac State campus): <http://www.rms.csus.edu/dcp/avianflu/index.html>
- Sac State's Pandemic Plan: <http://www.rms.csus.edu/dcp/> (click on "pandemic plan")

## **CRITICAL INCIDENT PREPAREDNESS AT SACRAMENTO STATE**

### **Background**

In light of the recent tragic events at Virginia Tech, many have asked how the Sacramento State campus is prepared to deal with an event of this nature or other critical incidents. Any event of this magnitude presents formidable challenges to all involved – from those who were victimized to the responders charged with handling the situation. While there is no panacea for such occurrences, having a plan in place ahead of time and remaining vigilant will continue to be our best resources.

The Sacramento State campus has been and remains an extremely safe environment and enjoys one of the lowest crime rates in the CSU system. With more than 300 acres, a population of more than 30,000 students, staff, and faculty, Sacramento State is a reflection of the surrounding community. Our campus, like other publicly accessible institutions, can be vulnerable to unpredictable acts. While it is impossible to prepare for every eventuality, Sacramento State has taken a number of steps to be ready for possible emergencies.

### **State of Preparedness**

Sacramento State has its own police department which is staffed 24 hours a day, every day, by sworn police officers and trained dispatchers. The officers have received specialized training including responding to shootings, disaster preparedness, incident management protocols, and emergency first aid. University Police Officers patrol in marked patrol units, bicycles and on foot. Student Community Service Officers patrol the campus and serve as an extra set of “eyes and ears” for the department. The department also maintains strong working relationships with allied law enforcement and emergency service agencies in the surrounding community. More than 500 members of the campus community have received training on state and national emergency response protocols. Additionally, the campus community is notified of emergencies by e-mail, automated telephone information systems, building coordinators, websites, and various public address systems.

The campus community can report emergency situations to the University Police Department by dialing 9-1-1 from any campus telephone or dialing 916-278-6851 from cell phones and off campus. The campus is currently exploring state-of-the-art information dissemination systems to enhance our notification capabilities. The campus also has its own standalone Emergency Operations Center that coordinates responses to campus emergencies and is fully interoperable with outside agencies, emergency vendors, and other resources. First responders on campus are equipped with emergency radios, cell phones, and satellite communications.

## **Personal Action Strategies**

The key to personal safety during a critical campus incident is planning ahead.

- **Have a plan.** Think of what your alternatives in a situation would be. Know your personal limitations. Consider your options.
- **Know your environment.** Just as you would look around a parking lot at night or walk with a friend, always take stock of your environment. Where are the exits? How far is it to the door? Are there other ways out of an area? Can the area you are in be secured or provide shelter?
- **Know your resources.** What tools might be available to use as shelter or for defense? Are there means of communication available? What alternate means of escape or shelter are there?
- **Create time and distance.** The best method to stay safe from any threat is create time and distance. Whatever you can do to put distance between you and a threat or lengthen the time it takes for it to reach will help.
- **Shelter in place.** If you cannot put time and distance between you and the threat, use whatever means are available to shelter yourself from the threat. This may mean barricading yourself into a room, hiding as best you can, or covering yourself with materials that might be available. And remain sheltered until such time as you are advised the situation is safe by persons in authority.

### **If a Person Appears With a Weapon**

ESCAPE FROM THE AREA. Warn others as you go. When you can get to a phone safely, dial 9-1-1 from a campus phone or 278-6851 from cell phones and follow the emergency call procedure. If you cannot escape, seek cover and try to escape when the opportunity presents itself. If necessary, barricade yourself in an office or other RETREAT location. As you move, try to call in with updated information.

### **If an Assault Occurs**

NOTIFY POLICE AND CALL IN AN ASSAULT, ALONG WITH MEDICAL AID IF NECESSARY.

### **Hostage incident**

Remain calm and do not panic. Cooperate as necessary. Do not argue with or challenge a hostage-taker. If safe – escape QUIETLY, without taking any risks. Warn others as you go. When you can get to a phone safely, dial 9-1-1, and follow the emergency call procedure. Your observations will be critical to the police and to the safety of others. Go straight to the police or call 9-1-1 to tell them your information immediately.

## **CRIME IN PROGRESS/CIVIL DISTURBANCE**

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 and model, color and outstanding characteristics.
3. Call 911 from a campus phone or 278-6851 from cell phones. 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 as possible with your 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.

## **REPORTING VIOLENT OR CRIMINAL BEHAVIOR**

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

NOTIFY the University Police Department by calling 911 from a campus phone or 278-6851 from cell phones 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

If you witness a criminal act or notice a person or persons acting suspiciously on campus, immediately call 911 from a campus phone or 278-6851 from cell phones and be prepared to provide the dispatcher with the above information.

Do everything possible to avoid getting into a vehicle under threat or by force. By stepping into the vehicle, your odds of survival diminish substantially.

## **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, 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 adductors. 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)

## ***SURVIVING AN ACTIVE SHOOTER INCIDENT***

### **WHEN A SHOOTING OCCURS INSIDE YOUR BUILDING:**

- ▶ If possible and safe to do so, immediately exit the building alerting everyone to leave. If near another building go inside and alert the people there. Lock down that building if possible. **Use a campus phone line to dial - 911.**
  
- ▶ Once outside and in a safe place use your cell phone to call the police dispatcher. **Dial 278-6851 to reach the campus police dispatcher. If you use your cell phone and dial 911 the call goes to the CHP Dispatcher who then has to relay the call to the campus Dispatcher taking up valuable time. Give the following information to the Dispatcher:**
  1. **Your name.**
  2. **Location of shooting, building name and room number.**
  3. **As much of a description of shooter as possible.**
  4. **Where last seen or direction of travel.**
  5. **Was anyone shot?**



## VIOLENCE IN THE WORKPLACE

For the purposes of this policy, violence and threats of violence include, but are not limited to:

- \* any act which is a physical assault;
- \* any substantial threat to harm or to endanger the safety of others;
- \* behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression;
- \* any substantial threat to destroy property.
- \* possession on campus of any weapon or dangerous instrument (e.g., any type of firearms, certain knives, brass or metal knuckles, etc.) as defined in the California Penal Code, Title 5 of California Administrative Code, or University policy

A climate of fear or intimidation will not be tolerated at California State University, Sacramento. Threatening behaviors, acts of aggression and violence will result in appropriate action by the University, up to and including dismissal. Civil and criminal penalties will be pursued as appropriate. It is the responsibility of every member of the campus community to take any threat or violent act seriously, to consult with appropriate individuals and to take action as recommended by these resources and guidelines. The crisis consultation team list provides the name of campus personnel who should be contacted if someone has concerns regarding a potentially violent situation. In addition, CSUS now has an employee assistance program (EAP). The EAP coordinator's office is located in the Student Health Center and is available by phone at 278-6416.

The crisis consultation team is charged with coordinating University response to potentially violent situations on the California State University, Sacramento campus which involve students, visitors, staff, and/or faculty members collectively, individually, or any combination thereof. Functions of the crisis consultation team include the following:

1. At the request of any crisis consultation team member who has been contacted regarding a potentially violent situation, to consult with appropriate persons on the crisis at hand and serve as a communication link between/among individuals and offices by communicating relevant information on a "need to know" basis.
2. Make recommendations to the President (or designee) on response to crisis situations.
3. Work with the University Relations Office in the timely provision of information to the media and others as appropriate.

Meetings may be called by any member as needed.

## EVACUATION OF THE UNIVERSITY

1. Only the Department of Public Safety or an officer of the University (Vice Presidents, Deans, and Building Coordinators) can order the evacuation of a campus building.
2. When evacuation is determined to be necessary, occupants shall leave the building immediately and quietly by the nearest designated exit, or as advised. Public safety will direct the occupants to a safe area – either a grassy area or another building, depending on the nature of the emergency.
3. Do not use elevators in the case of fires or earthquakes.
4. When evacuating, building occupants should walk, remain calm, and grasp handrails.
5. Do not re-enter building until instructed to do so by the appropriate authorities.

### EVACUATION OF ART SCULPTURE LAB, CALAVERAS HALL, CAPISTRANO HALL, DOUGLASS HALL, KADEMA HALL, MARIPOSA HALL, MENDOCINO HALL

The *building coordinator* or designee will coordinate safe evacuation with the assistance of the *primary/secondary contacts (floor marshals)*. The *primary/secondary contacts (floor marshals)* will monitor persons in their assigned areas and assist in the notification and safe evacuation of the occupants.

\*\* *Primary/secondary contacts (floor marshal)* may also be stationed at doors to ensure that people do not re-enter an evacuated building. The *primary/secondary contacts (floor marshals)* are responsible for counting people in the assembly area and reporting any injuries or damage to their *building coordinator*.

\*\**Primary/secondary contacts (floor marshals)* are responsible for notifying people in the following areas: offices, classrooms, labs, restrooms and the athletic field in their designated areas.

The fire alarm system is an automatic notice to proceed with evacuation.

## **EVACUATION OF PERSONS WITH DISABILITIES**

1. Evacuation of persons with disabilities will be given the highest priority in all emergencies.
2. Students with disabilities should prepare for an emergency ahead of time by instructing a classmate or co-worker on how to assist him/her in the event of an emergency.
3. If assistance is not immediately available, disabled persons should remain near the stairwell landing or in the elevator lobby; rescue personnel will first check all exit corridors and exit stairwells for trapped persons. He or she should continue to call for help until rescued.
4. Persons with visual impairments should learn the locations of exits and fire alarms in advance if possible, and seek assistance of others as required. Know designated meeting places and locations specifically for persons with special needs.
5. The Dean's office, Mariposa 5000, has a Garaventa Evacu-Trac CD7, an emergency evacuation device designed to provide an easy method of evacuating physically disabled, infirm or injured people from multi-storey buildings. A list of all persons who may require this device in the event of an emergency shall be taped inside the cabinet which houses it. To include a person on this list, please call Cathy Labbé at 278-4072.

Before using the unit a person has to be properly trained to operate the device. Each floor marshal in Mariposa Hall shall be trained to use it in case of an emergency. This includes reviewing the Operator Training Video and reading the Trainer's Manual. You may view the video at <http://www.evacutrac.com/streaming-video.html>.

## **IN THE EVENT OF A FIRE**

1. If a fire is discovered, immediately call 911 from a campus phone or 278-6851 from cell phones. Notify the Dean's Office 278-6502.
2. Put out an easily extinguishable fire by using the nearest fire extinguisher. Point the foam/chemical stream at the base of the fire and squeeze handle in short bursts while sweeping the nozzle back and forth. Some areas have large fire extinguishers containing water. These should not be used on electrical fires.
3. On larger fires that are not immediately controllable, confine the fire by closing all doors - but do not lock them.
4. If the fire is larger, very smoky, or spreading rapidly, evacuate the building immediately by activating the nearest fire alarm.
5. Do not use elevators for an evacuation.
6. Crawl or stay near the floor while evacuating a smoke-filled building.
7. Do not open any door that feels hot.
8. Assist the evacuation of any injured person or persons with disabilities (see "evacuation, persons with disabilities").
9. Evacuate well away from 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.
10. 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.
11. If an electrical fire occurs, disconnect the equipment if possible. Report equipment fire damage to the appropriate department to initiate repair action as soon as possible.

## **IN THE EVENT OF A FLOOD**

1. All flood-related emergencies must be reported directly by calling 911 from a campus phone or 278-6851 from cell phones.
2. Take refuge on the highest floor of the nearest building; do not go outside.
3. Do not attempt to leave the campus until told to do so by the appropriate authorities.
4. Do not take refuge near windows or doors.
5. Seal doors and windows with furniture, sheets of wood, etc., to reduce debris.
6. In a steady downpour, or if there is any indication of the roof leaking or sagging, take cover under desks, chairs, benches, etc., in case the roof collapses.
7. Check broadcast messages on *AMES*. Tune your radio to KFBK, 1530 AM, for news and early warning systems.

## **PRESERVATION AND PROTECTION OF PROPERTY**

### **INTRODUCTION**

This plan has been developed to manage a flood in the CSUS area with about eight to ten hours notice. A one hour notice scenario is also addressed. The plan will be activated by the Building Coordinator or designee after notification from the CSUS Department of Public Safety or an officer of the University (Vice presidents and Deans). Only these people can order an evacuation of a campus building.

According to the CSUS multi-hazard emergency plan, University personnel and equipment will be utilized to provide protection for:

- preservation of property
- protection of the environment
- restoration of academic programs
- restoration of university operations

Facilities Management (campus) will not be able to assist colleges and departments with the relocation of records and equipment and building evacuation in anticipation of campus flooding.

The CSUS police command center is on the 2nd floor of Shasta Hall.

### **SCENARIO 1: ONE HOUR FLOOD WARNING NOTIFICATION:**

All individuals will either be evacuated or moved to a higher level of your building, depending on safety considerations, as determined by the University's Office of the President or the CSUS Department of Public Safety. In the absence of instructions from the University, the Building Coordinator or designee will make the decision as to whether to have people leave the building or move to the fourth and fifth floors.

### **EVACUATION**

Upon notification by campus officials of the potential flood situation, the Building Coordinator or designee will initiate the evacuation and closing of the building.

## **HAZARDOUS MATERIALS**

Do not use sinks, toilets, storm drains, dumpsters, or wastebaskets for disposing of paint or any other hazardous materials.

### **MINOR CHEMICAL SPILLS**

Call 911 from a campus phone or 278-6851 from cell phones and report the incident. Follow the appropriate steps listed below. For major chemical spills:

1. Vacate the area at once. If possible, seal the area so that other individuals are not exposed to the chemical.
2. Call 911 from a campus phone or 278-6851 from cell phones. Give your name, location and nature of the emergency.
3. 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.
4. 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.
5. Do not re-enter the area of the spill until you have been authorized to do so by the appropriate authority.
6. Anyone with chemicals on his or her body or clothes should flush with large amounts of water for at least 15 minutes. If material is in eyes, flush with water for at least 15 minutes. After use of water, seek prompt medical attention.

## **IN THE EVENT OF A UTILITY OR POWER OUTAGE**

### **UTILITY FAILURES**

Disruption or failure of any utility is to be reported immediately to Facilities Management Work Control at 278-6242 during the work day or to the Department of Public Safety at 278-6851 during other periods.

### **ELECTRICAL FAILURE**

1. Turn off or unplug electrical equipment that may be a hazard if unattended when power resumes.
2. Instructors, supervisors or technicians should secure experiments or activities that may present a danger with electrical power off or if it comes back on unexpectedly.
3. If evacuation is required, use stairways. Do not attempt to use elevators. Seek out disabled persons and assist as needed.
4. When mechanical ventilation is interrupted, vapors of chemicals may reach hazardous concentrations. To avoid this, use natural ventilation and clean up or put away chemicals and close containers. If this is not possible, respirators may be required until control is obtained.
5. Most major campus buildings are equipped with an emergency light system that will provide enough illumination in corridors and stairs for safe exiting. It is advisable for departments to have some flashlights and extra batteries available.

\*The Dean's Office stores flashlights, batteries, water, and an extensive first aid kit in our work room, the Dean's conference room in Mariposa Hall 5000.

### **WATER LEAKS/PLUMBING FAILURES**

1. Cease using all electrical equipment, vacate the area and call Facilities Management Work Control at 278-6242.

### **NATURAL GAS FUMES/SUSPECTED LEAK**

1. Do not attempt to find the leak or shut off utility valves; notify Facilities Management Work Control at 278-6242 and call 911 from a campus phone or 278-6851 from cell phones.
2. Cease all operations and immediately vacate the area.
3. Do not switch on or off any lights or electrical equipment. Electrical arcing can trigger an explosion!



## **IN THE EVENT OF A BLACKOUT**

It is possible that the Sacramento area may experience rolling blackouts. These blackouts may occur with either little or no notice. It is expected that they may last from 60 to 90 minutes or more. The office of evening emergency services will carry out the coordination necessary for handling evening situations, including blackouts. It is housed in public safety, 278-6851.

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 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, faculty and staff should move to an area where natural light permits work to continue. Please review blackout plans within each unit.

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 put, and a building coordinator will see that you are escorted out.

If the region is experiencing a stage 3 power alert, do not use elevators, unless necessary, as elevators may not work during a power outage. If you are in an elevator that stops, use the emergency telephone to notify authorities of your location. Then wait calmly. All elevators have emergency lighting. Depending on the duration and extent of the blackout, it may take some time for personnel to reach you.

Be certain to review blackout plans for yourself, your unit and your building. Know where the areas of natural light are and your safest way out of the building.

Keep a pocket flashlight & cell phone with you or in the office at all times.

## INCIDENT REPORT

Forms are available online through:

[http://www.csus.edu/aba/forms.htm#Risk\\_Management\\_Services](http://www.csus.edu/aba/forms.htm#Risk_Management_Services)

Hard copies are available in the A&L Dean's Office in Mariposa Hall, 5000.

If a crime is in progress, call 911 from a campus phone or 278-6851 from cell phones and the Dean's Office at 278-6502 right away.

Appendix A is a hard copy of the report.

## **EXPLOSIONS, AIRCRAFT CRASH OR TRAIN DERAILMENT**

### **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 from a campus phone or 278-6851 from cell phones.
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 such objects which will give protections against glass or debris.
2. After effects of the explosion or crash have subsided, call 911 from a campus phone or 278-6851 from cell phones. Give your name and describe the location and the nature of the emergency.
3. Evacuate the immediate area of the explosion or crash.
  - A. Be aware of structural damage.
  - B. Stay away from glass doors and windows.
  - C. Do not touch or move any suspicious object.
4. Assist others, especially the injured and disabled in evacuating the building.
5. Once outside, proceed to clear the area that is at least 200 feet away from the affected area.
6. Do not return to an affected building until told to do so by the appropriate authorities.

## **DURING AN EARTHQUAKE**

Stay in the building. Do not evacuate.

Drop to the floor; take shelter under tables & desks, in doorways, or similar places. 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 any 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, and roadways.

## **AFTER AN EARTHQUAKE**

Check for injuries. If qualified, give first aid; otherwise, seek help.

Check for safety hazards: fire, electrical, gas leaks, and water supply, etc. and 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 them 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, if evacuation is ordered

Seek out any disabled or injured persons in the area and give assistance. Exit using the stairway. Do not use elevators.

Beware of falling debris or electrical wires as you exit.

Go to an open area away from buildings, trees, power lines and roadways.

Wait for further instructions from emergency personnel.

Note: in the event of a major emergency, the president will activate the emergency operations center. Information will be posted outside Shasta Hall or at Hornet Stadium depending on the damage and the nature of the emergency.\*

\*Refer to campus map at [http://www.csus.edu/utaps/maps/Color\\_Map.pdf](http://www.csus.edu/utaps/maps/Color_Map.pdf)

# Personal Workplace Disaster Supplies Kit



*Together, we can save a life*

*For the workplace, where you might be confined for several hours, or perhaps overnight, the following supplies are recommended. More information is at:*

<http://www.redcross.org/portal/site/en/menuitem.d8aaecf214c576bf971e4cfe43181aa0/?vgnextoid=a7c51a53f1c37110VgnVCM1000003481a10aRCRD&vgnnextfmt=default>

## Flashlight with extra batteries

Use the flashlight to find your way if the power is out. Do not use candles or any other open flame for emergency lighting.

## Battery-powered radio

News about the emergency may change rapidly as events unfold. You also will be concerned about family and friends in the area. Radio reports will give information about the areas most affected.

## Food

Enough non-perishable food to sustain you for at least one day (three meals), is suggested. Select foods that require no refrigeration, preparation or cooking, and little or no water. The following items are suggested:

- Ready-to-eat canned meals, meats, fruits, and vegetables.
- Canned juices.
- High-energy foods (granola bars, energy bars, etc.).

## Water

Keep at least one gallon of water available, or more if you are on medications that require water or that increase thirst. Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles.

## Medications

Include usual non-prescription medications that you take, including pain relievers, stomach remedies, etc. If you use prescription medications, keep at least three-day's supply of these medications at your workplace. Consult with your physician or pharmacist how these medications should be stored, and your employer about storage concerns.

## First Aid Supplies

If your employer does not provide first aid supplies, have the following essentials:

- (20) adhesive bandages, various sizes.
- (1) 5" x 9" sterile dressing.
- (1) conforming roller gauze bandage.
- (2) triangular bandages.
- (2) 3 x 3 sterile gauze pads.
- (2) 4 x 4 sterile gauze pads.
- (1) roll 3" cohesive bandage.
- (2) germicidal hand wipes or waterless alcohol-based hand sanitizer.
- (6) antiseptic wipes.
- (2) pair large medical grade non-latex gloves
- Adhesive tape, 2" width
- Anti-bacterial ointment
- Cold pack
- Scissors (small, personal)
- Tweezers
- CPR breathing barrier, such as a face shield

## Tools and Supplies

- Emergency "space" blanket (Mylar).
- Paper plates and cups, plastic utensils
- Non-electric can opener.
- Personal hygiene items, including a toothbrush, toothpaste, comb, brush, soap, contact lens supplies, and feminine supplies.
- Plastic garbage bags, ties (for personal sanitation uses).
- Include at least one complete change of clothing and footwear, including a long sleeved shirt and long pants, as well as closed-toed shoes or boots.
- If you wear glasses, keep an extra pair with your workplace disaster supplies.

## General Information

- Your kit should be adjusted based on your own personal needs.
- Do not include candles, weapons, toxic chemicals, or controlled drugs unless prescribed by a physician.

# REPORT OF INCIDENT OR ACCIDENT

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

H.R. use only - OSHA Log Case No.

**ATTENTION:** This form contains information relating to the injured's (i.e., employee, visitor, student, etc.) health and must be used in a manner that protects the confidentiality of the injured to the extent possible while the information is being used for safety and health purposes. Reference: 8 CCR § 14300.29 (b)(6)-(10). This form must be completed within 8 hours of receiving information of an occupational or other university-related injury or illness.

**IMPORTANT:** Please go to [www.rms.csus.edu](http://www.rms.csus.edu) > Forms > Report an Incident or Accident, to ensure that you are using the most current version of this form.

## SECTION 1: UNIVERSITY RELATIONSHIP (SELECT ONLY ONE)

Faculty (dept): \_\_\_\_\_  Staff (dept): \_\_\_\_\_  Student Emp.  Student Asst.  Student  Auxiliary  Contractor  
 Visitor      Police Report Made  YES  NO

## SECTION 2: INCIDENT TYPE (SELECT ONLY ONE)

Injury       Illness       Other (Vehicle, Near Miss, Dangerous Condition, Exposure Incident)

## SECTION 3: INVOLVED/INJURED'S INFORMATION

Male       Female      Date of Birth: \_\_\_\_\_      Date Hired or N/A: \_\_\_\_\_  
First Name: \_\_\_\_\_      Last Name: \_\_\_\_\_      M.I.: \_\_\_\_\_  
Street Address: \_\_\_\_\_      City: \_\_\_\_\_      State: \_\_\_\_\_      Zip: \_\_\_\_\_  
Home Ph: \_\_\_\_\_      Work Ph. or N/A: \_\_\_\_\_      Dept. or N/A: \_\_\_\_\_

## SECTION 4: INCIDENT DETAILS

**Note:** If an accident occurred while driving on university business, you must also complete the Vehicle Accident Report form STD 270.

Incident Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

**DESCRIBE THE INCIDENT (STATE ONLY THE FACTS).** Attach additional sheet of paper if necessary.

What was the person doing just prior to and at the time of the incident? What objects/conditions contributed to the incident?

Name(s) of Injured Persons & Witnesses: \_\_\_\_\_

**If the incident resulted in an injury or illness, answer the following questions; otherwise, go to Section 8.**

If this was a CSUS employee injury or illness, at what time did the employee begin their shift?: \_\_\_\_\_  a.m.  p.m.  N/A

- a) Did the individual receive medical treatment in an emergency room?  YES  NO
- b) Was the individual hospitalized overnight as an in-patient?  YES  NO
- c) Did the individual receive medical treatment beyond basic first aid?  YES  NO
- d) Did the individual immediately return to work?  YES  NO
- e) Did the individual receive a modified work schedule due to the incident?  YES  NO
- f) Did the injury or illness result in death? Date of Death: \_\_\_\_\_  YES  NO

## SECTION 5: HOSPITAL/CLINIC INFORMATION

Name of Clinic: \_\_\_\_\_

Address of Clinic: \_\_\_\_\_

Treating Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

# REPORT OF INCIDENT OR ACCIDENT

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

## SECTION 6: INJURY/ILLNESS CATEGORIZATION

Section 6A: Part of Body Injured								
L	R		L	R		L	R	
<input type="checkbox"/>	<input type="checkbox"/>	Abdomen	<input type="checkbox"/>	<input type="checkbox"/>	Foot	<input type="checkbox"/>	<input type="checkbox"/>	Neck
<input type="checkbox"/>	<input type="checkbox"/>	Ankle	<input type="checkbox"/>	<input type="checkbox"/>	Forearm	<input type="checkbox"/>	<input type="checkbox"/>	Nose
<input type="checkbox"/>	<input type="checkbox"/>	Arm-Lower	<input type="checkbox"/>	<input type="checkbox"/>	Genitals	<input type="checkbox"/>	<input type="checkbox"/>	Shoulder
<input type="checkbox"/>	<input type="checkbox"/>	Arm-Upper	<input type="checkbox"/>	<input type="checkbox"/>	Groin	<input type="checkbox"/>	<input type="checkbox"/>	Teeth
<input type="checkbox"/>	<input type="checkbox"/>	Back-Lower	<input type="checkbox"/>	<input type="checkbox"/>	Hand	<input type="checkbox"/>	<input type="checkbox"/>	Thigh
<input type="checkbox"/>	<input type="checkbox"/>	Back-Upper	<input type="checkbox"/>	<input type="checkbox"/>	Head	<input type="checkbox"/>	<input type="checkbox"/>	Throat
<input type="checkbox"/>	<input type="checkbox"/>	Ear	<input type="checkbox"/>	<input type="checkbox"/>	Internal	<input type="checkbox"/>	<input type="checkbox"/>	Toes
<input type="checkbox"/>	<input type="checkbox"/>	Elbow	<input type="checkbox"/>	<input type="checkbox"/>	Knee	<input type="checkbox"/>	<input type="checkbox"/>	Torso
<input type="checkbox"/>	<input type="checkbox"/>	Eye	<input type="checkbox"/>	<input type="checkbox"/>	Leg-Lower	<input type="checkbox"/>	<input type="checkbox"/>	Wrist
<input type="checkbox"/>	<input type="checkbox"/>	Face	<input type="checkbox"/>	<input type="checkbox"/>	Leg-Upper	<input type="checkbox"/>	<input type="checkbox"/>	Other (explain):
<input type="checkbox"/>	<input type="checkbox"/>	Fingers	<input type="checkbox"/>	<input type="checkbox"/>	Mouth			

Section 6B: Nature of Injury		
<input type="checkbox"/> Abrasion	<input type="checkbox"/> Crushed	<input type="checkbox"/> Pain
<input type="checkbox"/> Amputation	<input type="checkbox"/> Cut/Laceration	<input type="checkbox"/> Puncture
<input type="checkbox"/> Bite/Sting	<input type="checkbox"/> Dermatitis	<input type="checkbox"/> Repetitive Motion
<input type="checkbox"/> Blister	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Splinter
<input type="checkbox"/> Bruise/Contusion	<input type="checkbox"/> Fracture - Break	<input type="checkbox"/> Sprain/Strain
<input type="checkbox"/> Burn - Chemical	<input type="checkbox"/> Hearing	<input type="checkbox"/> Swelling
<input type="checkbox"/> Burn - Thermal	<input type="checkbox"/> Loss of Consciousness	<input type="checkbox"/> Other (explain):
<input type="checkbox"/> Burn - Electrical	<input type="checkbox"/> Numbness	<input type="checkbox"/>

**Based upon my personal knowledge and/or information reasonably available to me, the above is true and correct.**

## SECTION 7: REPORT PREPARER'S INFORMATION

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Sign: \_\_\_\_\_ Prep. Date: \_\_\_\_\_

## SECTION 8: ASSESSMENT AND CORRECTIVE ACTIONS

**NOTE: For CSUS employee injuries, Section 8 is to be completed by the employee's MPP or HEERA designated supervisor.**

Potential Cause of Incident	
Condition(s)	Action(s)
<input type="checkbox"/> Exposed electrical wiring	<input type="checkbox"/> Bypassed safety device
<input type="checkbox"/> Defective tools or equipment	<input type="checkbox"/> Equipment, failure to secure
<input type="checkbox"/> Hazardous arrangement	<input type="checkbox"/> Equipment, improper positioning
<input type="checkbox"/> Fall hazard	<input type="checkbox"/> Equipment, used inappropriate equipment
<input type="checkbox"/> Insufficient illumination	<input type="checkbox"/> Equipment, use of defective
<input type="checkbox"/> Improper PPE	<input type="checkbox"/> Failure to lockout or tagout
<input type="checkbox"/> Misplaced object	<input type="checkbox"/> Failure to use PPE
<input type="checkbox"/> Object in motion	<input type="checkbox"/> Horse-play
<input type="checkbox"/> Tripping or slipping hazard (slip, trip, or fall)	<input type="checkbox"/> Improper lifting techniques
<input type="checkbox"/> Hazardous atmosphere	<input type="checkbox"/> Operating equipment without training
<input type="checkbox"/> Other (explain):	<input type="checkbox"/> Other (explain):
<input type="checkbox"/> None	<input type="checkbox"/> None

What corrective actions have been taken to ensure that this incident (or hazardous condition) will not occur again?

\_\_\_\_\_  
 Reviewer's Name and Title (Print) Signature Date