

The WELL
Emergency Response Manual



Campus Recreation

Student Health and Counseling Services



2017

INTRODUCTION

Emergency situations such as fire, flood, explosions, crashes, hazardous materials, utility failures, health emergencies, bomb threats, crime in progress, earthquake, etc., are unique and generally happen without notice.

A quick and appropriate response can save lives and limit potential injuries. In the event of an emergency such as a fire, earthquake, bomb threat or other circumstance requiring the evacuation of the WELL, all employees should be aware of and ready to perform a prompt, safe, and successful evacuation.

The purpose of this manual is to provide information to help affected parties make the best decisions during emergency events and crisis situations. This manual was developed for use in the training of new and returning employees, and during the execution of emergency procedures. This manual is also used in conjunction with the Sacramento State Emergency Action Program document/Training Checklist and the *Emergency Response Manual* (ERM): "How to Help Yourself and Others during an Emergency."

For more information, please refer to the Emergency Action Program document/Training Checklist at the Environmental Health & Safety website: <http://www.rms.csus.edu/dcp/eap/> and the ERM document on the Public Safety/University Police website at: <http://www.csus.edu/aba/police/crisis-planning/emergency-preparedness/emergency-respons-manual.html>.

Questions about this plan should be directed to:

Kate Smith 916-278-2241 or Kate.Smith@csus.edu

Joy Stewart James at 916-278-6035 or jsjames@csus.edu

REPORTING AND RESPONDING TO EMERGENCIES

Reporting Emergencies:

1. Call **911** from a campus phone immediately! (If at the member services desk, equipment check out desk, administrative office vault/safe, or in one of the twenty three health services locations (described below) and are unable to call, push the "**panic button**")
 - Push **panic button** at the member services desk, equipment desk or in the administrative office vault/safe to *discreetly* contact the University Police.
 - Police will respond immediately.
Police dispatch will send Officers immediately
 - The Dispatcher will phone to obtain the following information:
 - Is there an emergency?
 - Can you speak freely?
 - What is your name?
 - What is happening?
 - Can you describe the person you called about?
 - Is medical help needed?
 - The information or lack of information you give may cause a higher level of Police response.
 - Try to remain calm and provide the information requested
- Health Services has twenty three panic button locations. On the first floor there are seven panic buttons and on the second floor there are sixteen panic buttons
 - o First floor Vision Center room 1000, Imaging Center room 1035, Urgent Care Receptions Desk area 1030 and 1041, and Pharmacy Office 1023, Pharmacy area 1020 front counter, and area 1022 back counter.
 - o Second floor Business Office rooms 2008 and 2009, Primary Care reception desk area 2001, Edgewood Group Meeting room 2046, and Counseling offices 2031, 2032, 2033, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, and 2048

2. The dispatcher will contact the appropriate agency for assistance. All emergencies reported to 911 will immediately dispatch the *University Police* as well as other needed emergency services.

IMPORTANT DETAILS: When calling from a campus phone, JUST DIAL 911. Do not dial "9" first to get an outside line. If you dial "9" first you'll get the *City Police* and your physical location will be read as 6000 J Street (they will not know your exact campus location.) When calling the *Campus Police* emergency line (dialing just 911 without dialing 9 first) the dispatcher can see the actual physical location of the call.

When calling from a cell phone, it is best to dial the *Campus Police* at **(916) 278-6000** rather than dialing 911. 911 will get you the *California Highway Patrol* and the call will be routed to the *City Police* first and finally to the *University Police*. Therefore, it is recommended that the *University Police* emergency lines are programmed into your cell phones for efficient emergency response.

3. Stay calm and give your name, department, location and nature of the emergency.

4. If applicable, give as accurate a description of the person or situation (approximate age, gender, height, build, weight, color, method and direction of travel, style of hair, clothing, distinguishing marks and mannerisms, and name (if known).

5. Notify your supervisor and the Building Coordinator immediately.

BUILDING COORDINATORS

Building coordinators are assigned below. Bill Olmsted is the primary building coordinator. Kate Smith and Andrew Singletary are the backup building coordinators.

Student Health and Counseling Services building coordinators are assigned below. Joy Stewart James is the primary building coordinator. Lisa R. Johnson and Emeline Holliday are the backup building coordinators.

EMERGENCY EQUIPMENT, SUPPLIES AND FIXTURES

Emergency Evacuation Supplies

Building Coordinator Supplies:

The clipboard containing the following items are stored in Fire Riser Storage Room 1102: " Emergency Action Supplies."

1. Orange vest for Building Coordinator identification
2. Radio
3. Blow horn
4. Copies of updated employee rosters (organization charts) and floor plans
5. List of Floor Coordinators
6. List of Assembly Area Coordinators

Assembly Area Coordinator Supplies:

1. Yellow vest for Assembly Area Coordinator identification
2. Clipboards containing the following items are stored in black box labeled: "Emergency Action Supplies ."
3. Updated employee roster (organization chart) and floor plans
4. Radio
5. First-aid kit
6. AED

Floor Marshal Coordinator Supplies:

These items are given to the primary Floor Marshal Coordinators to keep in their office or workstation for quick and easy access by the primary or backup Floor Marshal Coordinators.

1. Yellow vest for Floor Marshal Coordinator identification
2. Flashlight
3. Floor plan
4. Radio

Shelter-in-Place Emergency Supplies Janitorial Room, next to the elevator, Storage Room #2155 [\CAB's of CPR-AED.docx](#)

1. Bottled water and snacks (please do not use for other purposes)
2. Towels, plastic sheeting , tape, scissors, radio , flashlight, SO-person first aid and blood born pathogen kits

Equipment/Fixtures (mounted to wall in various locations throughout the building)

1. Alarms/Alarm Panel
2. Alarm Pull Stations
3. Evacuation Plan (posted in various locations throughout the building)
4. Fire extinguishers
5. AED's

BUILDING COORDINATOR RESPONSIBILITIES

The Building Coordinator is responsible for all plans, information, and action taken in an Emergency situation as the situation warrants. The Building Coordinator appoints backup assistance if appropriate; leaves the building last in an emergency; maintains up-to-date floor plans and rosters; maintains communication with Floor Marshal Coordinators and Assembly Area Coordinators throughout emergency conditions; and routinely reviews Emergency Action Plans with key staff.

During an emergency, the Building Coordinator wears a brightly-colored red orange vest and is easily identified. The responsibility of the Building Coordinator is to establish communication with on-scene emergency officials (i.e . Fire Department, Police Department, Paramedics), and communicate the following information:

1. Confer with floor marshal coordinators and assembly area coordinators
2. Identify anyone left in the building and account for all evacuated people
3. Identify anyone injured and in need of medical treatment
4. Establish communication with emergency officials
5. Explain what is known regarding the nature of the emergency
6. Update and provide feedback from the emergency officials to the Floor Marshal Coordinators .

NOTE: The building coordinator is likely going to be off duty before/after hours and on weekends.

<p>You MUST contact the building coordinator as listed. If one of the building coordinators cannot be reached, please contact Kate Smith, (916) 278-2241 or Joy Stewart James . If none of the above can be reached, use your best judgment and look to the on-site emergency officials for guidance.</p>
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FLOOR MARSHAL COORDINATORS

The overall role of the floor marshal coordinator is to conduct a sweep of the building, direct individuals to evacuate via the nearest exit, and meet in the assembly area. Once in the Assembly area, the floor marshal coordinator communicates with the Assembly Area Coordinators and the Building Coordinators to account for staff.

FLOOR MARSHAL COORDINATOR RESPONSIBILITIES

Floor Marshal Coordinators are responsible for alerting the employees, students, visitors, vendors, clients and the general public in their area to immediately evacuate the building and go to the Assembly Area located on the south side of Tahoe Hall. If a designated Floor Marshal Coordinator does not report to the Assembly Area in an evacuation, the Building Coordinator shall designate someone to check and clear that Floor Marshal Coordinator's area. Floor Marshal Coordinators do not talk to the media. That is the responsibility of the campus Public Information office. The Floor Marshal Coordinator is identified by a brightly-colored YELLOW vest during an evacuation

While inside the building, the Floor Marshal Coordinators shall:

1. Complete the "check and clear" duties: Alert employees, students, visitors, vendors and the general public to immediately evacuate the building.
2. Direct all persons in their area to the appropriate exit and to the assembly area. All employees must report to the assembly area. However, students and visitors may decide to go to the assembly area or leave the premises.
3. Ensure that all offices and rooms in their immediate areas are clear. An area is considered clear if a yellow post it note is placed on the door.
4. Note anyone left in the building and/or injured in the area and be prepared to report the above information to the Building Coordinator.
5. Take the emergency backpack with you as you leave your area.

FLOOR MARSHAL COORDINATOR ASSIGNMENTS DURING REGULAR OFFICE HOURS

FIRST FLOOR -

- ❖ **Area A: Assistant Director , Member Services and Operations: Lobby, Optometry, WELL Lounge, Demo Kitchen**
- ❖ **Area B: Exercise Physiologist: Fitness area, including fitness desk, personal trainer rooms, Performance Center and sunken area**
- ❖ **Area C: Director of Peak Adventures: Peak Adventures**
- ❖ **Area D: Coordinator of Climbing Wall and group Facilitation :equipment Check-out, Rock Wall**
- ❖ **Area E: Director of Financial Services: Business Admin offices**
- ❖ **Area F: Assistant Director and Staff Development and Intramurals: lockers, and cabana rooms**
- ❖ **Area G: Coordinator of Intramurals- Mac Court, basketball gym**
- ❖ **Area H: Assistant Director of Special Events and Informal Recreation: back of house loading dock, laundry, offices, maintenance shop**
- ❖ **Area I: Pharmacy Tech: Pharmacy, Health and Wellness, Athletic Trainer, Urgent Care Waiting Room, and outer bathrooms.**
- ❖ **Area J: Urgent Care Patient Service Representative: Urgent care, Imaging Center, inner bathrooms, and storage/utility rooms.**
- ❖ **Area K: Medical Assistants: Will check all exam and procedure rooms.**

SECOND FLOOR -

- ❖ **Area L: Assistant Director of Fitness: second floor small fitness areas, conference suites and staging kitchen, terrace**
- ❖ **Area M: Coordinator of Group Fitness: Fitness studios and cardio suite**
- ❖ **Area N: Coordinator of Reservations and Informal Recreation: Racquetball courts, running track and bleachers**
- ❖ **Area O: Maintenance Staff: Stairwells, third floor, and roof**
- ❖ **Area P: Director of the WELL: Outside front door of the WELL (Coordinate with WELL partners)**
- ❖ **Area Q: Clinic and CAPS Patient Service Representative I: Clinic and CAPS waiting room, outer bathroom, SHCS Admin Offices, and River Room.**
- ❖ **Area R: Clinic and CAPS Patient Service Representative II: Inner bathrooms, and all storage/utility rooms.**
- ❖ **Area S: SHCS IT: Edgewood Room, bathrooms, and break room.**
- ❖ **Area T: Medical Assistants: Exam and procedure rooms.**

FLOOR MARSHAL COORDINATOR ASSIGNMENTS ON WEEKENDS & BEFORE/ AFTER REGULAR OFFICE HOURS THE WELL

FIRST FLOOR-

- ❖ Area A: Front Desk Attendant: Lobby, WELL Lounge, Optometry, Demo Kitchen
- ❖ Area B: Fitness Attendant: Fitness area, including fitness desk, personal trainer rooms, Performance Center and sunken area
- ❖ Area C: Building Supervisor: Peak Adventures
- ❖ Area D: Coordinator of Climbing Wall .Attendant: Equipment Check-out, Rock Wall
- ❖ Area E: Building Supervisor: Business Admin offices
- ❖ Area F: Intramural Resource Attendant/Equipment Desk Attendant: locker, and cabana rooms
- ❖ Area G: Intramural Officials/Equipment Desk Attendant: Mac Court, basketball gym
- ❖ Area H: Intramural Officials/Equipment Desk Attendant/Fitness Desk Attendant: back of house loading dock, laundry, offices, maintenance shop
- ❖ Area I: Building Supervisor: Health and Wellness, Athletic Trainer, Urgent Care Waiting Room, and outer bathrooms.
- ❖ Area J: Building Supervisor: Urgent Care, Imaging Center, inner bathrooms and storage/utility rooms .
- ❖ Area K: Building Supervisor: Will check all exam and procedure rooms.

SECOND FLOOR -

- ❖ Area L: Event Service Attendant/Front Desk Attendant : second floor small fitness area, conference suites and staging kitchen, terrace
- ❖ Area M: Fitness Desk Attendant: Fitness studios and cardio suite
- ❖ Area N: Event Services Attendant/Front Desk Attendant: Racquetball courts, running track and bleachers
- ❖ Area O. Building Supervisor: .Stairwells, third floor, and roof
- ❖ Area P: Building Supervisor: Outside front door of the WELL (Coordinate with WELL staff to ensure all areas are clear)
- ❖ Area Q: Building Supervisor: Clinic and CAPS waiting room, outer bathroom, SHCS Admin Offices and River Room.
- ❖ Area R: Building Supervisor: Inner bathrooms, and all storage/utility rooms.
- ❖ Area S: Building Supervisor: Edgewood Room, bathrooms, and break room.
- ❖ Area T: Building Supervisor: Exam and procedure rooms.

ASSEMBLY AREA COORDINATORS

Assembly Area Coordinators, (**The WELL Administrative Assistant and SHCS ASCI Business Office**) will be responsible for taking role call in the assembly area and reporting to the Building Coordinator if any employees are missing and may be left inside the building and/or injured.

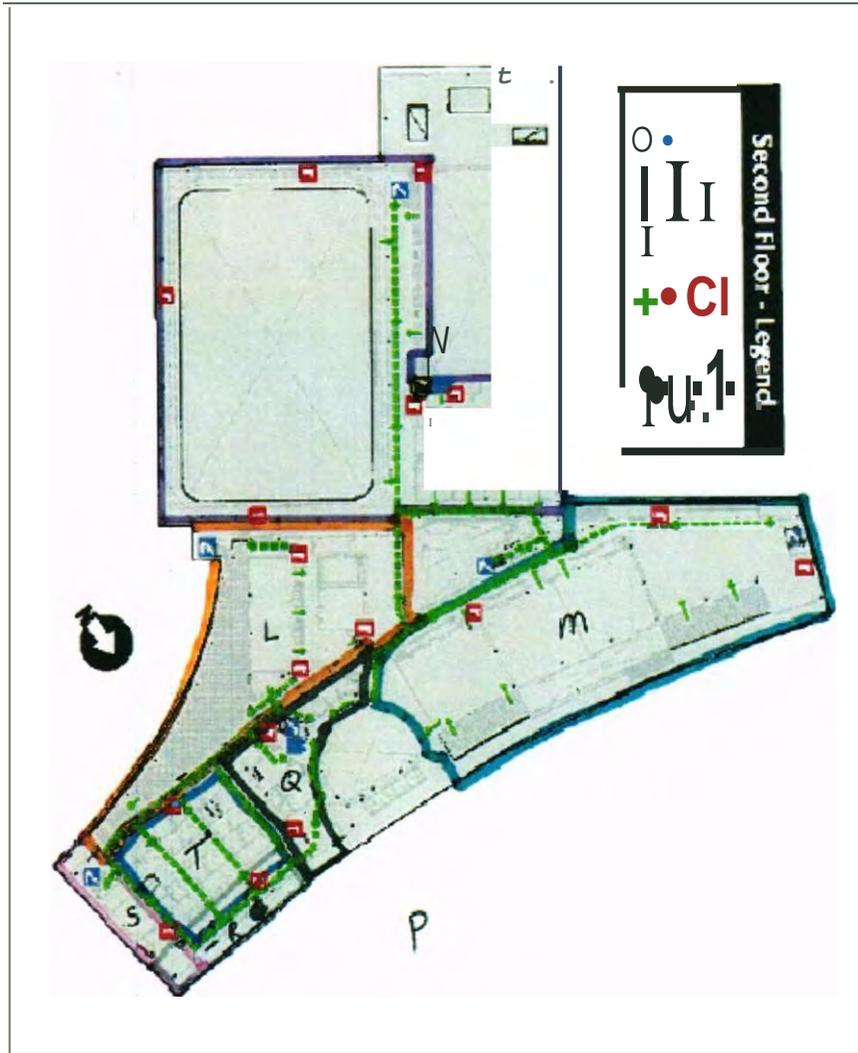
ASSEMBLY AREA COORDINATOR RESPONSIBILITIES-during regular office hours only

Assembly Area Coordinators function during regular office hours and help to organize a large group of employees, students, and visitors in the assembly area. Assembly Coordinators communicate with the emergency Floor Marshal Coordinators and the Building Coordinator to account for employees by work group (area) in the assembly area. The Assembly Area Coordinator is identified by a brightly-colored YELLOW vest during an evacuation.

Upon the sounding of an alarm, while inside the building, the Assembly Area Coordinator shall:

1. Take the following items from the emergency supply box located in Fire Riser Storage Room 1102: clipboard with signage/roster (Organization chart), yellow vest, radio, and first aid kit, AED, etc.
2. Evacuate the building immediately.
3. Report to the designated group (area) location in the assembly area.

APPENDIX 2: second Floor



In the event Bill Olmsted cannot be reached, please contact backup coordinators in the order listed below:

Primary Building Coordinator

Bill Olmsted

Work: 916-278-7911

Home:

Cell:

{cell phone does not work at home; can text}

Lead Building Coordinator #1

Kate Smith

Work: 916-278-2241

Cell:

Backup Building Coordinator #2

Andrew Singletary

Work: 916-278-3347

In the event Joy Stewart James cannot be reached, please contact backup Coordinators in the order listed below:

Primary Building Coordinator

Joy Stewart James

Work: 916-278-6035

Cell:

Lead Building Coordinator #1

Lisa R. Johnson

Work: 916-278-7966

Backup Building Coordinator #2

Emeline Holliday

Work: 916-278-6027

Cell:

Home:

The WELL Emergency Code List

Red	RED	FIRE
Black	BLACK	BOMB THREAT
Green	GREEN	EVACUATE
Blue	BLUE	CARDIAC/RESPIRATORY EMERGENCY UNRESPONSIVE
Yellow	YELLOW	PERSON DOWN (INJURY, NON-LIFE THREATENING)
Purple	PURPLE	THREATENING OR SUSPICIOUS PERSON

The WELL Emergency Code List

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Purple	PURPLE	THREATENING OR SUSPICIOUS PERSON

The WELL Paging Instructions

Dial 2-2640, listen for two beeps

Dial the area paging code and say your message, then hang up

Paging Codes

Star 00	Building All Call
Star 01	All call excluding list Areas
1	1st Floor Recreation list Areas
2	None
3	Loading Dock & Mechanical
4	2nd Floor Recreation
OS	None
6	None
7	2nd Floor SHCS Areas
8	1st Floor SHCS Areas
9	All SHCS - 1st & 2nd Floors

1) Dial-21111 (From any of the two extensions in Administration)

2) Start talking

Administration

Executive Assistant	8-6049
Retired Annuitant	8-6037

Business Office

Room 2007	8-3398
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Counseling Services

Room 2035	8-7358
Room 2048	8-6043
Room 2043	8-4988
Room 2040	8-2618
Room 2041	8-7357
Room 2036	8-3602
Room 2033	8-3579
Room 2042	8-5414
Room 2037	8-6036
Room 2038	8-7356
Room 2032	8-3567

Health & Wellness Promotion

Room 1017	8-2036
Room 1013	8-2749
Room 1016	8-6038
Room 1012	8-3799
The Cove	8-6056
Check In Room #1011	8-5422

Imaging

Room 1035	8-2039
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Nursing Stations 1st & 2nd Floor

Primary Care	8-2042
Urgent Care	8-6028

Urgent Care Counselor

Room 1034	8-2037
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Patient Client Services

Urgent Care Desk #1	8-6051
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Vision Center

Room 1000	8-6332
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Edgewood Room

Meeting Room # 2043	8-6314
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Upstairs Break Room

Lunch Room # 2048	8-6044
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Information Technology

Room# 2045	8-3503
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Athletic Trainer

Room# 1031A	8-2049
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ACTIVE SHOOTER

Immediately Call Campus Police from Campus phones 911 or from cell phones call 278-6000 when it is safe to do so.

Quickly determine the most reasonable way to protect your own life. Remember that your students will follow your lead during an active shooter situation.

1. **RUN** - If there is an accessible escape path, attempt to evacuate the premises.

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. **HIDE OUT**- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. **Your hiding place should:**

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction. (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movements

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

3. **FIGHT** - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

AFTER AN ACTIVE SHOOTER INCIDENT

Once the scene is secure, first responders will work with Campus EOC officials and victims on a variety of matters. This will include treating and transporting the injured, interviewing witnesses, and initiate the investigation.

Be prepared to implement the multi-hazard emergency plan as soon it is safe to do so. Quick hemorrhage control is an important success factor in saving lives. Have supplies available and set the expectation for staff that they should assist victims as soon as it is safe to do so because the arrival of EMS may be delayed.

Review the campus's role in the community's mass fatality plan and be prepared to support this effort. Consider how the presence of victims, injured and uninjured, may affect SHCS's planning and operations.

After the active shooter has been incapacitated and is no longer a threat, the campus EOC should engage in post-event assessments and activities, including;

- Accounting for all individuals at one or more designated assembly points to determine who, if anyone is missing or potentially injured

- Coordinating with first responders to account for any patients, visitors, and staff who were evacuated.

- Determining the best methods for notifying families of individuals affected by the active shooter, including notification of any casualties; this must be done in coordination with law enforcement.

ACTIVE SHOOTER

Assessing the behavioral health of individuals at the scene, ensure access to victims' resources including distress helplines, SHCS counselors or employee assistance personnel, and establishing platforms for contact and recovery support.

Ensuring equal access to all such resources and programs for people who are deaf, hard of hearing , blind, have low vision, low literacy and other communications disabilities and individuals with limited English proficiency.

AED-Automated External Defibrillator (CODE BLUE)

Immediately Call Campus Police from Campus phones 911 or from cell phones call 278-6000.

How to use AED

1. Before using an AED, check for puddles or water near the person who is unconscious. Move him or her to a dry area, and stay away from wetness when delivering shocks (water conducts electricity).
2. Turn on the AED's power. The device will give you step-by-step instructions. You'll hear voice prompts and see prompts on a screen.
3. Expose the person's chest. If the person's chest is wet, dry it. AEDs have sticky pads with sensors called electrodes. Apply the pads to the person's chest as pictured on the AED's instructions.

AED-Automated External Defibrillator

4. Check the person's breathing and pulse. If breathing and pulse are absent or irregular, prepare to use the AED as soon as possible.
5. If no one knows how long the person has been unconscious, or if an AED isn't readily available, do 2 minutes of CPR. Then use the AED to check the person.
6. After you use the AED, or if you don't have an AED, give CPR until emergency medical help arrives or until the person begins to move. Try to limit pauses in CPR.
7. After 2 minutes of CPR, you can use the AED again to check the person's heart rhythm and give another shock, if needed. If a shock isn't needed, continue CPR.

Anthrax and Other Biological Agents

Immediately Call Campus Police from Campus phones
911 or from cell phones call 278-6000

1. Remain calm.
2. If someone opens an envelope /package with powder, gently put it down. Cover the item with anything, a piece of paper or a trash can.
3. Do not shake or empty the contents of any suspicious envelope or package.
4. Leave the room immediately.

BOMB THREAT (CODE BLACK)

BOMBS BY MAIL/SUSPICIOUS PACKAGE

1. Report ALL BOMB THREATS immediately. Call Campus Police from Campus phones 911 or from cell phones call 278-6000.
2. Any person receiving a bomb threat over the phone is to alert a supervisor or co-worker immediately by writing the nature of the call on a piece of paper, and then asking the caller:
 - 1) When is the bomb going to explode?
 - 2) Where is the bomb located?
 - 3) What does it look like?
 - 4) Why did you place the bomb?
 - 5) What kind of bomb is it?

Keep the caller on the phone as long as possible, listen carefully and try to determine and record the following:

- 1) Date and time of the call
 - 2) Exact words of the caller
 - 3) Speech pattern and/or accent
 - 4) Emotional state
 - 5) Age and gender of the caller
 - 6) Background noises (i. e., traffic)
3. Campus police may conduct a search of the facility. Faculty/Staff may be requested to make cursory inspections of their areas for suspicious objects, if you find a suspicious object report to Campus Police at 278-6000.
 4. If you observe a suspicious object or potential bomb on campus, **DO NOT** handle the object! Clear the area immediately!
 5. A building may be evacuated on the orders of Campus Police or Building Coordinators.

Keep in mind that a bomb can 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 have some unique characteristics which may assist you in identifying a suspect mailing:

1. Mail bombs may bear restricted endorsements such as "personal" or "private."
2. Addressee's name/title may be inaccurate.
3. Cancellation or postmark may show a different location than the return address.
4. Mail bombs may have excessive postage.
5. Letter bombs may feel rigid, or appear uneven or lopsided.
6. Package bombs may have an irregular shape, soft spots, or bulges if you are suspicious of Mailing and are unable to verify the contents with the addressee or sender:
7. *Do* not open, touch, smell or taste the article.
8. Evacuate the immediate area.
9. If you have any reason to believe a letter or parcel is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent - instead Call Campus Police from Campus phones 911 or from cell phones call 278-6900 for assistance.

BOMB THREAT (CODE BLACK)

BOMBS BY MAIL/SUSPICIOUS PACKAGE

QUESTIONS TO ASK CALLER:

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. What will cause the bomb to explode?
5. Did you place the bomb?
6. Why?
7. What is your address?
8. What is your name?

EXACT WORDING OF BOMB THREAT:

Sex of caller: _____ Race: _____

Age: _____ Length of Call: _____

Phone # where call is received: _____

Time call received: _____

Date call received: -----

CALLER'S VOICE:

- ___ Calm ___ Nasal ___ Soft ___ Angry
- ___ Stutter ___ Loud ___ Excited ___ Lisp
- ___ Laughter ___ Slow ___ Rasp ___ Crying
- ___ Rapid ___ Deep ___ Normal ___ Distinct
- ___ Whispered ___ Ragged ___ Clearing Throat
- ___ Deep Breathing ___ Cracking Voice
- ___ Disguised ___ Accent ___ Slurred
- ___ Familiar (*Who did it sound like?*)

BACKGROUND SOUNDS:

- ___ Street Noises ___ Factory machinery
- ___ Voices ___ Animal noises
- ___ Clear ___ PA system ___ Static ___
- ___ Music ___ House noises ___ Long Distance
- ___ Local ___ Motor ___ Office machinery
- ___ Other (*Specify*) _ _ _ _ _

BOMB THREAT LANGUAGE:

- ___ Well spoken (Educated)
- ___ Incoherent
- ___ Message read by threat maker
- ___ Foul ___ Irrational ___ Taped

REMARKS:

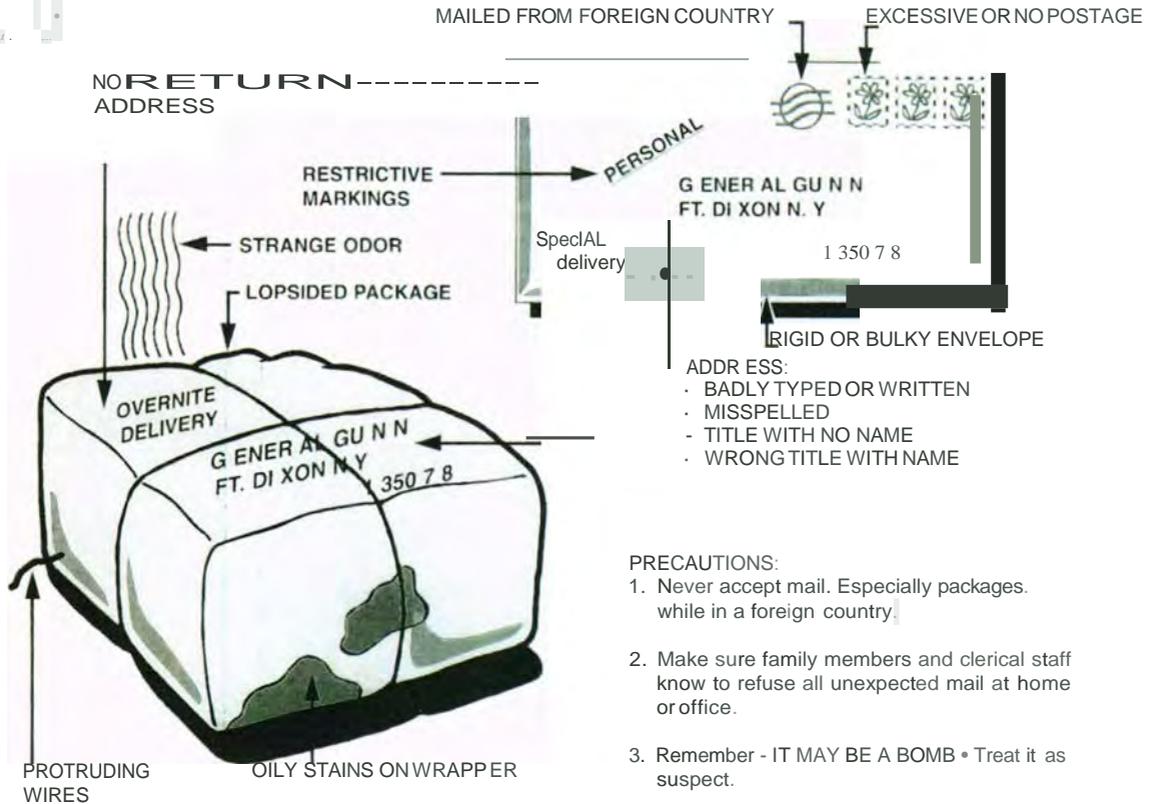
Your Name: -----

Your Position: _____

Your Telephone Number: _____

Date Checklist Completed: _____

WARNING! Suspect Letter and Package Indicators



FOR MORE INFORMATION ON BOMB SECURITY OR BOMB THREATS, CONTACT YOUR LOCAL ATF OFFICE.

ATF I 3324.1 (6 5)

CAB's OF CPR (CODE BLUE)

1. Immediately Call Campus Police from Campus phones 911 or from cell phones call 278-6000.

CPR is administered when someone's breathing or pulse (or both) stops. It is a procedure that is as simple as CAB, **CIRCULATE, AIRWAY, AND BREATHING.**

C. CIRCULATE

1. Locate hand position - **2 Hands:** Heel of one hand, other on top on lower half of the breastbone.
2. Compression depth 2 inches, compression rate AT LEAST 100/per minute-Push Hard, Push Fast.

A. AIRWAY

3. Head tilt-chin lift (suspected trauma, use jaw thrust)

B. BREATHING

4. 2 breaths; each 1 second

ASSESSMENT

5. 2^od assessment after 2 minutes of CPR

5 cycles = 2 minutes /30:2

10 cycles = 2 minutes /15:2

CHEMICAL INCIDENTS

Immediately Call Campus Police from Campus phones 911 or from cell phones call 278-6000

EXPOSURE TO PERSONNEL

1. If safe to do so, remove contaminated victim(s) from area.
2. Remove contaminated clothing and use emergency eyewash/shower.
3. Administer first aid as appropriate.
4. Notify EH&S at 278-6456.
5. Provide information, including Safety Data Sheets (SDS) located on SHCS Intranet; Guidance tab; SDS Resources to emergency responders. Campus Recreation SOS sheets are located in Admin Office suite.
6. Restore breathing by clearing air passages or administering CPR, if certified. (See Section on CAB's of CPR)

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. 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.
3. Put on your N95 respirator if needed.
4. Call Campus Police from Campus phones 911 or from cell phones call 278-6000. Give them your name, location and nature of emergency.
5. DO NOT attempt to control a chemical hazardous material spill unless you have been formally trained to do so and have the proper equipment.
6. DO NOT re-enter area of the spill until you have been authorized to do so by the appropriate authority.

7. 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.

CONTAMINATION OF EQUIPMENT/FACILITIES

1. If a spill/release is an immediate threat to anyone's health, immediately Call Campus Police from Campus phones 911 or from cell phones call 278-6900
2. Restrict access to avoid exposure or spread of contamination.
3. Do cleanup only if you feel it is safe to do so, you are familiar with the material, and you are properly trained and equipped.
4. If needed, request cleanup assistance from EH&S at 278-6456.
5. Bag the waste and use a UCSB Hazardous Waste label. Store waste in a fume hood if material is volatile. Call EH&S at 278-6456 for pickup.

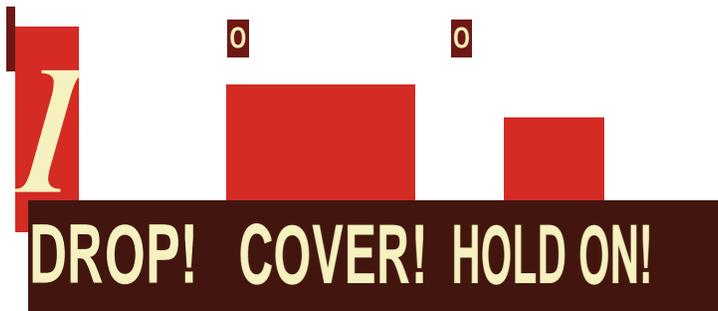
EARTHQUAKE

DURING AN EARTHQUAKE

1. **DROP** to the ground (before the earthquake drops you).
2. **COVER** your head and neck with your arms and seek shelter by getting under a sturdy desk or table if nearby; and
3. **HOLD ON** to your shelter and be prepared to move with it until the shaking stops.

If there is not table or desk near you, drop to the ground and then if possible move to an inside corner of the room. Be in a crawling position to protect your vital organs and be ready to move if necessary, and cover your head and neck with your hands and arms.

Do not move to another location or outside. Earthquakes occur without any warning and may be violent that you cannot run or crawl. You are more likely to be injured if you try to move around during strong shaking. Also, you will never know if the initial jolt will turn out to be start of the big one...and that's why you should always Drop, Cover and Hold On immediately.



If you are unable to Drop, Cover, and Hold On: If you have difficulty getting safely to the floor on your own, get as low as possible, protect your head and neck, and move away from windows or other items that can fail.

In a wheelchair: Lock your wheels and remain seated until the shaking stops. Always protect your head and neck with your arms, a pillow, a book, or whatever is available.

AFTER AN EARTHQUAKE

1. Check for injuries. If qualified, give first aid; otherwise, seek help.
2. Check for safety hazards: fire, electrical, gas leaks, water supply, etc. Coordinate with your supervisor and begin turning off all potentially hazardous equipment such as gas and electric appliances.
3. Do not use telephones, including Cellular/mobile phones, or radios unless necessary. Keep them open for emergency use.
4. Be prepared for aftershocks.
5. Cooperate, keep informed and remain calm.
6. **DO NOT RETURN** to a building unless told to do so by University Police,

IF CAMPUS EVACUATION IS ORDERED

1. Seek out any disabled or injured persons in the area and give assistance using the Evacu-Trac if needed. Exit using the stairway. Do not use elevators.
2. Beware of falling debris or electrical wires as you exit.
3. Go to an open area away from buildings, trees, power lines and roadways.
4. Wait for further instructions from emergency personnel.

Note: In the event of a major emergency, the President will activate the Emergency Operations Center.

The Campus ENS (Emergency Notification System) will be activated and send out five types of Emergency Alerts.

Voice Messages
E-Mail Messages
Text Messages
Digital Sign Messages
Public Address Messages

***Refer to campus map at:**

<http://www.csus.edu/police/campusmap.pdf>

EVACUATION (CODE GREEN)

Immediately Call Campus Police from Campus phones 911 or from cell phones call 278-6000.

EVACUATION OF A BUILDING

1. Only the Campus Police 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 necessary, occupants shall leave the building immediately and quietly to the nearest designated exit, or as advised. Public Safety will direct the occupants to a safe area, the primary assembly area located on the south side of Tahoe Hall.
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 THE UNIVERSITY

1. Only the University President or the President's designee can order an evacuation or closure of the University.

EVACUATION OF PERSONS WITH DISABILITIES

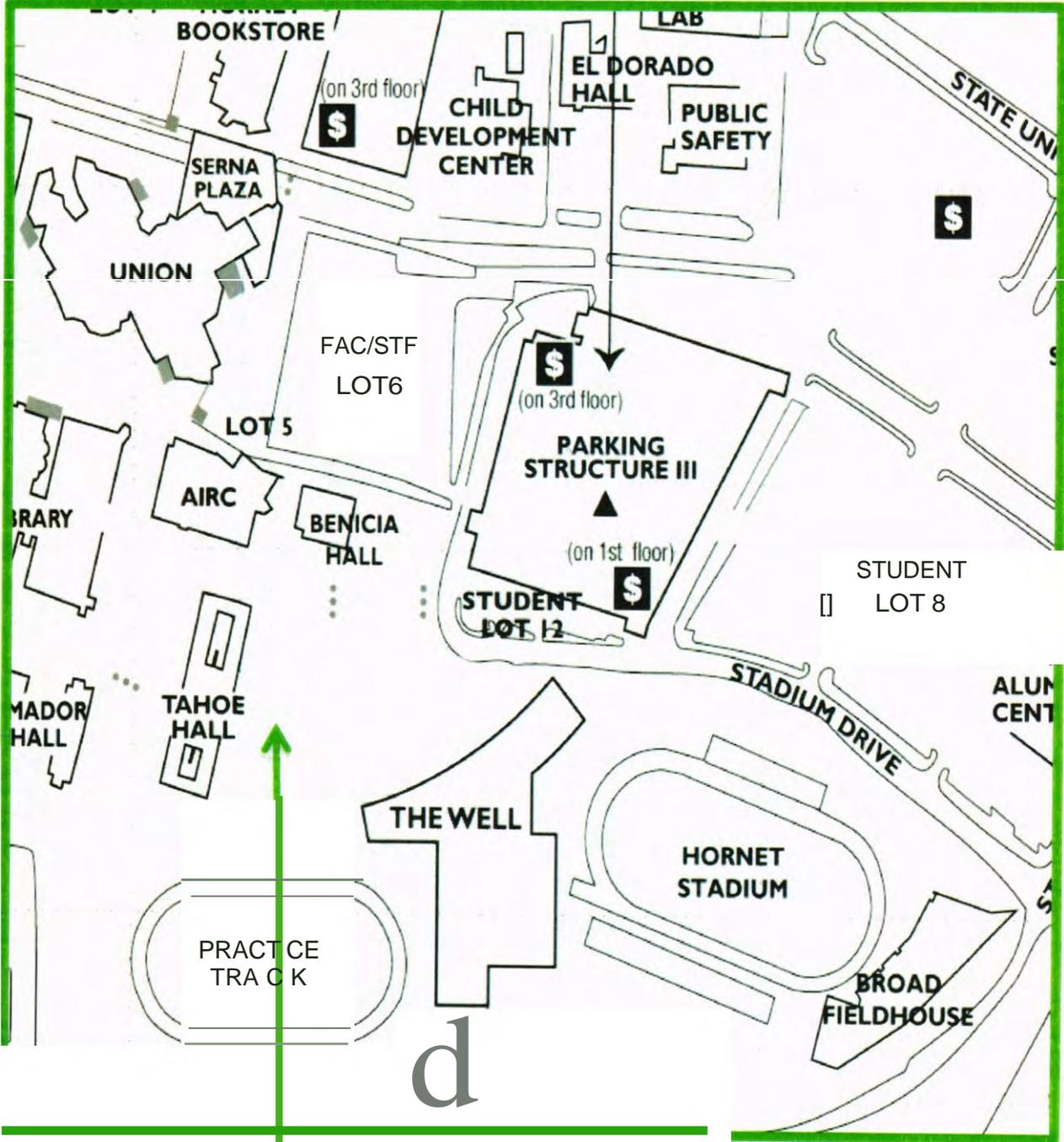
1. Evacuation of persons with disabilities will be given the highest priority in all emergencies.
2. Do not attempt to lift persons with disabilities from their wheelchair.
3. If on the first floor, persons with disabilities can exit the building on their own. Direct them to the assembly area.
4. Do not attempt to move persons with disabilities in wheelchairs down the stairs in their wheelchairs.
5. The Floor Coordinator will assign staff to use the Evacu-Trac to move the persons with disabilities down the stairs to the first floor.
6. 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.

LOCATION OF EVACU-TRACS FOR STUDENT HEALTH AND COUNSELING:

First location 2nd floor near the southeast stairwell # 1 and the second location 2nd floor in the Clinic waiting room.

LOCATION OF EVACU-TRAC FOR CAMPUS RECREATION:

2nd floor next to the Indoor Track near the south stairwell.



**PRIMARY
ASSEMBLY AREA**

EXPLOSION / DERAILMENTS

Immediately call Campus Police from Campus phones 911 or from cell phones call 278-6000.

- ❖ **Make a Plan**
- ❖ **Make a Kit**

Listen

SHELTER-IN-PLACE

- ❖ find a safe place right where you are

In an emergency when harmful agents are in the air, evacuations may be dangerous. To prevent further exposure you may be told to find shelter indoors wherever you are. This is called Shelter-In-Place and the same for work, or school.

- >- **Go inside.** Quickly move people indoors.

Close and lock all windows and doors.

Turn off and close all venting systems. Include air conditioners, bathroom and stove fans.

- >- **Go into an interior room and seal it.**
Block any gaps to the outside air with tape and plastic or damp towels. Do not use the basement because some toxic gases collect in the lowest level of the building.

2. After effects of the explosion or derailment have subsided, call Campus Police. Give your name and description of the location and nature of emergency.
3. Assist others, especially the injured and persons with disabilities, in evacuating the building.
4. **DO NOT RETURN** to the affected building until told to do so by the appropriate authorities.

FIRE (CODE RED)

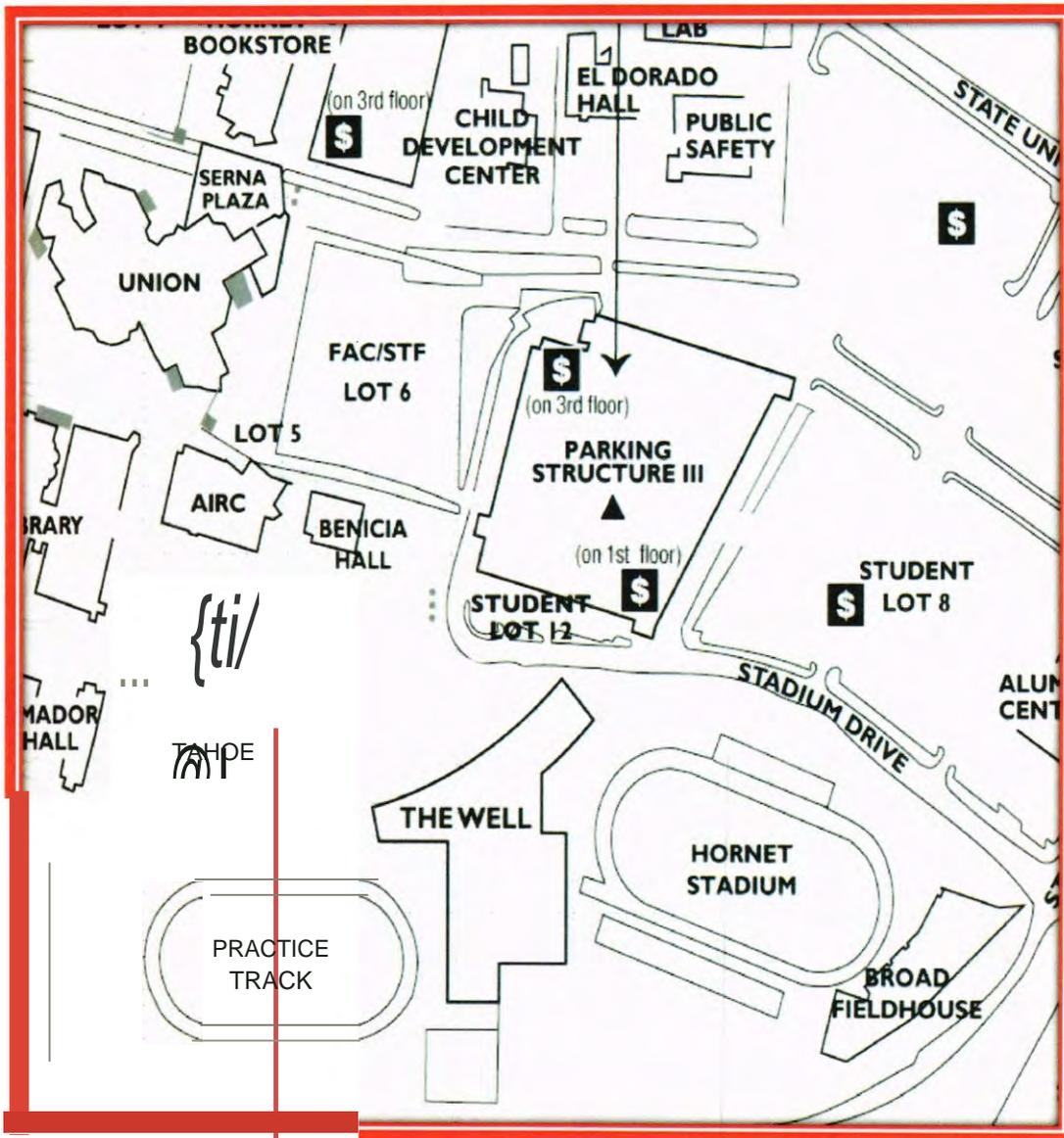
If any fire is discovered, immediately call Campus Police from Campus phones 911 or from cell phones call 278-6000.

MINOR

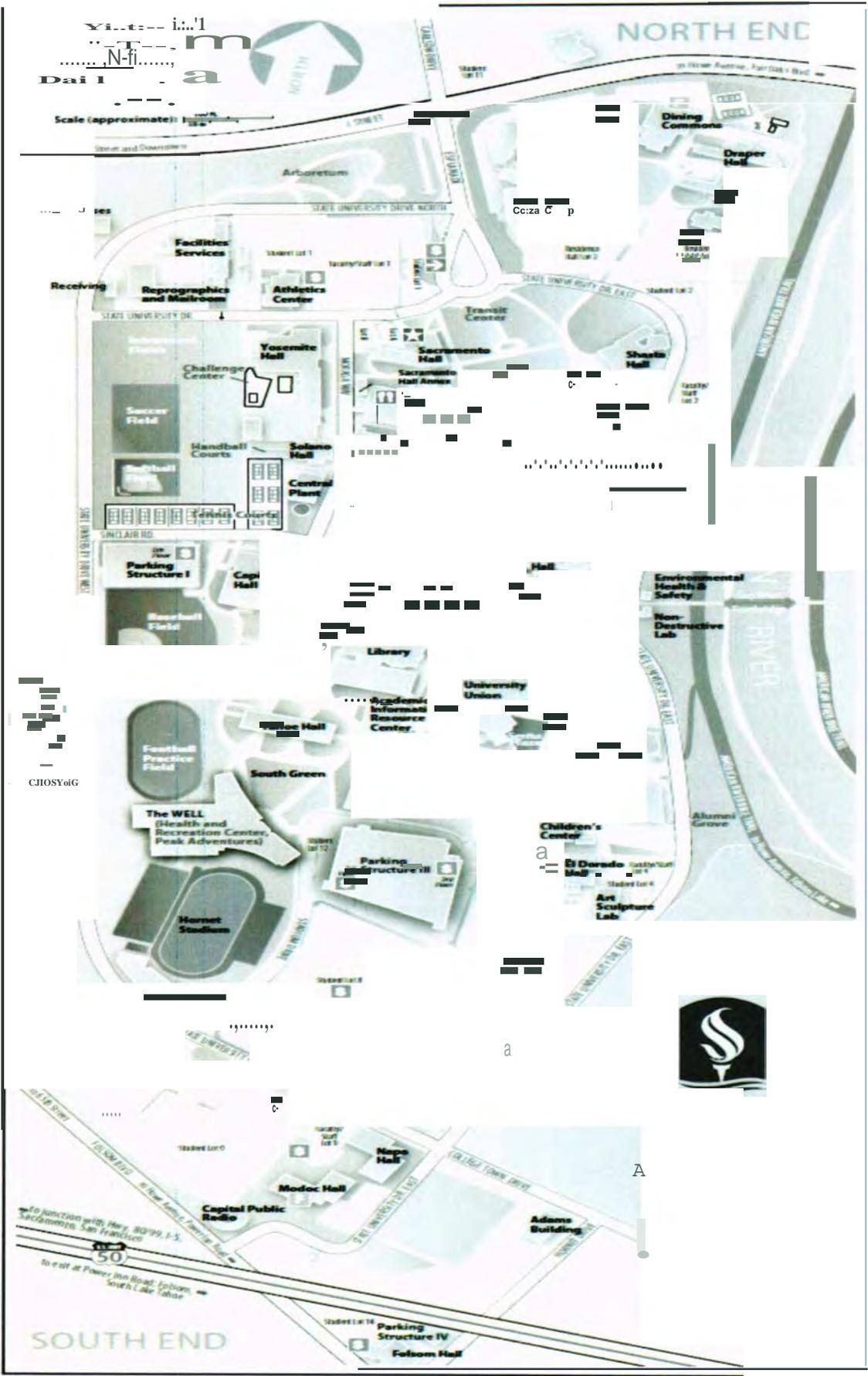
1. Put out an easily extinguishable fire by using the nearest fire extinguisher. Point the foam/chemical stream at the base of the fire and squeeze handle in short bursts while sweeping the nozzle back and forth. Some areas have large fire extinguishers containing water. These should not be used on electrical fires.
2. On larger fires that are not immediately controllable, confine the fire by closing all doors, but do not lock them.

MAJOR

2. If the fire is larger, very smoky, or spreading rapidly, evacuate the building immediately by activating the nearest fire alarm.
3. DO NOT use elevators for an evacuation.
4. Crawl or stay near the floor while evacuating a smoke-filled building.
5. DO NOT open any door that feels hot.
6. Assist the evacuation of any injured or persons with disabilities using the Evacu Track.
7. Evacuate away from building to the primary assembly area, located on the south side of Tahoe Hall, out of the way of emergency personnel. Do not return to the building until instructed by the Sacramento Fire Department, or the Campus Police.
8. 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.



PRIMARY ASSEMBLY AREA



FLOOD

Immediately Call Campus Police from Campus phones 911 or from cell phones call 278-6000.

MINOR FLOODING

1. Notify your supervisor immediately.
2. Use caution slippery floor flags if area is slippery.
3. Notify custodians.
4. Open work order in CMMS (Maintenance Connection) software for inspection/repair

MAJOR FLOOD

2. All flood related emergencies must be reported directly by calling 911.
3. Take refuge on the highest floor or roof of the building; do not go outside.
4. Do not attempt to leave the campus until told to do so by the appropriate authorities.
5. Do not take refuge near windows or doors.
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.

REPORTING EMERGENCIES

CAMPUS WIDE EMERGENCY

Immediately Call Campus Police from Campus phones 911 or from cell phones call 278-6000

1. The dispatcher will contact the appropriate agency for assistance to:
 - 1) Paramedics
 - 2) Fire Department
 - 3) Police
 - 4) Other emergency responder
2. **Stay calm** and give your name, location and nature of the emergency. **DO NOT HANG UP UNTIL YOU ARE TOLD TO.**
3. In the event of injuries or illness, render first aid **ONLY IF QUALIFIED.**
4. Do not move the person unless it is absolutely necessary.
5. Make the person as comfortable as possible.
6. Keep the person warm and quiet to minimize shock.
7. Restore breathing by clearing air passages or administering CPR, if certified. (See Section on CAB's of CPR)

Reporting Emergency using the Panic Button

If you are in a situation or witness to a situation and you feel it is threatening, Campus Police can be alerted by the Panic Button. Campus Police will respond immediately unless the password (**Sunshine**) is given to the dispatcher to indicate a false alarm.

Locations of the Panic Buttons on the First Floor:

Vision Center -Room 1000
Imaging Center -Room 1020
Pharmacy-Room 102
Reception- 1030 & 1041
The WELL - Member Service Desk, and Business Office
Vault, and Equipment Check Out

Locations of the Panic Buttons on the Second Floor:

Business Office - Room 2008 & 2009
Reception -200 I
CAPS -Rooms 2031, 2032, 2033, 2035, 2036, 2037,
2038, 2039, 2040, 2041, 2048, 2042, & 2043
Edgewood Meeting Room -2046

Campus Wide Emergency

1. In the event of a major campus wide emergency, the President will activate the Emergency Operations Center.
2. Information for faculty, staff and students will be available and posted at the Shasta Hall or Hornet Stadium, depending on damage and the nature of the emergency.
3. Be certain to notify your supervisor as soon as possible.

SHELTER IN PLACE

Immediately Call Campus Police from Campus phones 911or from cell phones call 278-6000.

If the decision is made to shelter in place, the Emergency Building Coordinator will notify Facilities Services of in extreme cases assign personnel to do the following.

1. Advise building emergency personnel as part of the Building Plan to shut off heating ventilation and air conditioning-HYAC for the building so that the chemical is not drawn inside.
2. Individual departments and offices will be advised to block areas where air flow can enter their areas, i.e. Door jambs, window jambs, and air ducts. If available, office personnel should place wet towels, plastic, newspaper, or other material over the above listed areas. Closing and locking all windows and doors to provide a tighter seal should be accomplished before doing the above procedure. Building elevators that could spread vapors should also be shut down/disabled.
3. After being advised that the danger has subsided or passed, office personnel should be advised to exit the building as soon as possible.
4. During the clearing of the building, personnel should be assigned (as part of the building plan) to open windows and doors so that the building will be vented properly to rid the building of any lingering vapors.
5. Building staff should meet at their designated rally points to discuss the next plan of action based on information received form emergency response personnel.
6. Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, and customer).
7. It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.

Designated Shelter-in-Place rooms in The WELL:

Rooms are large enough for people to congregate and contain the fewest number of windows.

Supplies: Two cases of bottled water and snacks, plastic sheeting, duct tape, rope, scissors, 50-person First aid and blood borne pathogen kits. The plastic sheeting and tape are used to seal off vents or Door/window openings.

First Floor:
Storage Room 1102/Fire Riser

Second floor:
Janitorial Room, next to the elevator, Storage Room 2155

UTILITY FAILURE

UTILITY FAILURES

Disruption or failure of any utility is to be reported immediately to the Assistant Director of Maintenance and Facility Operations at -

ELECTRICAL FAILURE

- 2 Turn off or unplug electrical equipment that may be a hazard if unattended when power resumes.
- 3 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.
4. If evacuation is required, use stairways. Do not attempt to use elevators. Seek out persons with disabilities and assist as needed with Evacu Trac.
5. 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.
6. 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.

WATER LEAKS / PLUMBING FAILURES

- I. Cease using all electrical equipment; vacate the area immediately and call, Assistant Director of Maintenance and Facility Operations -

NATURAL GAS FUMES/ SUSPECTED LEAK

1. Do not attempt to find leak or shut off utility Valves; notify, Assistant Director of Maintenance and Facility Operations at -
2. Cease all operations and immediately vacate the building to the primary assembly area located on the south side of Tahoe Hall.
3. Do not switch on or off any lights or electrical equipment including cell phones. Electrical arcing can trigger an explosion!

VIOLENCE/ CRIME IN PROGRESS

1. Immediately Call Campus Police from Campus phones 911 or from cell phones call 278-6000.
2. Do not put yourself at risk.
3. Do not interfere with persons committing the crime or creating the disturbance.
4. If you are the victim of, are involved in, or witness any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, call Police at 911 immediately with the following information:
 - 1) Nature of incident
 - 2) Location of incident
 - 3) Description of person(s) involved
 - 4) Location of person(s) involve
 - 5) Your name , location, department and phone number
 - 6) If personal safety allows, try to get a good description of the criminal. Note height, weight, sex, color, approximate age, clothing, method and direction of travel, and name if known.

Remain where you are until a police officer arrives.