

# EMERGENCY ACTION PLAN

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

**Building/Room(s) #: Dining Commons**

**Department: Housing & Residential Life**

**Division/Unit/Lab: Housing Facilities**

**Manager: Ron Hopkins**

**Phone/Email: (916) 278-6656**

**Campus Mailbox # 6067**

This Emergency Planning Template and appendices are provided to assist in the development of your Emergency Action Plan. Emergency Action Plans are required for each Administrative and Academic building, and should be considered part of every Department's basic health and safety responsibilities. Department Emergency Plans become the building blocks of the Site (Building) Emergency Plan, and support the broader Campus Emergency Response Management Plan.

Building Coordinators are responsible for the annual review and update of their building's Emergency Action Plan.

Date Completed: 052207

(Update your Emergency Plan annually)

**Approved by: Ron Hopkins**

**Title: Housing Facilities Manager**

The Campus Emergency Preparedness Program assists the campus community to implement emergency preparedness, response and recovery programs, and to ensure compliance with the Campus Emergency Response Management Plan, and the emergency planning policies and mandates of the California State University System and the State of California.

**[Submit Emergency Action Plan/ updates \(pages 1 – 5 only\) for review to:](#)**

Campus Emergency Preparedness Program  
c/o Sacramento State University Police Department, Attn: Bill Scheffler  
Box 6092, 278-6851  
E-Mail [scheffler@csus.edu](mailto:scheffler@csus.edu)

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

**BUILDING EMERGENCY COORDINATOR (BEC)**

**Name Mark Lewandowski**

Telephone/Email/Pager (916) 278-6971/markl@csus.edu/none

**Alternate Cynthia Cockrill**

Telephone/Email/Pager ext. 87361/cockrill@csus.edu/none

**FLOOR COORDINATOR(S)**

(It is recommended that one person be assigned to function as a Floor Coordinator during building evacuations, especially if your office/lab has more than 10 people. Floor Coordinators will be provided training, and are expected to participate in their building's annual evacuation drill.

**Name Stephanie Ewing, RD**

**Assigned Floor 1**

Telephone/Email ext. 84041 / sewing@csus.edu

**Alternate Floor Coordinator**

**Assigned Floor:**

Telephone/Email

**EMERGENCY ASSEMBLY AREA (EAA) - Assemble here following a building evacuation**

Refer to the Emergency Evacuation Assembly Area map in the California State University's Multi-Hazard Emergency Preparedness Plan for the University wide assembly areas. For individual buildings refer to your building's assembly areas.

Describe location: Residence Hall Quad Area

**EMERGENCY SUPPLIES**

Emergency supplies are maintained at this work site. See completed Inventory on Page 5. Describe the location where supplies are stored.

The emergency supplies are located in the Sutter Hall wood shop and the Desmond Hall maintenance shop.

**NEAREST PUBLIC TELEPHONE and Campus EMERGENCY PHONE**

Public Telephone Location/Number: Dining Commons Hallway, ext.n/a

Emergency Back-Up Telephone Location/Number (278-xxxx) (Refer to Campus Telephone Directory):

Housing Facilities Manager Office / 278-6656

**LOCATION OF NEAREST FIRE ALARM PULL STATION**

See Attached Map

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

See Attached Map

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

See Attached Map

**INDIVIDUALS REQUIRING SPECIAL ASSISTANCE IN AN EVACUATION:**

- There are no special needs individuals at this location.
- The following individuals have been identified and will require assistance during an evacuation.
- I have notified Building Management of the name/primary work location of special needs individuals.  
Name(s)/Location:

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

**Name(s)**

**Alternate(s)**

**STAFF WITH EMERGENCY RESPONSE SKILLS: Include name/contact list**

- N/A
- First Aid Training
- CPR
- Ham Radio Operators
- Staff available to report to Campus Personnel Pool if needed
- Other: Describe

We have a Department Emergency Notification and Communication Plan in place. See Page 10

**DEPARTMENT ESSENTIAL FUNCTIONS and SPECIAL NEEDS**

Identify department critical operations and resources that need to be protected

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

**Comments: The Facilities Shop & Custodial Shops in Housing and Residential Life has many pieces of equipment that could be useful during an emergency. Both of these shops are located on the first floor of Desmond Hall.**

**Key Staff Assignments: List Name/Duty:** See Page 10

Ron Hopkins / Emergency Coordinator  
Olga Rosander / Alternate Emergency Coordinator  
Building Coordinator: Mark Lewandowski  
Housing Facilities Staff to be assigned at time of emergency to assist with utilities shut off, security, and other miscellaneous activities they are qualified for.

Note: The Emergency Plan should include procedures for ensuring the safety and welfare of visitors/patients/students.

**Chain of Command:** Identify key staff and contact information, which will have decision making authorization for the Department/unit during, and immediately following a disaster situation.

Ron Hopkins / Emergency Coordinator - ext. 86656  
Olga Rosander / Alternate Emergency Coordinator ext.86911  
Cynthia Cockrill / Emergency Coordinator ext. 87361  
Mark Lewandowski / Building Coordinator ext. 86971  
Stephanie Ewing / Alternate Building Coordinator ext. 84041

**EMERGENCY SUPPLIES AND EQUIPMENT**

Departments are responsible for maintaining emergency supplies and equipment at each work site. Recommended: First Aid supplies, flashlights, extra batteries, battery operated AM/FM radio, water, and non-perishable food. Assign someone to review, and restock supplies annually.

Quantity	Purchase/ Replacement Date	Item	Location
110 Gallons	01/06	Bottled Water	SUT WS; DES MS
8 each	n/a	Flashlights	SUT WS; DES MS
8 pkg	1/2007	Extra Batteries	SUT WS; DES MS
1 kit	n/a	First Aid Supplies	SUT WS; DES MS
1 each	n/a	Battery Operated Radio	SRH-Facility Manager Office
9 each	1/2007	Fire Extinguishers	Desmond Hallways
8 each	n/a	Whistle	SUT WS; DES MS
8 each	n/a	Identifying Vests for Emergency Staff	SUT WS; DES MS
1 set	n/a	Area Road Maps	SRH-Facility Manager Office
n/a	1/2007	Snack Food	Desmond Recreation Room, DC
			SRH = Sierra Hall
			SUT WS = Sutter Hall Wood Shop
			DES MS = Desmond Hall Maintenance Shop

**EMERGENCY PLANNING IMPLEMENTATION CHECKLIST**

- Appoint a Department Emergency Preparedness Committee (optional).
- Appoint an Emergency Coordinator and Alternate for each work site location.
- Appoint a Floor Coordinator from your work site to participate in annual evacuation drills.

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

**APPENDICES**

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

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

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

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

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

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



### EMERGENCY NUMBERS

<b>911</b> (if from a Campus phone)	<b>Police, Fire, Medical Emergency, Haz Mat Incident</b>
<b>911</b> (if from a non-campus or pay phone)	
278-6851	CSUS Police Non-Emergency
Campus phone ( <b>911</b> )	CSUS Police Emergency line
Facilities Management – 278-6241	Building Damage, Utilities (gas, water, electricity)
<b>278-4688</b>	Campus Emergency Information <b>HOTLINE</b> Call to hear recorded emergency bulletins/status updates (activated following a major Campus Emergency)
Personal Cell Phone 417-4309	Back-up Emergency (activate only if campus telephone service fails)
EMERGENCY OPERATIONS CENTER	278-5100/5101/5103 – FAX – 278-5102
EOC – OUTSIDE LINES	454-1875 – 454-1876 – 454-1877
	SBC Pay phones close to your building (Emergency Backup Telephones/Location)
278-6971 - Mark Lewandowski	Building Manager Telephone
278-6971 - Mark Lewandowski	Building Emergency Coordinator: Name/Telephone

**DEFINITIONS:**

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

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

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

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

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

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

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

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

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

**Floor Coordinators** – Unit staff designated to monitor the safe evacuation of their assigned floors. Floor Coordinators direct staff/students to emergency exits, monitor movement in stairwells, alert and sweep rooms for personnel, block access to elevators, and assist any disabled staff or visitors. Floor Coordinators will receive an orientation to their role, wear an orange ID vest for identification, and participate in the annual building evacuation drill.

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

## **KEY STAFF ASSIGNMENTS**

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

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

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

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

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

### **CSUS EMERGENCY STATUS REPORT**

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

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

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

c: EOC-Status Report Form

**PESONNEL ROSTER -Optional**

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

NAME	WORK LOCATION		
Ron Hopkins	Housing Facilities		

Steve Andrade	Housing Maintenance		
Glenn Biete	Housing Custodial		
Marcelino Coelho	Housing Custodial		
Ken Drake	Housing Custodial		
Phil Ensley	Housing BSE		
Gustavo Hernandez	Housing Custodial		
Cindy Hester	Housing Custodial		
Richard Perry	Housing Grounds		
Bennie Pimental	Housing Custodial		
Jeep Pliensamai	Housing BSE		
David Prato	Housing Grounds		
Joe Reynolds	Housing Maintenance		
Olga Rosander	Housing Custodial		
Kamla Singh	Housing Custodial		
Bryan Tufts	Housing Maintenance		
Josephine Ubaldo	Housing Custodial		
Romeo Ubaldo	Housing Custodial		
Yoon Yum	Housing Custodial		
Ganir, E.	Housing Custodial	Hourly Intermittent	
Parker, K.	Housing Custodial	Retired Annuitant	
Yanos, J.	Housing Custodial		
Cynthia Cockrill	Housing Director		
Jane Heaton	Assitant Housing Dir.		
Andrew Singletary	IT		
Joe Loera	Conferencing, Foley		
Peggy Luers	Housing Staff		
Angela Murdoch	Housing Staff		
Darlene Monroe	Housing Staff		

### EVACUATION PLANNING

State law requires occupants to evacuate to a safe location when the fire alarm sounds, or when ordered to do so by emergency response personnel. Department Managers are responsible for

ensuring that employees know their Emergency Assembly Area (EAA) location, and two evacuation routes from the work site location. In your Evacuation Plan:

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

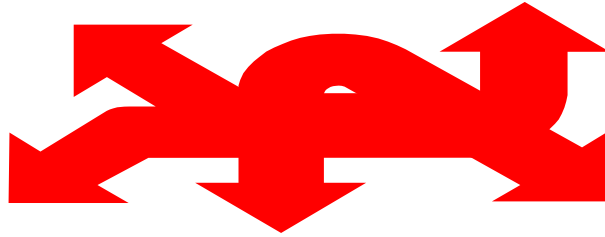
DEPARTMENT\_\_Housing & Residential Life\_\_\_\_\_ Unit/Division\_\_Staff  
Affairs\_\_\_\_\_

**I have read and understand my WORK SITE Emergency Action Plan**

**OPTIONAL**

NAME	WORK SITE LOCATION	SIGNATURE	DATE
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**CSUS EMERGENCY RESPONSE & EVACUATION INFORMATION**

**BUILDING** Dining Commons

**FLOOR** \_\_\_\_\_

**DEPARTMENT/Division** Housing & Residential Life /  
University Enterprise / Dining Services

**BUILDING EMERGENCY COORDINATOR** Mark Lewandowski

**ALTERNATE EMERGENCY COORDINATOR** Stephanie Ewing

**EMERGENCY ASSEMBLY AREA** Residence Hall  
Quad

**EMERGENCY SUPPLIES AND  
FIRST AID LOCATION** Sutter Hall Wood Shop & Desmond Hall Maintenance Shop

**FLOOR COORDINATOR** TBD

**ALTERNATE FLOOR COORDINATOR** Secondary RA on  
Floor

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

**This Facility's Emergency Phone Number: DIAL 911**

Effective Date: 5/22/07

Updated By: R. Hopkins

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

**REPRODUCE AND POST IN DEPARTMENT**



# **SACRAMENTO STATE UNIVERSITY**

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