



SACRAMENTO
STATE

Sequoia Building Emergency Action Plan

Public View

Maintaining an effective building coordinator program helps to ensure the safety of employees, students, and visitors in the event of an emergency.

Revision Type

Annual Review Update BEAP Information Update Building Coordinator/Floor Marshal(s) Other

<u>DESCRIPTION OF REVISIONS</u>
Update BC/FM contact list

Brittany Anderson-Steele

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8/18/2022

Reviewed/Updated by

Email

Date

Chris Taylor

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Building Coordinator

Phone

Meysee Vang

8/22/2022

Approved by Risk Management

Date

Sequoia Building Emergency Action Plan

Introduction

In compliance with California State University Executive Order (EO) 1056 which guides campuses on developing and maintaining an emergency management program (Building Emergency Action Plan) that will be activated in an event of an emergency.

A Building Emergency Action Plan (BEAP) is a safety plan in which faculty, staff, students, and guests need to follow in an event of an emergency. This plan is a supplement to the comprehensive **Sacramento State Emergency Operations Plan**. The following emergency response information is provided with the understanding that all situations in a critical incident cannot be predicted, but this information will assist in establishing the minimum emergency preparedness procedures training for all personnel in our building.

- The following emergency response information provided is intended to be used as guidelines only.
- Always remember, the first priority is the safety and protection of life.
- In accordance with the guidance in the **Sacramento State Emergency Operations Plan**, this plan will be reviewed and updated annually.
- Annual training on this plan should include all key staff members and building occupants to provide the most effective Emergency Preparedness.
- This Building Emergency Action Plan (BEAP) is intended for use by all Departments that occupy University facilities and should be completed as an overall building plan, including all Departments and areas of the building.

Additional Resources

- **The Sacramento State Emergency Notification System (ENS)** [ENS](#) is a mass notification system that automatically sends emergency messages to Sacramento State e-mail addresses and telephone numbers during an urgent situation that has the potential to affect your health and safety.
 - Opting in is voluntary, but you are strongly urged to opt-in and provide your personal contact information, as it may prove to be the most direct way to reach you in a campus emergency.
 - Students, faculty and staff may choose to be contacted by the ENS system by cell phone, text messaging, personal email and/or home telephone.
- **Risk Management Services Safety Hotline 82020** is for reporting potential health and safety hazards which may put the campus community at risk to injuries.

If you have any questions or suggestions regarding this document, please direct them to:

Todd Dangott, Emergency Management Coordinator, (916) 278-7233, dangott@csus.edu.

General Instructions for all Emergency Situations

CALLING 9-1-1 (916) 278-6000 from cell phone


- Get out of immediate danger and stay calm.
- In the event of a fire, or if you feel the building's occupants are in danger:
 1. Activate the building's fire alarm system BEFORE calling 9-1-1.
 2. Evacuate the building immediately!
 3. Refer to the **Evacuation Procedure / Building Maps** section within this document for additional evacuation information.
- **To report any police, fire, or medical emergency, call 9-1-1 from any campus phone ((916) 278-6000 from cell phone).**

When calling 9-1-1:

- Stay on the line with the dispatcher.
- Provide the address of the building involved and your exact location. This is especially important if you are calling from a cell phone.
- **Building Name: Sequoia**
- Provide a thorough description of the incident to ensure that proper resources are dispatched.
- When providing a description of an individual, describe from top (head) to bottom (feet).

Do not hang up until the dispatcher directs you to.

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<ul style="list-style-type: none"> • MEDICAL EMERGENCIES • FIRE/SMOKE • HAZARDOUS MATERIAL SPILLS • VIOLENCE AND THREATS • WHEN IN DOUBT... 		<p>DIAL 9-1-1 FROM ANY CAMPUS PHONE (916) 278-6000 from cell phone</p> <p>Identify yourself, your location, the location and type of incident, and if an evacuation is underway. Answer any questions and do not hang up the phone until the operator is finished.</p>
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The nearest automated external defibrillator (AED) is located: [Sequoia 1st and 4th floor elevator lobby](#)
[View AED Location Map](#)

IMPORTANT PHONE NUMBERS	
FOR AN ACTUAL EMERGENCY, DIAL 9-1-1	
<i>From any campus phone, 9-1-1 is directed to Sacramento State Police</i>	
<i>For an emergency on campus (916) 278-6000 (from cell phone)*</i>	
Sacramento State Police Department	(916) 278-6000 / 8-6000 from campus phone
Risk Management Services	(916) 278-6119
Campus Safety (non-emergency) Hotline	(916) 278-2020
Facilities Operations and Maintenance	(916) 278-6242
Student Health and Counseling Services	(916) 278-6461
Women's Resource Center	(916) 278-7388
Pride Center	(916) 278-8720
Susan Crawford	(916) 278-6542
Brittany Anderson-Steele	(916) 278-7240
Shannon Datwyler	(916) 278-4655
Lisa Hammersley	(916) 278-4655
<p><i>* It is highly suggested that you program the Sacramento State Police Department's dispatch phone number (916) 278-6000 in your cell phone. Dispatch handles both emergency and non-emergency calls 24/7. They can direct all emergency services to the exact campus location quickly and efficiently.</i></p>	

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BUILDING EVACUATION PROCEDURES

Building: Sequoia

Primary Assembly Area: Library Quad

Secondary Assembly Area: Main Quad (Grass area in front of River Front Center)

Tertiary (3rd) Assembly Area:

Area of Refuge:

Evacuation

Evacuation is total building or partial building evacuation due to conditions making it no longer safe to remain inside a building or a specific area in a building. This level of evacuation requires occupants to move out and away from the building being evacuated.

Prior to Exiting

After being notified to evacuate, **STOP** all work activities and evacuate immediately. Securely close departmental and office doors behind you. You may choose to lock your doors to prevent property theft (the Sacramento State Police Department has keys to campus buildings and rooms if access is necessary). Remember that you may not be allowed back into the building for an extended time.

Evacuation Routes/Exiting the Building

During an emergency evacuation, use the nearest door or stairway if available. Each employee needs to be aware of at least two exit routes in their main building in the event one is compromised.

All campus buildings over one story high must have building evacuation signs posted on every floor. The signs must be posted at all stairway and elevator landings and immediately inside all public entrances to the buildings.

Assembly Area

After exiting the building, all faculty, staff, students, and visitors should follow the evacuation route to the pre-arranged assembly area. *It is important to have both a primary and secondary evacuation point, and if possible, a tertiary assembly point. All assembly areas should be at least 500 feet from the incident scene. Be sure to list all buildings in which department members are assigned space and the corresponding assembly in the table above.*

The primary assembly area is the location to complete an initial roll call of building occupants and to determine if utilizing the secondary or tertiary assembly area is more appropriate.

Floor Marshals (or their alternates) are required to conduct the roll call, and to report the roll call results to the Building Coordinator (or designee), who can then provide the information to first responders.

For classroom buildings where classrooms are in use, the roll call responsibility is delegated to the classroom instructor, who will then report the information to the Floor Marshal, who will provide the information to the Building Coordinator. *This means that floor marshals and building coordinators should always have updated building rosters at their disposal.*

During a large-scale evacuation, your building's assembly area may not be available; follow directions of emergency personnel to a safe alternate location.

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 SEQUOIA HALL

- (1) When an emergency notice is received, those staff who are present in the office of the department of Chemistry and the department of Physics and Astronomy will be responsible for notifying the following offices in Sequoia Hall, either by phone or messenger:

Chemistry	SQU 506	8-6684
Physics	SQU 230	8-6518
CMASE	SQU 202	8-5487
Electronic Support Center	SQU 454	8-6563
Equipment Support Center	SQU 44	8-6305
ITC	SQU 218A	8-7283
CSU-LSAMP	SQU 226	8-6519
Center for Math & Science Success	SQU 320	8-2790
Geography	SQU 334	8-6109

The offices of Chemistry and Physics will notify all floor marshals assigned to their departments. The floor marshals will be responsible for checking that all offices, classrooms, and laboratories are evacuated.

All occupants of the building will exit to the ground floor using one of the three building stairways (north, central, south). After exiting the building, everyone will proceed to the emergency assembly points (EAP): Library Quad.

When floor/department evacuation is complete, Floor Marshals will report to the Building Coordinator before joining the evacuated occupants in the assembly area. "No Re-Entry" signs will be posted on the exterior doors.

Critical Equipment Operation

This facility currently has no critical equipment operation or shutdown requirements.

(Note: Safety is a top priority Sacramento State and there are no critical operations worth risking one's welfare. If you believe your department has critical operations requiring an employee(s) to remain in the building during an evacuation, please contact [Meysee Vang](#) to develop this section of the plan.)

Notification of Emergencies

Occupants will be notified of emergencies by the sounding of the installed fire alarm system or occupants may receive verbal notification of an emergency.

Re-entering the Building

After evacuating the building, **DO NOT RE-ENTER BUILDING**. Public Safety will determine when it is safe to re-enter the building and will inform the Building Coordinator if applicable. The Building Coordinator will then give the "all clear" to return to the building.

People with disabilities (mobility-impaired), access or functional needs

- Report to the Floor Marshal for assistance.
- Alert the Floor Marshal of any specific information that will assist in safe evacuation.
- **Do not use elevators** when you need to evacuate.
- If unable to evacuate, move to an **Area of Refuge** near your location which can include a fire-rated stairwell. *An area of refuge is a designated location within a building specially designed to hold people safely during an emergency when evacuation may not be possible or is otherwise unsafe.*

Evacuation/stair chairs

- Stair chairs are located on campus in various locations. ([View Map](#))
- Stair chairs are designed to aid those who require assistance to evacuate.
- Remember that not all situations require evacuation and that areas of refuge may be a better alternative.
- **Do not use elevators** when you need to evacuate.

SHELTER-IN-PLACE GUIDELINES

Building: Sequoia

Primary Relocation Site: 506 (Chemistry Department Office)

Secondary Relocation Site: 230 (Physics Department Office)

Shelter-in-Place

Shelter-in-place is used in emergency situations where hazardous materials have been released into the atmosphere or in emergencies related to civil unrest, violent demonstrations or active shooter.

Notification of Building Occupants

The University notifies its community of an emergency using the **ENS system**. However, due to the fast moving nature of the event, it may not be possible to notify building occupants in a timely manner. Therefore, shelter-in-place may be prompted by the signaling of sirens, loud speakers, or notification from building managers, Building Coordinator, Floor Marshals or other building occupants that are aware of an immediate danger.

If you feel your safety is jeopardized and sheltering in place is an appropriate strategy given your circumstances, you do not have to wait for an official notification.

Strategies for effective Sheltering-in-Place

- If possible, identify room(s) for sheltering in place. Rooms should have limited number of windows and vents, and may contain essential disaster supplies such as non-perishable foods, bottled water, battery powered radios, first aid supplies, flashlights, extra batteries, duct tape, plastic sheeting, and plastic garbage bags. Choose rooms above the ground floor with adequate space for everyone to sit and a hard wired telephone available.
- Once notified, seek immediate shelter. If it is safe to do so, head to the designated shelter in place room(s). In some situations, you may be asked to remain at your workstation, and in others, to relocate to a pre-determined location.
- **DO NOT** use elevators as a shelter.
- Close all doors and windows. Lock them if available. If there is a danger of explosions from outside, close all curtains, shades, and blinds.
- Write down names of everyone in the room, and call Sacramento State Police Dispatch to report who is in the room with you, and their affiliation with your business (employee, visitor, client, or customer).
- Remain in sheltered area until emergency personnel notify you that it's safe to leave.
- When given the all clear, open windows and doors, turn on HVAC and ventilation systems. Go to designated assembly area to discuss the next plan of action based on information received from emergency response personnel.

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Shelter-in-Place for Persons with Disabilities

Individuals with mobility impairments have the option of sheltering within an Area of Refuge.

NOTE: An area of refuge is a location in the building designed to hold occupants during a fire or other emergency, when evacuation may not be safe or possible. Occupants can wait there until rescued. If the designated Area of Refuge is unsafe, report alternate location to the Command Center via two-way radio or cell phone to receive instructions to the nearest safe location.

Safety Assessment

After an all clear has been given, building occupants should contact supervisors or other appropriate individuals to inform them of their safety and location.

Event or Meeting Announcement

Prior to the start of any event, an announcement should be made to inform attendees of the emergency exits and the primary Assembly Area. Suggested announcement wording is:

Please note that emergency exits are located (...point out specific location for this venue...). In the event of an emergency or fire alarm, please proceed quickly and calmly out the nearest emergency exit and meet at the (...point out Assembly Area...).

In the event that requires Shelter-in-Place, show occupants where and how to shelter in place. Follow the SHELTER-IN-PLACE GUIDELINES, starting on page 7.

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QUICK INCIDENT RESPONSE GUIDE

Type of Emergency	Emergency Description	Action Type Evacuate vs. Shelter-in-Place
Earthquake	A significant earthquake strikes the area	Shelter-in-Place Evacuate only if there is significant structural damage
Fire	A fire breaks out inside the building	Evacuate
Gas Leak / Explosion	A gas line ruptures either externally or internally causing gas to escape and / or leading to an explosion	Shelter-in-Place if the leak is outside the building Evacuate if the gas leak is inside the building
Water Damage	A pipe bursts causing water to leak onto a floor or create a flood; possible electrical hazard.	Evacuate the damage area. May not be necessary to evacuate entire building
Civil Disturbance	Riot or civil unrest in or around the building or neighborhood	Shelter-in-Place
Bomb Threat	Notification of the possibility of a bomb or suspicious package in or near the building. Includes the actual discovery of a bomb or suspicious package by Law Enforcement	Evacuate the area
Gunman / Active Shooter	A gunman is in or around the building	Run. Hide. Fight depending on the situation
Biological Release	Hazardous biological materials are released externally near the building or inside the building	Outdoor release: Shelter-in- Place Indoor release: Evacuate
Chemical Release	Hazardous chemical materials are released externally near the building or inside the building	Outdoor release: Shelter-in- Place Indoor release: Evacuate
Radiological Release	Radiological materials are released externally near the building or inside the building	Outdoor release: Shelter-in-Place Indoor release: Evacuate
Nearby Neighborhood Emergencies	Apartment house fire in neighborhood; robbery / shooting near campus; major accident	To be determined by incident

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BUILDING EMERGENCY CONTACT INFORMATION

NOTE: Performing first aid or CPR are voluntary (unless it is part of your job duty) and will be covered under the Good Samaritan Law.

This table is a listing of all assigned emergency personnel (building coordinators, floor marshals, and any alternates) in this building.

Building Coordinator <i>Team Member</i>	Chris Taylor <i>First & Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Building Coordinator (ALT) <i>Team Member</i>	Susan Crawford <i>First & Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Floor Marshal 1st Floor, South <i>Team Member</i>	Sam Curtis <i>First & Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Floor Marshal 1st Floor, North <i>Team Member</i>	Andrew Lozano <i>First & Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Assembly point <i>Team Member</i>	Heidi Yamazaki <i>First & Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Floor Marshal 2nd Floor, North <i>Team Member</i>	Heidi Trapp <i>First & Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Floor Marshal 3rd Floor, North <i>Team Member</i>	Mary Madamba <i>First & Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Floor Marshal 3rd Floor, South <i>Team Member</i>	Richard Aguirre <i>First & Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Floor Marshal 4th Floor, North <i>Team Member</i>	Rachel Blackeye <i>First & Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Floor Marshal 4th Floor, South <i>Team Member</i>	Stephen Disher <i>First & Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Floor Marshal 4th Floor (ALT) <i>Team Member</i>	Gordon Zanotti <i>First & Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Floor Marshal 5th Floor, North <i>Team Member</i>	Janee Hardman <i>First & Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Floor Marshal 5th Floor, South <i>Team Member</i>	Laurel Ward <i>First & Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Floor Marshal 5th Floor (ALT) <i>Team Member</i>	Kathleen Le <i>First & Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Floor Marshal Basement, North	Rod Sorenson	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR

<i>Team Member</i>	<i>First & Last Name</i>	<i>First Aid or CPR Trained</i>
Floor Marshal Basement, South <i>Team Member</i>	Jared Young <i>First & Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
Floor Marshal 3rd Floor, North <i>Team Member</i>	Bee Chacon <i>First & Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>

WHERE PEOPLE SHOULD ASSEMBLE IN CASE OF AN EMERGENCY AND/OR EVACUATION OF SEQUOIA HALL

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

ASSEMBLY AREA – Library Quad

SECONDARY ASSEMBLY AREA – Main Quad (Grass area in front of River Front Center)

RETREAT –

5th floor-Room 506 (Chemistry Department Office)

2nd floor-Room 230 (Physics Department Office)

