

California State University - Sacramento
Emergency Response and Communication Plan
Academic Internships & Community Engaged Learning
In Alignment with CSU Executive Order 1064

Purpose

California State University - Sacramento is committed to providing safe, educationally meaningful, and well-supervised academic internships, service-learning experiences, and community-engaged learning opportunities. Consistent with CSU Executive Order 1064, this Emergency Response and Communication Plan establishes procedures, responsibilities, and communication protocols for responding to emergencies that occur while students are participating in activities at approved* off-campus placement sites.

The purpose of this plan is to:

- Protect the health, safety, and welfare of students.
- Establish clear reporting and communication procedures.
- Define roles and responsibilities of university personnel, students, and learning site supervisors.
- Ensure appropriate response to emergencies and critical incidents.
- Provide documentation and follow-up procedures.
- Support compliance with CSU Executive Order 1064 and risk management requirements.

The following Emergency Response and Communication Plan are step-by-step guides for responding to various kinds of emergencies. Every situation will be unique as Learning Site Supervisor; you will have to adapt to manage a particular situation. The important things to remember in every single case:

- **Ensure the safety of the student**
- **Document every situation thoroughly by noting the time when logging incidents**
- **To report an incident to CSU Sacramento, call 916-278-2020.**

These protocols are checklists, but things may happen in a different order than they appear here...again, this is a guide, not an absolute that must be followed.

Scope

This plan applies to all CSU Sacramento students participating in:

- Service-learning courses
- Academic internships
- Community-engaged learning
- Curricular community-engaged learning
- Remote/Virtual placements
- Domestic and international placements approved by the university

This plan applies to students, faculty, learning site supervisors, staff, and university administrators involved in placement activities.

Oversight and Responsibility

The Community Engagement Center (or designated university office) is responsible for administration and oversight of this plan.

The university may convene an Emergency Response Team when circumstances warrant. The team may include representatives from:

- Academic Affairs
 - Community Engagement Center
 - Risk Management
 - Dean of Students Office
 - University Police Department
 - Student Health, Counseling, & Wellness Services
 - Title IX Office
 - Strategic Communications and Marketing
 - Office of the President and/or Provost
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Definitions

Emergency

An emergency is an actual or perceived situation that poses an immediate threat to the health, safety, welfare, or security of a student or others participating in placement activities.

Student Emergencies include:

- Serious injury or illness
- Mental health crisis
- Sexual assault
- Physical assault
- Missing student
- Death
- Arrest or detention

General Emergencies include:

- Natural disaster
- Fire
- Transportation accident
- Civil unrest
- Workplace violence
- Hazardous material exposure

Non-Emergency Incident

A non-emergency incident is a situation that does not pose an immediate threat but requires reporting, documentation, consultation, or follow-up.

Examples include:

- Minor injuries
- Conduct concerns
- Placement conflicts
- Harassment complaints
- Property loss
- Safety concerns that do not require immediate intervention

Roles and Responsibilities

Students

Students are responsible for:

- Following university and learning site policies
- Participating in required site orientation on CalState S4
- Providing accurate emergency contact information in student orientation
- Maintaining current contact information
- Immediately reporting emergencies to the learning site supervisor
- Following emergency instructions issued by learning site and/or university personnel

Learning Site Supervisors

Learning site supervisors are responsible for:

- Maintaining a safe learning environment
- Providing site-specific safety information
- Responding to emergencies occurring at the placement site
- Contacting emergency services when necessary
- Notifying the faculty or designated university contact as soon as reasonably possible
- Cooperating with university personnel during incident response and investigation

Faculty Supervisors

Faculty are responsible for:

- Monitoring student placements.
- Assisting with emergency communications.
- Reporting incidents to appropriate university offices.
- Supporting students during and after emergency situations.

University Offices

University offices are responsible for:

- Coordinating emergency response efforts.
 - Providing guidance and support.
 - Managing communications.
 - Documenting incidents.
 - Conducting post-incident reviews.
 - Ensuring compliance with CSU policies.
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Emergency Communication Procedures

Immediate Emergency Response

In any emergency:

1. Ensure personal safety.
2. Contact local emergency services (911 or equivalent) when appropriate.
3. Notify the learning site supervisor immediately.
4. Notify the faculty supervisor or designated university contact.
5. Document the incident.

For incidents involving imminent danger, emergency services should be contacted before university personnel whenever possible.

Emergency Notification Process

Student



Learning Site Supervisor



Faculty member



Director, Community Engagement Center



Appropriate University Offices, that is:

- University Police Department
- Dean of Students
- Risk Management
- Title IX Office
- Student Health Services
- Student Health, Counseling, & Wellness Services

...depending on the nature of the incident.



Emergency Response Team (if activated)

Incident Reporting

An Incident Report shall be completed whenever:

- Emergency services respond
- Medical treatment is required
- A student is hospitalized
- A student is reported missing
- An arrest occurs
- A significant safety concern exists
- A Title IX-related incident is reported
- A placement is suspended due to safety concerns

Reports should include:

- Date and time
 - Location
 - Individuals involved
 - Description of incident
 - Actions taken
 - Agencies contacted
 - Follow-up recommendations
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Medical Emergencies

If a student experiences a serious injury or illness:

1. The Learning Site supervisor contacts emergency medical services immediately.
 2. Ensures the student receives appropriate medical care.
 3. The Emergency Notification Process above is followed.
 4. The Learning Site supervisor submits an incident report to the Director of the Community Engagement Center and the Director of Environmental Health & Safety. The incident report is electronically filed by both offices.
 5. The Director of the Center for Community Engagement and faculty member coordinate follow-up support as needed.
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Mental Health Emergencies

If a student appears to be a danger to themselves or others, the Learning Site supervisor:

1. Contacts emergency services if immediate intervention is necessary
 2. Ensures the student is not left alone when safety concerns exist
 3. Notifies the Director of the Community Engagement Center immediately who consults with Student Health, Counseling, & Wellness Services or other appropriate resources
 4. Student Health, Counseling, & Wellness Services documents the incident
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Sexual Misconduct and Title IX Incidents

Reports involving sexual harassment, sexual assault, dating violence, domestic violence, stalking, or related misconduct shall be reported immediately to the university's Title IX Coordinator in accordance with CSU policy.

The safety and well-being of the affected individual shall be the first priority.

Skip Bishop

Assistant Vice President and Title IX Coordinator

Phone: (916) 278-5770

Email: william.bishop@csus.edu

LeiAloha Taukave-Langman

Intake and Prevention Specialist

Phone: (916) 278-5770

Email: ltaukave-langman@csus.edu

Missing Student Procedures

If a student cannot be located and reasonable efforts to contact them have failed:

1. Learning site supervisor.
 2. Notify the faculty supervisor.
 3. Attempt contact through emergency contacts.
 4. Notify local law enforcement if appropriate.
 5. Notify university officials.
 6. Continue documentation and communication efforts.
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International Placements

International placements require additional review and consultation with Risk Management.

Emergency procedures shall include:

- Local emergency contact information.
- U.S. Embassy or Consulate information when applicable.
- Medical evacuation resources.
- International insurance information.

- Country-specific emergency procedures.
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Post-Incident Review

Following any significant incident:

- University personnel shall conduct a review of the incident.
 - Corrective actions shall be identified.
 - Recommendations for future risk mitigation shall be documented.
 - Student support resources shall be provided when appropriate.
 - Placement continuation or termination decisions shall be evaluated.
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Records Retention

Incident reports, placement documentation, emergency communications, waivers, learning plans, and related records shall be retained in accordance with CSU records retention requirements and applicable university policies.

Annual Review

This Emergency Response and Communication Plan shall be reviewed periodically by the responsible university office to ensure compliance with CSU policy, effectiveness of procedures, and alignment with risk management best practices.

Contact Information

Community Engagement Center
(916) 278-4610
cec@csus.edu

University Police Department
(916) 278-6000
police@csus.edu

Dean of Students
(916) 278-6060
deanofstudents@csus.edu

Risk Management
(916) 278-82020
rms@csus.edu

Title IX Office
(916) 278-5770
equalopportunity@csus.edu

Student Health Services
(916) 278-6461

Student Health, Counseling, & Wellness
(916) 278-6461