



SACRAMENTO  
STATE

## Amador 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

### DESCRIPTION OF REVISIONS

List of floor marshals, building coordinator, and duties for Dean's Office Staff have been updated.

Marsha Robinson

marobins@csus.edu

3/2/2026

**Reviewed/Updated by**

**Email**

**Date**

David M. Lang

(916) 278-7077

**Building Coordinator**

**Phone**

Yvanne Bolano

3/16/2026

**Approved by Risk Management**

**Date**



**Amador  
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](mailto: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: Amador**
- 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.***

## Amador Building Emergency Action Plan

<ul style="list-style-type: none"> <li>• <b>MEDICAL EMERGENCIES</b></li> <li>• <b>FIRE/SMOKE</b></li> <li>• <b>HAZARDOUS MATERIAL SPILLS</b></li> <li>• <b>VIOLENCE AND THREATS</b></li> <li>• <b>WHEN IN DOUBT...</b></li> </ul>		<p><b>DIAL 9-1-1 FROM ANY CAMPUS PHONE (916) 278-6000</b> 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:** Amador, 2nd floor, elevator lobby  
[View AED Location Map](#)

<b>IMPORTANT PHONE NUMBERS</b>	
<b>FOR AN ACTUAL EMERGENCY, DIAL 9-1-1</b>	
<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
Emergency Manager, Janie Mutchler	(916) 278-5447
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
Marsha Robinson	(916) 278-6504
Heather Mummaw	(916) 278-6504
Aaron Eichenberger	(916) 278-6504
Rodrigo da Silva	(916) 278-6504
Anne Montgomery	(916) 278-6504
<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>	

# Amador Building Emergency Action Plan

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## BUILDING EVACUATION PROCEDURES

**Building:** Amador

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**Primary Rally Point:** Between the AIRC Bldg and the bike pound.

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**Secondary Rally Point:** Outdoor Stage Theatre

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**Tertiary (3rd) Rally Point:** N/A

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**Area of Refuge:** Main Stairwell - 1st floor of Amador Hall

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## 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.

## Rally Point

After exiting the building, all faculty, staff, students, and visitors should follow the evacuation route to the pre-arranged Rally Point. *It is important to have both a primary and secondary evacuation point, and if possible, a tertiary assembly point. All Rally Points 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 Rally Point is the location to complete an initial roll call of building occupants and to determine if utilizing the secondary or tertiary Rally Point 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 Rally Point may not be available; follow directions of emergency personnel to a safe alternate location.

## 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](#))
- Online video training is available ([Evacuation Chair Training](#))
- 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:** Amador

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**Primary Relocation Site:** Office and classroom

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**Secondary Relocation Site:**

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### 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 giving 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 Rally Point to discuss the next plan of action based on information received from emergency response personnel.

## **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 Rally Point. 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 Rally Point...).*

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.

## Amador Building Emergency Action Plan

### QUICK INCIDENT RESPONSE GUIDE

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

# Amador Building Emergency Action Plan

## 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.

<b>Building Coordinator</b> <i>Team Member</i>	<b>David M. Lang</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 2nd Floor - Hallway</b> <b>Monitor</b> <i>Team Member</i>	<b>Ryan Arndt</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Key Personnel</b> <i>Team Member</i>	<b>Marsha Robinson</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 2nd Floor</b> <i>Team Member</i>	<b>Heather Mummaw</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Key Personnel</b> <i>Team Member</i>	<b>Anne Montgomery</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Key Personnel</b> <i>Team Member</i>	<b>Rodrigo da Silva</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Key Personnel</b> <i>Team Member</i>	<b>Aaron Eichenberger</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 1st Floor - Animal Colony</b> <i>Team Member</i>	<b>Jeff Calton</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 1st Floor - Animal Colony</b> <i>Team Member</i>	<b>Sharon Furtak</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 3rd Floor</b> <i>Team Member</i>	<b>Patricia Hughes</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 3rd Floor</b> <i>Team Member</i>	<b>Logan Giardino</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 4th Floor</b> <i>Team Member</i>	<b>Robyn Pitts</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 4th Floor - Sociology</b> <i>Team Member</i>	<b>Millicent Ballesteros</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 3rd Floor (ALT)</b> <i>Team Member</i>	<b>Jordan Etter</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 5th Floor</b>	<b>Catheryn Koss</b>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR

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*Team Member*

*First & Last Name*

*First Aid or CPR Trained*

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SACRAMENTO  
STATE

***COLLEGE OF SOCIAL SCIENCES AND  
INTERDISCIPLINARY STUDIES  
AMADOR HALL***

**EMERGENCY AND EVACUATION  
PROCEDURES MANUAL**

**Revised: February 2026**

*For questions, please contact Dean's Office (916)278-6504*

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## NAMES AND PHONE NUMBERS OF CURRENT YEAR EMERGENCY BUILDING COORDINATOR, KEY PERSONNEL AND FLOOR MARSHALS

Each office listed below has been given a walkie talkie which is to be used only during emergency drills and evacuations. Walkie talkies are to be charged at all times.

### CHANNEL 6



#### Emergency Building Coordinator:

David Lang, Dean	278-7077	<a href="mailto:lang@csus.edu">lang@csus.edu</a>
VACANT, Associate Dean		

#### Key Personnel:

Marsha Robinson, AA/S	278-6778	<a href="mailto:marobins@csus.edu">marobins@csus.edu</a>
Heather Mummaw, ASC II	278-6411	<a href="mailto:mummawh@csus.edu">mummawh@csus.edu</a>
Anne Montgomery, ASC II	278-3678	<a href="mailto:amontgomery@csus.edu">amontgomery@csus.edu</a>
Rodrigo da Silva, ASC I	278-4396	<a href="mailto:r.silva@csus.edu">r.silva@csus.edu</a>
Aaron Eichenberger, AA/S(e)	278-6912	<a href="mailto:aeichenb@csus.edu">aeichenb@csus.edu</a>
Ryan Arndt, ITC	278-3893	<a href="mailto:ryan@csus.edu">ryan@csus.edu</a>

#### Amador Hall Floor Marshals:

##### Floor 1

Dean's Office	278-6504	Dean's Office Staff Jeff Calton; Sharon Furtak; Caio Miguel (Animal Colony) <a href="mailto:calton@csus.edu">calton@csus.edu</a> <a href="mailto:furtak@csus.edu">furtak@csus.edu</a> <a href="mailto:miguelc@csus.edu">miguelc@csus.edu</a>
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##### Floor 2

Dean's Office	278-6504	Dean's Office Staff
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##### Floor 3

Psychology Department	278-6255	Patricia Hughes	<a href="mailto:pathughes@csus.edu">pathughes@csus.edu</a>
Psychology Department	278-7595	Logan Giardino	<a href="mailto:giardino@csus.edu">giardino@csus.edu</a>

##### Floor 4

Sociology Department (Lead)	278-6856	Millicent Ballesteros	<a href="mailto:millicentballes@csus.edu">millicentballes@csus.edu</a>
Ethnic Studies Department (Lead)	278-6646	Robyn Pitts	<a href="mailto:rpitts@csus.edu">rpitts@csus.edu</a>

##### Floor 5

Gerontology Department	278-2561	Catheryn Koss	<a href="mailto:koss@csus.edu">koss@csus.edu</a>
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### **NEAREST PUBLIC TELEPHONE and Campus EMERGENCY PHONE**

4<sup>th</sup> Floor – N/A

3<sup>rd</sup> Floor – across from room #305

2<sup>nd</sup> Floor – across from room #250, and room #201

1<sup>st</sup> Floor – across from elevators

### **LOCATION OF NEAREST FIRE ALARM PULL STATION**

5<sup>th</sup> Floor – across from rooms 555 and 563 and to the left of the elevators

4<sup>th</sup> Floor – across from rooms 455 and 463 and across from North stairs

3<sup>rd</sup> Floor – to the right of rooms 358 and 312 and across from the elevators and 364

2<sup>nd</sup> Floor – across from rooms 258 and 262 and across from the elevators and 216

1<sup>st</sup> Floor – outside of rooms 150 and 153 and to the right of room 101

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

5<sup>th</sup> Floor – across from room # 551

4<sup>th</sup> Floor – across from room # 451

3<sup>rd</sup> Floor – inside room # 358, across from 351, inside 360, right of 301, left of 311

2<sup>nd</sup> Floor – across from room 252, to the left of room 201, across from 216

1<sup>st</sup> Floor – left of room # 101

### **LOCATION OF THE EMERGENCY EVACUATION CHAIR**

4<sup>th</sup> Floor – across from room # 463 **For training, please contact the Dean's Office at x86504.**

### **LOCATION OF AED**

2<sup>nd</sup> Floor – by restrooms



### **POSSIBLE EVACUATION ROUTES**

1. Stairs are located on the Southeastern side toward Tahoe Hall.
2. Stairs are located on the Southwestern side towards the baseball fields.
3. Stairs are located in the center of the building next to the elevators.
4. Stairs are located at the North end of the building.

**EMERGENCY CARD: DEPARTMENT OFFICE  
CHAIN OF COMMAND: WHOM TO CALL**

- 1. PUBLIC SAFETY .....911 OR x8- 6000**
- 2. DEAN'S OFFICE .....x8-6504**

**\*STOP HERE\***

**IF NO ONE IS IN THE DEAN'S OFFICE TO TAKE YOUR CALL,  
PROCEED WITH THE NEXT STEP:**

- 3. ROSE MCAULIFFE.....x8-6312  
(VICE PRESIDENT AND CHIEF FINANCIAL OFFICER)**

**AT THIS TIME, UNLESS IT IS A DIRE EMERGENCY (I.E., BOMB THREAT, FIRE), PLEASE  
REMAIN IN YOUR OFFICE UNTIL YOU RECEIVE A BROADCAST MESSAGE ON VOICEMAIL  
EXPLAINING THE EMERGENCY, AND WHETHER OR NOT, AND HOW, TO LEAVE THE  
BUILDING AND CAMPUS.**

\*A copy of this card is located in all Amador Hall Department Offices.

# RALLY POINT

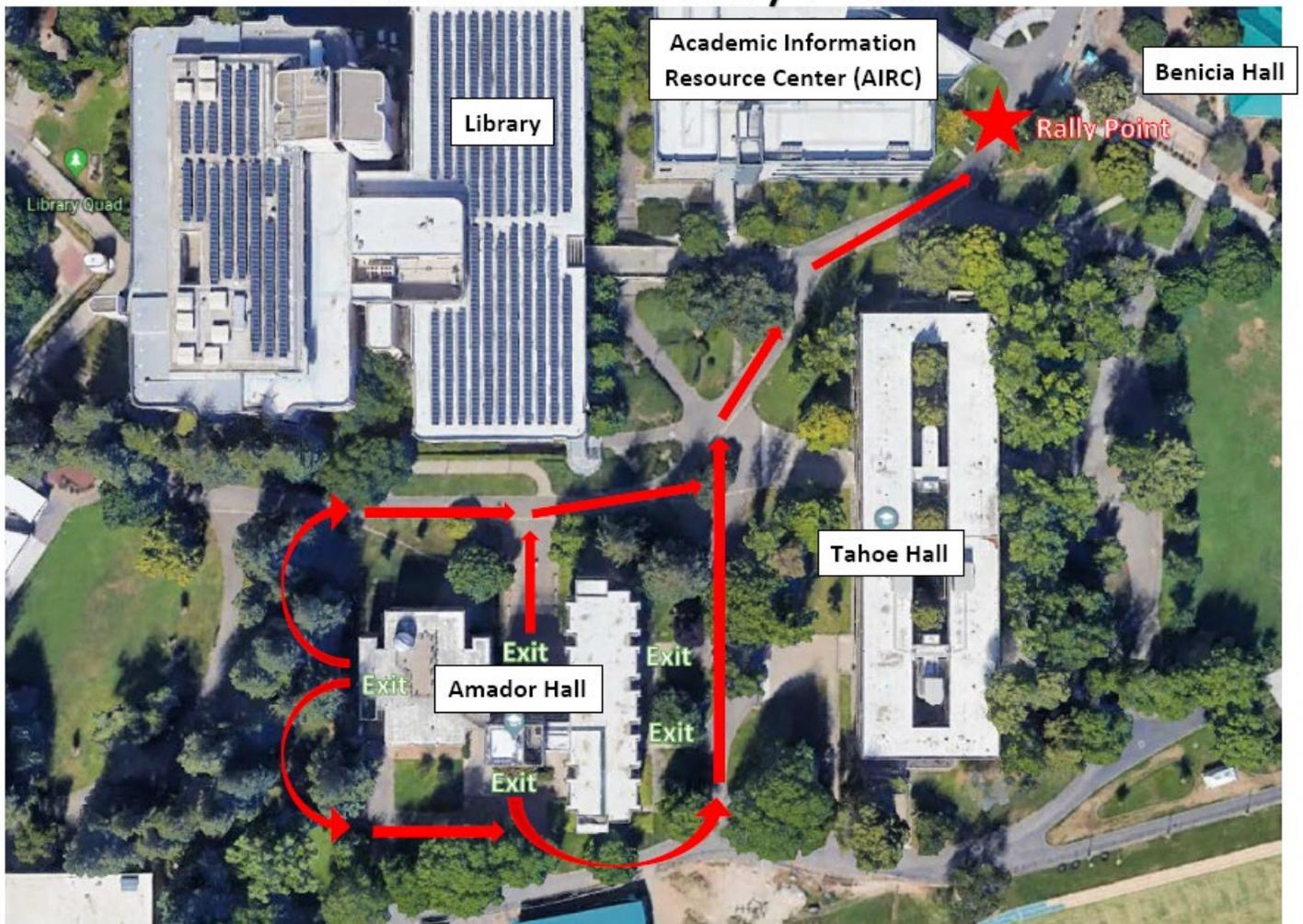
In the event of an evacuation, Amador Hall faculty, staff and students, should leave Amador Hall and proceed to the Rally Point.

- MEETING PLACE - Between the AIRC building and Benicia Hall

**Once there, please check in with Building Coordinators**

Building Coordinator will be wearing a lime green vest labeled “BLDG. COORD”.

## Amador Hall Rally Point



## KEY PERSONNEL AND RESPONSIBILITIES

Only broad responsibilities and duties are indicated here.

1. **Emergency Building Coordinator** is the Dean of the College of Social Sciences and Interdisciplinary Studies. The Emergency Building Coordinator is responsible for all plans, information, and action taken in an emergency situation. This person maintains a log of building status (e.g., individual floor evacuation plans), appoints backup assistance as appropriate, leaves the building last, maintains up-to-date floor coordinator roster, maintains communication with floor coordinators throughout emergency conditions, and routinely reviews Emergency Action Plans with key staff. The Emergency Building Coordinator maintains contact with the University Police, other responsible authorities, and Floor Marshals, as the situation warrants.
2. **Floor Marshals** are appointed annually and are the personnel primarily responsible for clearing the floors and areas of Amador Hall during an evacuation. Each person has specific duties and it is the responsibility of the Floor Volunteer to report “all clear” to the Building Coordinator during an evacuation. Annually, a list of Floor Marshals will be submitted to all Department Heads.

# **COLLEGE OF SSIS EMERGENCY AND EVACUATION PROCEDURES MANUAL FOR AMADOR HALL**

## **Introduction:**

The purpose of this manual is to provide information to help personnel make the best decisions about emergency situations as well as convey procedures for handling events such as earthquakes, fire, flood, bomb threats or any other condition requiring evacuation or relocation of people. Other safety and health considerations are also discussed. Because of the unpredictable nature of most emergencies, all action taken relies on the judgment of responsible personnel. The following guidelines will help guide these judgments. Recognizing that individuals may have to act in the absence of supervisors or higher level administrators, this information is intended to guide all staff members in dealing with crisis situations.

All emergencies reported to 911 will immediately dispatch the University's Public Safety personnel, as well as other needed emergency services.

Emergency preparedness and quick responses from those in affected areas save lives and helps to limit injuries. This publication is designed to provide the basic guidelines in the event of an emergency in Amador Hall.

## **Distribution/Location of Manual:**

A copy of this manual is available in the SSIS Dean's Office as well as the following department offices: BATS Lab, Ethnic Studies, Gerontology, Psychology, Sociology, Women's and Gender Studies, and the Psychology Animal Colony.

We credit the CSUS campus' "Emergency Response Manual," whose guidelines have been incorporated into this manual, sometimes in total and sometimes modified to fit the College of SSIS circumstances.

## **Incident / Accident Report:**

If at any time you are involved in or a witness to an incident or accident, please complete and submit an Incident / Accident Report Form (see appendix A) to the College of Social Sciences and Interdisciplinary Studies, Dean's Office located in Amador Hall RM 255.

# REPORTING EMERGENCIES

1. **Call 911 immediately. The dispatcher will contact the appropriate agency for assistance: Paramedics, Fire Department, Police or other.**
2. Stay calm and give your name, location and nature of the emergency. **STAY ON THE LINE UNTIL TOLD TO HANG UP.**
  - Please notify the Dean's Office of your emergency.
3. In the event of injuries or illness, render first aid **ONLY IF YOU ARE QUALIFIED.**
  - Do not move the person unless it is absolutely necessary.
  - Make the person as comfortable as possible. It is important to keep the person warm and quiet to minimize shock.
4. In the event of a major campus wide emergency, the President will activate the Emergency Operations Center. Information for faculty, staff and students will be available and posted outside Shasta Hall or at Hornet Stadium, depending on damage and the nature of the emergency.

Notify your supervisor as soon as possible.

**COLLEGE OF SOCIAL SCIENCES AND INTERDISPLINARY STUDIES  
PSYCHOLOGY ANIMAL COLONY**

*The Dean's Office is responsible for following the emergency procedures listed below*

## **Emergency Disaster Plan**

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Amador 109A-F (Department of Psychology Animal Colony)

Amador 124 (Neuroscience Teaching Lab)

### Description of Room Contents

AMD 109A-F. This area houses laboratory rats used for research and Psychology courses. Rats are typically housed in rooms 109B and 109F. These rooms are accessible via key fob locks, so building/emergency personnel must have these codes to access the room.

AMD 124. This area typically houses invertebrates (crayfish) for approximately 4 weeks from the middle of March to the middle of April.

### Potential Exposure Hazards to Emergency Personnel

The primary hazard to emergency personnel is allergen exposure from the rodents. Rodent allergens have been identified as a workplace hazard by Occupational Safety and Health Administration (OSHA). Exposure to animals or animal products in the workplace can cause asthma and allergies. Potential allergen hazards include rodent dander, saliva, urine, and used bedding material. Allergens typically occur after prolonged or recurring exposure. Protective Personal Equipment (PPE) to protect against exposure to animals and animal products include wearing a lab coat, gloves, a mask, long pants and closed-toed shoes. All personnel entering rooms housing rodents are required to wear PPE mentioned above, except that masks are optional. Other potential hazards include rat bites and scratches. If it is necessary to move the rats from the facility, they should be moved within their individual cages if possible. If it is necessary to handle rats directly, heavy gloves should be used to reduce the risk of bites and scratches. Animals have the potential to have been injected with a Biohazard Level 1 agent. When this occurs, the animal cage is clearly labeled with this information. Additional care should be taken with these animals since they pose an additional risk if an animal bite occurs.

### Procedures to Follow in Case of Emergency

Type of Emergency

1. Catastrophic emergency requiring immediate evacuation (e.g., fire in Amador Hall).
  - a. DO NOT PUT HUMAN LIVES IN DANGER TO SAVE LABORATORY ANIMALS.
  - b. When time permits, contact animal care personnel listed below.
  - c. If safe to do so, animals may be transported in their cages to a safe area inside or outside of the building.
  - d. If there are several cages, then all animals should be placed on one rack and rolled out together.
  - e. Identifying information should remain attached to these cages.
  
2. Emergency limited to animal rooms (e.g. water leak, room specific problem with HVAC or electric service).
  - a. Contact animal care personnel listed below.
  - b. Verify with facilities/central plant that they are aware of the problem.

Facilities: 278-6242 (regular hours),  
278-6851 or 278-6900 (after hours via campus police).

- c. If the problem is serious enough to affect the health of the animals (temperatures above 82 degrees or below 65 degrees, then the animals should be moved to another room. The first choice is to move the affected animals to the other colony room (between AMD 109B and AMD 109F). The second option is to move them to any room within the AMD 109 complex. The third option is to move the animals to any available room within the first floor of AMD hall because these rooms share the same ventilation system. Animals should be moved within their individual cages or on a rack. Identifying information should remain attached to these cages.

3. Emergency limited to Amador Hall (e.g. extended mechanical or electrical disruption).

- a. Contact animal personnel listed below.
- b. Verify with Facilities Services that they are aware of the issue  
Facilities: 278-6242 (regular hours),  
278-6851 or 278-6900 (after hours via campus police).
- c. The departments of Psychology and Biological Sciences have mutually agreed to provide temporary housing of lab animals in case of emergency building evacuation. Contact Samuel Curtis of Biological Sciences (916-278- 7677, [webbcurtis@csus.edu](mailto:webbcurtis@csus.edu)) to inquire of temporary housing in the Biological Sciences animal facility.

4. Campus-wide emergency requiring campus evacuation of animals (e.g. flood or other natural disaster).

- a. Contact animal personnel listed below.
- b. Animal personnel will evacuate animals to a safe location using private vehicles.

**Emergency Euthanasia Procedure**

In the event of an extreme emergency in which animals cannot be transferred to a safe location and it is possible to euthanize the animals without endangering personnel, Drs. Furtak or Calton will euthanize rats using the process of deep anesthesia (barbiturate or ketamine) followed by decapitation. Crayfish may be euthanized by chilling in ice followed by maceration.

Personnel to Contact in the Event of an Emergency

Dr. Jeffrey Calton (Colony Coordinator and Principal Investigator)  
Phone: (916) 278-5607 (office), (916) 990-5294 (cell) Email: [calton@csus.edu](mailto:calton@csus.edu)

Dr. Sharon Furtak-Nguyen (Principal Investigator)  
Phone: (916) 278-6666 (office), (203) 314-8263 (cell)  
Email: [furtak@csus.edu](mailto:furtak@csus.edu)

Dr. Caio Miguel (Principal Investigator)  
Phone: (916) 278-6813 (office), (916) 715-0981 (cell)  
Email: [miguelc@csus.edu](mailto:miguelc@csus.edu)

Dr. Angela Schouten (Campus Veterinarian)  
Phone: (530) 867-2373 (cell)  
Email: [angiecs@yahoo.com](mailto:angiecs@yahoo.com)

# BOMB THREAT

1. Report ALL BOMB THREATS to 911. From any campus telephone, dialing 911 connects you to the University Police Department.
2. Any person receiving a bomb threat should alert a supervisor or co-worker immediately. Attempt to determine:
  - When is the bomb going to explode?
  - Where is the bomb located?
  - What does it look like?
  - What kind of bomb is it?
  - Why did you place the bomb?

IF A TELEPHONE CALL, KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE, LISTEN CAREFULLY AND TRY TO DETERMINE AND RECORD THE FOLLOWING:

- Date and time of the call
  - Exact words of the caller
  - Speech pattern and/or accent
  - Emotional state
  - Age and gender of the caller
  - Background noises (i.e., traffic)
3. University police officers may conduct a search of the facility. Faculty and staff may be requested to make cursory inspections of their areas for suspicious objects and to report to the Department of Public Safety (278-6851 or 911).
  4. If you observe a suspicious object or potential bomb:

DO NOT handle the object!  
Clear the area immediately!
  5. A building may be evacuated on the orders of University Police officers or an officer of The University (Vice Presidents or Deans).
  6. If evacuation is ordered, instructions on method and route for evacuation, unless specified by the appropriate authority, will be to go to the nearest exit. Floor Marshals and designees will assist in directing people to safety in an area away from the building. See Evacuation section, pages 16-18.

## **BOMBS BY MAIL**

A bomb may be enclosed in either a parcel or an envelope, and its outward appearance is limited only by the imagination of the sender. However, mail bombs may have some unique characteristics which may assist you in identifying a suspicious package:

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 A MAIL ITEM AND ARE UNABLE TO VERIFY THE CONTENTS WITH THE ADDRESSEE OR SENDER:**

- Do not open the article.
- Evacuate the immediate area.
- 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 911 for assistance.

## **HEALTH EMERGENCIES (FIRST AID, INJURY, ILLNESS, ETC.)**

(This section deals only with emergencies, not minor cuts, scrapes, etc.)

### **Non-Work-Related Health Emergency (Illness, Injury or Accident):**

In general, non-work-related injuries are: (A) accidents and injuries to people other than campus employees or volunteers, (B) illness such as heart attacks, asthma attacks, etc.

1. For a serious emergency, call 911 immediately. Stay calm and give your name, location, and nature of the emergency. **DO NOT HANG UP UNTIL YOU ARE TOLD TO DO SO.** The dispatcher will contact the appropriate agency for assistance (Paramedics, Fire Department, Police or other).
2. If you cannot leave the person and someone is nearby, have that person call 911 or stay with the injured person while you call.
3. In the event of injuries or illness, render first aid **ONLY IF YOU ARE QUALIFIED.**
4. Be sure to fill out an Incident/Accident Report as soon as possible and submit it to the Dean's Office.

### **Work-Related Health Emergency (Illness, Injury or Accident):**

1. In the event of a life-threatening emergency, proceed with steps 1-4 above.
2. For all other work-related health emergencies there are specific procedures which must be followed.
3. For follow-up or further information, call Benefits Office at 278-6213.

## CRIME IN PROGRESS

1. Do not attempt to apprehend or interfere with the criminal except in case of self-protection.
2. If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, gender, ethnicity, approximate age, clothing, method and direction of travel, and a name, if known. This takes only a few seconds and is of the utmost help to the investigating officers. If the criminal is entering a vehicle, note the license plate number, make, model, color and outstanding characteristics.
3. Call 911. Give your name, location and department. Advise the 911 operator of the situation and remain where you are until contacted by an officer.
4. In the event of civil disturbance, continue with your normal routine. If the disturbance is outside, stay away from doors and windows.
5. Interfere neither with those people creating the disturbance nor law enforcement authorities on the scene.

### CONDUCT IF YOU ARE HELD HOSTAGE

- Attempt to stay calm and be alert to situations that you can exploit to your advantage.
- Do not discuss what action may be taken by your family, friends, or employer.
- Make a mental note of all movements including times in transit, direction, distances, speeds, landmarks along the way, special odors and sounds like transportation, bells, construction, etc.
- Whenever possible, take note of the characteristics of your abductors, their habits, surroundings, speech mannerisms, and what contacts they make.
- Avoid making provocative remarks to your abductors. They may be unstable individuals who react explosively, becoming violent and abusive.
- Do not make concessions that you are not able to complete (i.e., open safe).

### REPORTING VIOLENT OR CRIMINAL BEHAVIOR

1. If you witness a violation of the law or are the victim of a crime such as assault, robbery, theft, overt sexual behavior, etc.—DO NOT TAKE UNNECESSARY CHANCES!
2. If you witness a criminal act or notice a person or persons acting suspiciously on campus, immediately call 911 and be prepared to provide the dispatcher with the following information:
  - Nature of incident
  - Location of incident
  - Description of person(s) involved
  - Description of property involved

# EARTHQUAKE

## BEFORE AN EARTHQUAKE:

1. Know the safe spots in each room: under sturdy tables and desks, or in the door jambs.
2. Know the danger spots: windows, mirrors, hanging objects, fireplaces, or tall unsecured furniture.
3. Secure heavy tall furniture, cabinets, and shelving that can topple; keep breakables and heavy objects on bottom shelves.
4. Maintain proper emergency supplies.
5. Know an escape route in the event of fire or hazardous materials (HAZMAT) situation.

## DURING AN EARTHQUAKE:

1. Stay in the building. Do not evacuate unless there is a fire or a HAZMAT situation.
2. DROP, and take shelter under tables or desks, and in doorways. Keep away from overhead fixtures, windows, filing cabinets and bookcases. COVER your head and neck with your arms. HOLD the position until the ground stops shaking.
3. Assist any disabled persons in the area and find a safe place for them.
4. If you are outside, stay outside. Move to an open area away from buildings, trees, power lines, railroads tracks, and roadways.
5. Do not light matches or cigarette lighters.

## AFTER AN EARTHQUAKE:

1. Check for injuries. Seek help and if qualified, give first aid.
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 roads 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 EVACUATION IS ORDERED:

1. Seek out any disabled or injured persons in the area and give assistance.
2. If needed, an Emergency Evacuation Chair is located across from Amador Hall Rm. 463C
3. Exit using the stairway. Do not use elevators or escalators.
4. Beware of falling debris or exposed electrical wires as you exit.
5. Go to an open area away from buildings, trees, power lines and roadways.
6. Wait for further instructions from emergency personnel.
7. See Evacuation section, pages 16-18.

NOTE: IN THE EVENT OF A MAJOR EMERGENCY THE PRESIDENT WILL ACTIVATE THE EMERGENCY OPERATIONS CENTER. INFORMATION WILL BE POSTED OUTSIDE SHASTA HALL OR AT HORNET STADIUM DEPENDING ON DAMAGE AND THE NATURE OF THE EMERGENCY.

# EVACUATION

## EVACUATION OF THE UNIVERSITY:

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

## EVACUATION OF AMADOR HALL:

### *PRE-IDENTIFIED DARK AREAS:*

The following areas, which include restrooms, classrooms, and other areas without windows, will be checked by Floor Marshals before an evacuation is completed.

5<sup>th</sup> Floor: Restrooms – Lactation Room within the women's restroom  
(Key – AMD 550 – Women's and Gender Studies (WGS) and Gerontology)

4<sup>th</sup> Floor: Restrooms  
AMD – 450B – Office Workroom

3<sup>rd</sup> Floor: Restrooms  
AMD 314, 313, 309 and 308

2<sup>nd</sup> Floor: Restrooms  
AMD 241, 240, 220, 219, 218 and 217

1<sup>st</sup> Floor: Restrooms  
AMD 153, 152, 151, 150, 123, 121, 109

1. The Department of Public Safety or officers of the University (Vice Presidents and Deans) are the only persons who can order the evacuation of a campus building. However, THE FIRE ALARM SYSTEM IS AN AUTOMATIC NOTICE TO PROCEED WITH EVACUATION.
2. Public Safety or Floor Marshals will direct occupants to the appropriate exits.
3. Please post your "Do Not Use" signs on the doors of the elevators.
4. Occupants shall leave the building immediately and calmly by walking to the nearest designated exit. Public Safety and or Floor Marshals will direct the occupants to a safe area or another building, depending on the nature of the emergency. If adverse weather conditions exist, move to another building that is a safe distance away.
5. **For information regarding the evacuation of disabled persons, please see the EVACUATION OF PERSONS WITH DISABILITIES section immediately following this section.**
6. **When floor/department evacuation is complete, Floor Marshals is to report to the rally point.** This is a good way to ascertain if anyone is missing. Some people may refuse to leave. Do not force them. Note their

exact location and report them to the Emergency Building Coordinator or to Public Safety Personnel.

7. Evacuated occupants (including staff members) must move out of the way of emergency personnel. Walkways surrounding the building must remain clear for responding emergency personnel, equipment, and vehicles. Individuals will be assigned the duty of keeping people clear of the building until the “all clear” has sounded. DO NOT RE-ENTER building until instructed to do so.
  
7. DO NOT use the elevators. Elevators will be recalled to the main floor and shut off, except for use by emergency personnel.

## **EVACUATION OF PERSONS WITH DISABILITIES:**

During an evacuation, persons with disabilities will be given the highest priority. They must be assisted according to the extent of their disability and the nature of the emergency.

1. If possible, disabled persons should be taken to the nearest protected area, generally the main stairwell. **Located on the north end of the 4<sup>th</sup> floor, in front of Amador Hall RM 463C, is an Emergency Evacuation Chair (see page 1).** If you are unable to use this chair for any reason, notify Public Safety personnel or the Emergency Building Coordinator that you have a disabled person who needs help. Inform them of what classroom the person is in, and what floor they are on and if they need any special type of assistance. Wait with the disabled person for as long as you feel safe. If you must leave, notify Public Safety personnel or the Emergency Building Coordinator that you are leaving the disabled individual unattended.
2. The following strategies are recommended with evacuating a person with disabilities:

**Visually Impaired:** Describe the nature of the emergency. Offer to guide them and inquire whether they might prefer taking your elbow; lead them to a safe area. Advise them of any obstacles. Most visually impaired persons can be independent once a safe area is reached. To ensure their safe exit from Amador Hall, enlist the aid of a sighted person to assist them.

**Hearing Impaired:** Persons with impaired hearing may not hear the warning bells and/or buzzers used for evacuation of buildings. They may sense the emergency situation by noting the actions of other occupants of the building. Write down the nature of the emergency for them to see and direct them to the nearest evacuation route.

**Persons Using Crutches, Canes or Walkers:** Ask if assistance is needed. Assist as necessary to the safe area adjacent to the main stairwell (elevator lobbies). If patron needs to be carried down the stairs, follow instructions under #1 of this section.

**Persons Using Wheelchairs:** Please follow instructions under #1 of this section. If you are unable to lift the disabled person into the Emergency Evacuation Chair, escort the disabled person (in their wheelchair) to a safe area (main stairwell), notify Public Safety personnel or the Emergency Building Coordinator for assistance, and wait for as long as you feel safe. Do not attempt to move individuals in wheelchairs down the stairs. Only emergency personnel are trained to do this.

**If you are able, transport the disabled person into the Emergency Evacuation Chair. This chair is located on the 4<sup>th</sup> in front of Amador Hall RM 463C (see page 1).**

# EXPLOSIONS, CRASHES

## **If Outside:**

1. If you observe an explosion, crash or derailment, DO NOT investigate any further. Vacate the area and report the incident by calling 911. (Toxic fumes may be involved.)
2. Maintain a distance of at least 1/4 mile from any aircraft crash or derailment. Keep roads and walkways clear for emergency vehicles.

## **If Inside:**

1. Immediately take cover under tables, desks or other objects which will give protection against glass or debris.
2. After effects of the explosion or crash have subsided, call 911. Give your name and describe the location and the nature of the emergency.
3. Evacuate the immediate area of the explosion or crash.
  - Be aware of structural damage.
  - Stay away from glass doors and windows.
  - Do not touch or move any suspicious object.
4. Assist others, especially the injured and disabled, in evacuating the building. (See Evacuation section, pages 16-18.)
5. Once outside, proceed to a clear area that is at least 200 feet away from the affected area.
6. DO NOT RETURN to an affected building or area until told to do so by the appropriate authorities.

# **FIRE**

**If any fire is discovered, immediately call 911. Notify the SSIS Dean's Office, 278-6504.**

## **Minor Fire:**

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 while sweeping the nozzle back and forth.

## **Major Fire:**

1. Larger fires that are not immediately controllable can be confined by closing all doors -- but do not lock them. Sound the alarm to evacuate by activating the nearest fire alarm if the fire is large, very smoky, or spreading rapidly. Evacuate the building according to the REPORTING EMERGENCIES section of this manual, page 8.
2. DO NOT use elevators or escalators for an evacuation.
3. Crawl or stay near the floor while evacuating a smoke-filled building.
4. DO NOT open any door that feels hot.
5. Assist the evacuation of any injured person or person with disabilities. (See Evacuation of persons with disabilities, page 18.)
6. Move away from the building (200 yards if possible) and out of the way of emergency personnel. Do not return to the building until instructed by the Sacramento Fire Department, or the University Police via the Building Coordinator.
7. 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.
8. If an electrical fire occurs, disconnect the equipment if it is possible to do so without injury. Report equipment fire damage to appropriate department to initiate repair action as soon as possible.

## **FLOOD – EXTERNAL**

1. Do not attempt to leave the campus until told to do so by the appropriate authorities. Do not drive through flooded area.
2. All flood-related emergencies must be reported directly by calling 911.
3. Take refuge on the highest floor of the nearest building.
4. Do not go outside. (Do not make contact with flood water. All floods are HAZMAT emergencies.)
5. Do not take refuge near windows or doors.
6. In a steady downpour, or if there is any indication of the roof leaking, sagging, or collapsing, take cover under desks, chairs or benches. If possible, notify Emergency Building Coordinator of potential problems.
7. Check broadcast messages on CALLER EXPRESS. Tune your radio to KFBK, station number (AM) 1530, for news and early warning system.

# **PRESERVATION AND PROTECTION OF PROPERTY**

## **INTRODUCTION:**

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

According to the CSUS Multi-Hazard Emergency Plan, University personnel and equipment will be utilized to provide protection for:

- A. Preservation of property
- B. Protection of the environment
- C. Restoration of academic programs
- D. Restoration of university operations

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

The Command Center for Campus Police is on the 2nd floor of Shasta Hall.

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

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

## **Evacuation:**

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

# HAZARDOUS MATERIALS

## **Disposal of Known or Suspected Toxic or Hazardous Waste/Materials:**

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

### **Minor Chemical Spill**

1. Call 911 and report incident. Notify the Emergency Building Coordinator. Follow the instructions given at that time which are appropriate to the nature of the spill.

### **Major Chemical Spills**

1. VACATE the area at once. If possible, seal the area so that other individuals are not exposed to the chemical.
2. Call 911. Give your name, location, and nature of the emergency. STAY ON THE LINE UNTIL TOLD TO HANG UP.
3. After completing the call to 911, call Emergency Building Coordinator.
4. 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 according to the EVACUATION section, pages 16-18, of this manual.
5. DO NOT attempt to control a chemical or hazardous material spill unless you have been formally trained to do so and have the proper equipment.
6. DO NOT re-enter the 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, or in eyes should flush with large amounts of water for at least 15 minutes. Seek medical attention.

## **UTILITY / POWER OUTAGE**

1. The Emergency Building Coordinator will ascertain the extent of the problem – particularly the anticipated length of time that the power outage will last.
2. In the event of an evacuation, entry doors will be locked to prevent reentry during the evacuation. Flashlights will be used to help individuals down dark stairwells and through other dark areas if back-up emergency lighting does not function.
3. The Emergency Building Coordinator will continue to ascertain the extent, nature and projected time of the problem in order to make a decision about staff evacuation. A separate announcement about the status of staff evacuations will also be made.
4. If time allows, computers should be turned off prior to evacuation.

## **ROLLING BLACKOUTS**

The campus has mandated that if a Rolling Blackout happens, there will be no evacuation.

1. Unless informed in advance that a rolling blackout will occur, the Emergency Building Coordinator or the Dean's Office staff will call the University Police (x 86900) and inform them that Amador Hall has a power failure. The University Police should be able to inform the Emergency Building Coordinator as to what type of power outage is being experienced, i.e., rolling blackout or another cause.
2. Floor Marshals will assist individuals using flashlights to escort them to a lighted area or to the main floor.
3. During ANY power outage Floor Marshals will check each floor to see that individuals with special needs are assisted.
4. If time allows, computers are to be turned off when the power fails.
5. Someone caught in an elevator should use the emergency telephone to notify authorities of their location.

# APPENDIX A: INCIDENT/ACCIDENT REPORT FORM

**DATE:** \_\_\_\_\_

**TO:** Dean of the College of Social Sciences and Interdisciplinary Studies

**FROM:** \_\_\_\_\_

**SUBJECT:** \_\_\_\_\_

## **INCIDENT/ACCIDENT INFORMATION:**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Individuals  
Involved:** \_\_\_\_\_

**Witnesses:** \_\_\_\_\_

### **Description of Incident:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Action Taken (If Any):**

\_\_\_\_\_  
\_\_\_\_\_

*Contact University Police AT (916) 278-6000 for any emergency.*

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

In case of an Emergency Evacuation or Fire Alarm, the emergency exits are located \_\_\_\_\_ (...point out specific location for this venue...). Proceed quickly and calmly out through the emergency exit and meet at the Assembly Area: Between the AIRC Building and the Bike Compound (...point out Assembly Area...). Do not use the elevator.

In the event that requires a Shelter-in-Place, close and lock door, block inward opening door with furniture if possible, turn off lights, close blinds if any, silent cell phones and call Sacramento State Police (916-278-6000).

The closest AED is located on the 2<sup>nd</sup> floor by the women's restroom.

# Amador Hall Rally Point

