



SACRAMENTO  
STATE

## **Sacramento State Downtown Building Emergency Action Plan**

*Public View*

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*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

<b><u>DESCRIPTION OF REVISIONS</u></b>
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Removed:

Page 3

- Team Member/Building Coordinator (ALT): Shannon Williams, Name, Email, Work Phone, and After Hours & Emergency phone number
- Team Member: Kimberlee Walker After Hours & Emergency phone number (916.278.4303)
- Additional BC/FM 1: Kimberlee Walker After Hours & Emergency phone number (916.278.4303)
- Additional BC/FM 2: Last Name Pinkney

Page 4

- Primary Assembly Area: Empty lot at the corner of 3rd and S Street. If unsafe, proceed across 3rd Street.
- Secondary Assembly Area: Across the street at 3rd and S Street.
- Tertiary (3rd) Assembly Area: The corner of 4th and S Streets

Page 5

- Shelter-In-Place Location: Room 214, 2nd floor conference room
- Secondary Shelter-In-Place Location: Room 315, 3rd floor conference room

Added:

Page 2

- Additional Contact: Jamal Thompson, Assistant Property Manager. 916.278.4957

Page 3

- Team Member: Julia Tomassalli, Name, Email, Work Phone and after hours number
- Team Member: Kimberlee Walker After Hours & Emergency phone number (678.640.2461)
- Additional BC/FM 1: Kimberlee Walker After Hours & Emergency phone number (678.640.2461)
- Additional BC/FM 2: Last Name Krietch
- Additional BC/FM 4: Floor Marshal 3rd Floor, Roxana Gomez, Email and Work Phone
- Additional BC/FM 5: Floor Marshal 2nd Floor, Leonor Ehling, Email and Work Phone

Page 4

- Primary Assembly Area: Northwest corner of 4th and S Streets (across the street from Sac State Downtown)
- Secondary Assembly Area: Parking lot at the northeast corner of 3rd and S Streets (across the street from Sac State Downtown, CalPERS Parking Lot)
- Tertiary (3rd) Assembly Area: Southeast corner of 3rd and S Streets (same side of the street as Sac State Downtown)

Page 5

- Shelter-In-Place Location: Room 315, 3rd floor conference room
- Secondary Shelter-In-Place Location: Room 214, 2nd floor conference room

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- Updated Downtown Evacuation and Assembly Area
- Updated Pre-Meeting Announcement
- Uploaded Building Evacuation Report, Sacramento State Downtown

**Building Coordinator****Phone**

Yvonne Bolano

11/24/2025

**Approved by Risk Management****Date**

## **Sacramento State Downtown 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: Sacramento State Downtown**
- 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.***

## Sacramento State Downtown Building Emergency Action Plan

- **MEDICAL EMERGENCIES**
- **FIRE/SMOKE**
- **HAZARDOUS MATERIAL SPILLS**
- **VIOLENCE AND THREATS**
- **WHEN IN DOUBT...**



**DIAL 9-1-1 FROM ANY CAMPUS PHONE**  
**(916) 278-6000** from cell phone

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.

The nearest automated external defibrillator (AED) is located: First floor lobby

[View AED Location Map](#)

### IMPORTANT PHONE NUMBERS

**FOR AN ACTUAL EMERGENCY, DIAL 9-1-1**

*From any campus phone, 9-1-1 is directed to Sacramento State Police*

*For an emergency on campus (916) 278-6000 (from cell phone)\**

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
UEI Facilities	(916) 278-7317
Jamal Thompson, Assistant Property Manager	(916) 278-4957

*\* 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.*

## BUILDING EVACUATION PROCEDURES

**Building:** Sacramento State Downtown

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**Primary Rally Point:** Northwest corner of 4th and S Streets (across the street from Sac State Downtown)

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**Secondary Rally Point:** Parking lot at the northeast corner of 3rd and S Streets (across the street from Sac State Downtown, CalPERS Parking Lot)

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**Tertiary (3rd) Rally Point:** Southeast corner of 3rd and S Streets (same side of the street as Sac State Downtown)

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**Area of Refuge:** 1st floor 1041-105

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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:** Sacramento State Downtown

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**Primary Relocation Site:** Room 104-105, 1st floor

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**Secondary Relocation Site:** Room 315 Conference Room

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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 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 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.

## Sacramento State Downtown 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

# Sacramento State Downtown 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>Frances Palu</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Building Coordinator (ALT)</b> <i>Team Member</i>	<b>Julia Tomassalli</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>Tyler Kriletich</b> <i>First &amp; Last Name</i>	<input checked="" type="checkbox"/> First Aid <input checked="" type="checkbox"/> CPR <i>First Aid or CPR Trained</i>
<b>Floor Marshal 3rd Floor</b> <i>Team Member</i>	<b>Autum Spears</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>Frances Palu</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>Leonor Ehling</b> <i>First &amp; Last Name</i>	<input type="checkbox"/> First Aid <input type="checkbox"/> CPR <i>First Aid or CPR Trained</i>

## **Pre-Meeting Safety Announcement for 304 S Street, Sac State Downtown**

*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 **on the first floor; front door, back door, and side door of Room 104/105. (...point out specific location for this venue...)**. Proceed quickly and calmly out through the emergency exit and meet at the Assembly Area: **Primary Assembly Area. (...point out Assembly Area...)**. Do not use the elevator.

If a Shelter-in-Place is required, close and lock the door, block the 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: **1<sup>st</sup> Floor Lobby**

# MEMORANDUM

TO:	Rita Gallardo Good
FROM:	Janie Mutchler, Emergency Manager, Risk Management Services
CC:	Yvonne Bolano, Evaluator, Risk Management Services
DATE:	August 6, 2024
SUBJECT:	Summer 2024 Fire Drill Report: Sacramento State Downtown

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EVENT: Evacuation Drill

DATE: August 7, 2024

ASSEMBLY AREA: 3rd & S Street by restaurant or  
across the street if needed

TIME FRAME: 9:59 AM – 10:05 AM

NUMBER OF FLOORS (including ground): 4

NUMBER OF STAIRWELLS: 3

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On August 7, 2024, Risk Management Services (RMS) performed an evacuation drill at the Sacramento State Downtown. This evacuation drill meets the annual requirement per Executive Order 1056 and California State University, Sacramento's Building Emergency Preparedness Program.

## PRIOR EVACUATION DRILL

- RMS scheduled evacuation drill with Building Coordinator.

## DAY OF EVACUATION DRILL

- 9:59 AM – Fire alarm activated 10:00 AM – First occupant to evacuated
- 10:05 AM – First sight of Building Coordinator/Floor Marshal
- 10:03 AM – Last person evacuated
- 10:05 AM – Emergency Manager, Janie Mutchler, gave an "All Clear"

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## CORRECTIVE ACTIONS:

**No correction actions needed at this time.**

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## ADDITIONAL INFORMATION AND OBSERVATIONS:

- Occupants evacuated and assembled at the assembly area.
- Building Coordinator accounted for people.
- Evacuation drill was orderly and calm.

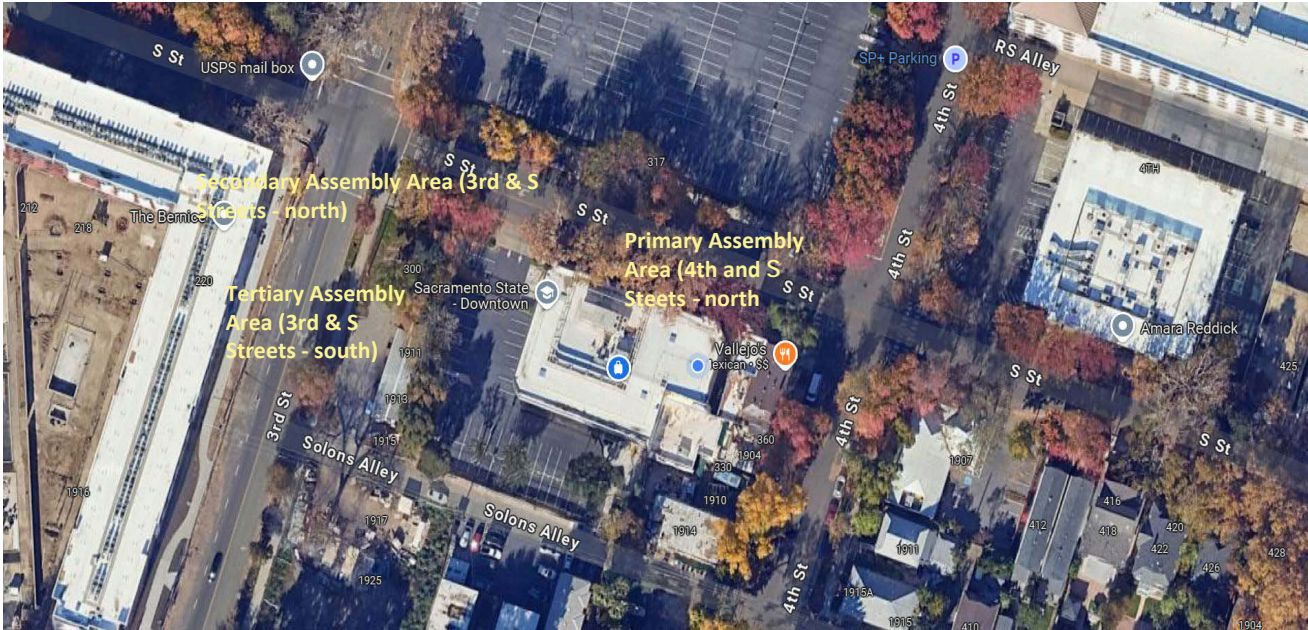
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### CONCLUSION

The building safety team did a great job at ensuring the safe evacuation of all occupants. All occupants evacuated the building within approximately 5 mins minute without incident, compared to the Summer 2022 fire drill of approximately 3 mins minutes. Overall, the evacuation drill went smoothly.

Thank you for your patience and cooperation. It is a great privilege to collaborate with you to work toward a common emphasis for overall campus safety. We look forward to our next fire evacuation drill with the Sacramento State Downtown.

Sac State Downtown Assembly Area



First Floor Evacuation Route (Northside building exit)

### 304 S Street - Floor 1

- YOU ARE HERE
- Exit Path
- Fire Extinguisher
- Alarm Pull
- Stairs
- Elevator

Alarm looks like strobe.  
Alarm sounds like screech.

IN CASE OF FIRE,  
USE STAIRS.  
DO NOT USE  
ELEVATOR.

**DIAL 911  
FOR EMERGENCY**

A detailed floor plan diagram of the first floor of 304 S Street. The diagram shows the building's layout with rooms, corridors, and exits. A green dashed line with arrows indicates the primary evacuation route from the interior of the building, through a set of stairs, and out to the street. Red icons for fire extinguishers and alarm pulls are placed throughout the building. A green person icon marks the starting point 'YOU ARE HERE' near the stairs. The diagram also shows the building's proximity to the street and surrounding areas.

## First Floor Evacuation Route (Southside of building exit)

### 304 S Street - Floor 1

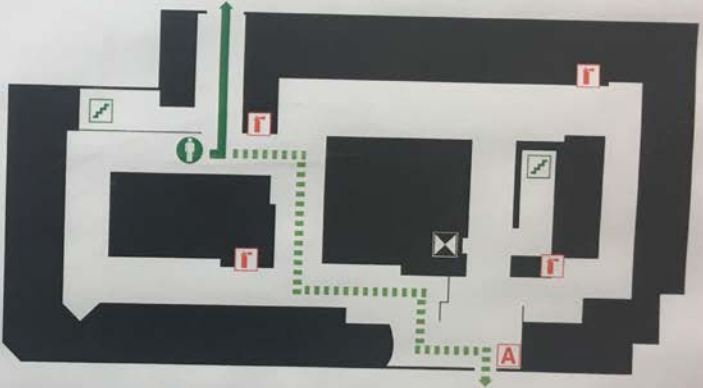
**YOU ARE HERE**

- Exit Path
- Fire Extinguisher
- Alarm Pull
- Stairs
- Elevator

Alarm looks like strobe.  
Alarm sounds like screech.

IN CASE OF FIRE,  
USE STAIRS.  
DO NOT USE  
ELEVATOR.

**DIAL 911  
FOR EMERGENCY**



The floor plan shows a building layout with a central corridor. A green dashed line indicates the exit path, starting from the 'YOU ARE HERE' location (marked with a green circle and 'i') and leading to the southside exit. The path passes by several fire extinguishers (marked with a red 'F') and an alarm pull station (marked with a red 'A'). Stairs are indicated by a green staircase icon. An elevator is marked with a black 'X' icon.

## Second Floor Evacuation Route (East and West building stairs exit)

### 304 S Street - Floor 2

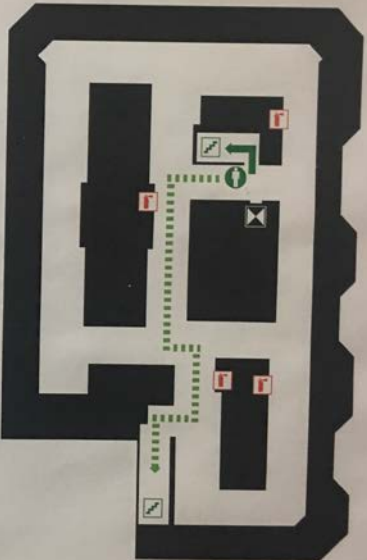
**YOU ARE HERE**

- Exit Path
- Fire Extinguisher
- Alarm Pull
- Stairs
- Elevator

Alarm looks like strobe.  
Alarm sounds like screech.

IN CASE OF FIRE,  
USE STAIRS.  
DO NOT USE  
ELEVATOR.

**DIAL 911  
FOR EMERGENCY**





The floor plan shows a building layout with a central corridor. A green dashed line indicates the exit path, starting from the 'YOU ARE HERE' location (marked with a green circle and 'i') and leading to the east and west building stairs exit. The path passes by several fire extinguishers (marked with a red 'F') and an alarm pull station (marked with a red 'A'). Stairs are indicated by a green staircase icon. An elevator is marked with a black 'X' icon.





### Third Floor Evacuation Route (East and West building stairs exit)


## 304 S Street - Floor 3


 YOU ARE HERE

 Exit Path

 Fire Extinguisher

 Alarm Pull

 Stairs

 Elevator

Alarm looks like strobe.

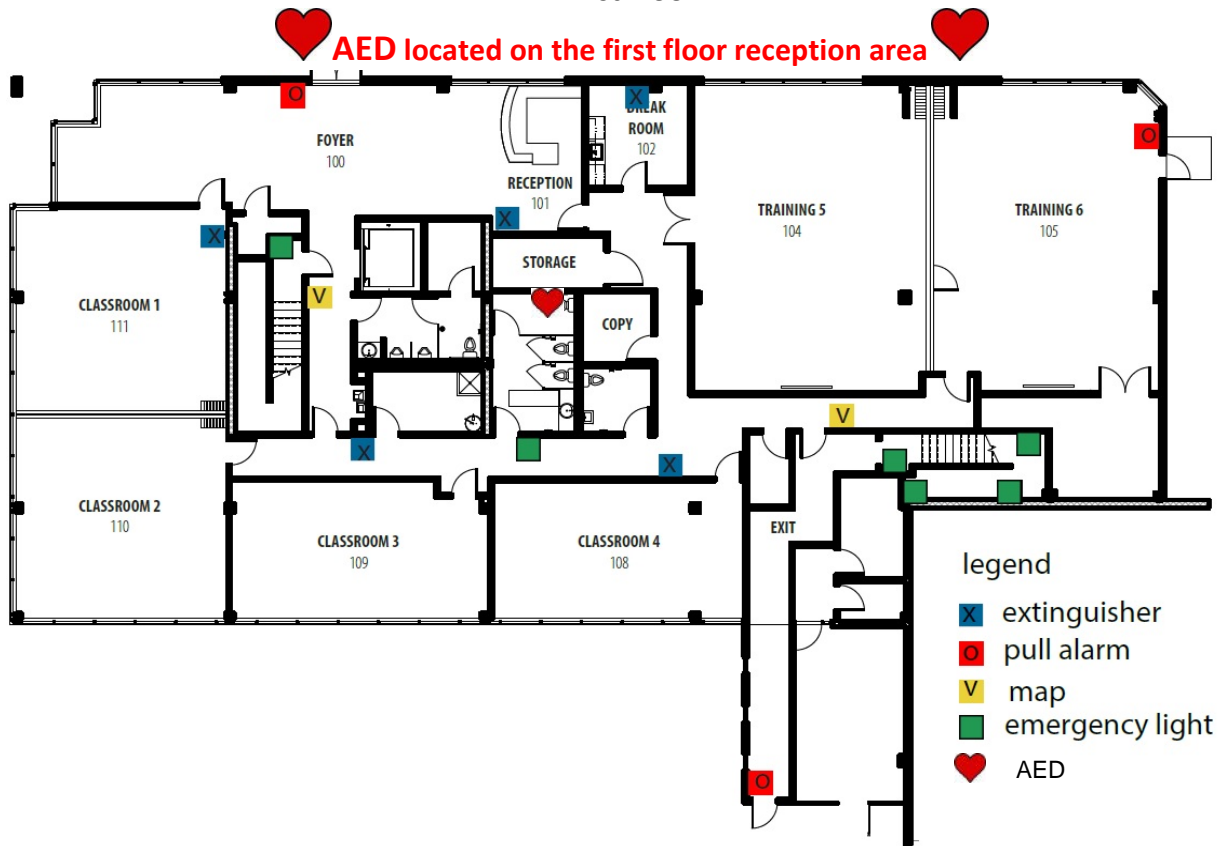
Alarm sounds like screech.

IN CASE OF FIRE,  
USE STAIRS.  
DO NOT USE  
ELEVATOR.

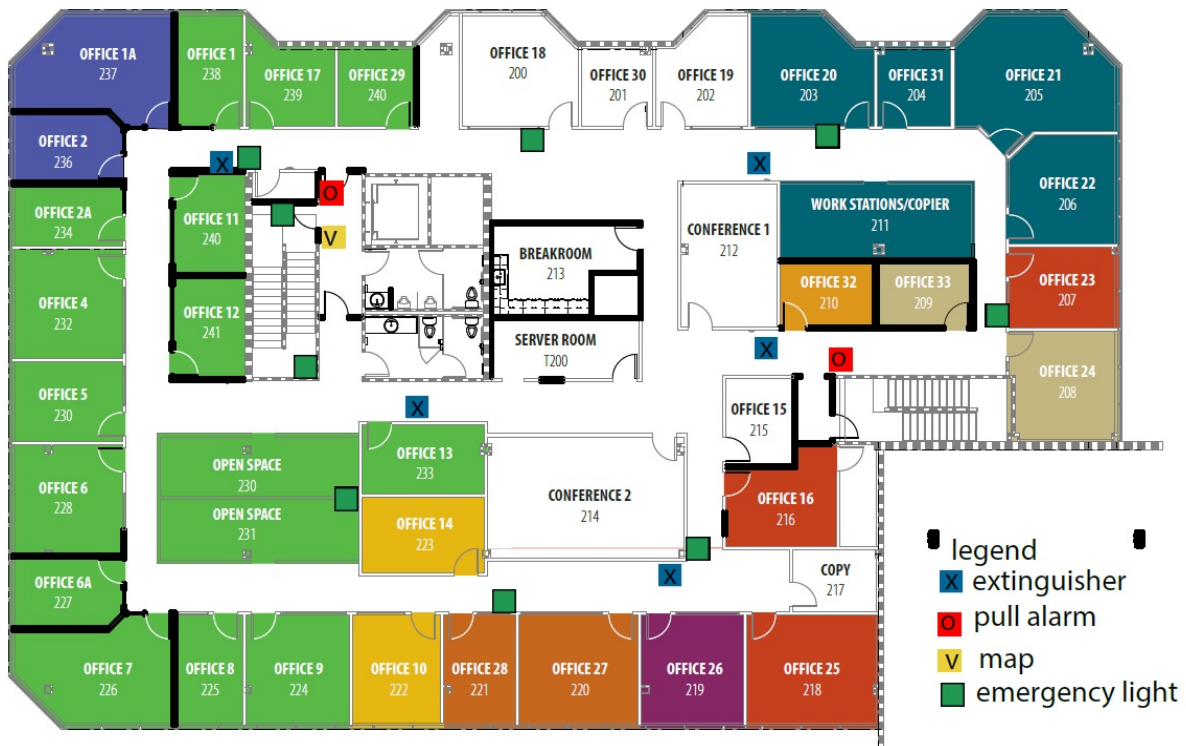
DIAL **911**  
FOR EMERGENCY



## First Floor



## Second Floor



Third Floor

