Placer Hall - USGS
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

Updates are minor and are primarily the addition and removal of USGS Building Safety Team Members.

Ayelet Gaskey	agaskey@usgs.gov	9/9/2026
Reviewed/Updated by	**Email**	**Date**
Michelle Shouse		(916) 261-2958
Building Coordinator		**Phone**
Yvanne Bolano		10/14/2026
Approved by Risk Management		**Date**

Placer Hall - USGS
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:

***Janie Mutchler**, Emergency Manager, (916) 278-5447, sac51601@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: Placer Hall - USGS**
- 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.

Placer Hall - USGS
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: Placer Hall - second floor main hallway in USGS controlled space.

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
Ayelet Gaskey	(916) 823-1793
Robert Vroman	(916) 862-2406

** 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: Placer Hall - USGS

Primary Rally Point: Main quad next to the Riverfront Center

Secondary Rally Point: none designated

Tertiary (3rd) Rally Point: n/a

Area of Refuge: Near inside walls on lower floors (if possible). Avoid rooms with large roof spans and windows and doors.

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: Placer Hall - USGS

Primary Relocation Site: To be determined by Designated Official in the event of an emergency. Refuge will be taken in an interior area with no or few windows.

Secondary Relocation Site: none identified

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.

QUICK INCIDENT RESPONSE GUIDE

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

Placer Hall - USGS
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.

Building Coordinator	**Michelle Shouse**	☐ First Aid ☐ CPR
Team Member	*First & Last Name*	*First Aid or CPR Trained*
Safety Coordinator	**Ayelet Gaskey**	☑ First Aid ☑ CPR
Team Member	*First & Last Name*	*First Aid or CPR Trained*
Floor Marshal 1st Floor	**Cory Sanders**	☑ First Aid ☑ CPR
Team Member	*First & Last Name*	*First Aid or CPR Trained*
Floor Marshal 1st Floor (ALT)	**Diana Oros**	☑ First Aid ☑ CPR
Team Member	*First & Last Name*	*First Aid or CPR Trained*
Floor Marshal 2nd Floor	**Joan Lopez**	☐ First Aid ☐ CPR
Team Member	*First & Last Name*	*First Aid or CPR Trained*
Floor Marshal 2nd Floor (ALT)	**Thomas Bergamaschi**	☑ First Aid ☑ CPR
Team Member	*First & Last Name*	*First Aid or CPR Trained*
Floor Marshal 3rd Floor	**Amelia Ayers**	☑ First Aid ☑ CPR
Team Member	*First & Last Name*	*First Aid or CPR Trained*
Floor Marshal 3rd Floor (ALT)	**Patrick Dellwo**	☑ First Aid ☑ CPR
Team Member	*First & Last Name*	*First Aid or CPR Trained*
Floor Marshal 4th Floor	**Stuart Wilson**	☑ First Aid ☑ CPR
Team Member	*First & Last Name*	*First Aid or CPR Trained*
Floor Marshal 4th Floor (ALT)	**Dina Saleh**	☐ First Aid ☐ CPR
Team Member	*First & Last Name*	*First Aid or CPR Trained*
Floor Marshal 5th Floor	**Michelle Hladik**	☑ First Aid ☑ CPR
Team Member	*First & Last Name*	*First Aid or CPR Trained*
Floor Marshal 5th Floor (ALT)	**Shanna Miller**	☑ First Aid ☑ CPR
Team Member	*First & Last Name*	*First Aid or CPR Trained*

REVISED 1/30/2026

U.S. GEOLOGICAL SURVEY
CALIFORNIA WATER SCIENCE CENTER

OCCUPANT EMERGENCY PLAN

RESPONSIBILITIES AND TRAINING GUIDE
FOR PLACER HALL, SACRAMENTO, CA



Fiscal Year 2026

Table of Contents

1.0 COMMAND CENTER TEAM 5
2.0 INTRODUCTION 7
2.1 PURPOSE 7
2.2 SCOPE OF THE Occupant Emergency Plan 7
2.3 AUTHORITY 7
2.4 guidelines 8
3.0 COMMUNICATIONS 8
3.1 EMERGENCY Contacts (non-USGS) 8
3.2 CSUS EMERGENCY OPERATIONS CENTER (EOC) 8
3.3 NEWS MEDIA 8
4.0 DUTIES AND RESPONSIBILITIES 9
4.1 Employees 9
4.2 Designated Official 9
4.4 Occupational Safety, Health and Environmental Program Manager 10
4.5 Occupant Emergency Coordinator 11
4.6 Incident Administrative Officer 11
4.7 Security Officer 11
4.8 Damage Control Coordinator 11
4.9 FLOOR TEAM COORDINATOR 12
4.10 Floor Team Members (FTM) 12
5.1 EVACUATION PROCEDURES FOR PLACER HALL OCCUPANTS 13
5.2 DESIGNATED ASSEMBLY AREA MAP 15
5.3 MAPS AND FLOOR TEAM MEMBERS 16
6.0 GENERAL INFORMATION 21
6.1 BUILDING FIRE PROTECTION SYSTEM 21
6.2 WHO IS IN CHARGE DURING AN EVACUATION? 21
6.3 How do I evacuate the building and THEN what do I do? 21
7.0 OCCUPANT EMERGENCY PLAN – ORGANIZATION CHART 22
8.0 MEDICAL SUPPORT 22
8.1 MEDICAL EMERGENCY 22
9.0 FIRE PLAN 23
10.0 FLOOD EVACUATION 23
11.0 NATURAL DISASTERS 24

11.1 EVACUATION PROCEDURES 24
11.2 Earthquakes 24
11.3 Severe Weather Conditions 25
12.0 SHELTER-IN-PLACE 25
12.1 Scope 25
12.2 Procedures 26
12.3 Basic Responsibilities 26
13.0 HAZARDOUS WASTE AND HAZARDOUS MATERIAL – SPILL CONTINGENCY PLAN 26
13.1 SPILLS AND ACCIDENTS 26
14.0 DEMONSTRATIONS AND CIVIL DISORDERS 27
14.1 General INFORMATION 27
14.2 PROCEDURES 28
14.3 DEMONSTRATIONS 28
15.0 WEAPONS OF MASS DESTRUCTION (WMD) THREAT PROCEDURES 29
15.1 BOMB OR BIOLOGICAL/CHEMICALTHREATS 29
15.2 BOMB AND CHEMICAL/BIOLOGICAL THREAT EVACUATION DECISION FACTORS 29
15.3 SUSPICIOUS POWDER/SUBSTANCE (Not associated with opening a letter or package) 30
15.4 SUSPICIOUS POWDER/SUBSTANCE (Associated with opening a letter or package) 30
15.5 UNOPENED, SUSPICIOUS MAIL WITH NO APPARENT CONTAMINATION 31
16.0 ACTIVE SHOOTER THREAT PROCEDURES 31
16.1 ACTIVE SHOOTER PROFILE 31
16.2 WHAT TO DO IF YOU ARE IN AN ACTIVE SHOOTER SITUATION 31
16.3 ACTIVE SHOOTER PREVENTION 32
17.0 PANDEMIC PROCEDURES 32
Appendix A: TELEPHONE BOMB THREAT QUESTIONNAIRE 34
Appendix B: CHEMICAL/BIOLOGICAL THREAT CHECKLIST 36

1.0 COMMAND CENTER TEAM

USGS CAWSC Designated Officials

Michelle Shouse, Assoc. Dir. for Science Ops and Building Coordinator

Anke Mueller-Solger, Center Director and Deputy Building Coordinator

Mark Dickman, Assoc. Dir. for Data and Alternate Building Coordinator

Jeanette Rainey, Assoc. Dir. for Administration and Alternate Building Coordinator

---

CSUS Officials

Lisa Hammersley, Dean, College of Natural Sciences & Mathematics

Amy Wagner, Chair, Geology Department

Todd Dengott, Director, Risk Management

Brittany Anderson-Steele, Safety Manager, College of Natural Sciences & Mathematics

---

USGS CAWSC Safety Officials

Ayelet Gaskey, Center Safety Specialist

Robert Vroman, Center Safety Specialist

USGS Safety Officials

Paul Calleo, Southwest Region Safety Manager

Shannon Gutierrez, USGS Environmental Protection Specialist

USGS CAWSC Information Officer

Steve Ackley, Public Affairs Officer

Floor Team Members

First Floor Labs: Corey Sanders, Diana Oros

Second Floor: Joan Lopez, Thomas Bergamaschi

Third Floor: Amelia Ayers, Patrick Dellwo

Fourth Floor: Stuart Wilson, Dina Saleh

Fifth Floor: Michelle Hladik, Shanna Miller

2.0 INTRODUCTION

A wide variety of emergencies, both man-made and natural, may require employees to evacuate or shelter-in-place at a work facility. These emergencies can include fires, floods, earthquakes, hurricanes, tornadoes, explosions, toxic material releases, radiological and biological accidents, civil disturbances, and workplace violence.

The U.S. Geological Survey (USGS) is committed to providing a workplace that is prepared to respond to recognized hazards and providing a strategic plan which recognizes that nothing in our mission is more important than the safety of our employees. This ***Occupant Emergency Plan (OEP)*** outlines disaster preparedness procedures to use in the event of an emergency occurring at the ***California Water Science Center (CAWSC) Placer Hall office, located on California State University, Sacramento (CSUS) campus in Sacramento, California.***

Supervisors and managers are required to take proactive measures to ensure that this plan is read and reviewed by all employees. Knowledge of these disaster preparedness procedures may prevent a serious injury or the loss of life.

If you have any comments, suggestions, or questions regarding this plan please contact CAWSC Center Safety Specialists

2.1 PURPOSE

The purpose of this OEP is to minimize the danger to life and government property in Placer Hall in the event of an emergency. This OEP describes procedures to follow during emergencies or natural disasters such as those identified above. The plan also describes the responsibilities and duties of the Command Center Team, Safety Personnel, Floor Team Coordinators, Floor Team Members, and Employees.

2.2 SCOPE OF THE OCCUPANT EMERGENCY PLAN

As a USGS employee, you have a responsibility to assist in emergency situations. The programs set forth in this OEP are applicable to all employees and visitors within Placer Hall.

2.3 AUTHORITY

This plan complies with OSHA Standards – 29CFR, Emergency Action Plans -1910.38.

The authority to implement provisions of this OEP will normally be exercised by the ***Designated Official*** or the Alternate Designated Official. However, imminent life-threatening situations may require implementation without prior consultation with the Designated Official.

To carry out the emergency procedures contained in this OEP, operational responsibilities during emergencies have been assigned to the CAWSC Center Safety Specialist. The authority of designated officials in this OEP shall not supersede local fire or law enforcement officials who may assume command.

2.4 GUIDELINES

USGS Occupant Emergency Plan Guidance:
http://internal.usgs.gov/ops/safetynet/oepguidance.html

Sacramento State University Emergency Operations Plan:
https://www.csus.edu/campus-safety/_internal/_documents/csus-eop-01-2020_a.pdf

OSHA Evacuation Plans and Procedures:
http://www.osha.gov/SLTC/etools/evacuation/evac.html

Department of Homeland Security:
http://www.dhs.gov/index.shtm

3.0 COMMUNICATIONS

3.1 EMERGENCY CONTACTS (NON-USGS)

	From Campus phones	From Other phones
EMERGENCY SERVICES (Fire and Rescue, Police, Ambulance, Paramedics)	911	911
Sacramento State Police Department (non-	8-6000	916-278-6000
CSUS Risk Management	8-6119	916-278-6119
University Enterprises, Inc., Real Estate Services (Placer Hall lessor)	8-7001	916-278-7001
CSUS Facilities Management	8-6242	916-278-6242
FBI	9-481-9110	916-481-9110
Department of Homeland Security	9-1-202-282-8000	202-282-8000
National Response Center Toxic Chemical/Oil Spills	9-1-800-424-8802	1-800-424-8802
U.S. Marshals Service	9-1-930-2030	1-916-930-2030

3.2 CSUS EMERGENCY OPERATIONS CENTER (EOC)

OUTSIDE LINES: 916-454-1875 – 916-454-1876
(Active only during emergencies)

3.3 NEWS MEDIA

CAWSC Designated Officials, the California Leadership Team (CLT), and the Public Affairs Officer recognize that a comprehensive plan is needed to enable the USGS to manage public information in an emergency or disaster situation.

- A large-scale event is likely to draw quick media coverage locally, regionally, and nationally.

- The CAWSC Public Affairs Officer will work with the USGS Western OCAP Office to respond quickly to requests from the media and others about the event.
- The CAWSC Public Affairs Officer will coordinate with the CSUS University Communications at 916-278-6156.

The USGS Public Affairs Officer will work closely with County, State, and Federal emergency and law enforcement authorities during an emergency to ensure accurate and consistent information is delivered.

The CAWSC Designated Official will refer any media inquiries to the Public Affairs Officer who in turn will coordinate responses with the Designated Official, CLT, other response agencies, Department of Interior (DOI), and others.

4.0 DUTIES AND RESPONSIBILITIES

All CAWSC employees are required to carry out responsibilities as noted in Sections 4.0, 5.0 and 6.0.

4.1 EMPLOYEES

a. If applicable, ensure a CAWSC Center Safety Specialist is aware of your need for assistance during an emergency.

4.2 Notify your CAWSC Center Safety Specialist of all non-CAWSC employees you bring into the building who may require special assistance in an emergency (i.e., learning disability, injured, frail, pregnant, wheelchair-user, hearing-impaired, or other medical conditions).

4.2 In the event of a building evacuation, escort visitors, contractors, or other non-CAWSC individuals out of the building and ensure those individuals are accounted for through their management structure to Command Center Personnel.

4.2 DO NOT USE **evacuation chairs, as they are designated exclusively for use by Emergency Services personnel.**

4.2 DESIGNATED OFFICIAL

In the event of a major campus-wide emergency, the University President will activate the Emergency Operations Center (EOC). Information for faculty, staff, and students will be distributed using the CSUS Emergency Notification System (ENS). Note: USGS employees who do not have a *My Sac State* account can request to sign up for the CSUS ENS by sending a request to a CAWSC Center Safety Specialist at gs-w-cawsc_safety_team@usgs.gov.

The Designated Official (DO), aka Building Coordinator, is the Associate Director of Science Operations of the California Water Science Center. In her absence, the senior most manager acts as the Alternate DO and assume

control of the emergency situation until properly relieved by a more senior authority or local fire or law enforcement official.

The duties and responsibilities of the DO include:

a. Authority to evacuate the building, grounds, or any part thereof or issue a shelter in place order.
b. Authority to order re-entry to the building or lift a shelter in place order.
c. Ensuring the emergency plan is developed and occupants are prepared in the event of an emergency.
d. Ensuring personnel are properly trained.
e. Coordinating with the CAWSC Public Affairs Officer to ensure the public is informed as needed, and that proper review and authorization is conducted on all press releases.

Note: During an emergency, the DO will relocate to the Command Center, River Front Center. Should a campus-wide emergency occur, the DO will meet at Folsom Hall room 2015.

4.3 PUBLIC AFFAIRS INFORMATION OFFICER

The Public Affairs Information Officer is a CAWSC Public Affairs Specialist, who performs the following duties under the direction of the Designated Official:

a. Receives information from CAWSC Center Safety Specialists, the Occupant Emergency Coordinators (OEC), and prepares press releases working with our local OCAP Office to distribute information to the local media when authorized for release by the DO or CAWSC Director.

b. Distributes information concerning the emergency response to the appropriate staff when authorized for release by the DO.

c. Works with OCAP to prepare employees for media interviews as USGS representatives.

d. In conjunction with the Security Officer (i.e., the Sacramento State Police Department), establishes a press area away from any potential hazards and response operations.

4.4 OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL PROGRAM MANAGER

CAWSC Center Safety Specialist, can serve as the Occupational, Safety, Health, and Environmental Program Managers (OSHE). OSHE reports directly to the Designated Official, and performs the following duties:

a. Identifies potential hazardous or unsafe situations related to the incident.

b. Exercise emergency authority to stop and prevent unsafe acts.

They also serve as the Chemical Technical Advisor and performs the following duties:

a. Advises the Occupant Emergency Coordinator on incidents involving chemicals.

b. Reports to the Command Center during emergencies.

4.5 OCCUPANT EMERGENCY COORDINATOR

CAWSC Center Safety Specialists, serves as the Occupant Emergency Coordinators (OEC) for Placer Hall. The OEC reports to the DO at the Command Center during an emergency. The OEC performs the following duties:

a. Identifies potential hazardous or unsafe situations related to the incident.

b. Exercises emergency authority to stop and prevent unsafe acts.

c. Coordinates with and advises the Designated Official.

d. Helps to coordinate the activities of the Command Center Team and assists with operational command during an emergency until the arrival of the Fire Department, at which time command will be transferred to the senior Fire Official on site.

e. Serves as the USGS liaison with outside responding agencies (i.e. Fire Department, Police, Federal Protective Services, etc.).

4.6 INCIDENT ADMINISTRATIVE OFFICER

CAWSC Associate Director for Administration, serves as the Incident Administrative Officer. Reports and receives direction from the DO and performs the following duties:

a. Records all pertinent data concerning the emergency response actions (e.g. times of events, outside agencies notification, etc.).

b. Ensures required administrative services are performed during an incident.

4.7 SECURITY OFFICER

The Security Officer's duties are performed by the Sacramento State Police Department located on the CSUS campus, and include:

a. Directs traffic control to ensure quick access to the grounds.
b. Directs the first arriving emergency personnel to the best point of access to the building.
c. Coordinates with and advises the OEC during bomb threats.
d. Secures the building perimeter until the Designated Official authorizes building reentry.
e. Coordinates reentry upon DO/OEC direction.

4.8 DAMAGE CONTROL COORDINATOR

The Damage Control Coordinator (DCC) for Placer Hall is the University Enterprises, Inc. (UEI) Facilities Manager. Under the direction of the OEC, the DCC directs and coordinates the activities of the Damage Control Team. The DCC reports to the Command Center during an emergency and duties include:

a. Identifying all utility cutoffs and locations and fire protection equipment.
b. Recommending the use of facilities and associated equipment.

4.9 FLOOR TEAM COORDINATOR

The Occupant Emergency Coordinator's (OEC), CAWSC Safety Specialist will serve as Floor Team Coordinators (FTC) for Placer Hall. The FTC controls planned movement and other activities of personnel. The FTC reports to the Command Center during an emergency, and performs the following duties:

a. Coordinates and directs activities of the Floor Team Members (FTM).
b. Maintains a current roster of Floor Team Members for each floor, room numbers, and areas of responsibility labeled on a floor plan. This list is updated annually and supplied to all Floor Team Members.
c. Ensures routine maintenance of two-way radios is current.
d. Notifies the Floor Team Members during a limited emergency.
e. Establishes two-way radio communication with the Floor Team Members during emergencies.
f. Receives reports from the Floor Team Members.
g. Records the number and location of persons still in the building.
h. Records the number and location of special needs personnel remaining in the building until evacuation can be accomplished.
i. Reports evacuation and building clearance status to the DO.

4.10 FLOOR TEAM MEMBERS (FTM)

Floor Team Members (FTM) perform the following duties:

a. Meets with entire Floor Team annually to review and discuss emergency operating procedures.
b. Recruits new members to the Floor Team as needed. NOTE: Approval of supervisors is required.

Duties during an emergency Floor Team Members:

a. Instruct personnel on assigned floor to evacuate the building via stairwells and to meet at the designated Assembly Area.

   NOTE: If a shelter-in-place order is given, Floor Team Members will provide this information to personnel on their designated floor.

b. Reports the names of missing/unaccounted for personnel to the OEC, who will then communicates the information to the Command Center.

c. Guides personnel who require special assistance (i.e., learning disability, injured, frail, pregnant, wheelchair-user, hearing-impaired, lost, or other medical conditions) to the safe refuge area located in the main corridor of each floor.

   NOTE: If the designated safe refuge area is unsafe, reports location to the Command Center via two-way radio and receives instructions to the nearest safe location.

d. Via two-way radio (located in the hallway first aid cabinets of each floor), notifies Command Center and Floor Team Member of the location of individuals who require special assistance.

   NOTE: See below for **Duties of the Special Needs Monitor**

e. Maintains two-way radio communications with the Occupant Emergency Coordinator (OEC) to report on the status of evacuation or shelter-in-place activities on their designated floor.

f. Receives status reports and "all-clear" notifications from the OEC, either in person or via two-way radio communication.

g. Ensures the entire floor is evacuated, with the exception of the Special Needs Monitor (see below) and personnel who require assistance, and be the last able-bodied person to leave the floor.

h. Reports to the OEC that the assigned floor has been cleared (with any exceptions).

Duties of the Special Needs Monitor:

When required, Floor Team Members for each floor will act as the Special Needs Monitor and perform the following duties:

a. Stay with individuals who require special assistance in the safe refuge area as long as possible.

b. If still with the special needs individual, assist with his/her evacuation upon clearance by the Emergency Responders.

c. If immediate evacuation of special needs personnel is required, report via two-way radio to the Command Center and OEC immediate evacuation is necessary and what actions are being taken.

   NOTE: There are EvacuTrac (stair descending) devices available on the 5th floor (East end) and 4th floor (West end) safe refuge areas for use in an immediate emergency.

d. Notify the Command Center and Floor Team Coordinator via two-way radio of any emergency involving a special needs individual.

5.0 EMERGENCY PROCEDURES

5.1 EVACUATION PROCEDURES FOR PLACER HALL OCCUPANTS

a. Pick-up the telephone and dial 911 if you are involved in, or witness, an emergency.

b. In most cases, the signal to evacuate the building will be by fire alarm. Should an emergency situation dictate that the building must be partially or completely evacuated, the Floor Team Members will alert the personnel on their designated floor to leave immediately via the nearest stairwell.

c. Placer Hall Occupants will:

- turn off computers and all electrical instruments (if time permits);
- take only those personal items, such as keys, purses, medications, and coats you require for immediate need.
- close all doors and leave them **unlocked**;
- assist visitors and other personnel unfamiliar with the building in evacuating;
- alert Floor Team Member (FTM) of any person who requires special assistance;
- assist FTM in taking special needs person to the safe refuge area;
- follow the instructions of your Occupant Emergency Coordinator (OEC) (CAWSC Center Safety Specialist)
- check-in with your Occupant Emergency Coordinator (CAWSC Center Safety Specialist), at the Designated Assembly Area and await further instruction (see Map - Section 5.2);
- remain in the Designated Assembly area until the "all-clear" signal is received (that it is safe to re-enter the building) or you are dismissed.

d. Placer Hall Occupants will **not**:
- Use the elevators;
- Turn off lights;
- Retrieve anything that is not readily accessible.

e. Special Needs Employees will:
- alert Occupant Emergency Coordinator (OEC) (CAWSC Center Safety Specialist), or a Floor Team Member of any specific information that will assist them in ensuring your safe evacuation; and
- report to the OEC or Floor Team Member for assistance.

5.2 DESIGNATED ASSEMBLY AREA MAP



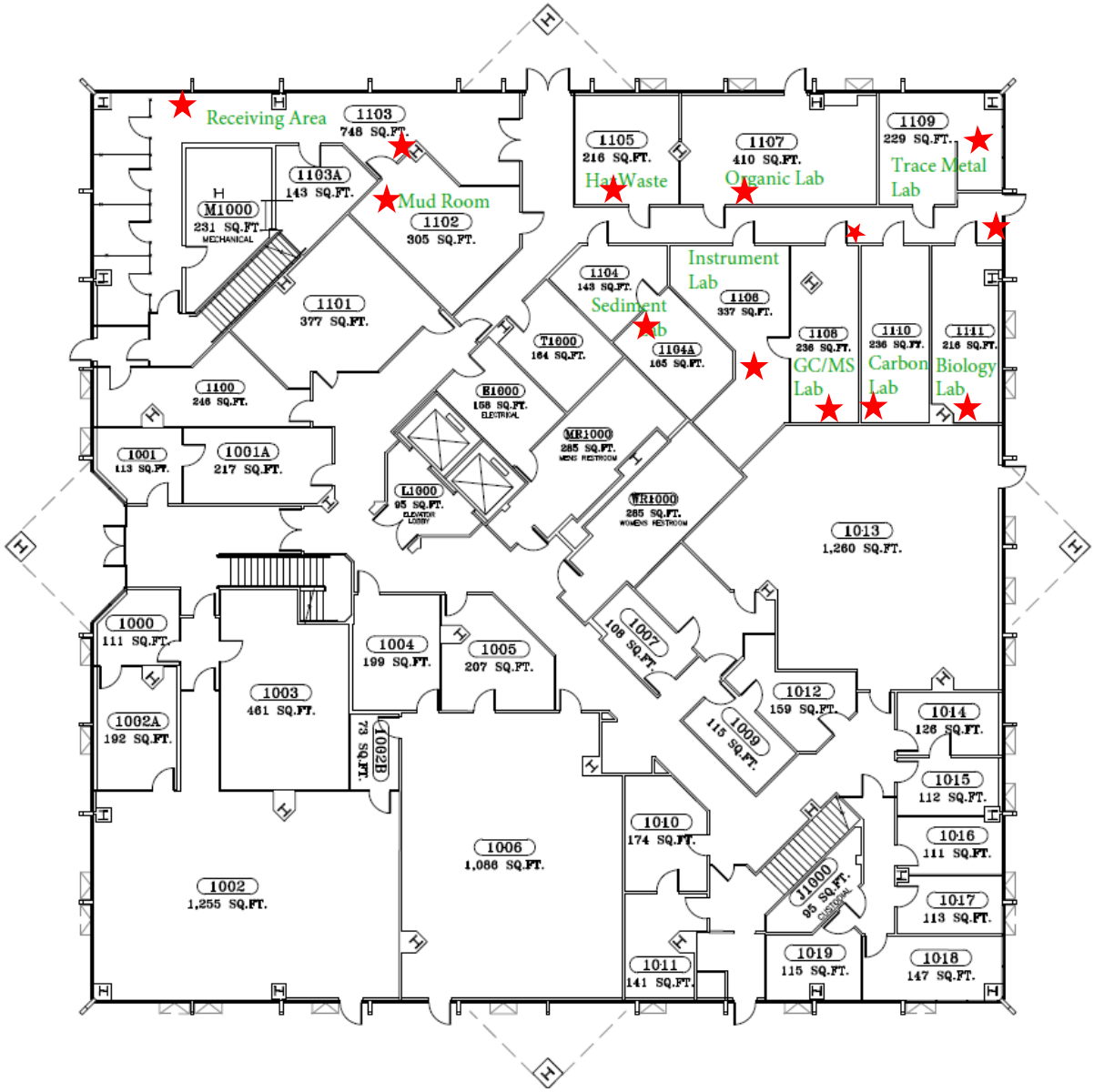
5.3 MAPS AND FLOOR TEAM MEMBERS

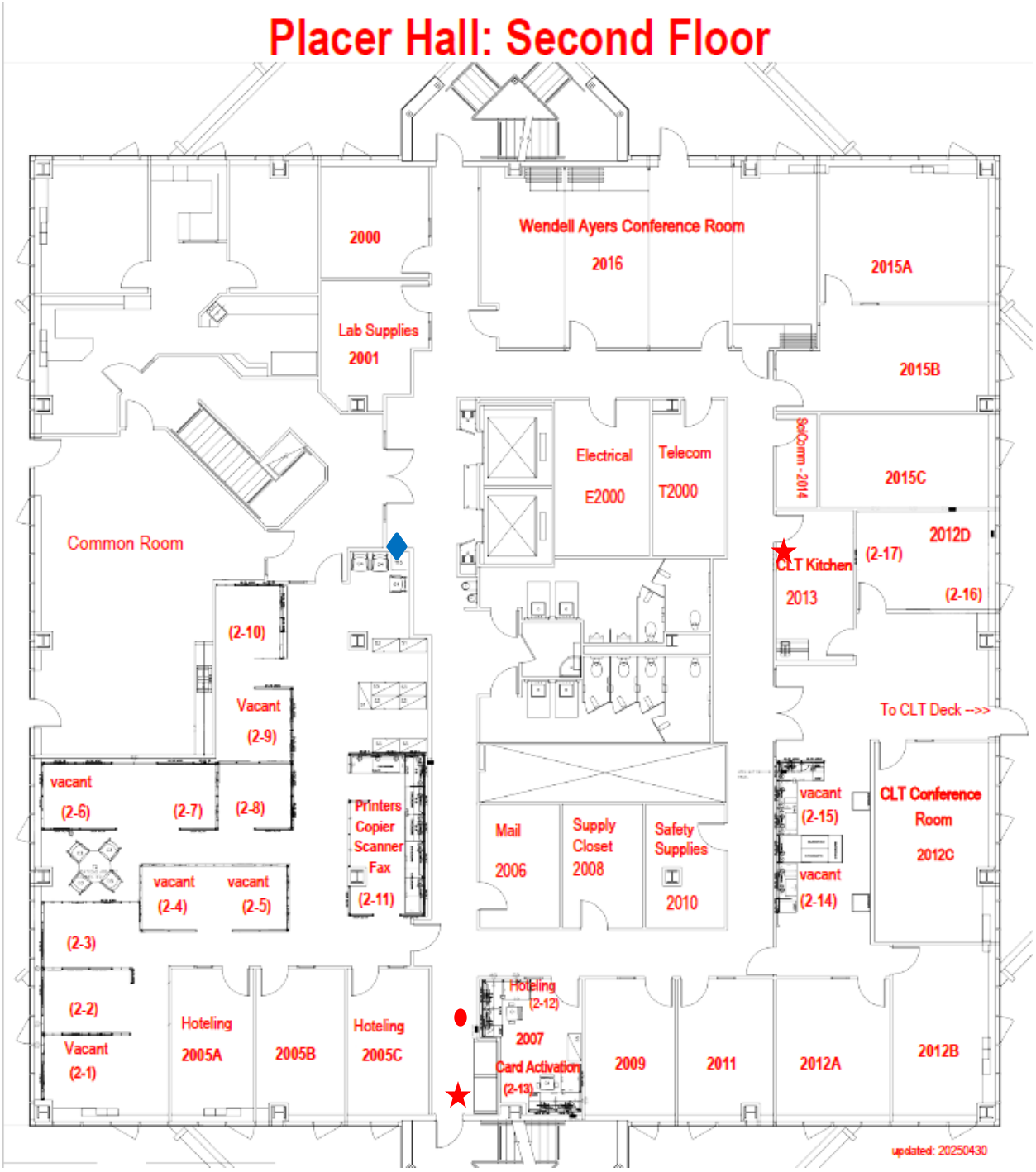
●-Emergency Fire Alarm

★- Fire Extinguisher

◆ -AED

First Floor

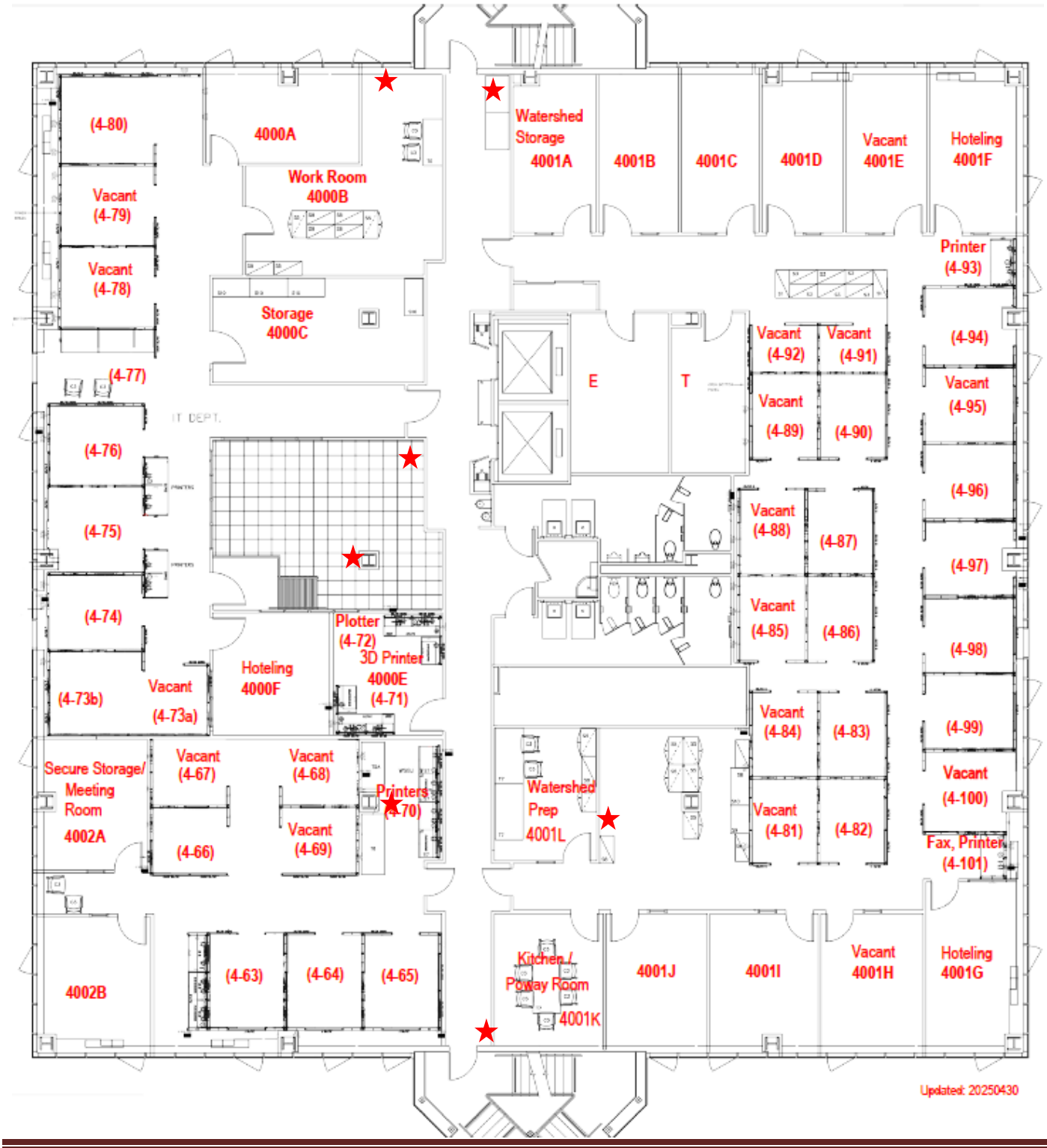



Placer Hall: Second Floor
2000
Wendell Ayers Conference Room
2016
2015A
Lab Supplies
2001
2015B
Electrical
E2000
Telecom
T2000
SolComm - 2014
2015C
Common Room
2012D
(2-17)
CLT Kitchen
2013
(2-16)
(2-10)
Vacant
(2-9)
To CLT Deck -->>
vacant
(2-6)
(2-7)
(2-8)
Printers
Copier
Scanner
Fax
(2-11)
Mail
2006
Supply
Closet
2008
Safety
Supplies
2010
vacant
(2-15)
CLT Conference
Room
2012C
vacant
(2-14)
vacant
(2-4)
vacant
(2-5)
(2-3)
(2-2)
Vacant
(2-1)
Hoteling
2005A
2005B
Hoteling
2005C
Hoteling
(2-12)
2007
Card Activation
(2-13)
2009
2011
2012A
2012B
updated: 20250430

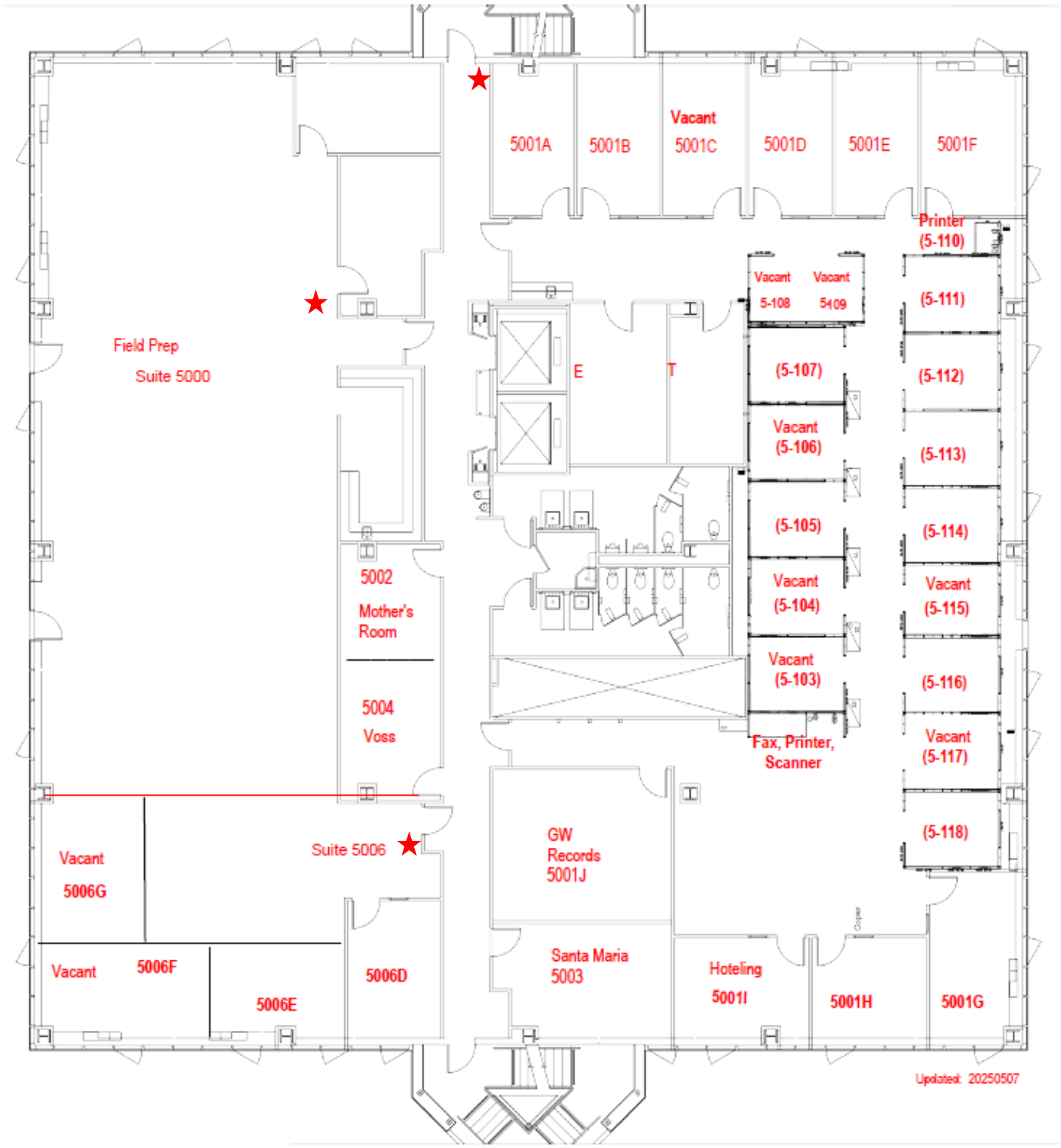
Placer Hall: Third Floor



Placer Hall: Fourth Floor



Placer Hall: Fifth Floor



6.0 GENERAL INFORMATION

6.1 BUILDING FIRE PROTECTION SYSTEM

a. The Placer Hall building fire protection system conforms to fire protection codes. This system incorporates speakers throughout the building that will emit an automatic audible alarm, which consists of a loud piercing tone.

b. Strobe lights have been installed above each fire emergency pull station, at intersections of major corridors, and other areas to visually warn employees of a fire emergency situation.

6.2 WHO IS IN CHARGE DURING AN EVACUATION?

a. The Designated Official (DO) is in control of the emergency situation until properly relieved by a more senior authority or local fire or law enforcement official.

b. The Command Center Team, consisting of the DO and alternates (or the highest-ranking official of the CAWSC present), Occupant Emergency Coordinator, CAWSC Public Affairs Officer will wear orange/yellow vests for reference in an emergency.

6.3 HOW DO I EVACUATE THE BUILDING AND THEN WHAT DO I DO?

a. Take the shortest possible route to the nearest exit stairwell leading to the outside of Placer Hall. Then walk to the Designated Assembly Area (See Map - Section 5.2).

b. As you exit the building, proceed with care to the Designated Assembly Area, avoiding emergency vehicles and other obstacles.

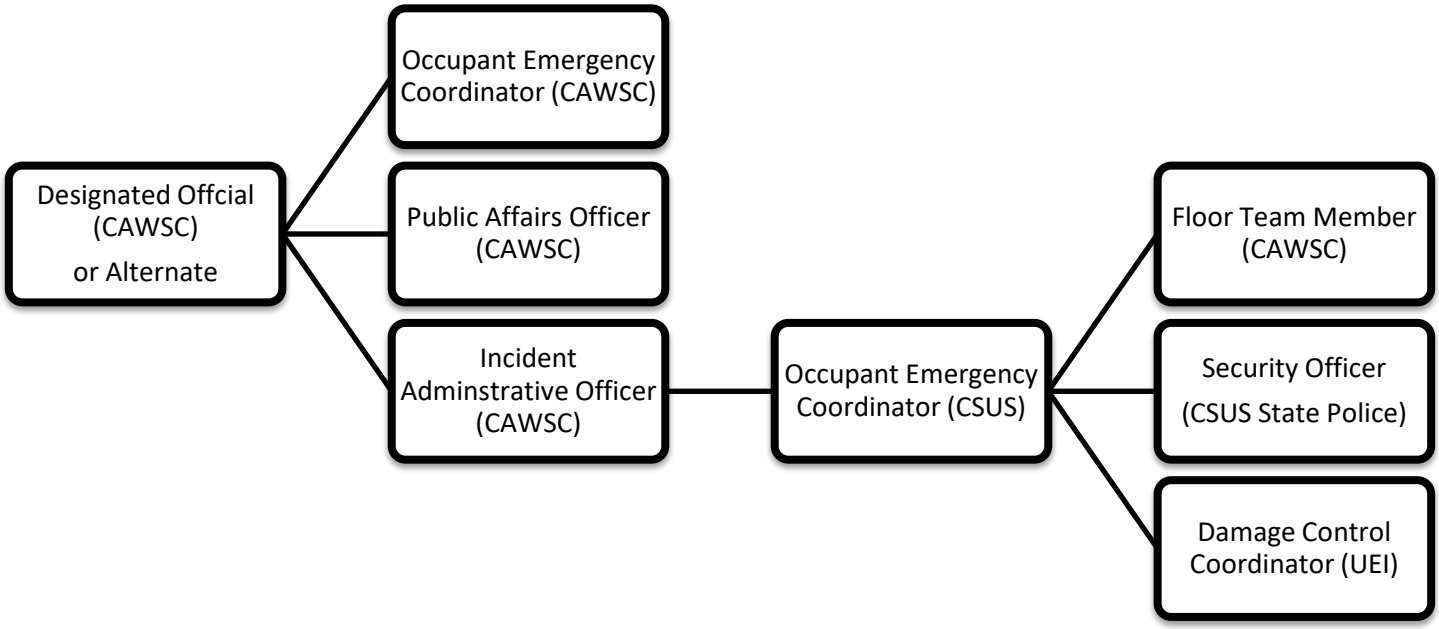
c. Once arriving at the Designated Assembly Area, locate the USGS group (someone will be holding a USGS sign), check-in with your FTM, and then wait for further instruction.

d. If you have a question/concern or require assistance, contact your Supervisor or FTM who will relay the message to the Command Center and/or Emergency Response Officials.

e. Status updates will be provided by the Occupant Emergency Coordinator, Ayelet Gaskey or Robert Vroman, or Designated Official.

f. The "all-clear" order to re-enter the building will be given by the Designated Official after coordination with the Command Center Team, Emergency Officials, and the Campus Occupant Emergency Coordinator. ***DO NOT RE-ENTER THE BUILDING UNTIL THE "ALL-CLEAR" NOTIFICATION HAS BEEN RECEIVED***.

7.0 OCCUPANT EMERGENCY PLAN – ORGANIZATION CHART



8.0 MEDICAL SUPPORT

8.1 MEDICAL EMERGENCY

a. If you are injured and require immediate attention, first aid will be given by qualified personnel. First aid responsibilities will be handed over to Emergency Responders arriving on the scene.

b. If you need medical attention for a job-related injury or accident, but do not require transport by ambulance, then you will be taken to one of the following hospitals:

Mercy General Hospital	Sutter Medical Center
4000 J Street	2825 Capitol Ave
916-453-4545	916-887-0000
UC Davis Health Emergency Dept.	Kaiser Medical Center
4301 X St	2025 Morse Avenue
800-282-3284	916-973-5000

9.0 FIRE PLAN

When a fire is discovered, immediately call 911.

Fire is the most probable type of emergency for which we must plan. A critical decision is whether or not employees should fight a small fire or evacuate. Small fires can often be put out quickly by a trained employee with a portable fire extinguisher. However, to do this safely, the employee must understand the use and limitation of a portable fire extinguisher and the hazards associated with fighting fires. Evacuation plans that designate or require some or all of the employees to fight fires with portable fire extinguishers increase the level of complexity of the plan and the level of training that must be provided employees.

Portable fire extinguishers are provided in the workplace for employee use. Placer Hall fire extinguishers are located on floors 2-5 in wall mounted cabinets end of the main corridor (see floor maps in Section 5.3 for locations, starting on Page 15) and in kitchen areas. On the first floor there is an extinguisher mounted on the wall in each lab, in the lab hallway (2), the Mud Room, and in the Receiving Area (2). In the event of fire, any trained employee may use extinguishers to attempt to extinguish a small fire before evacuating.

If the fire cannot be extinguished pull the fire alarm and evacuate the building.

Major Fire:

If there is a large fire that is not immediately controllable:

- Confine the fire by closing all doors, but do not lock them.
- Sound the alarm to evacuate by activating the nearest fire alarm.
- DO NOT use elevators for an evacuation.
- Crawl or stay near the floor while evacuating a smoke-filled building.
- DO NOT open any door that feels hot.
- Once outside the building walk to the designated assembly area (see Map – Section 5.2).
- Do not return to the building until instructed.
- If someone's clothes are on fire, have him/her drop to the floor and roll. Smother the fire with a blanket, rug, or heavy coat. Call for help.
- If an electrical fire occurs, disconnect the equipment if possible. Report equipment fire damage to the Damage Control Coordinator (DCC) to initiate repair action as soon as possible.

10.0 FLOOD EVACUATION

Before a flood...

If it has been raining hard for several hours, or steadily raining for several days, be alert to the possibility of a flood.

If a flood is predicted or occurring, the decision to evacuate Placer Hall will be made by the Designated Officials (USGS and/or CSUS). The CAWSC Designated Official (or their designee) will communicate guidance for staff.

During a flood…

The large student and faculty population of Sacramento State may render a swift evacuation impossible. Should a rapid flood occur we may need to Shelter-In-Place on the upper floors of Placer Hall.

After a flood...

You will be kept informed concerning the decision to return to work at Placer Hall or report to another designated place by the CAWSC DO.

11.0 NATURAL DISASTERS

The Designated Official (DO) will consult with local authorities to determine whether danger is imminent. The DO will then notify the Occupant Emergency Coordinator if emergency procedures are to be implemented.

11.1 EVACUATION PROCEDURES

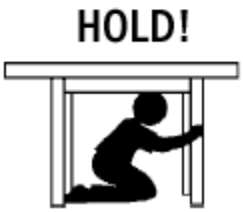
If evacuation is ordered, follow procedures as outlined in sections 5 through 9 of this plan.

11.2 EARTHQUAKES

Strong earthquakes are not likely in Sacramento, but here are some tips to help you ride out an earthquake if one occurs:







During the Earthquake

- **Drop:** When you feel an earthquake, drop under a sturdy desk or table. Try to stay away from windows, tall bookcases, and other heavy objects that might fall. If you cannot find a desk or table, get into a doorway or hallway or brace yourself against an interior wall.
- **Cover:** Stay under cover until the shaking stops. If you are in a doorway, watch out for the swinging door. If you are in an open area, kneel down and cover your head with a book or anything else you can find.
- **Hold:** Hold onto the desk or table. As it moves, move with it. Hold on until the shaking stops.
- **High-Rise Buildings:** If you are in a high-rise building, and cannot get under a desk, move to an interior wall. Do not use the elevators. Don't be surprised if the electricity goes out.
- **Outdoors:** If you are outdoors, move to a clear area away from trees, power lines, signs, and buildings.
- **Sidewalk near a Building:** Duck into a doorway to protect yourself from falling bricks, glass, and other debris.
- **Driving:** Pull over to the side of the road. Avoid bridges, power lines, and other hazards. Stay in the car until the shaking stops.

- **Kitchen:** If you are in your kitchen, move away from heavy appliances such as refrigerators. Also avoid overhead cupboards, and hanging objects.
- **Stadium or Theater:** If you are in a stadium or theater, stay in your seat, and protect your head with your arms. Do not try to leave until the shaking is over.
- **Don't Panic:** Above all, remain calm.

After the Earthquake

- **Aftershocks:** Be prepared for aftershocks.
- **Check for Injuries:** Check yourself and those around you for injuries. Administer first aid as needed.
- **Check Utilities:** Check your utilities. If you suspect that the gas, water or electricity is damaged, turn them off. Use a flashlight to check your utilities. DO NOT use matches, candles or other open flame. Check the sewer lines before flushing toilets.
- **Monitor EAS:** Do not go sightseeing. Cooperate with public safety officials. Use a transistor radio to monitor the Emergency Alert System (EAS) for news and information. (EAS was formerly known as the Emergency Broadcast System EBS)
- **Telephones:** Try to minimize your use of telephones. If you see telephones off the hook, hang them up. This will help the telephone company restore service.
- **Cabinets and Cupboards:** When opening cabinets and cupboards, use caution. The contents of the cabinet might be heaped up against the door, and may fall on you when the door is opened.
- **Stay Out of Damaged Buildings:** Don't go into damaged buildings until they have been pronounced safe by local building officials.

11.3 SEVERE WEATHER CONDITIONS

The U.S. Weather Bureau can forecast severe weather conditions with a high degree of accuracy. However, if these conditions (i.e., winter storms, tornado warnings) develop during working hours with little or no warning, perform the following actions:

- The Designated Official will decide whether to evacuate.
- Evacuate or Shelter-In-Place under direction of Floor Team Members; remain near inside walls (on the lower floors if possible); avoid rooms with large roof spans, and close windows and blinds.
- The Damage Control Officer notifies the lessor of any damage to the building or utilities.

12.0 SHELTER-IN-PLACE

Some types of emergency events may make evacuation of Placer Hall dangerous. In this situation, the Designated Official may decide to Shelter-In-Place (SIP). SIP is a protective action where a facility's occupants take refuge inside an area of the building with no or few windows. In general, Placer Hall will SIP when one of the following emergencies occur outside the building: severe weather (tornado, hail, etc.), civil unrest, gunman/sniper, or a biological, chemical, or radiological threat.

12.1 SCOPE

In the event the Designated Official for Placer Hall would need to react immediately to a crisis, the following Shelter-In-Place guidelines have been developed to aid you, our contractors, and visitors. These guidelines

apply to any emergency or potential emergency caused by natural disasters, chemical, radiological, or biological incidents, terrorist threats, and other crisis where the safest course of action would be to remain inside the building. If there is a release of chemical, biological, or radioactive agents in the metropolitan area, we would likely Shelter-In-Place for a limited amount of time. This decision will depend upon the type of material released, where it was released, and for hazardous materials, the direction of the wind. Shelter-In-Place is a short-term measure (minutes or hours, not days) designed to use a facility and its indoor atmosphere to temporarily separate employees from a hazardous outdoor environment. It ends as soon as outdoor conditions are safe.

12.2 PROCEDURES

Although Sheltering-In-Place should not last more than a couple of hours, you should make sure that you have appropriate supplies available, such as drinking water and any medications that you might need. In some situations, you may be asked to remain at your workstation, and in others, to relocate to a pre-determined location. In the event of an emergency that requires you to Shelter-In-Place, you will be provided more detailed instructions specific to the emergency condition.

12.3 BASIC RESPONSIBILITIES

- Remain calm.
- If you are outdoors, go inside immediately to an area designated by management.
- Do not attempt to leave to pick up children or other family members – they will likely be Sheltering-In-Place wherever they are located.
- Unless you have an emergency in your shelter, stay off the phones, including personal cell phones. It is critical to keep lines open for fire, police, medical, and other responders, for people reporting emergencies, and for other official communications.
- Under Shelter-In-Place, the HVAC system, including intake and exhaust fans and the fume hood fans will be turned off. Because the fume hoods will be turned off, laboratory employees should close hazardous materials containers, close fume hoods, turn off instrumentation and other energized equipment (i.e. hot plates, ovens, distillation units), and move to an office.
- In flooded conditions, treat the water as a hazardous substance. Flood waters often contain untreated sewage as well as unknown potentially harmful chemicals.
- All other employees should remain at their desks. Although we recommend strongly that all employees remain in the building, you are not required to stay.

13.0 HAZARDOUS WASTE AND HAZARDOUS MATERIAL – SPILL CONTINGENCY PLAN

The primary goal of an organization that handles hazardous materials, chemicals, or wastes is to control the hazard so it does not become a danger to employees, the public, or the environment. Since it is possible some type of accident involving hazardous materials, chemicals, or wastes will occur, a secondary goal is to adequately respond to accidental spills, discharges, and releases in order to reduce potentially adverse safety, health, and environmental impacts.

13.1 SPILLS AND ACCIDENTS

If a spill or accident occurs, follow these instructions:

a. Make a quick determination if the spill or accident poses an immediate health hazard to yourself or other personnel.

   NOTE: Placer Hall Labs do not store large quantities of hazardous chemicals or wastes.

b. If the spill is beyond the means of the laboratory to deal with, but does not require the building to be evacuated, notify a Center Safety Specialist, who will contact a chemical cleanup contractor to respond.

c. If emergency medical attention is needed:

   - Call 911.
   - Do not move injured persons unless they are in further danger.
   - Administer first aid if necessary.
   - Do not touch a person if he/she is in contact with a live electrical circuit; disconnect the power first.
   - If chemicals have been spilled on an individual rinse him/her using a drench shower.
   - Remove contaminated clothing.
   - If chemicals have been spilled in the eyes, irrigate eyes immediately at an eyewash station or faucet and continue flushing with water for at least 15 minutes.

d. If an employee needs medical attention for a job-related injury or accident, but does not require transport by ambulance, then take the employee to a local hospitals (see Section 8.0).

e. Report any injury, whether requiring medical attention or not, to the employee's supervisor, as well as a CAWSC Safety Specialist, and the Designated Official.

f. Injuries and accidents must be reported using accident report forms CA-1 or CA-2 which is generated by the Safety Management and Information System (SMIS). See the USGS CAWSC Internal Safety webpage for Injury Guidance (or the main Safety Page: CAWSC Safety - Home) for access to this system.

   NOTE: If emergency medical attention is required, verbally notify the supervisor of actions being taken, and follow-up with the SMIS report.

g. If an immediate health hazard or threat to life exists, inform all personnel in the area, activate the Fire Alarm, evacuate the building, and inform a CAWSC Safety Specialist, and your supervisor as to the specifics and seriousness of the spill or accident.

More information regarding lab/chemical procedures for Placer Hall can be found in the Placer Hall Chemical Hygiene Plan located on the Placer Hall Laboratory Safety web page: Placer Hall Laboratories.

14.0 DEMONSTRATIONS AND CIVIL DISORDERS

14.1 GENERAL INFORMATION

Confrontations between government employees and non-government demonstrators are to be avoided whenever possible. Demonstrations of a non-violent nature such as picketing, sit-ins, passing out of handbills, etc., offer

no cause for government employees to engage in activity that might provoke violence and cause injury to employees, demonstrators, or others.

14.2 PROCEDURES

a. Employees: If you notice a demonstration outside Placer Hall targeting the government, immediately call a supervisor and remain at your workstation.

b. Supervisors: Report incident to the Designated Official and remain at your workstation.

c. Designated Official:

- Report demonstration to the Federal Protective Service, and Sacramento State Police Department.
- If the Designated Official and Sacramento State Police Department agree that demonstrations will affect the operation of the government's activities in Placer Hall and are a threat to Federal personnel or property, then the Designated Official will contact the Federal Protective Service and Sacramento County Police Department.
- If it is determined that demonstrations at or near Placer Hall contain potential for disorder or violence, the Designated Official will give specific instructions on limiting or controlling the number of persons (non-employees) who will be permitted in the building at any one time.
- Activate the Command Center Team and brief responding officials.

d. CAWSC Safety Specialists/Occupant Emergency Coordinators (OEC): Follow instructions given by the Designated Official.

e. Occupant Emergency Coordinators:

- Notify Floor Team Members of instructions issued by the Designated Official.
- Coordinate activities with Floor Team Members.
- Provide required administrative services.
- Record activities.

f. Floor Team Members:

- Notify occupants
- Remain at your workstation and follow instructions given by the OEC's.

14.3 DEMONSTRATIONS

Control of Demonstrations

To avoid provocation, government officials should be prepared to meet with a limited number of spokespersons for the demonstrators, if such a meeting is requested. The Public Affairs Officer will be notified by the Designated Official and be ready to assist with inquiries. Media representatives should not be present in meetings between government officials and demonstrators. However, the media representatives should be informed by the Designated Official that a government official would be available for an interview after the meeting. In any event, provocative actions that escalate tension, such as the presence of employees as spectators at doors or windows, should be avoided.

Employee Conduct

When activities concerning a specific demonstration are known in advance, you will be informed by your supervisor of what is anticipated and what is expected of you. Supervisors will be instructed on procedures by the Designated Official. You should avoid all contact with non-government demonstrators, continue working normally, keep lobbies and corridors clear, and stay away from windows and exterior doors of the building during the demonstration. Refrain from physical restraint or coercion of intruders unless there is as clear and present danger to your own life or that of a co-worker.

15.0 WEAPONS OF MASS DESTRUCTION (WMD) THREAT PROCEDURES

15.1 BOMB OR BIOLOGICAL/CHEMICALTHREATS

If you receive a bomb or chemical/biological threat by telephone:

a. Attempt to obtain as much information as possible (i.e., location of bomb, type of agent, size, detonation time, etc.).

b. Make note of specific information about the caller (i.e., vocal idiosyncrasies, gender, group affiliation, background noises, etc.).

c. Immediately complete either a Telephone Bomb Threat Questionnaire (Appendix A) or a Chemical/Biological Threat Checklist (Appendix B).

d. Notify your supervisor and the Sacramento State Police Department by calling 911 Follow instructions received.

e. Do not tell others about the incident.

f. If evacuation is ordered, follow procedures outlined in Sections 5 through 9 of this plan.

If you receive an indirect threat from another person or a suspicious letter or package:

a. Exercise all caution and do not move a suspected parcel or letter under any circumstances.

b. Notify your supervisor and the Sacramento State Police Department aby calling 911.
c. Follow instructions received.

d. Do not tell others about the incident.

e. If an evacuation is ordered, follow procedures outlined in Sections 5 through 9 of this plan.

15.2 BOMB AND CHEMICAL/BIOLOGICAL THREAT EVACUATION DECISION FACTORS

The safest course of action in any bomb or chemical/biological threat situation may appear to be evacuation. However, continued threats followed by automatic evacuation could cripple operations. Therefore, the Designated Official makes the decision whether or not to evacuate.

The Designated Official will consider the following factors when making the decision to evacuate:

a) Did caller specify place and/or time the bomb threat was to explode, or the chemical/biological threat was to be released?
b) What relation does specified time have to regular or office closing times?
c) What percentage of bomb or chemical/biological threats in the area have been false alarms?

d) What have been the reactions to bomb and chemical/biological threats received by private industry and other government agencies in the area?
e) Has recent activity of dissident groups been directed against government agencies? Has this activity been peaceful or violent?

(Local law enforcement agencies will be contacted to determine the character and consequence of previous bomb threats in the area.)

15.3 SUSPICIOUS POWDER/SUBSTANCE (NOT ASSOCIATED WITH OPENING A LETTER OR PACKAGE)

a. If you discover a suspicious powder or substance that is of unknown origin, clear the area and call the Sacramento State Police Department by calling 911.

b. Stay in the vicinity to keep others out of the area and to answer questions by Emergency Responders.

c. The police officer who answers the emergency line will ask you a series of questions to determine if there is a hazard posed to staff.

d. Campus Police will not enter the affected room but will provide traffic control.

e. Environmental Health and Safety Office will respond to investigate and determine whether or not Sacramento County Response needs to be notified.

15.4 SUSPICIOUS POWDER/SUBSTANCE (ASSOCIATED WITH OPENING A LETTER OR PACKAGE)

a. If you open a letter that contains a suspicious or powdery substance, attempt to cover the letter and immediately leave the room.

b. Report the circumstances immediately to the Sacramento State Police Department by calling 911.

c. Stay in the vicinity to keep others out of the area and to answer questions by Emergency Responders.

d. The police officer who answers the emergency line will ask a series of questions to determine if there is a hazard posed to staff.

e. Campus Police will ensure that no one enters the room, securing the scene from a safe distance until local Emergency Response arrives.

f. The Designated Official will contact the Damage Control Coordinator (UEI) to make the determination to shut down area ventilation systems as appropriate.

15.5 UNOPENED, SUSPICIOUS MAIL WITH NO APPARENT CONTAMINATION

a. If you discover mail that is from an unknown source or does not have a return address, but is not otherwise suspicious, first determine if the letter or package was expected/requested prior to calling anyone.

b. If the letter or package was not expected or requested, contact the CAWSC Safety Specialist.

c. Do not handle the letter or package with bare hands.

d. When retrieving letters/packages wear latex or nitrile gloves and double bag the item(s).

e. The fact that the letter will not be opened or tested will be conveyed to the person relinquishing the letter and will be held for a period of ninety days before subsequent disposal.

f. Non-emergency calls for suspicious letters should be reported to the Sacramento State Police Department at 8-6000.

16.0 ACTIVE SHOOTER THREAT PROCEDURES

16.1 ACTIVE SHOOTER PROFILE

a. An active shooter is an individual actively engaged in attempting to kill people in a confined and populated area. In most cases the active shooter uses a firearm and has no method or pattern when targeting victims.

b. Active shooter incidences are unpredictable and evolve quickly so law enforcement must respond immediately to stop the shooter and mitigate harm to victims. However, because active shooter situations are typically over within 10 to 15 minutes, sometimes before law enforcement can fully respond, individuals must be prepared mentally and physically to deal with this type of situation.

16.2 WHAT TO DO IF YOU ARE IN AN ACTIVE SHOOTER SITUATION

a. Be aware of your surroundings. Know the locations of exits. Familiarize yourself with the sound of gunfire so you know it when you hear it. If an active shooter is in Placer Hall, then your odds of survival will increase if you RUN, HIDE, or FIGHT. Which of these you choose should depend on your location relative to that of the shooter.

b. RUN: If you know there is a relatively safe evacuation route that will allow you to avoid contact with

the shooter, then take it immediately. Encourage others to follow you, but do not stay if they refuse to go. Upon exiting the building keep your hands visible with fingers spread and follow the instruction of police officers.

c. HIDE: If you are unsure of or cutoff from a safe evacuation route, then find the location closest by that keeps you out of view of the shooter and offers protection from gunfire. If in a hallway, then go in a suite and close and lock the door behind you. Barricade the door if possible. Once in the suite move to an office and close and lock that door. Barricade this door as well. Be as quiet as possible and remember to silence your cell phone. Look for objects to throw and improvised weapons nearby. If you can call 911 without drawing the attention of the shooter, then do so. If it is not safe to talk, then don't hang up. Leave the phone connection open so the dispatch operator can hear.

d. FIGHT: As a last resort attempt to disrupt or incapacitate the shooter by throwing objects like books and attacking with improvised weapons. Yell and be aggressive. Commit completely to these actions as you will be fighting for your life.

16.3 ACTIVE SHOOTER PREVENTION

a. Employees often display indicators of potentially violent behavior over time as opposed to "snapping" unexpectedly. If recognized, these behaviors can be managed and treated. Fostering a respectful workplace and offering assistance to colleagues that display distress indicators may help prevent people from becoming disgruntled employees that move to perpetrating workplace violence.

b. Distress indicators:
- Increased use of alcohol or drug use.
- Unexplained increases in absenteeism.
- Decreased interest in appearance and personal hygiene.
- Depression and withdrawal.
- Resistance and overreaction to policy changes.
- Severe mood swings.
- Bursts of anger without provocation.
- Suicidal comments.
- Paranoia.
- Increased comments about serious problems with home life.
- Talk of severe personal financial issues.
- Empathy for others that commit violent acts.
- Unsolicited comments about firearms, other dangerous weapons, and violent crimes.
- A history of domestic violence.

If you observe a colleague exhibiting the above signs, then contact the person's supervisor and management so they can extend help to this individual.

17.0 PANDEMIC PROCEDURES

Pandemics typically are slow moving emergency events that have the potential to serious disrupt work activities. Social norms will likely need to change to help stop the spread of the disease and give medical science time to develop effective treatments and vaccines.

Employees should take the following actions:

- Isolate themselves from others outside of their household members during work and personal hours.
- Practice physical distancing when around others. Avoid physical contact, including hugs and handshakes.
- Wear a face mask/cover.
- Wash and disinfect hands frequently.
- Avoid touching your face.

Employees that are exposed to the disease or who become symptomatic should follow these actions:

- Immediately self-isolate from colleagues, federal facilities, and government-owned equipment (especially vehicles).
- Contact their supervisor.
- Contact their health care provider.
- Follow Center for Disease Control and Prevention (CDC) guidance.

Since the details of pandemics will likely vary, specific Center SOP's will be developed and distributed to employees for these events.

Appendix A: TELEPHONE BOMB THREAT QUESTIONNAIRE

In the event of a telephone bomb threat, the person receiving the call should attempt to take down the exact words of and obtain as much information as possible from the caller.

EXACT WORDS OF CALLER:

SUGGESTED QUESTIONS TO ASK (should circumstances allow)**:**

When is the bomb going to explode? _____

Where is the bomb right now? _____

What kind of bomb threat is it? _____

What does it look like? _____

What will cause it to explode? _____

Why did you place the bomb? _____

Why are you reporting this to me? _____

What is your name? _____

What organization are you with? _____

IDENTIFICATION OF THE CALLER: Circle those that apply:

Voice? Deep High Pitch Nervous Agitated Rough/Raspy Impaired Speech Accent

Indication of being under the influence? Yes No

Approximate age? Young Middle Old

Gender? Male Female

INFORMATION PERTAINING TO RECEIPT OF THE CALL:

Time call received: _____AM/PM Duration of call: _____minutes

Call received on telephone number: _____

Person who received call: _____ _____Position: _____

USGS Office: _____ Telephone No. _____

AFTER THE CALL HAS ENDED, IMMEDIATELY NOTIFY YOUR SUPERVISOR AND THE SACRAMENTO STATE POLICE DEPARTMENT AT 8-6011.

Appendix B: CHEMICAL/BIOLOGICAL THREAT CHECKLIST

If you receive a chemical/biological threat over the telephone, stay calm and courteous and report threat immediately to 911 and to the chain of command.

Time Call Received: _____ Incoming Phone Number: _____

Exact wording of threat used by caller:

_____

_____

Attempt to obtain as much information as possible in the caller's exact words:

1. What chemical or biological agent is it? _____
2. When is the agent going to be released? (Date)_____ (Time) _____
3. Where is it right now? Building _____(Floor)_____(Room) _____
4. Who put it there? _____
5. What does it look like? _____
6. What will cause it to spread? _____
7. What will trigger it? _____
8. Where did you get the agent? _____
9. Why are you doing this? _____
10. What is your name? _____
11. What is your phone number/address?

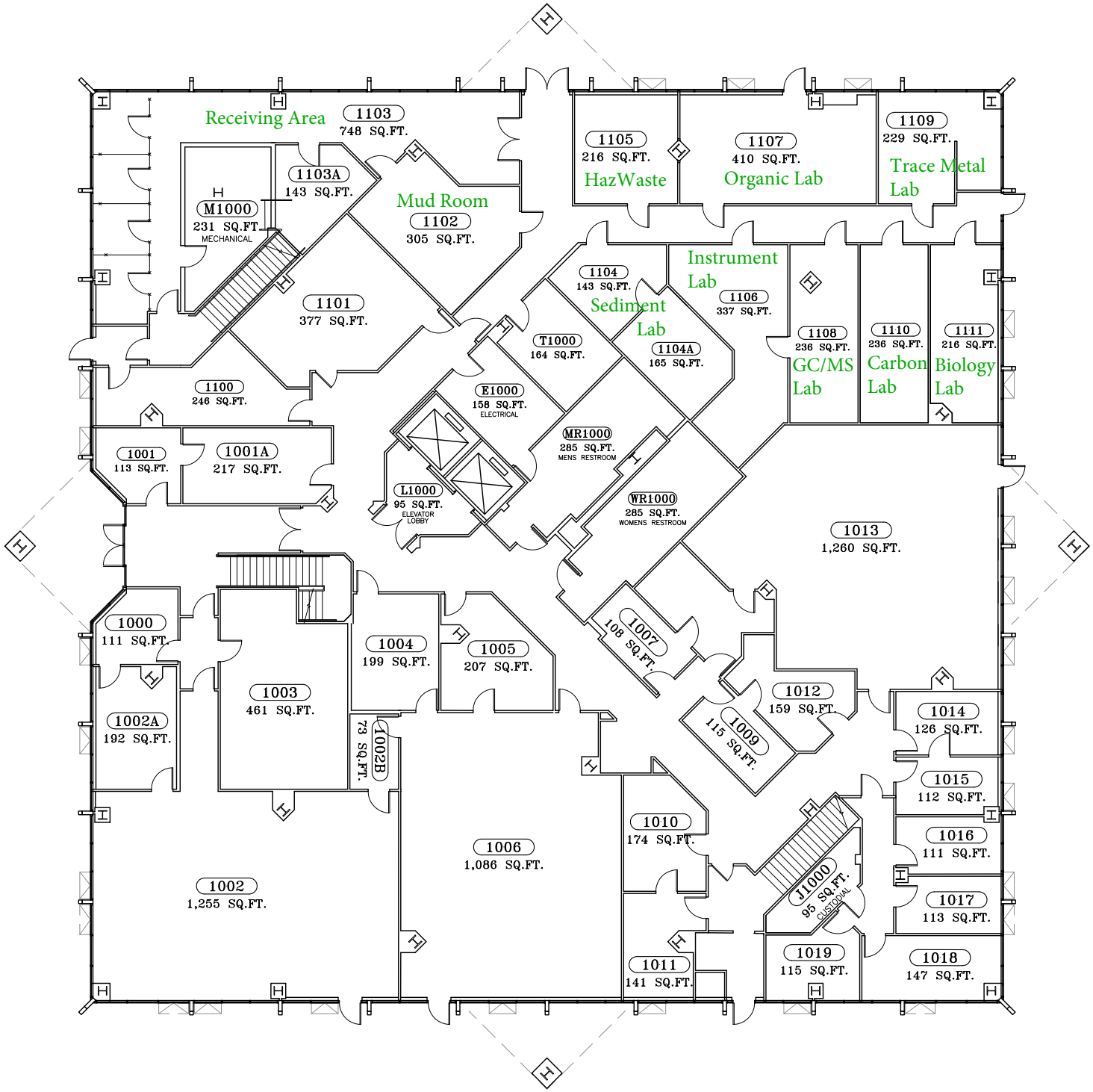
IDENTIFICATION OF THE CALLER: Circle those that apply:

Voice? Deep High Pitch Nervous Agitated Rough/Raspy Impaired Speech Accent

Indication of being under the influence? Yes No

Approximate age? Young Middle Old

Gender? Male Female



Facilities Services
6000 J Street
Sacramento, CA 95819-6002
(916) 278-5183 (916) 278-5229

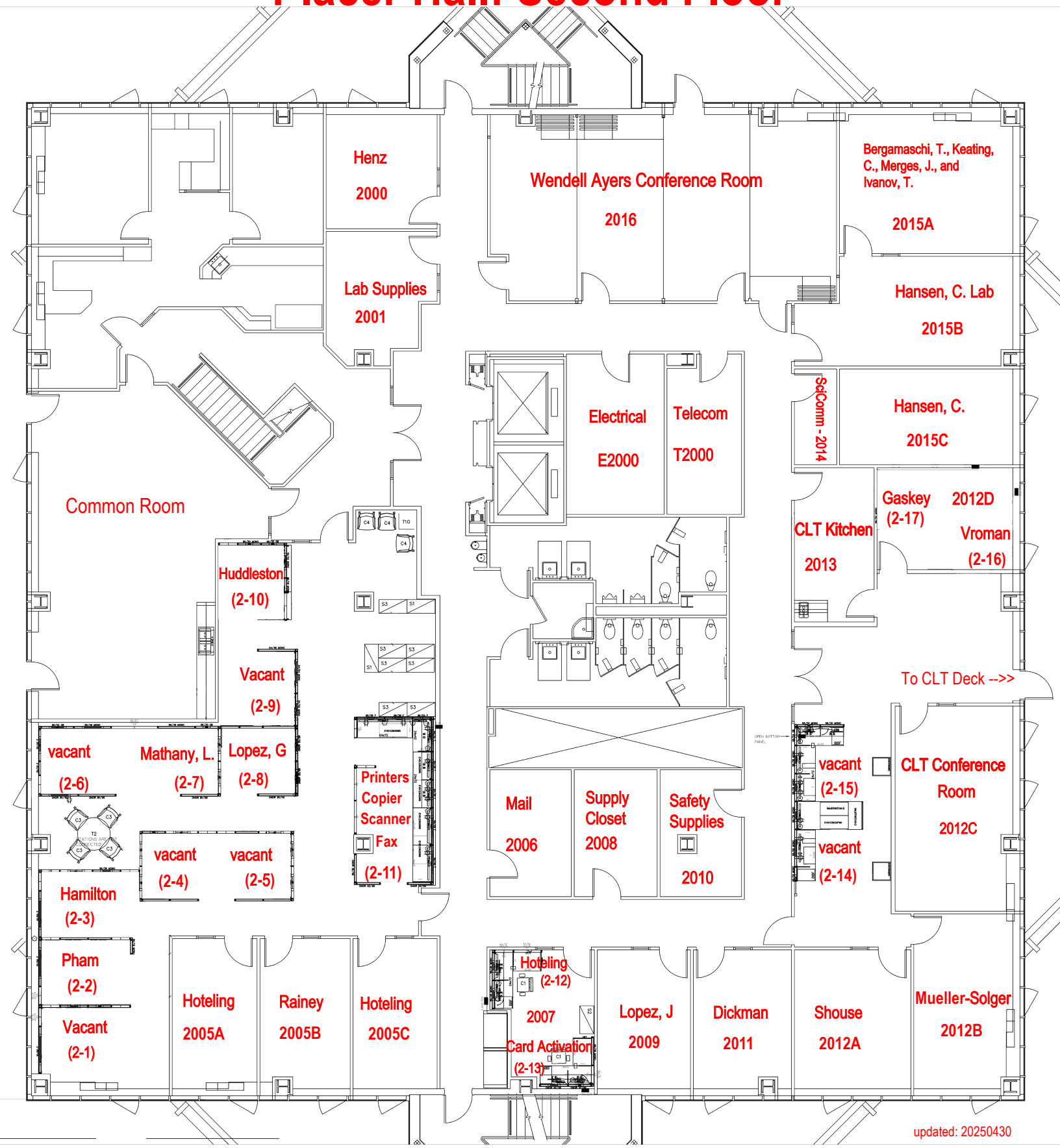
PLACER HALL

1st Floor Plan

16,150 SQ.FT.

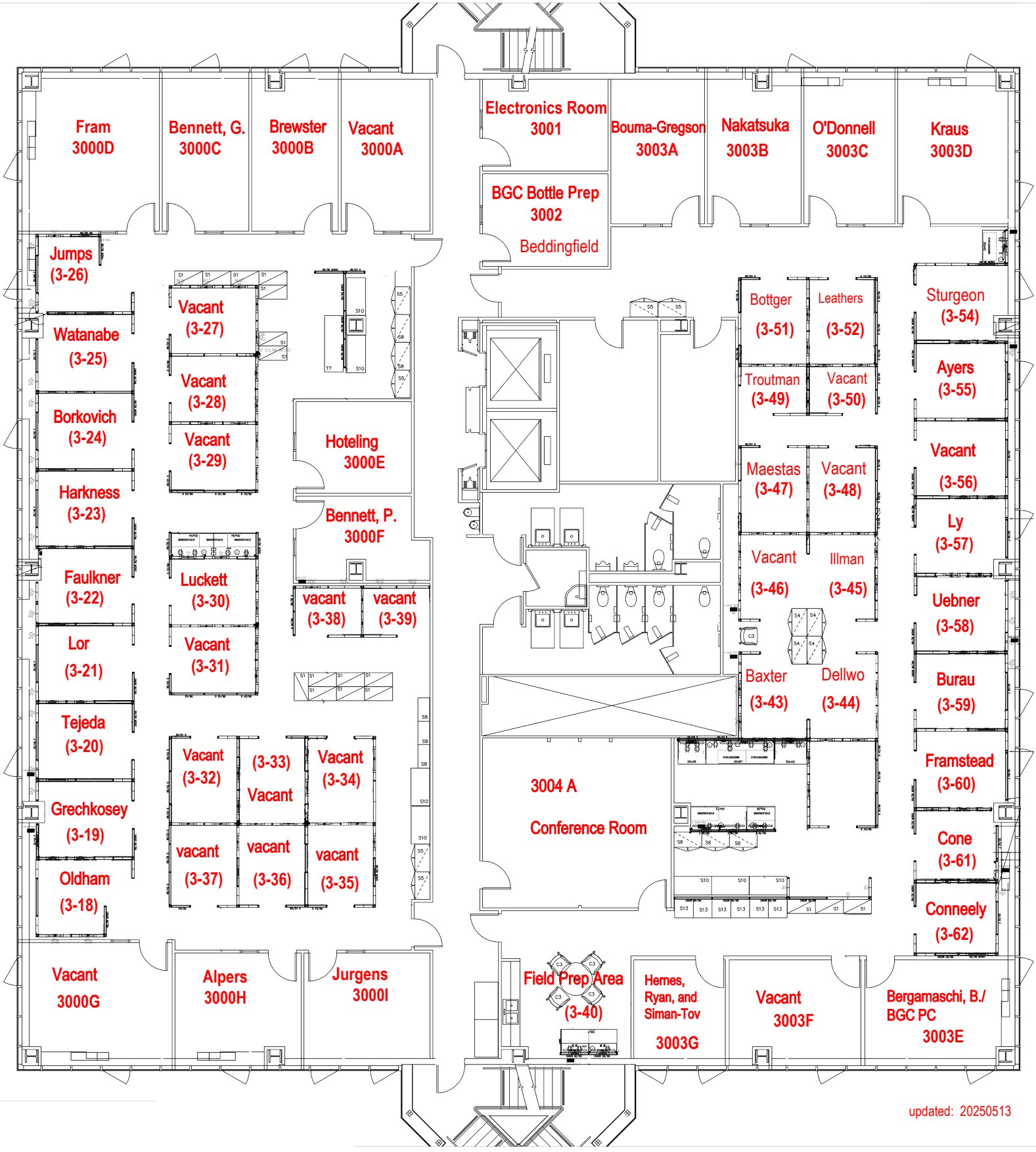
BUILDING NUMBER: 56	SCALE: 1"=20'	CAD FILE NAME: PLC561.dwg	DRAWN BY: McComb, T
			DATE: 4/16/2002

Placer Hall: Second Floor



updated: 20250430

Placer Hall: Third Floor



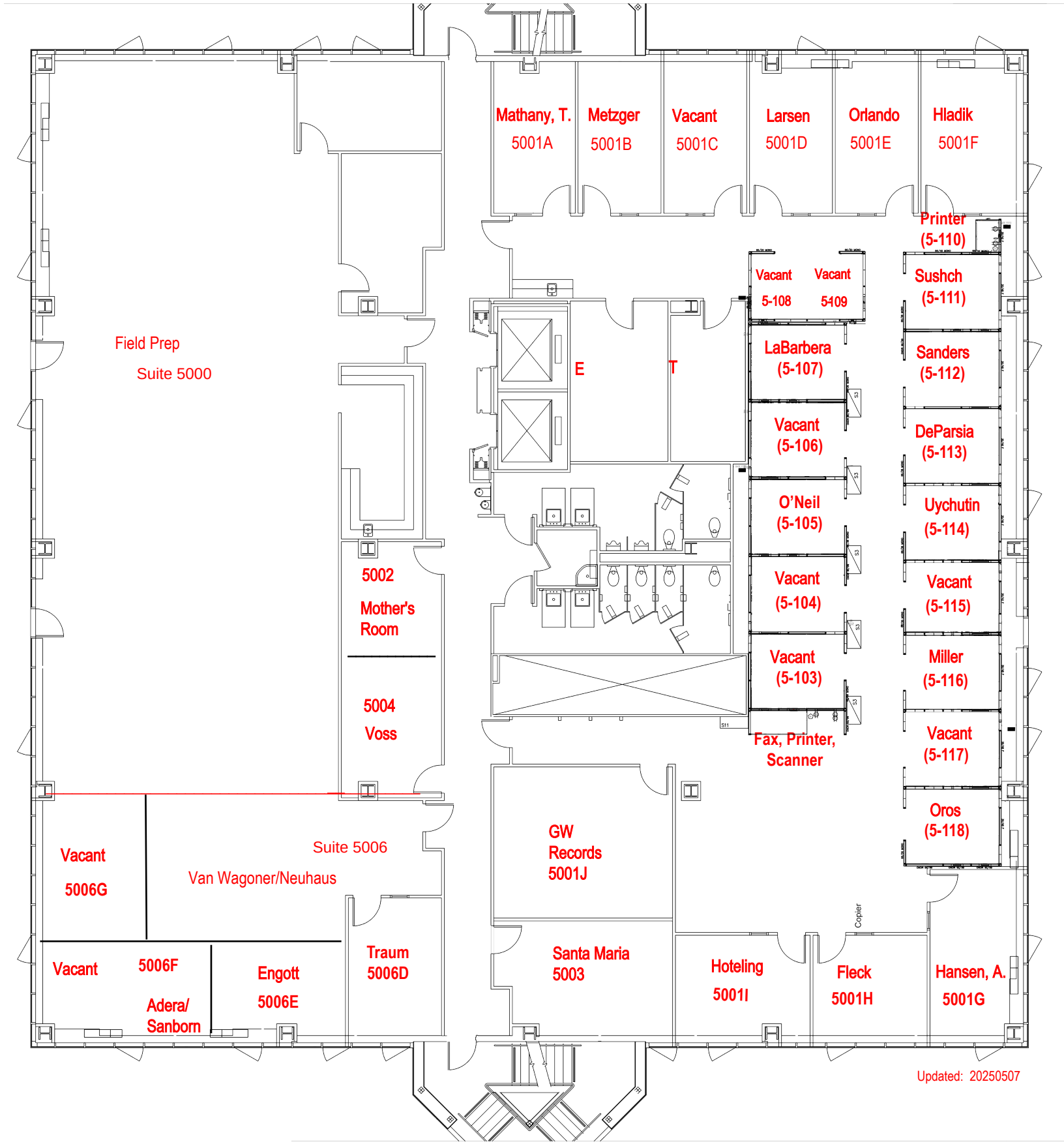
updated: 20250513

Placer Hall: Fourth Floor



Updated: 20250430

Placer Hall: Fifth Floor

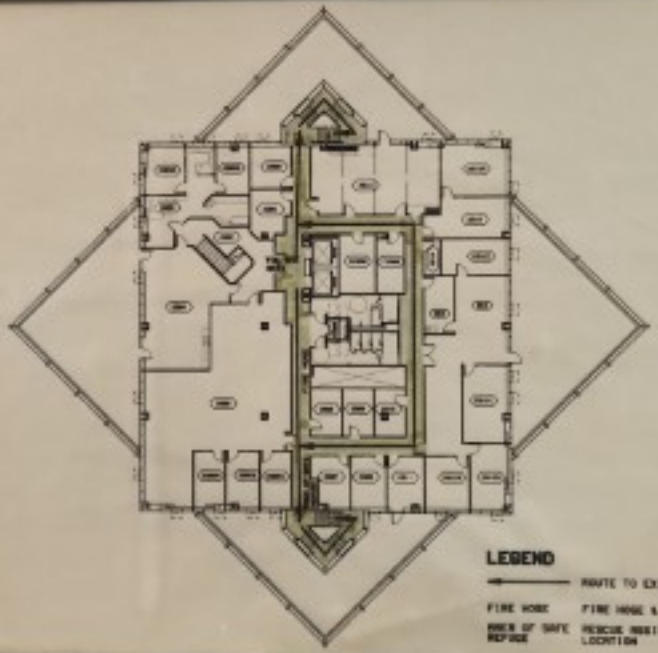


Updated: 20250507

EMERGENCY PLAN



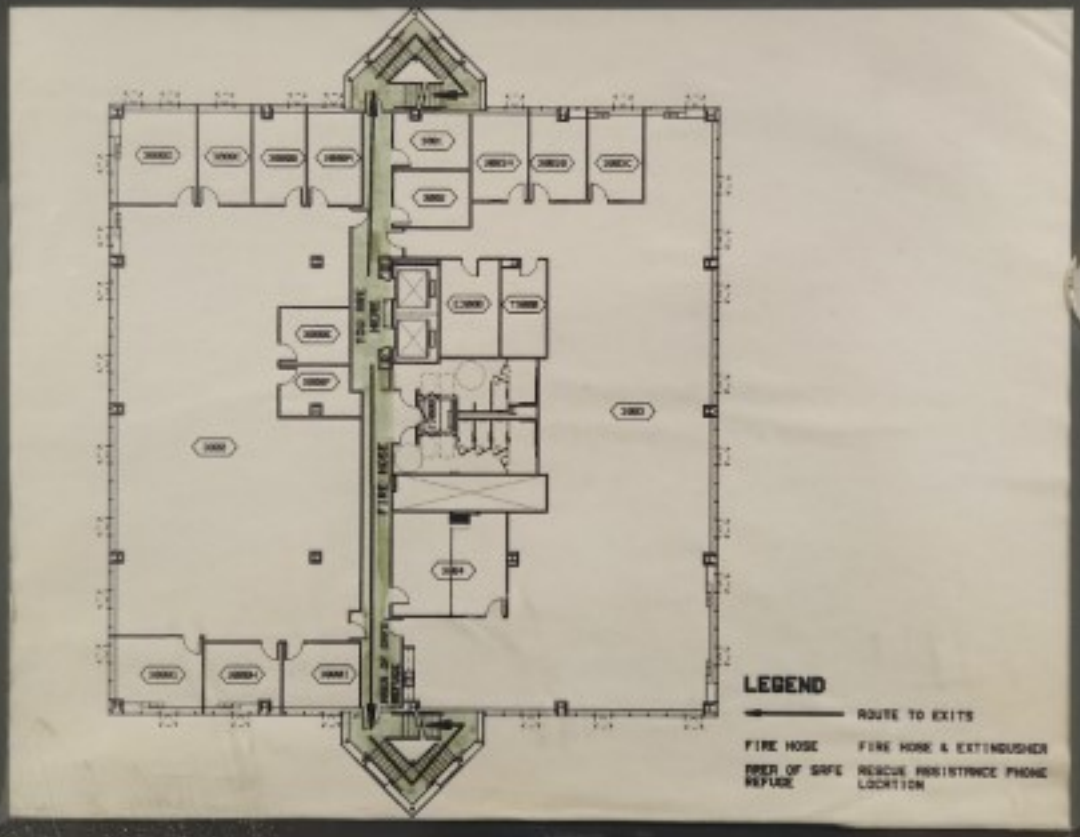
EMERGENCY PLAN



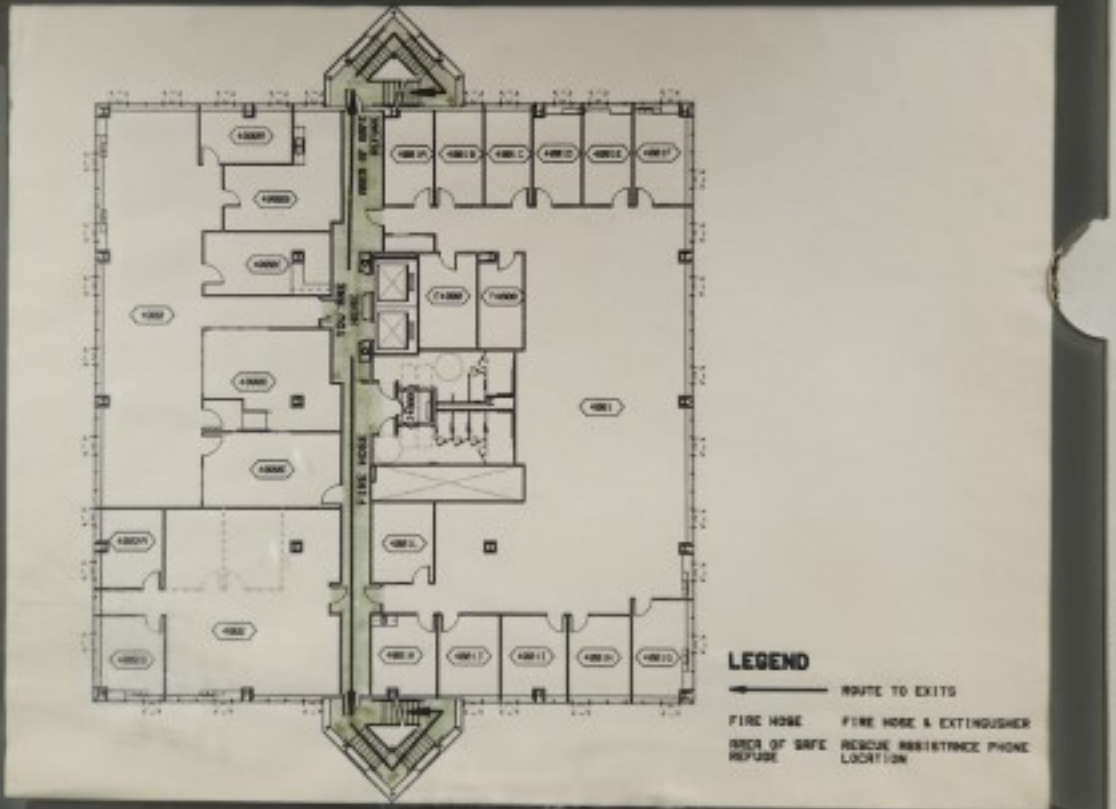
in case of fire
stairway for exit
not use elevator



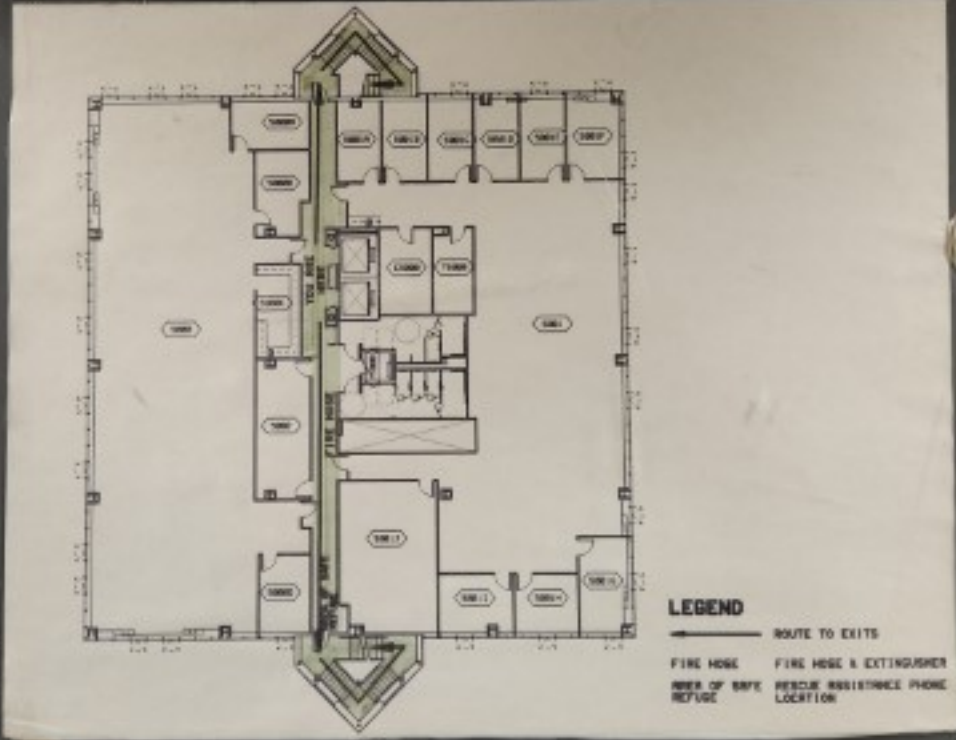
EMERGENCY PLAN



EMERGENCY PLAN



EMERGENCY PLAN



case of fire
vay for exit
se elevator