# University Print & Mail
# 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**

| | | |
|---|---|---|
| Jeff Dierking | jeffrey.dierking@csus.edu | 9/16/2026 |
| **Reviewed/Updated by** | **Email** | **Date** |
| Jeff Dierking | | (916) 278-2604 |
| **Building Coordinator** | | **Phone** |
| Yvanne Bolano | | 10/14/2026 |
| **Approved by Risk Management** | | **Date** |

University Print & Mail
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: University Print & Mail**
- 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.***

# University Print & Mail
# 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:** Facilities, outside back door to office
View AED Location Map

| **IMPORTANT PHONE NUMBERS**<br>**FOR AN ACTUAL EMERGENCY, DIAL 9-1-1**<br>***From any campus phone, 9-1-1 is directed to Sacramento State Police***<br>***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 |
| Brian Geimer | (916) 278-2982 |
| Brian Davey | (916) 278-6783 |
| Suzzanne Castaneda | (916) 278-2980 |
| | |
| | |

** 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:** University Print & Mail

**Primary Rally Point:** Intramural Field

**Secondary Rally Point:** in Front of PS5

**Tertiary (3rd) Rally Point:**

**Area of Refuge:** Underneath mezzanine in back warehouse - away from sightline of windows

## 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:** University Print & Mail

**Primary Relocation Site:** Underneath mezzanine in back warehouse

**Secondary Relocation Site:** University Print - Shop floor - out of view from window

### 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<br>Evacuate vs. Shelter-in-Place |
|---|---|---|
| **Earthquake** | A significant earthquake strikes the area | **Shelter-in-Place**<br>**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<br>**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**<br>Indoor release: **Evacuate** |
| **Chemical Release** | Hazardous chemical materials are released externally near the building or inside the building | Outdoor release: **Shelter-in- Place**<br>Indoor release: **Evacuate** |
| **Radiological Release** | Radiological materials are released externally near the building or inside the building | Outdoor release: **Shelter-in-Place**<br>Indoor release: **Evacuate** |
| **Nearby Neighborhood Emergencies** | Apartment house fire in neighborhood; robbery / shooting near campus; major accident | To be determined by incident |

# University Print & Mail
# Building Emergency Action Plan

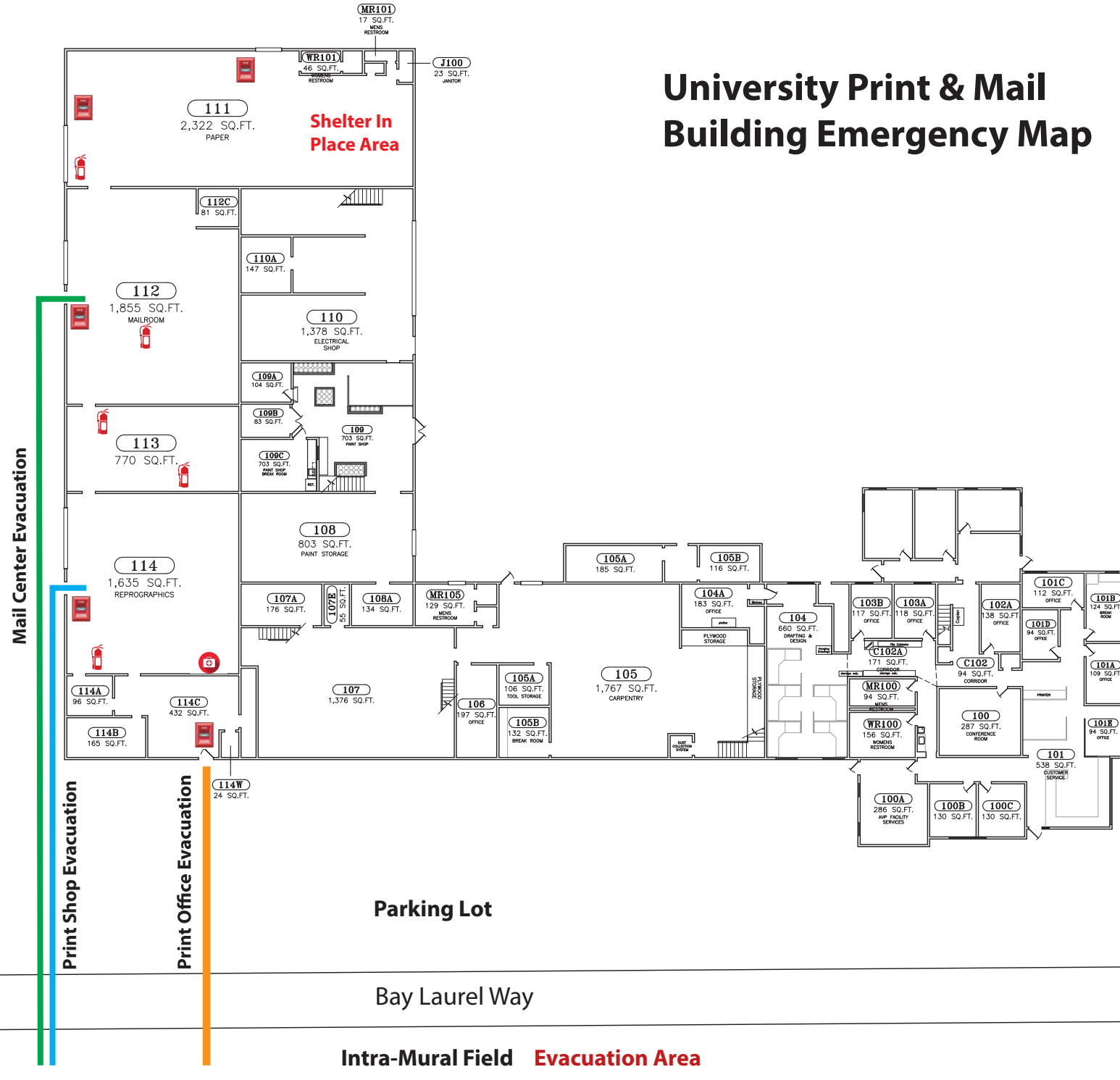
## BUILDING EMERGENCY CONTACT INFORMATION

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** | **Jeff Dierking** | ☐ First Aid ☐ CPR |
| *Team Member* | *First & Last Name* | *First Aid or CPR Trained* |
| **Floor Marshal 1st Floor** | **Brian Geimer** | ☐ First Aid ☐ CPR |
| *Team Member* | *First & Last Name* | *First Aid or CPR Trained* |
| **Floor Marshal 1st Floor (ALT)** | **Suzzanne Castaneda** | ☑ First Aid ☑ CPR |
| *Team Member* | *First & Last Name* | *First Aid or CPR Trained* |

# University Print & Mail Building Emergency Map



In case of an Emergency Evacuation or Fire Alarm, the emergency exits are located at the front entrance of University Print, The side exit of print production, the entrance to University Mail and the back entrance of the UPM Warehouse. Proceed quickly and calmly out through the emergency exit and meet at the Assembly Area: The soccer field directly across from University Print & Mail. Do not use the elevator.

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

The closest AED is located: In the Facilities Corp Yard by the Back Office Door.


Arboretum Way
CSUS Parking Structure V
Assembly #2
Baja Fresh
Csus
Moraga Way
Bay Laurel Way
ChargePoint Charging Station
Yosem
Bay Laurel Way
Arboretum Way
Bay Laurel Way
Peak Adventures Challenge Center
Assembly #1