Conference Services Emergency Preparedness

Resources for Conference and Event Planners

Important Phone Numbers & Resources:

- Conference Services: 916-278-4982 8 a.m. to 10:00 p.m.
- Night Duty On-Call Staff for Conference Services – 916-317-1593 from 10:00 p.m. to 8:00 a.m.

- Emergency Public Safety, Fire & Medical:
  - From a University Land-Line Phone x86851
  - From a Cell Phone 916-278-6851
  - 911
  - Public Safety Dispatch Main Line/Non-Emergency: From a University Land-Line Phone x86851
  - From a Cell Phone 916-278-6851

GROUP COORDINATORS/LEADERS & SUMMER SCHOOL STUDENTS

- All individuals are required to evacuate the building when the Fire Alarms sound. Please exit the building and go to the grassy quad area (see reverse side for map/information).

- Locate your group coordinator/leader to check-in. Group coordinator/leader should account for all participants and staff through a roll call. Please have your group roster ready and available to take with you during the drill.

- Summer School students please report to one of the Conference Service Staff for roll-call.

- Once Conference Services staff have received the clearance from campus police, Fire Department your group will be notified by the Confernece Services Staff to re-enter at that time.
EMERGENCY PREPAREDNESS

Notice to all Summer Conference Groups/Coordinators/Leaders and Summer School Residents. Emergency procedures are posted in each building. We encourage each guest to familiarize themselves with these instructions.

Group coordinators/leaders: You will be responsible for letting your staff and chaperones know of the procedures for exiting the building in an emergency and evacuating your participants.

If the alarm is sounding in your building:

1. Call 911 from hallway phones or cell. Identify self, and location.
2. Please evacuate building to designated area: (Our designated location is the Housing Quad/Lawn area in front of the Dining Commons).
   - Assist the evacuation of any injured or persons with disabilities (if applicable).
   - Evacuate well away from building (20 yards if possible)
3. Notify Sac State Conference Services staff of emergency AS SOON AS POSSIBLE (916) 278-4982 between 8 am – 10 p.m. – After 10 p.m. call (916) 317-1593.
4. Have your group roster with you
5. Have a designated coordinator/leader complete a roll call of all of your participants once evacuated to the designated area.
6. Notify appropriate emergency personnel of missing participants.
7. Do not return back to the building until instructed by the Fire Department/Police or Designated Conference Services/Housing Personnel.

Fire detection systems are located in each building. If an alarm sounds, please utilize the closest outside exit and retreat to the grassy Housing Quad area in the middle of the Residence Hall Complex. Keep side walk, walkways clear for emergency vehicles. This will insure a clear thoroughfare for emergency vehicles arriving at the building.

Evacuation Location
Housing Quad/Lawn area in front of Dining Commons (DC)

THANK YOU FOR YOUR ASSISTANCE.
If questions, please call Conference Services (916) 278-4982
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In the interest of maintaining a safe environment for all visitors and guests to Sacramento State Conference Services, it is important for your program staff and participants to know the procedures to follow in the unlikely event of a campus emergency. Careful, proactive planning is a critical component of a successful summer event.

Although not required, we highly encourage Group Leaders/Coordinators to develop an Emergency Preparedness Plan (EPP) specific to your program’s needs. This guide will provide Group Leaders/Coordinators with helpful resources and information that will aid in the development of the EPP.

Sac State has a 24/7 Public Safety Department who works in collaboration with Conference Services/Housing and Residential Life Programs staff, to respond to all campus emergencies. All will work closely with Group Leaders/Coordinators and/or designated Emergency Contacts in the event of an emergency.

1. Staffing: Sac State Conference Services requires that you have at least one on-site “Emergency Contact” who can implement emergency procedures as deemed necessary. Your Emergency Contact should be accessible via cell phone on a 24/7 basis during the programs stay on campus. Your Emergency Contact should be trained to handle a variety of emergencies, such as medical emergencies, or should carry a copy of your emergency plans at all times. In the event of an emergency, your Emergency Contact will serve as Sac State Conference Services primary contact. This contact should be prepared to communicate your program’s needs to university staff as well as relay important information from the university to conference guests and staff.

We also recommend you designate a second on-site staff member to serve as back-up in the event your primary on-site Emergency Contact becomes ill, injured or otherwise unable to perform the responsibilities expected during an emergency.

Staff of youth events should plan to remain with conference guests who require medical attention.

Group Leaders/Coordinators should also have a plan to communicate with parents.

2. Emergency Meeting Place: At the time of arrival, the Conference Services staff will instruct you on the designated meeting space within the complex where participants will gather in the event of an emergency. The Emergency Contact should make this location known to all guests and be prepared to account for all participants and staff. Often during an emergency, emergency response officials will request information about participants (i.e. who is unaccounted for, etc.) Conference and University Staff will collaborate with the emergency contact and emergency response officials to respond to conference needs.
3. **Rosters:** Your on-site Emergency Contact should carry a current roster of all participants/staff at all times. This step is essential in accounting for participants/staff. If multiple staff members will be charged with accounting for participants/staff, each should carry a set of updated rosters.

For youth programs specifically, your rosters should include names, housing assignments, ages, special needs, and parent/guardian information. Sac State Conference Services recommends having an accessible way for minors to contact parents or guardians regarding their safety.

4. **Participants/staff with Disabilities:** During a campus emergency, participants/staff with disabilities may require specific accommodations/needs. Your on-site Emergency Contact should be aware of the names and room assignments of participants/staff who have disabilities requiring specific needs.

5. **Specific Needs:** In the event of an emergency, it will be important for your on-site Emergency Contact to be aware of any special needs of participants/staff. Special needs may include, but are not limited to, special dietary needs, prescription medications, and comfort/care items.

6. **Transportation:** Your program must have the ability to provide transportation to medical facilities off campus. Sac State Conference Services staff cannot transport guests for any purpose, including medical attention. The Sacramento Fire Department, however, will provide emergency medical treatment and transport to local hospitals. A list of local health care facilities is included at the end of this document. Please note, Sac State Student Health Center is reserved for enrolled students only.

7. **Relocation and Evacuation:** If the severity of the emergency prevents conference groups from returning to normal operations, you may be asked to evacuate campus. If an evacuation order is given, your program may be asked to evacuate within 24-48 hours of receiving notification. In an extremely rare situation, the emergency may require immediate campus evacuation.

   During an evacuation, participants/staff must bring their personal belongings with them; otherwise belongings may be forfeited. Sac State and Conference Services is not responsible for conference evacuation costs. These costs would be considered the responsibility of program.

   If, following an emergency, there is a way for programs to resume, relocation within the campus may be required.

8. **Cost Coverage:** It is the responsibility of your program to cover all costs for participants and staff during health emergencies including, but not limited to, medical transports. Please note that in the event of a health emergency, call Public Safety/Campus Police (916) 278-6851 or 911.